

Adjusting Availability

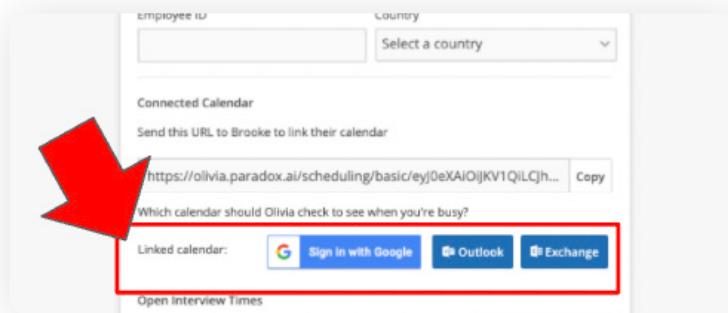
Follow the steps below to tell Olivia when she can schedule you for an interview.

1. Go to your Profile

Click initials in upper righthand corner > My Profile

2. Connect your calendar (if applicable)

This will allow Olivia to read your free/busy times before presenting times to candidates for an interview.



Employee ID: Country:

Connected Calendar

Send this URL to Brooke to link their calendar

<https://olivia.paradox.ai/scheduling/basic/eyJ0eXAiOiJKV1QiLCJh...> [Copy](#)

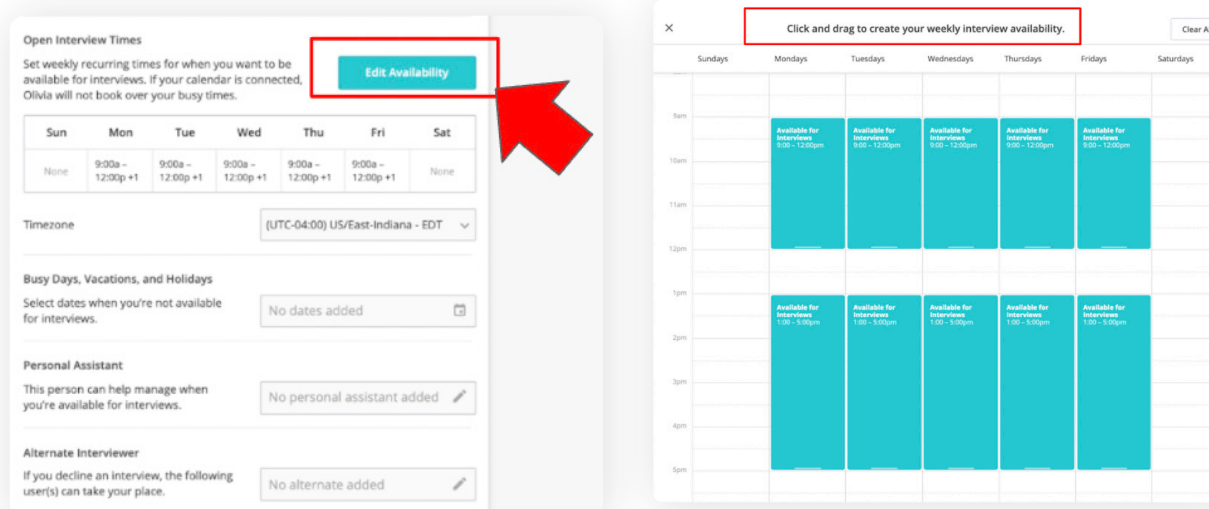
Which calendar should Olivia check to see when you're busy?

Linked calendar: [Sign in with Google](#) [Outlook](#) [Exchange](#)

[Open Interview Times](#)

3. Edit your open interview times

This will allow you to set a recurring availability which will be repeated every week.



Open Interview Times

Set weekly recurring times for when you want to be available for interviews. If your calendar is connected, Olivia will not book over your busy times.

[Edit Availability](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
None	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	None

Timezone:

Busy Days, Vacations, and Holidays

Select dates when you're not available for interviews.

Personal Assistant

This person can help manage when you're available for interviews.

Alternate Interviewer

If you decline an interview, the following user(s) can take your place.

Click and drag to create your weekly interview availability.

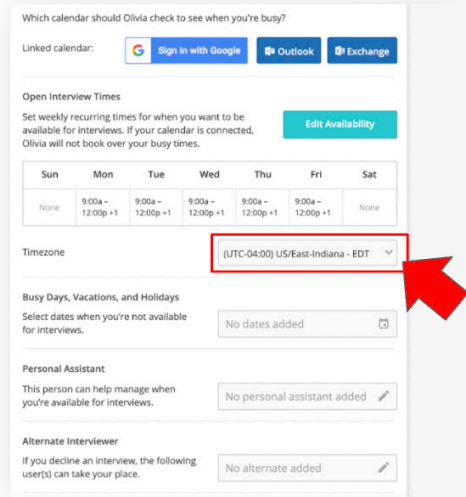
Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
	Available for interviews 9:00 - 12:00pm	Available for interviews 9:00 - 12:00pm	Available for interviews 9:00 - 12:00pm	Available for interviews 9:00 - 12:00pm	Available for interviews 9:00 - 12:00pm	
	Available for interviews 1:00 - 5:00pm	Available for interviews 1:00 - 5:00pm	Available for interviews 1:00 - 5:00pm	Available for interviews 1:00 - 5:00pm	Available for interviews 1:00 - 5:00pm	

Your AI will look at this availability first and then cross check with your connected calendar before offering times to the candidate.




Adjusting Availability

4. Set your timezone

This is the timezone Olivia will use when presenting times to the candidate.



Which calendar should Olivia check to see when you're busy?

Linked calendar:  Sign in with Google  Outlook  Exchange

Open Interview Times

Set weekly recurring times for when you want to be available for interviews. If your calendar is connected, Olivia will not book over your busy times. [Edit Availability](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
None	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	None

Timezone: (UTC-04:00) US/East-Indiana - EDT

Busy Days, Vacations, and Holidays

Select dates when you're not available for interviews. [No dates added](#)

Personal Assistant

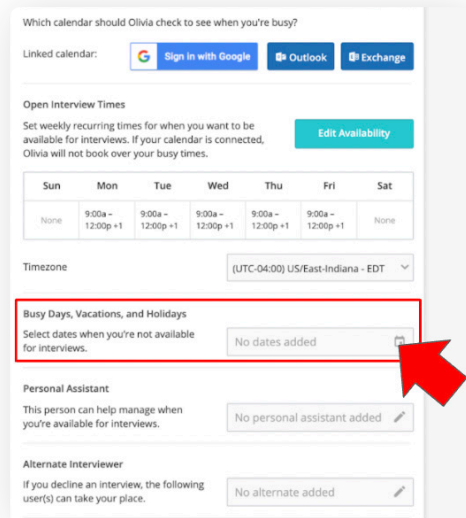
This person can help manage when you're available for interviews. [No personal assistant added](#)

Alternate Interviewer




If you decline an interview, the following user(s) can take your place. [No alternate added](#)

5. Block your busy days, vacation days, and holidays.

These can be marked in your connected calendar as "busy" or entered here.



Which calendar should Olivia check to see when you're busy?

Linked calendar:  Sign in with Google  Outlook  Exchange

Open Interview Times

Set weekly recurring times for when you want to be available for interviews. If your calendar is connected, Olivia will not book over your busy times. [Edit Availability](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
None	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	9:00a - 12:00p +1	None

Timezone: (UTC-04:00) US/East-Indiana - EDT

Busy Days, Vacations, and Holidays

Select dates when you're not available for interviews. [No dates added](#)

Personal Assistant

This person can help manage when you're available for interviews. [No personal assistant added](#)

Alternate Interviewer

If you decline an interview, the following user(s) can take your place. [No alternate added](#)

6. To view your day-to-day calendar (to override your recurring calendar) go to All Apps > My Calendar.

