



## **Ask Candidates to Schedule Their Own Interview**

Did you know you can use an online tool to take the headache out of scheduling candidate interviews? There are several online calendars available and many offer a free version. Our Talent Acquisition Manager, Joey Keel, tried out Acuity Scheduling recently to help coordinate phone interviews. She had this to say, “The tool was simple to set up and use. When I finished setting my availability for the phone interviews, I had a link to share with the candidates. All the candidate had to do was click on the link, choose a date and time that worked best for them. Once they confirmed, I received an email with the calendar invite attached.”

Another tool to check out is Calendly. The same features with Acuity Scheduling is available with Calendly. Calendly is simple to set up and use. Acuity Scheduling offers the following features to customize the appointment page: include a picture, use intake forms to gather more information when an appointment is booked and edit the initial confirmation email template.

The free version of the calendars limit users to one event. You can reuse the event by changing the title and availability. The free version is not ideal to manage more than one applicant pool at one time. Plans are available for purchase.

For more information on Acuity Scheduling, go to <https://secure.acuityscheduling.com/signup.php>. For more information on Calendly, go to <https://calendly.com/pages/solutions/interview-scheduling>.

If you have tried one of these tools or other resources, we want to hear from you. If you have questions, please contact Joey Keel, Talent Acquisition Manager, at [joey.keel@okstate.edu](mailto:joey.keel@okstate.edu) or call (405) 744-4932.