

# Interview Scheduling

## USING OFFICE 365

This guide is for an email administrator or a member of the IT team. The Interview Scheduling tool allows your HR team to easily see calendar availability and schedule interviews. When set up correctly, no further maintenance or support is needed.

### Add a New User to Office 365

1. Sign into your Office 365 Admin Account
2. Go to the Admin Center
3. Navigate to Users
4. Click and 'Add a User'

### New Account Details

- **First name:** HR
- **Last name:** Scheduler
- **Display name:** HR Scheduler
- **User name:** PaycorRecruitingScheduler@domain.com
- **Password:** Create a new password manually. Do NOT prompt user for a new password upon login.
- **Location:** Any
- **Licenses:** Assign a product license to this new user.
- **Roles:** User (no administrator access)

### Requirements

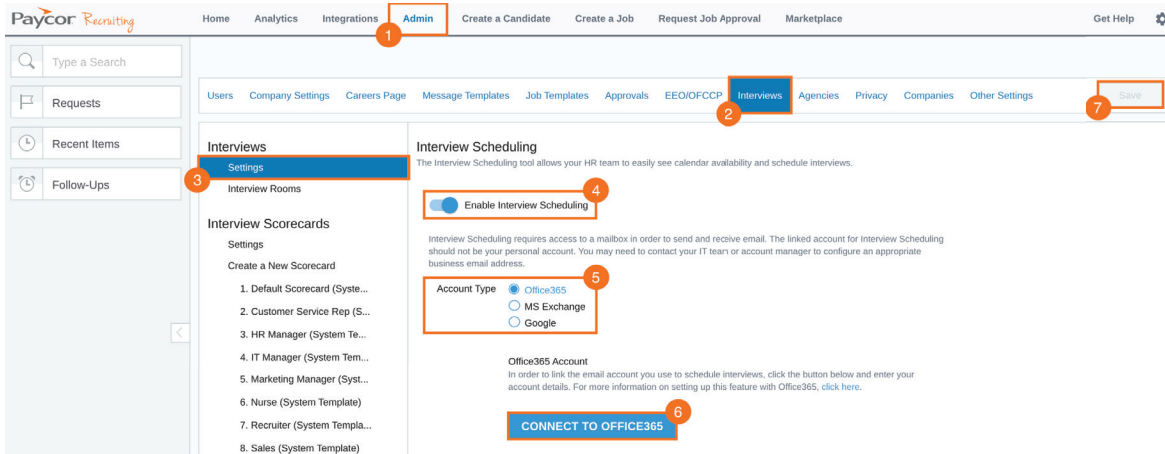
Check the following requirements for the new HR Scheduler account:

1. The new account can *send and receive emails*
2. The new account can *view free/busy calendar info* from other users
3. The *password will NOT reset* based on user or company account settings

## Ready to Go?

Provide the credentials to your Paycor Recruiting Admin and ask them to enter them into the software by logging in and navigating to:

Admin > Interviews > Settings > Enable Interview Scheduling > Account Type: Office 365 > Connect to Office 365 > Enter email credentials in the separate pop up window.



## Frequently Asked Questions

### What is exchanged between Paycor Recruiting and our Office 365 account?

Paycor Recruiting fetches free/busy information from interviewers' calendars whenever it is requested. When an interview is scheduled, Paycor Recruiting will send invitations and periodically connect to monitor invitee responses. Paycor Recruiting also manages some attachments.

### What information is stored by Paycor Recruiting?

Paycor Recruiting securely stores the scheduler account credentials, the accept/decline status of each invitation, and the unique ID of each invitation.

### What emails are sent by the scheduling user account?

Paycor Recruiting uses API to take action upon appointment. Whether it sends emails or just updates calendars directly will depend on how the latest version of Office 365 responds to the API request. Job applicants will never receive these emails—only interviewers.

## Get Support

Here at Paycor Recruiting we pride ourselves on the satisfaction of our customers. If you ever have any issues, please contact us at [recruitingsupport@paycor.com](mailto:recruitingsupport@paycor.com) or click the button below to **visit our Knowledge Base**.

# Interview Scheduling

## USING MICROSOFT EXCHANGE

This guide is for an email administrator or a member of the IT team. The Interview Scheduling tool allows your HR team to easily see calendar availability and schedule interviews. When set up correctly, no further maintenance or support is needed.

### Setup

First, you will be creating a new user in the organization's directory and Exchange environments exactly as if you are setting up a new employee.

Make sure there is a full mailbox set up for the user, as Paycor Recruiting requires the ability to send and receive email.

**Name / Display Name:** HR Scheduler

**Email Address:** PaycorRecruitingScheduler@domain.com

**Password:** Create a new password manually. Do **NOT** prompt user for a new password upon login.

### Requirements

Make sure your organization is using **Microsoft Exchange 2010 SP2 (14.2.247.5) or newer.**

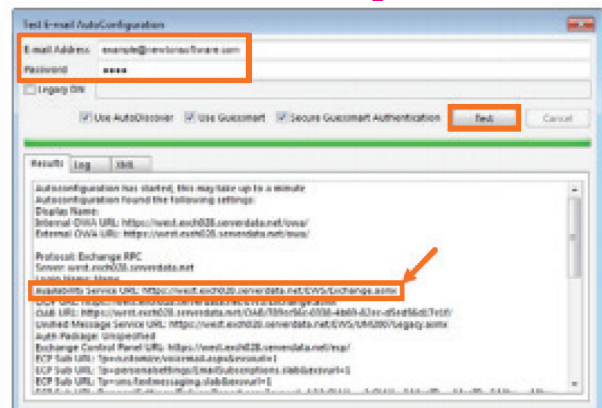
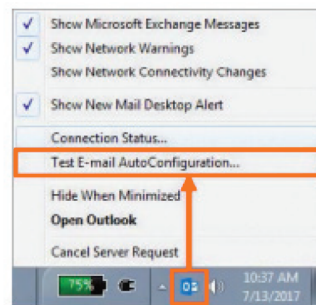
If your organization is using an older version, you will **NOT** be able to set up Interview Scheduling for the HR team until upgrading.

If your organization is using Office365, use the setup guide for Office 365 instead.

### Final Check

Check the following requirements for the new HR Scheduler account:

1. The new account can *send and receive emails.*
2. The new account can *view free / busy calendar info from other users.*
3. The *password will NOT reset* based on user or company account settings.



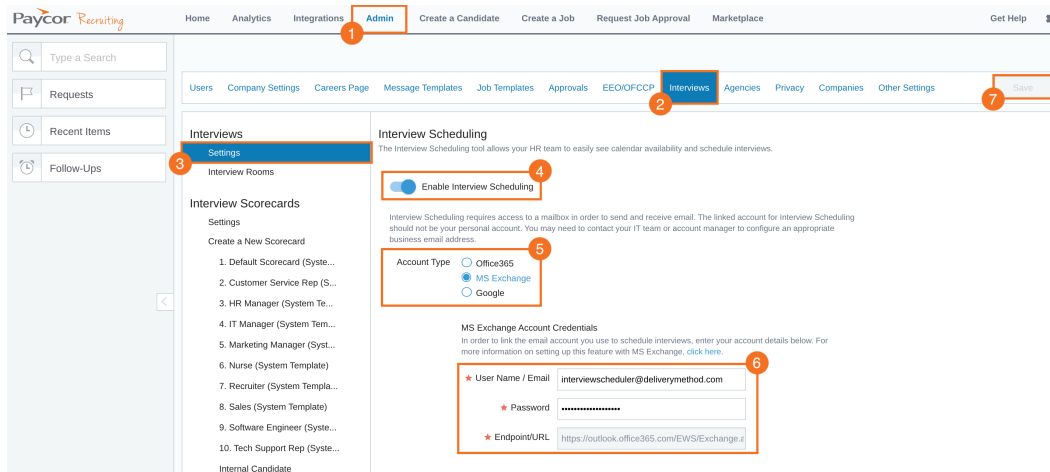
### Exchange Web Services URL

Next, you will need to find the Exchange Web Service (EWS) URL.

1. Ctrl + Right click on the Outlook icon in the taskbar
2. Select 'Test E-mail AutoConfiguration'
3. Log in with any valid credentials and click 'Test'
4. Copy the Availability Service URL

## Ready to Go?

- Provide the credentials to your Paycor Recruiting Admin and ask them to enter them into Paycor Recruiting by logging in and navigating to: Admin > Interviews > Settings > Enable Interview Scheduling > Account Type: Google > Connect to Google > Enter email credentials in the separate pop up window.
- Enter Endpoint/URL: <https://outlook.office365.com/EWS/Exchange.asmx>



## Frequently Asked Questions

### What kind of user account is needed in Microsoft Exchange?

Interview Scheduling requires a default standard user.

### How does Paycor Recruiting connect to our Exchange server?

Paycor Recruiting connects using a SSL-encrypted Exchange Web Services (EWS) connection.

### What is exchanged between Paycor Recruiting and our Exchange server?

Paycor Recruiting fetches free/busy information from interviewers' calendars whenever it is requested. When an interview is scheduled, Paycor Recruiting will send invitations and periodically connect to monitor invitee responses.

### What information is stored by Paycor Recruiting?

Paycor Recruiting securely stores the scheduler account credentials, the accept/decline status of each invitation, and the unique ID of each invitation.

### What emails are sent by the scheduling user account?

Paycor Recruiting uses API to take action upon appointment. Whether it sends emails or just updates calendars directly will depend on how the latest version of Exchange responds to the API request. Job applicants will never receive these emails—only interviewers.

## Get Support

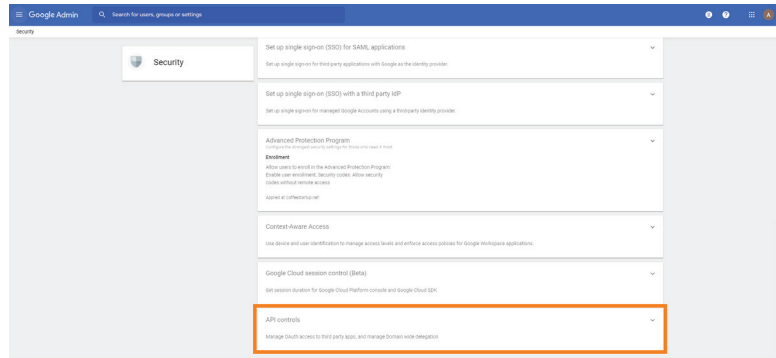
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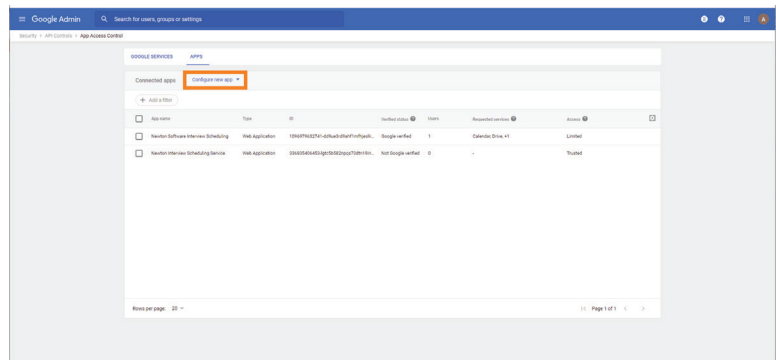


## API Permissions

1. Click 'Security' in the Admin Console, and select 'API Controls'

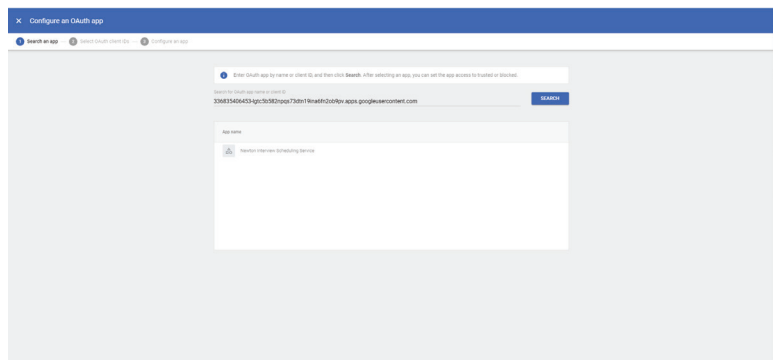


2. Under Apps, select 'Configure New App'.

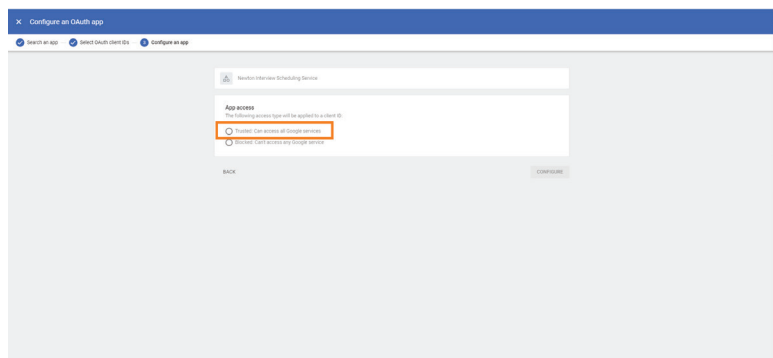


3. Enter the following into 'Search for OAuth App Name or Client ID':  
1096979632741-dd9ue3rd9ahf1mfhjeslkm  
fm12nvq9a.apps.googleusercontent.com

4. Select the app name 'Newton Interview Scheduling Service'



5. In App Access, select 'Trusted: Can access all Google services'

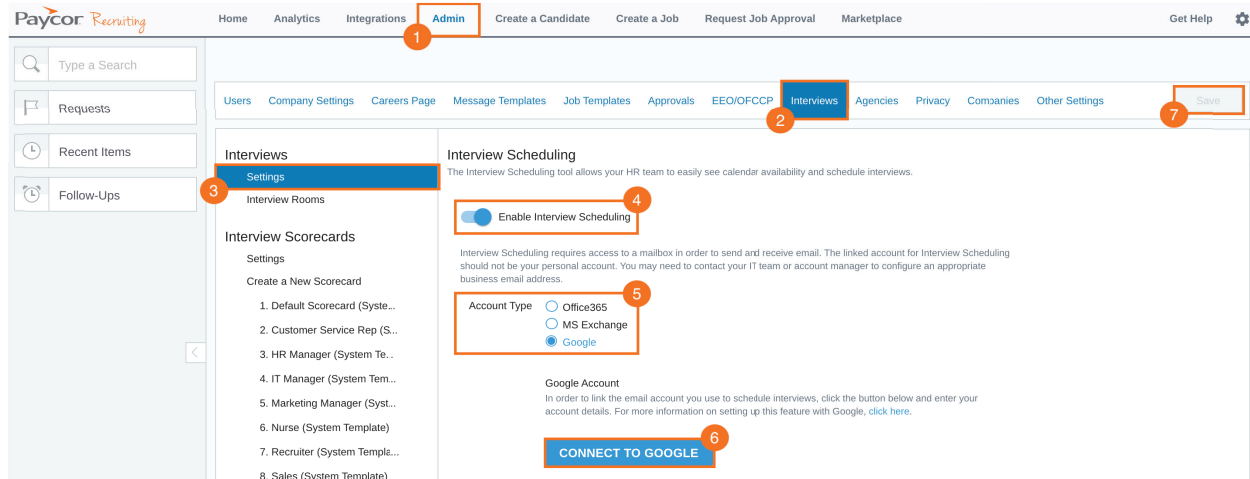




## Ready to Go?

- Provide the credentials to your Paycor Recruiting Admin and ask them to enter them into the software by logging in and navigating to:

Admin > Interviews > Settings > Enable Interview Scheduling > Account Type: Google > Connect to Google > Enter email credentials in the separate pop up window.



## Frequently Asked Questions

### What is exchanged between Paycor Recruiting and our Google account?

Paycor Recruiting fetches free/busy information from interviewers' calendars whenever it is requested. When an interview is scheduled, Paycor Recruiting will send invitations and periodically connect to monitor invitee responses. Paycor Recruiting also manages some attachments.

### What information is stored by Paycor?

Paycor Recruiting securely stores the scheduler account credentials, the accept/decline status of each invitation, and the unique ID of each invitation.

### What emails are sent by the scheduling user account?

Paycor Recruiting uses API to take action upon appointment. Whether it sends emails or just updates calendars directly will depend on how the latest version of google responds to the API request. Job applicants will never receive these emails—only interviewers.

### How are attachments managed?

Paycor Recruiting uses the API to upload attachments for the invitations and has per-file access. This file authorization is fully revoked if Paycor Recruiting is deauthorized in the Google Adm in API client access area. This access is used by Paycor Recruiting ONLY to add attachments into event invitations.

## Get Support

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