

# SCALIS

GETTING STARTED



# Events & Calendar Setup

# Summary

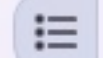
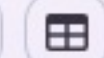
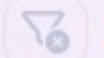
1. Connecting a Calendar	04
↳ Connecting a Google Account	05
↳ Connecting a Microsoft Account	06
↳ Connecting a Zoom Account	07
2. Shared Calendars	08
3. Scheduler Link Configuration	09
4. Event Defaults Configuration	13

















Job Dashboard > SMS Marketing Associate (12590) > Pipeline

PA LM JB AB AB +8   

Active Candidates | SCALIS Candidates | Prospects | Invited to Apply | Rejected | +

Match Score ▾ Stage ▾ Last Activity Date ▾ Status ▾ Skills ▾ Advanced Filters    Save View ▾

▲ Sourcing ...

<input type="checkbox"/>	Name	Rating	Current Job Title	Current Company	Match Score	Websites	Status	Most Recent
<input type="checkbox"/>	Jacob Jones	★ ★ ★ ☆ ☆	Copywriter	 FarisBering	49%	  	Prospect 2w ago	Cosmetics
<input type="checkbox"/>	Jerome Bell	☆ ☆ ☆ ☆ ☆	UI Developer	 Verify	93%	—	Invite Expired 1d ago	Wellness
<input type="checkbox"/>	Darlene Robertson	☆ ☆ ☆ ☆ ☆	UI Designer	 Metaful	71%	 	Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Savannah Nguyen	★ ★ ★ ★ ★	Senior Software Engineer	 Leannon and Sons	79%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Ralph Edwards	☆ ☆ ☆ ☆ ☆	DevOps Engineer	 Advanta Inc.	69%	  	Invite Declined 5d ago	Chemicals

# Welcome to SCALIS!

## Getting Started with Events & Calendar Setup


We're thrilled to have you on board! Follow this step-by-step guide to set up your Calendar and Email accounts so you can schedule interviews, manage your availability, and stay organized.

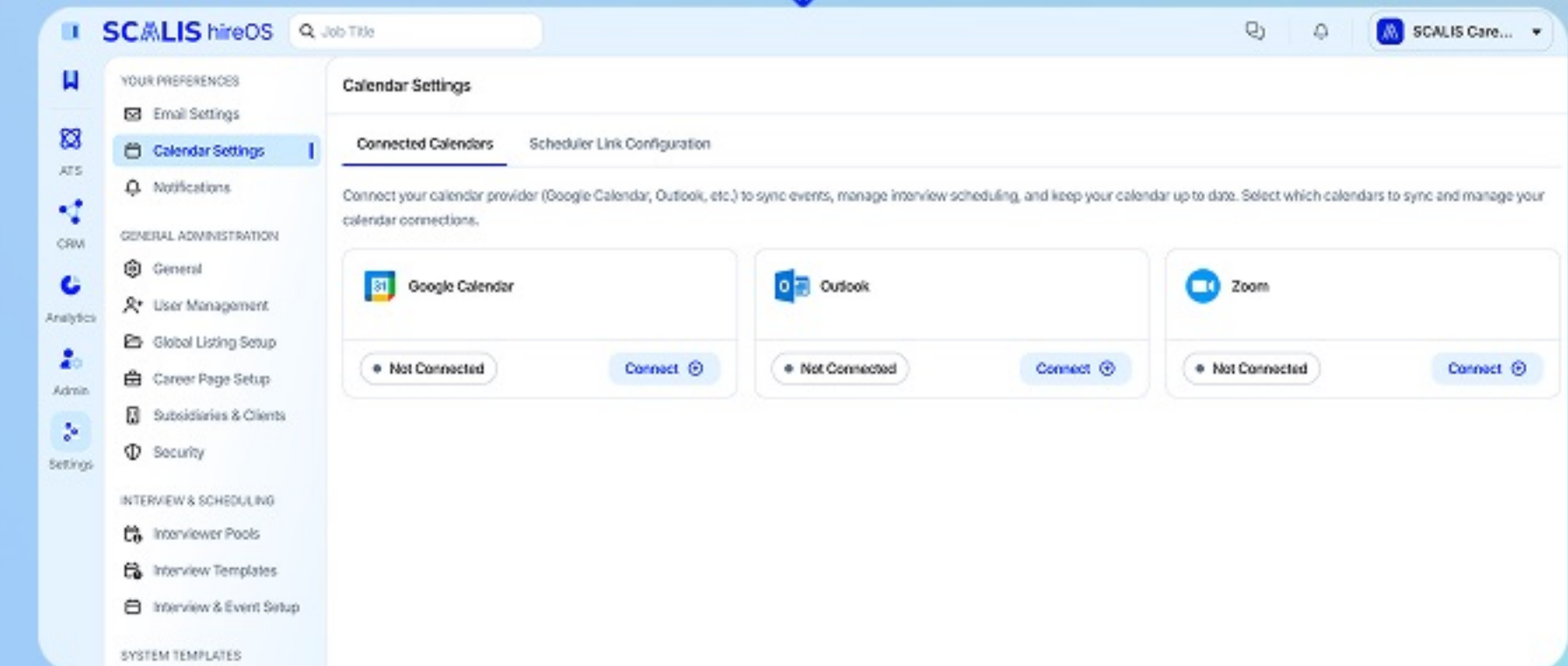
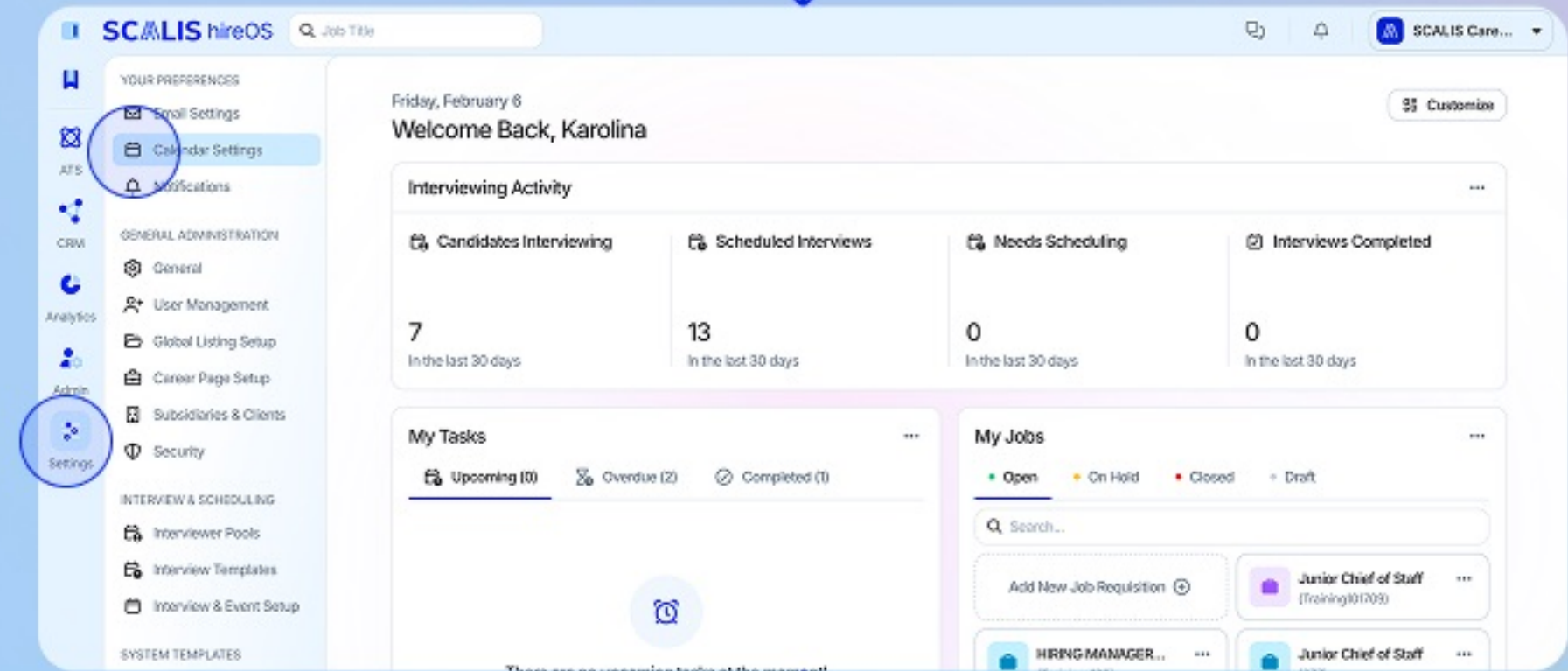
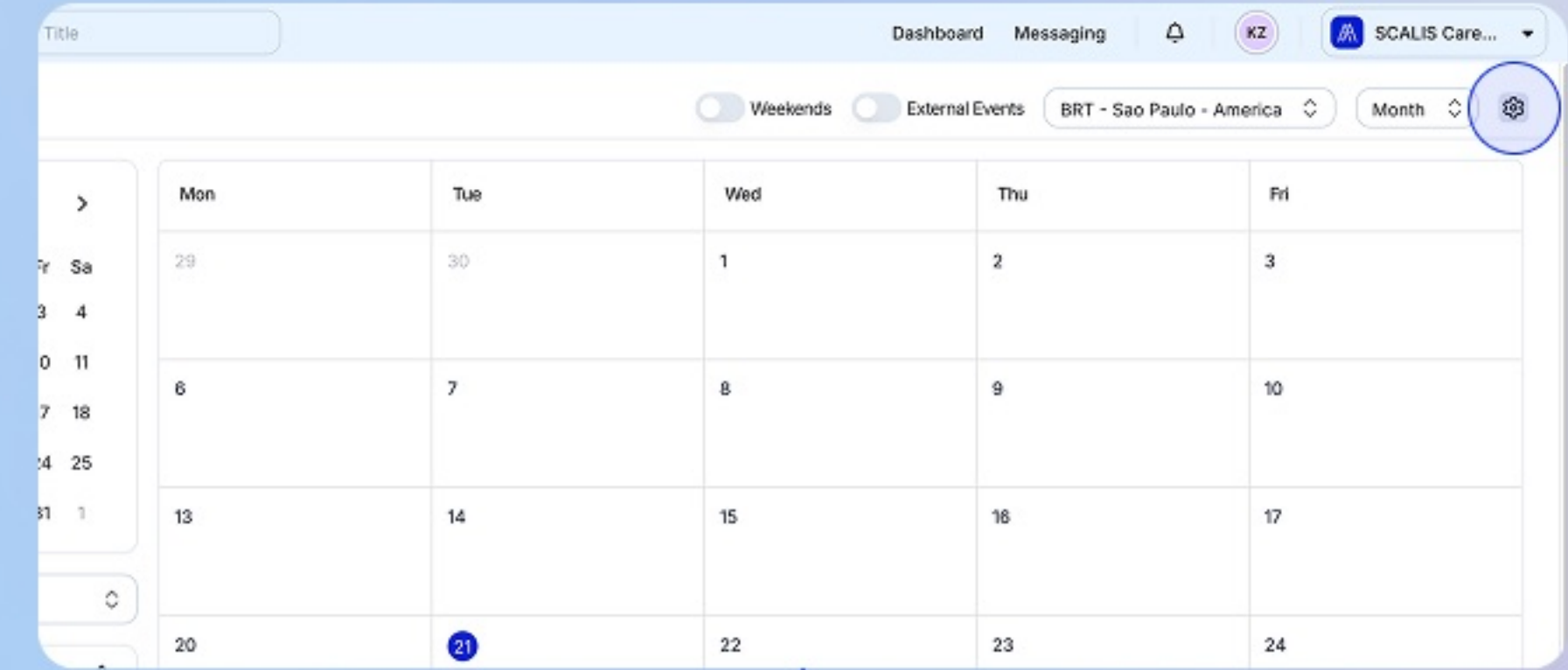
## STEP 1

# Connecting a Calendar

Connect your calendar account to SCALIS to manage Interviews, Events Scheduling and Calendar Sync.

1. Navigate to **Calendar** from the left navigation bar and click the **Gear** icon at the top right – you can also access the Calendar Settings from your **Company Settings**).
2. Click **Connect** button and select your calendar provider to sync your schedule.
3. After selecting your provider, read the terms of use and click **Accept and Connect** to proceed.

 *SCALIS separates SCALIS events from non-SCALIS events for a clear, organized view.*



## STEP 1.1

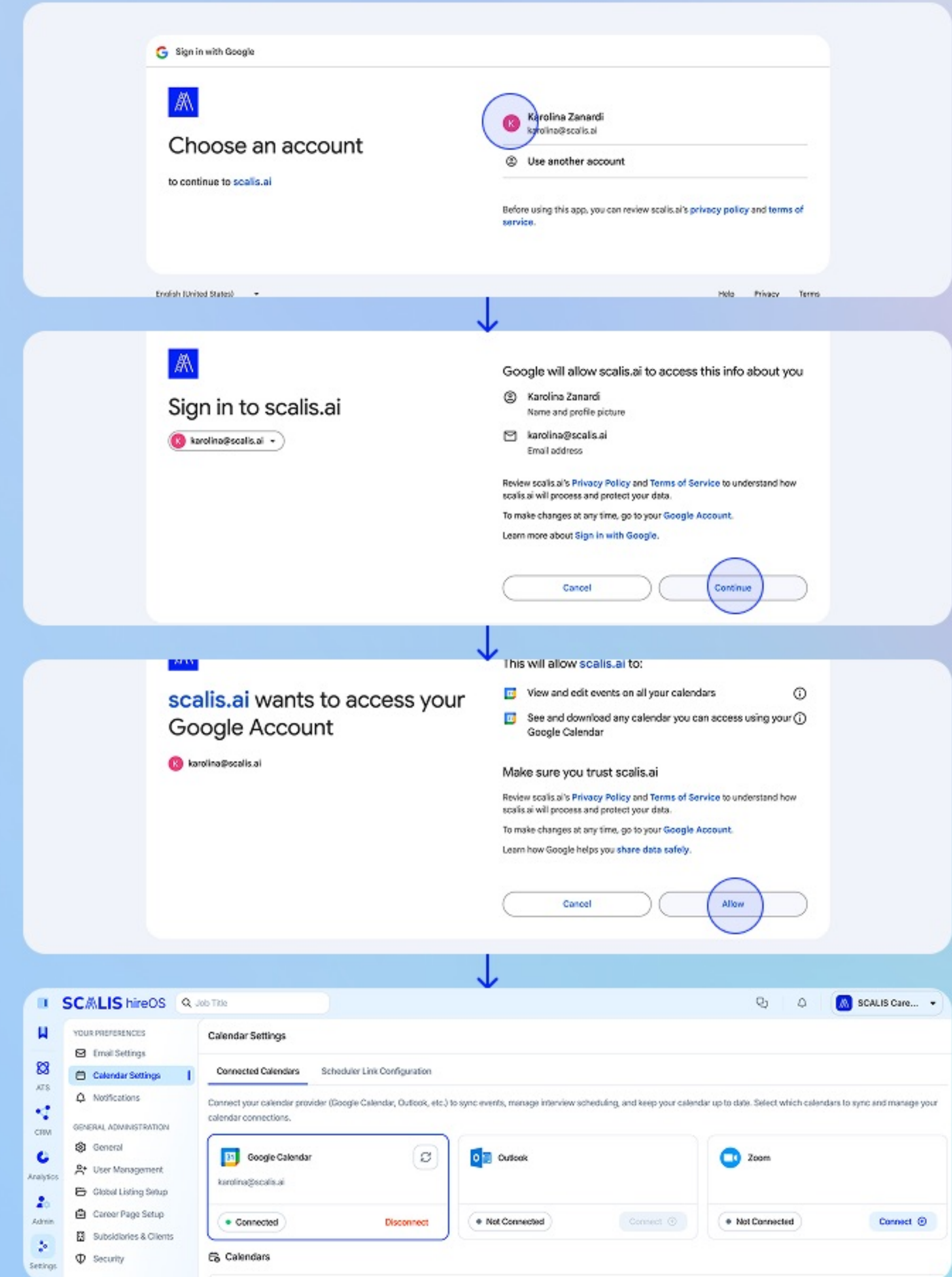
# Connecting a Google Account

You can use the SCALIS calendar and interview scheduling tools to create new or modify existing events within your Calendar.

4. Select the Google Account you want to connect with SCALIS.
5. Click **Continue** then **Allow** to proceed.
6. Success! Your calendar account is now connected to SCALIS.

**i** SCALIS only uses your Google data to power the different features and functionalities of our product that connect with your Google Workspace tools. It's your data and we just want to help you work more effectively.

**📅** Note: Only one calendar can be connected at a time.



## STEP 1.2

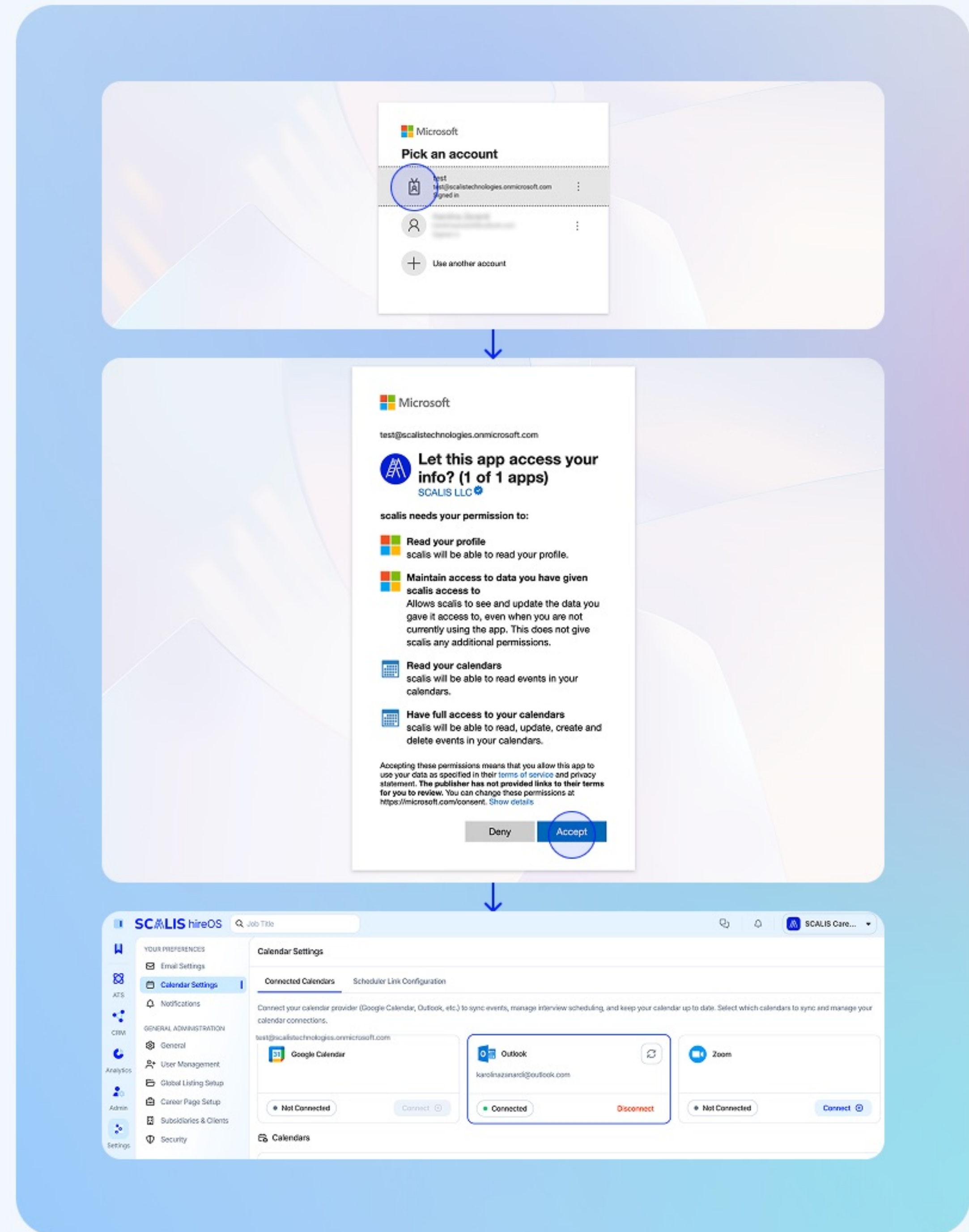
# Connecting a Microsoft Account

You can use the SCALIS calendar and interview scheduling tools to create new or modify existing events within your Calendar.

4. Select the Microsoft Account you want to connect with SCALIS.
5. Click **Accept** to proceed.
6. Success! Your calendar account is now connected to SCALIS.

**i** SCALIS only uses your Outlook data to power the different features and functionalities of our product that connect with your Outlook Workspace tools. It's your data and we just want to help you work more effectively.

**📅** Note: Only one calendar can be connected at a time.



## STEP 1.3

# Connecting a Zoom Account

You can use the SCALIS calendar and interview scheduling tools to create new or modify existing events within your Calendar.

4. Log into the Zoom Account you want to connect with SCALIS.
5. Click **Allow** to proceed.
6. Success! Your calendar account is now connected to SCALIS.

The image illustrates the process of connecting a Zoom account to SCALIS. It consists of three sequential screenshots:

- Zoom Login:** A screenshot of the Zoom login page. It features the Zoom logo at the top, followed by input fields for "Email Address" and "Password". A blue "Sign In" button is positioned below these fields. A note states, "By signing in, I agree to the Zoom's Privacy Statement and Terms of Service." Below this, there is a section for "Or sign in with" featuring icons for SSO, Apple, Google, Facebook, and Microsoft.
- Permission Request:** A screenshot of a permission request dialog box from scalis.ai. The title is "scalis.ai would like permission to:". It lists two permissions: "Create a meeting for a user" and "View a user", both with checkmarks. Below this, it lists "Types of data scalis.ai will access:" followed by various data categories represented by icons. At the bottom, there is a checkbox for "Allow this app to use my shared access permissions." and a blue "Allow" button, which is circled in blue. A "Decline" button is also present.
- SCALIS hireOS Interface:** A screenshot of the SCALIS hireOS interface. The "Calendar Settings" page is open, showing "Connected Calendars" and "Scheduler Link Configuration". Under "Connected Calendars", there are three entries: "Google Calendar" (Not Connected), "Outlook" (Connected), and "Zoom" (Connected). The "Outlook" and "Zoom" entries have "Disconnect" buttons. Below this, there is a table of "Calendars" with columns for Status, Calendar Name, Provider, Is owned by me?, Event Visibility, and Default Calendar. The table shows one entry: "Calendar" with Provider "Microsoft Outlook", "Is owned by me?" set to "Yes", and "Event Visibility" set to "See Only Free/Busy".



## STEP 2

# Shared Calendars

If your calendar provider supports shared calendars (like Google), all shared calendars you have access to will appear here once connected. These calendars can be used to check availability and schedule interviews, based on the visibility and permissions set by the calendar owner.

- **Calendar Status:** Enable or disable the calendar. Disabled calendars will not appear in booking dropdowns for you or others to book with.
- **Event Visibility:** Control how calendar events are visible to others. Visibility settings apply to others, but not to calendar owners or those with shared access.
- **Default Calendar:** Set your default calendar used for creating new events.

The screenshot displays the SCALIS interface for managing shared calendars. It is divided into three main sections:

- Top Section:** Shows a 'Not Connected' status with a 'Connect' button. A tooltip explains: "Enable or disable this calendar. Disabled calendars will not appear in booking dropdowns for you or others to book with."
- Middle Section:** A table lists calendar providers. The first row shows a calendar with a 'Status' toggle (currently off), 'Calendar Name', and 'Provider' (Microsoft Outlook). Below the table, there are 'Disconnect' and 'Connected' buttons. A tooltip explains: "Control how calendar events are visible to others. Visibility settings apply to others, but not to calendar owners or those with shared access."
- Bottom Section:** Shows 'Event Visibility' set to 'See Only Free/Busy' and a 'Default Calendar' dropdown. A tooltip explains: "The default calendar used for creating new events".

## STEP 3

# Scheduler Link Configuration

Set your working hours, availability windows, and scheduling preferences. These settings control when candidates can book interviews through scheduler links, including buffer times, maximum interviews per day, and rolling day windows.

1. Navigate to the **Calendar Settings** from your **Company Settings**.
2. Click **Scheduler Link Configuration** tab.
3. From the Availability Settings, you can configure:
  - **Timezone**: Set your timezone for accurate scheduling.
  - **Working hours**: Set your availability for meetings and interview booked through your scheduler link.

The image displays a sequence of four screenshots from the SCALIS hireOS interface, illustrating the steps to configure scheduler links. The screenshots are connected by downward-pointing arrows.

- Screenshot 1:** Shows the 'Calendar Settings' page. The 'Calendar Settings' and 'Scheduler Link Configuration' tabs are highlighted in the top navigation bar. The main content area shows 'Interviewing Activity' with metrics for Candidates Interviewing (7), Scheduled Interviews (13), Needs Scheduling (0), and Interviews Completed (0). Below this are sections for 'My Tasks' and 'My Jobs'.
- Screenshot 2:** Shows the 'Scheduler Link Configuration' tab selected. It features a 'Connected Calendars' section with options for Google Calendar, Outlook (karolinaznardi@outlook.com), and Zoom. The Outlook and Zoom calendars are shown as 'Connected'.
- Screenshot 3:** Shows the 'Availability Settings' section. It includes a 'Timezone' dropdown menu currently set to '(GMT-03:00) Brasilia Standard Time, Sao Paulo - America'.
- Screenshot 4:** Shows the 'Scheduler Link' section. It includes a 'Minimum Scheduling Notice (hours)' field set to '2'.



## STEP 3

# Scheduler Link Configuration

4. From the Scheduler Link, you can configure:

- **Minimum Scheduling Notice (hours):** Determines the earliest time a candidate can select for their availability starting from the time of submission.
- **Rolling Days of Availability:** Determines the number of days out a candidate can schedule an interview via scheduling link (this window begins after the minimum scheduling notice period passes).
- **Max Interviews per Day:** Set the maximum number of interviews per day that can be scheduled into the calendar of an individual recruiter or interviewer.
- **Buffer Time (before/after minutes):** Add buffer time before or after of each scheduled interview to allow for preparation and prevent back-to-back bookings. Must be 0-120 minutes in increments of 5. Set to 0 to disable.

The image displays a vertical sequence of four screenshots from the SCALIS hireOS interface, illustrating the Scheduler Link Configuration process. The screenshots are connected by downward-pointing arrows.

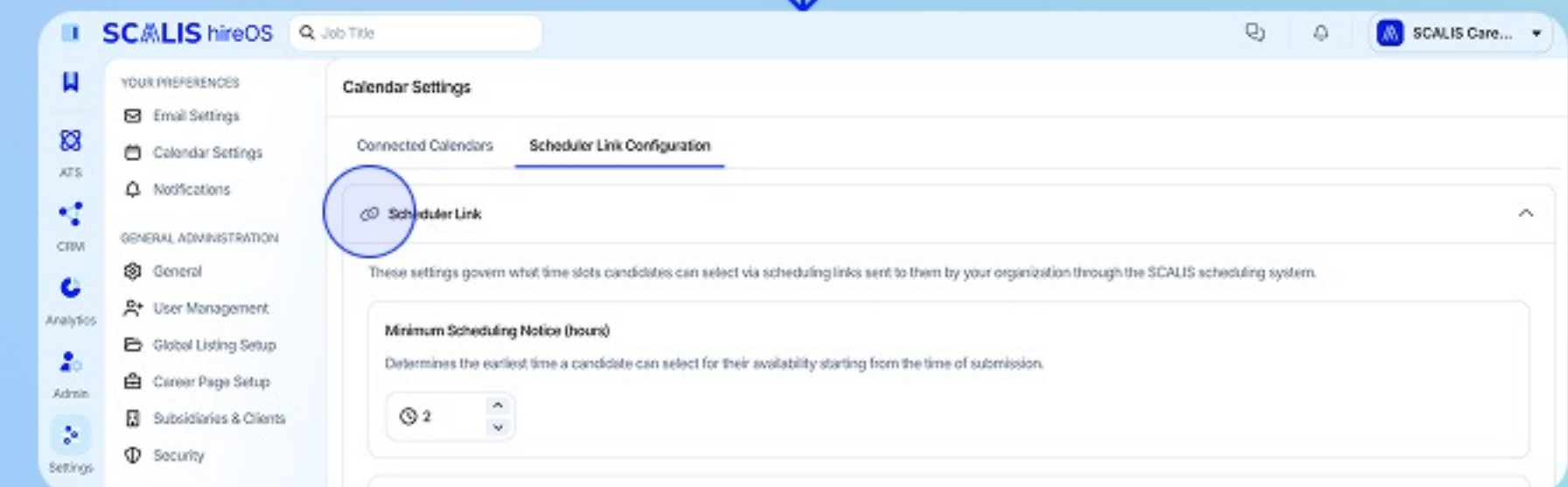
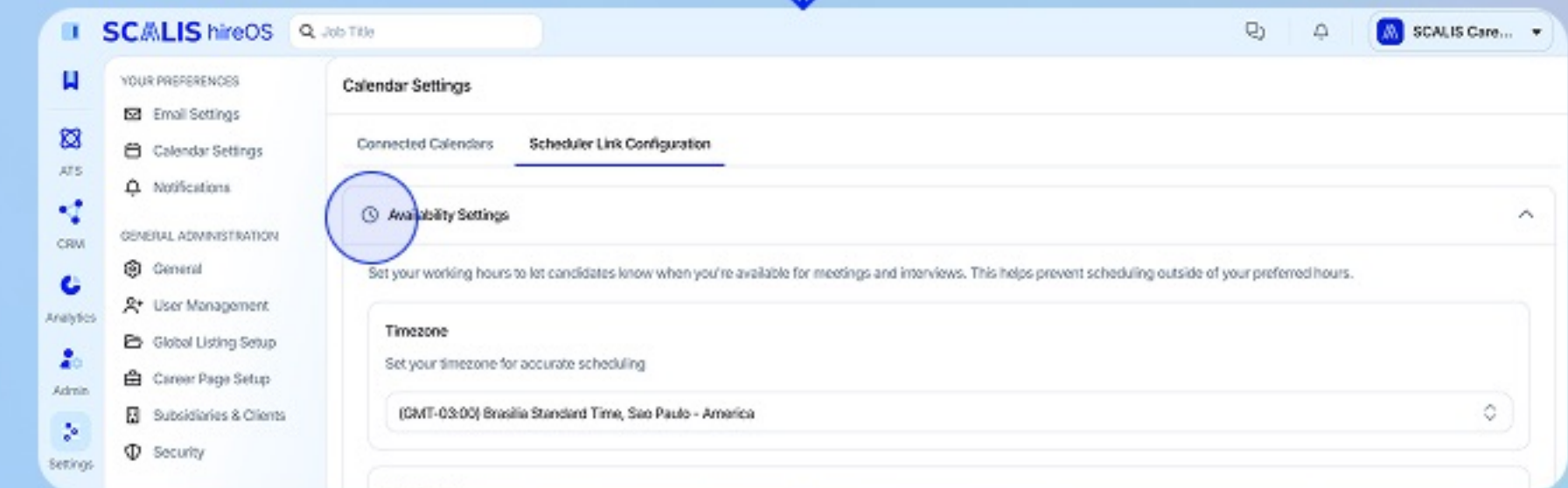
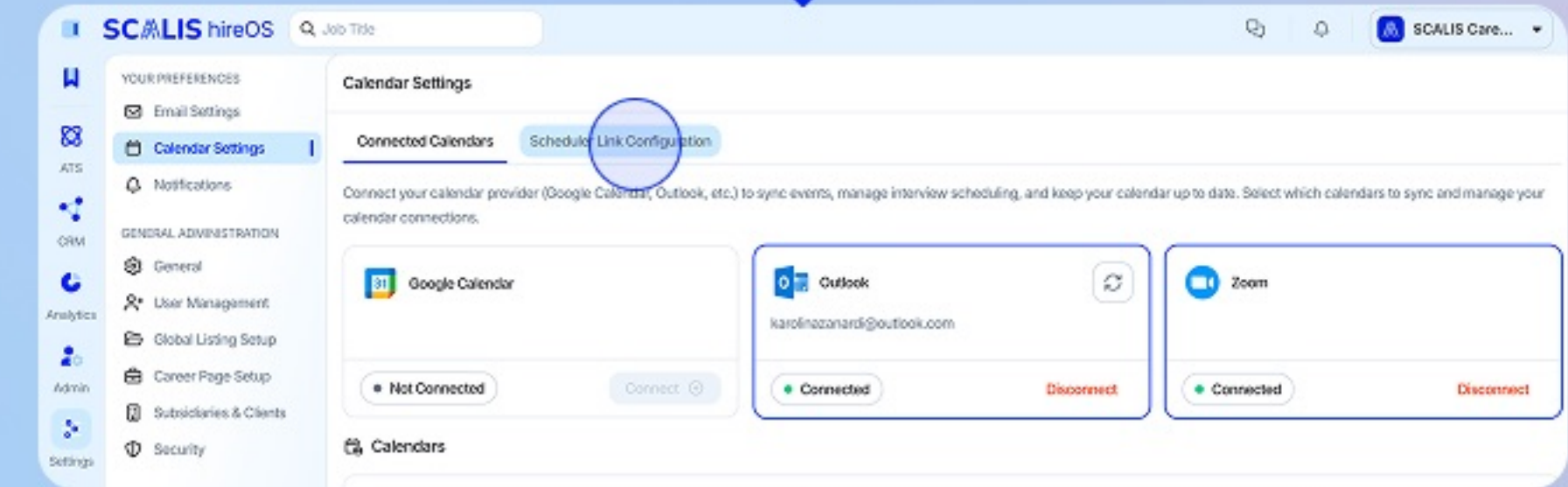
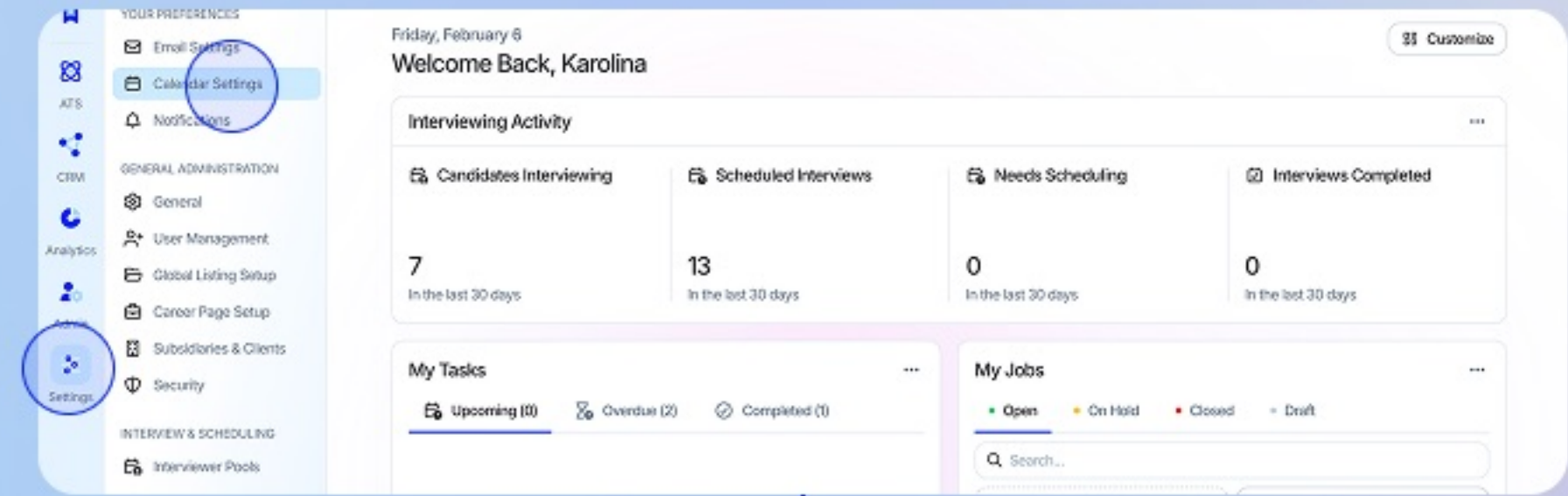
- Top Screenshot:** Shows the 'Calendar Settings' menu in the left sidebar. The 'Scheduler Link Configuration' option is highlighted with a blue circle.
- Second Screenshot:** Shows the 'Connected Calendars' section. It lists three calendars: Google Calendar (Not Connected), Outlook (Connected), and Zoom (Connected). The 'Scheduler Link Configuration' option is highlighted with a blue circle.
- Third Screenshot:** Shows the 'Availability Settings' section. It includes a 'Timezone' dropdown menu set to '(GMT-03:00) Brasilia Standard Time, Sao Paulo - America'. The 'Scheduler Link Configuration' option is highlighted with a blue circle.
- Bottom Screenshot:** Shows the 'Scheduler Link' section. It includes a 'Minimum Scheduling Notice (hours)' field set to 2. The 'Scheduler Link' option is highlighted with a blue circle.



## STEP 3

# Scheduler Link Configuration

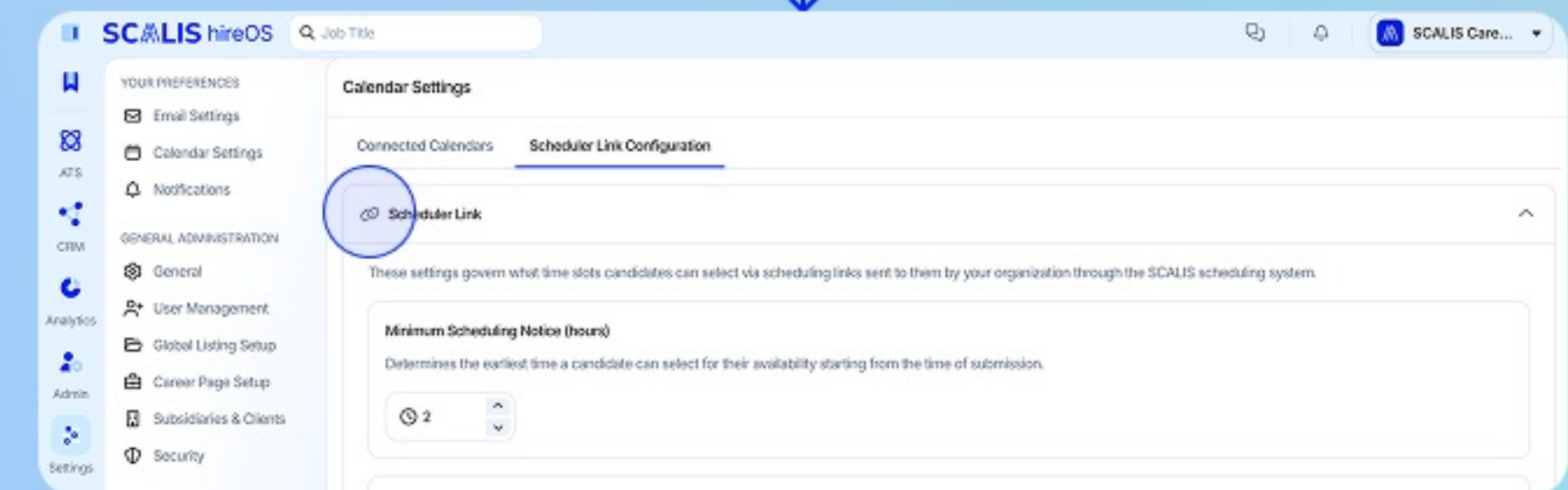
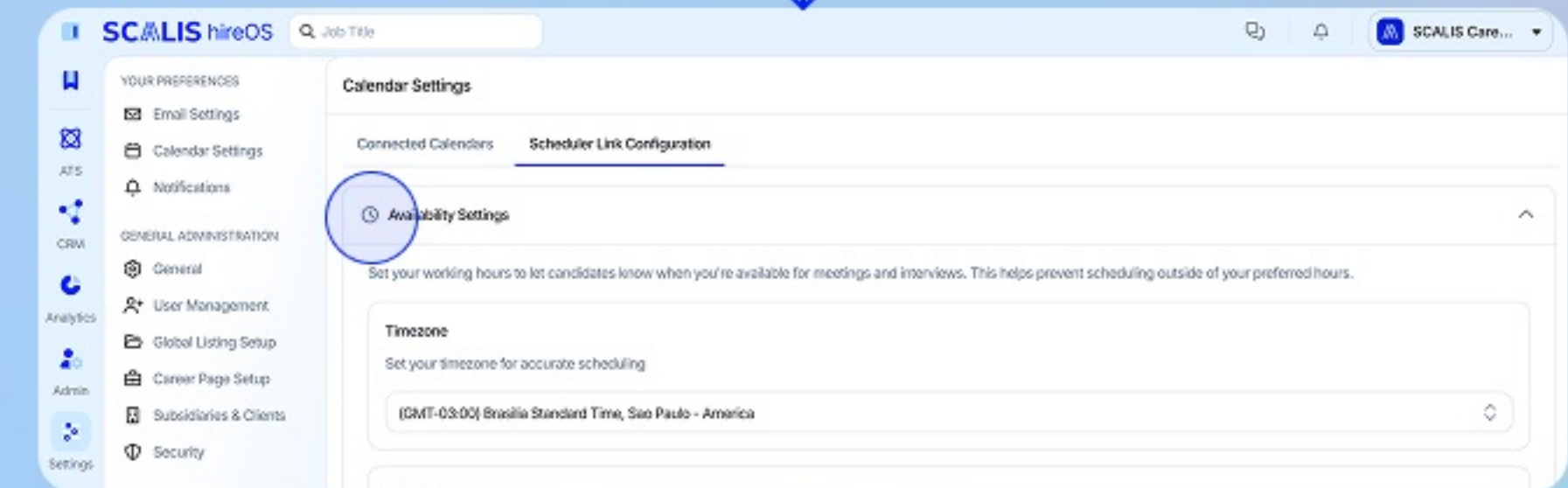
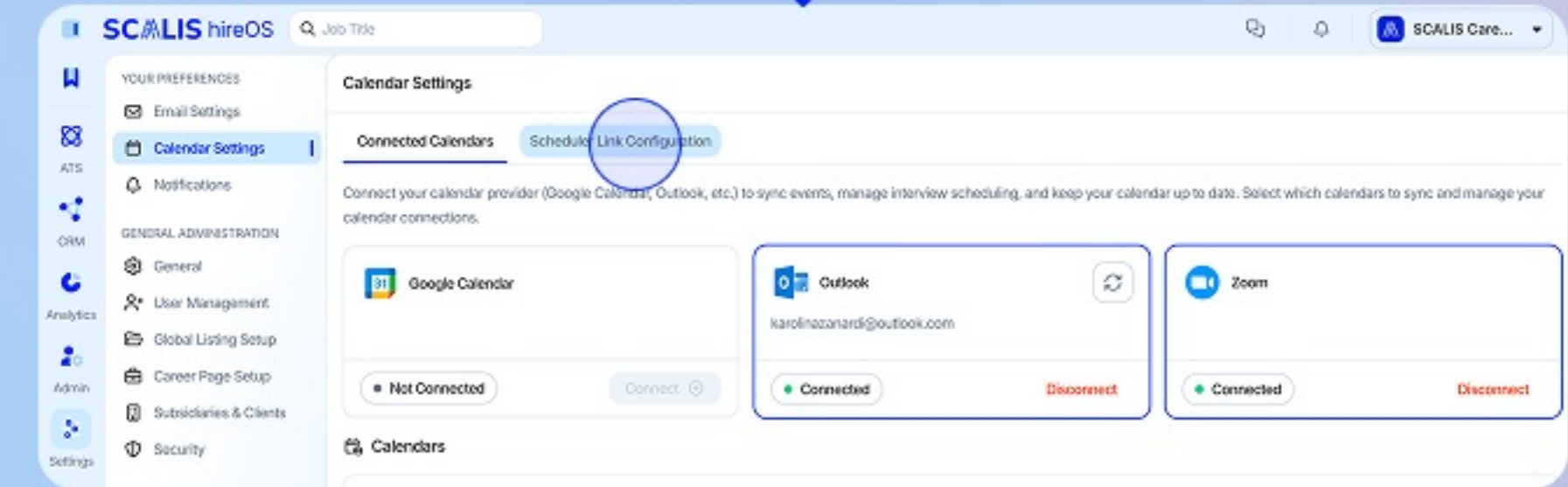
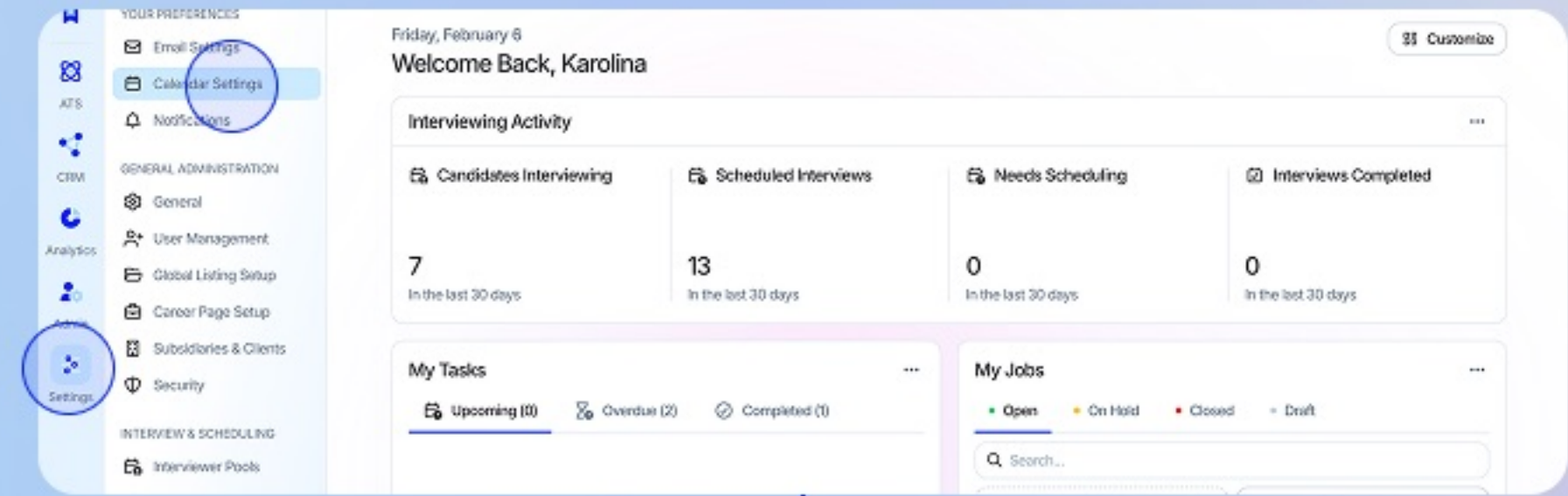
- **Minimum Scheduling Notice (hours):** Determines the earliest time a candidate can select for their availability starting from the time of submission.
- **Rolling Days of Availability:** Determines the number of days out a candidate can schedule an interview via scheduling link (this window begins after the minimum scheduling notice period passes).
- **Max Interviews per Day:** Set the maximum number of interviews per day that can be scheduled into the calendar of an individual recruiter or interviewer.
- **Buffer Time (before/after minutes):** Add buffer time before or after of each scheduled interview to allow for preparation and prevent back-to-back bookings. Must be 0-120 minutes in increments of 5. Set to 0 to disable.



## STEP 3

# Scheduler Link Configuration

- **Rebooking settings:** if enabled, candidates can reschedule their interview using the same scheduling link, up to the maximum number of rebookings you've defined. When they select a new time, their previous time slot is automatically released and made available to others. If disabled, candidates won't be able to change their scheduled time on their own and must contact your team for any updates.
- **Cancel Settings:** if enabled, candidates can cancel their booked interview directly from the scheduler link. The time slot will be freed up in your calendar. If disabled, candidates won't see the option to cancel and will need to reach out to your team if they can't attend.

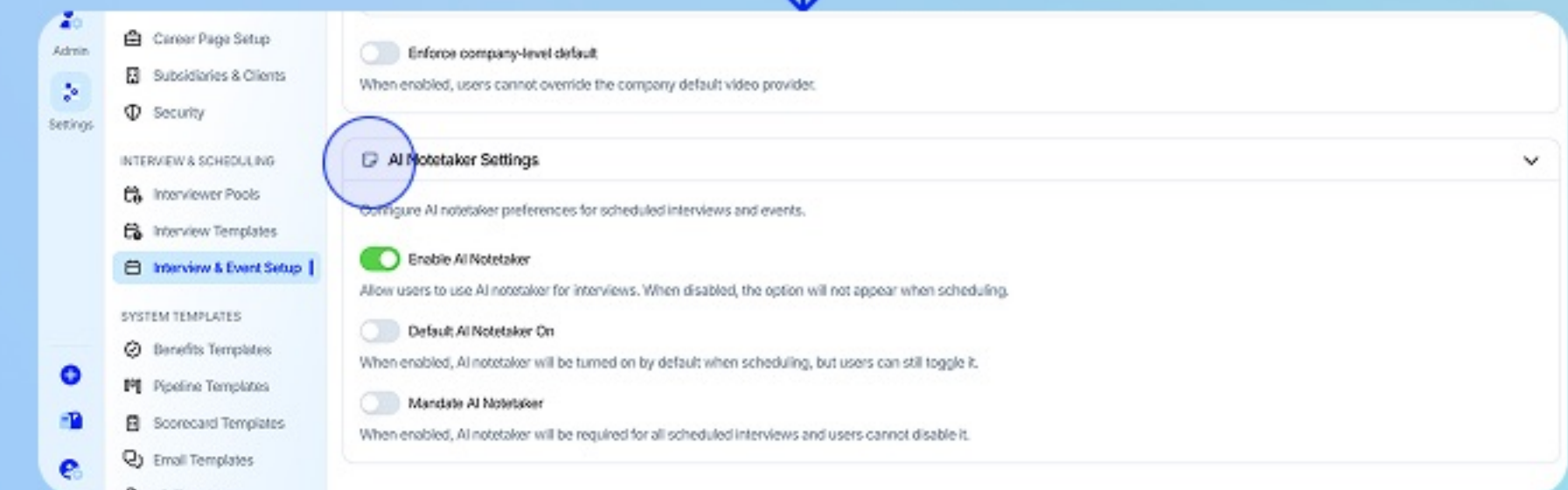
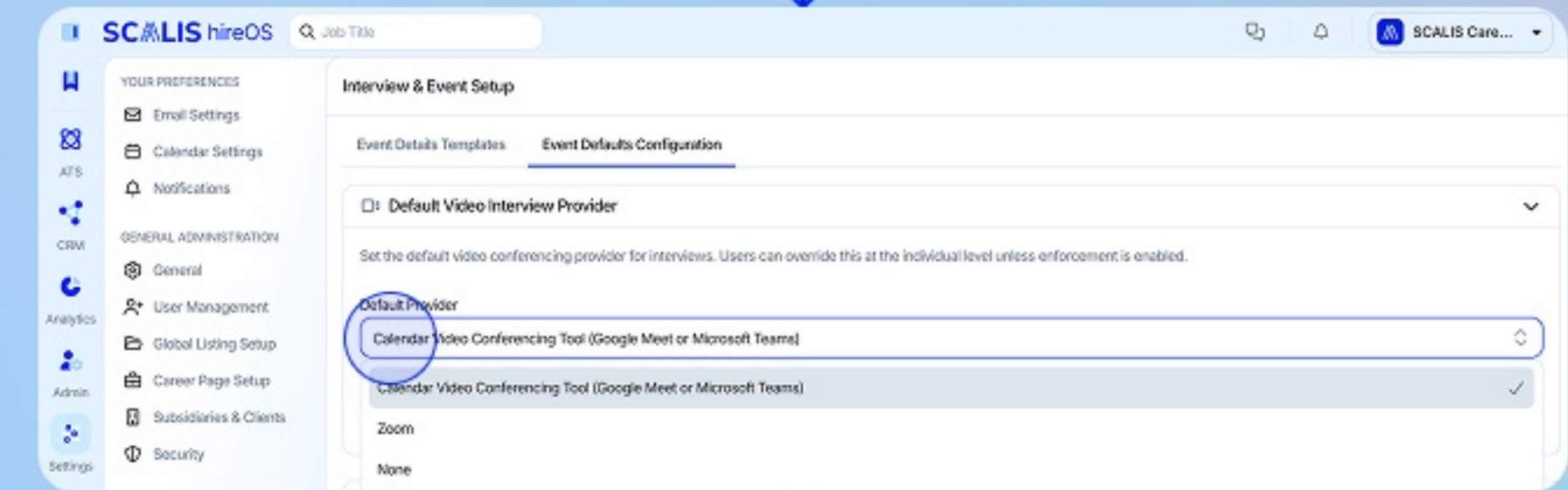
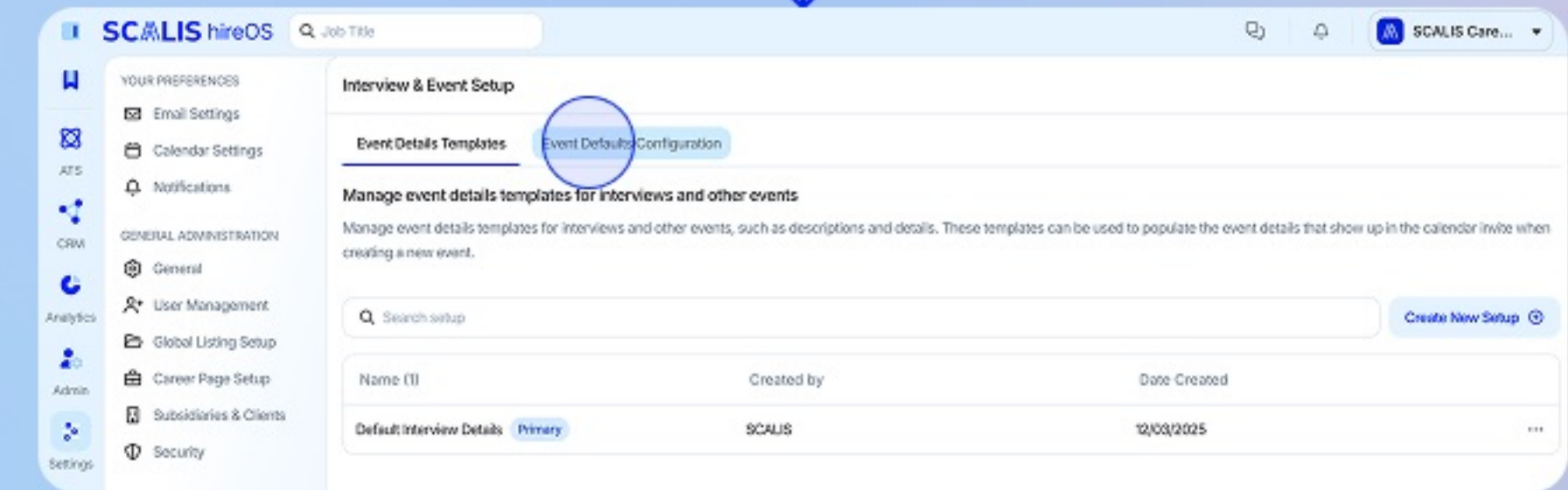
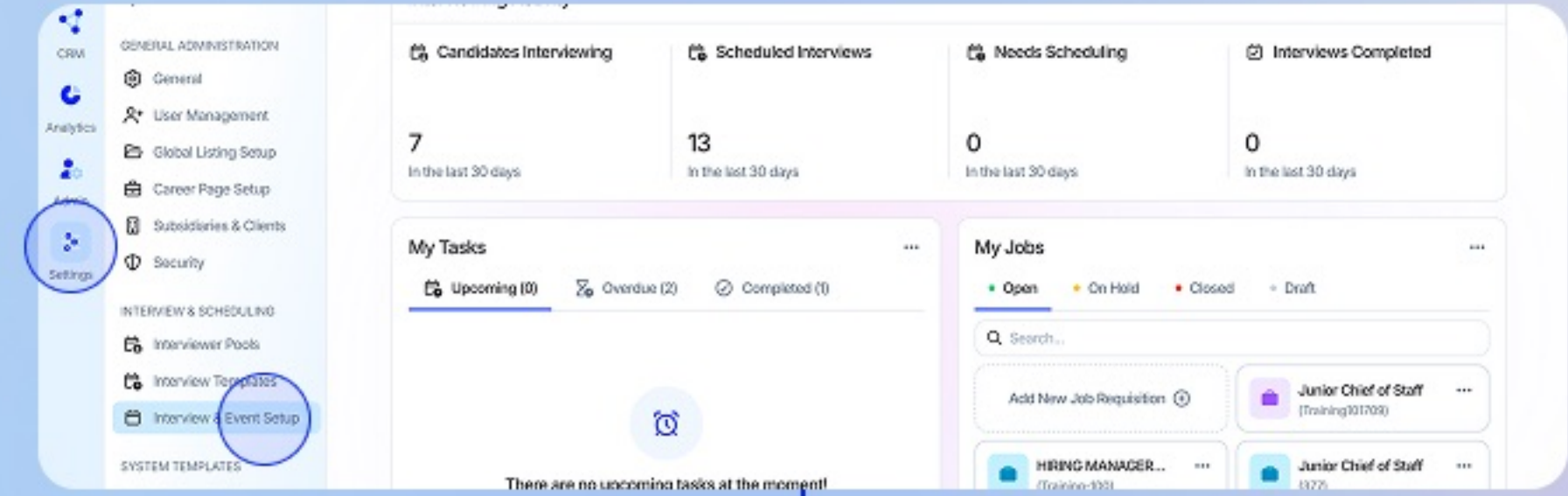


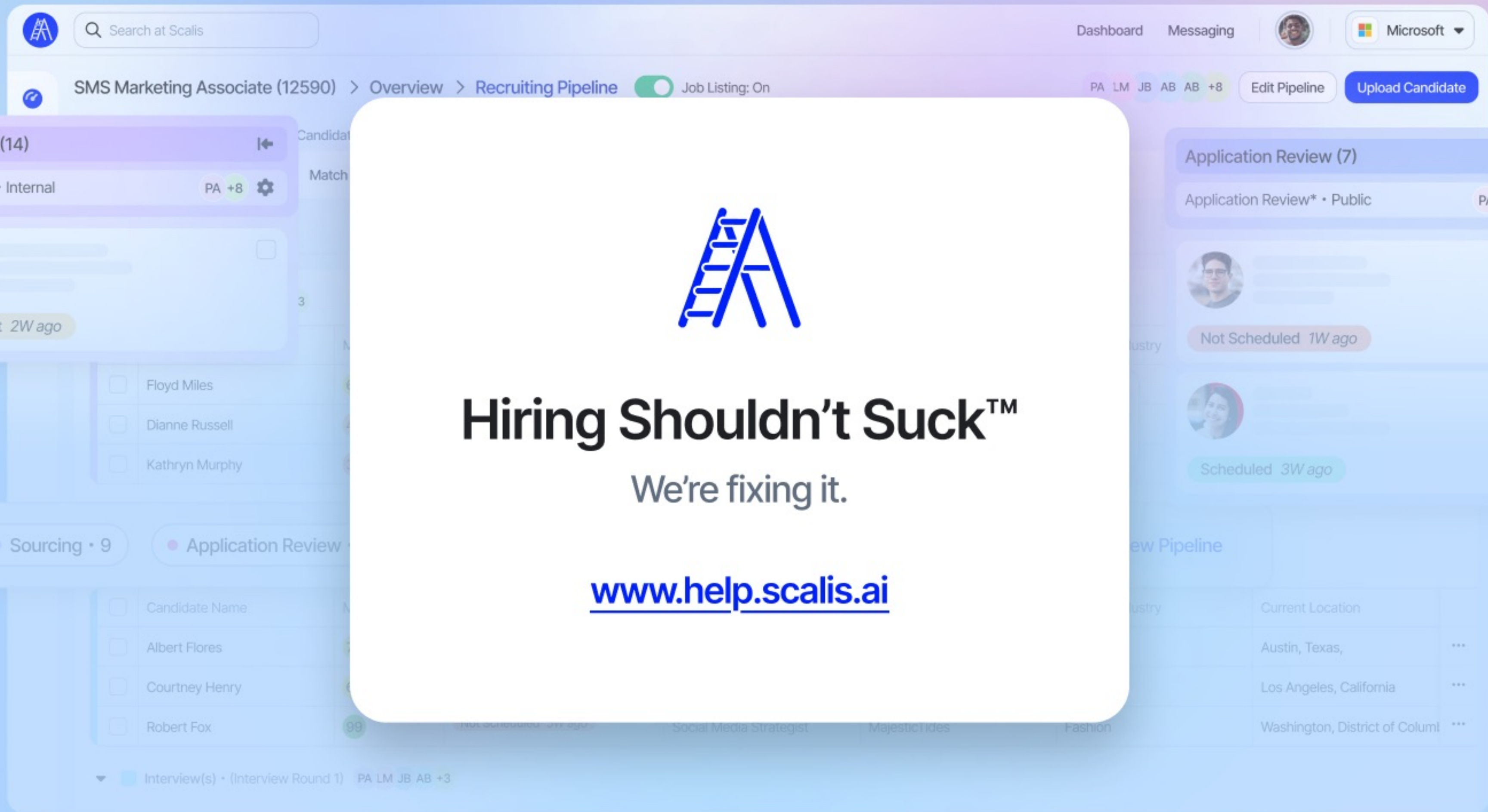
## STEP 4

# Event Defaults Configuration

Manage default settings for how interviews and events are scheduled across your company. Define the default video conferencing provider and control whether users can override it, and configure AI Notetaker preferences.

1. Navigate to the [Interview & Event Setup](#) from your [Company Settings](#).
2. Click [Event Defaults Configuration](#) tab.
3. [Default Video Interview Provider](#): Set the default video conferencing provider for interviews. Users can override this at the individual level unless enforcement is enabled.
4. [AI Notetaker Settings](#): Configure AI notetaker preferences for scheduled interviews and events.





# Hiring Shouldn't Suck™

We're fixing it.

[www.help.scalis.ai](http://www.help.scalis.ai)