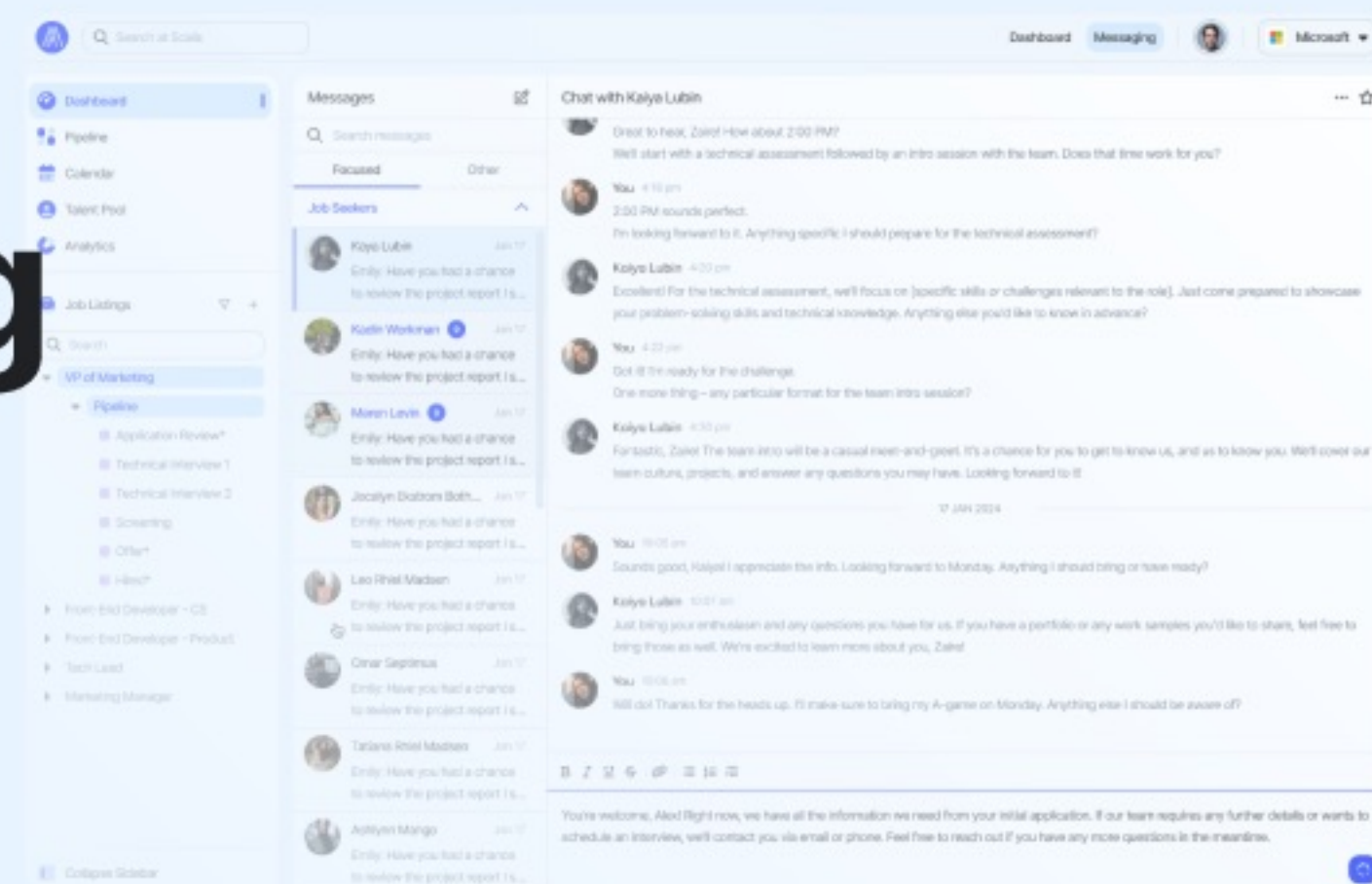


SCALIS

GETTING STARTED

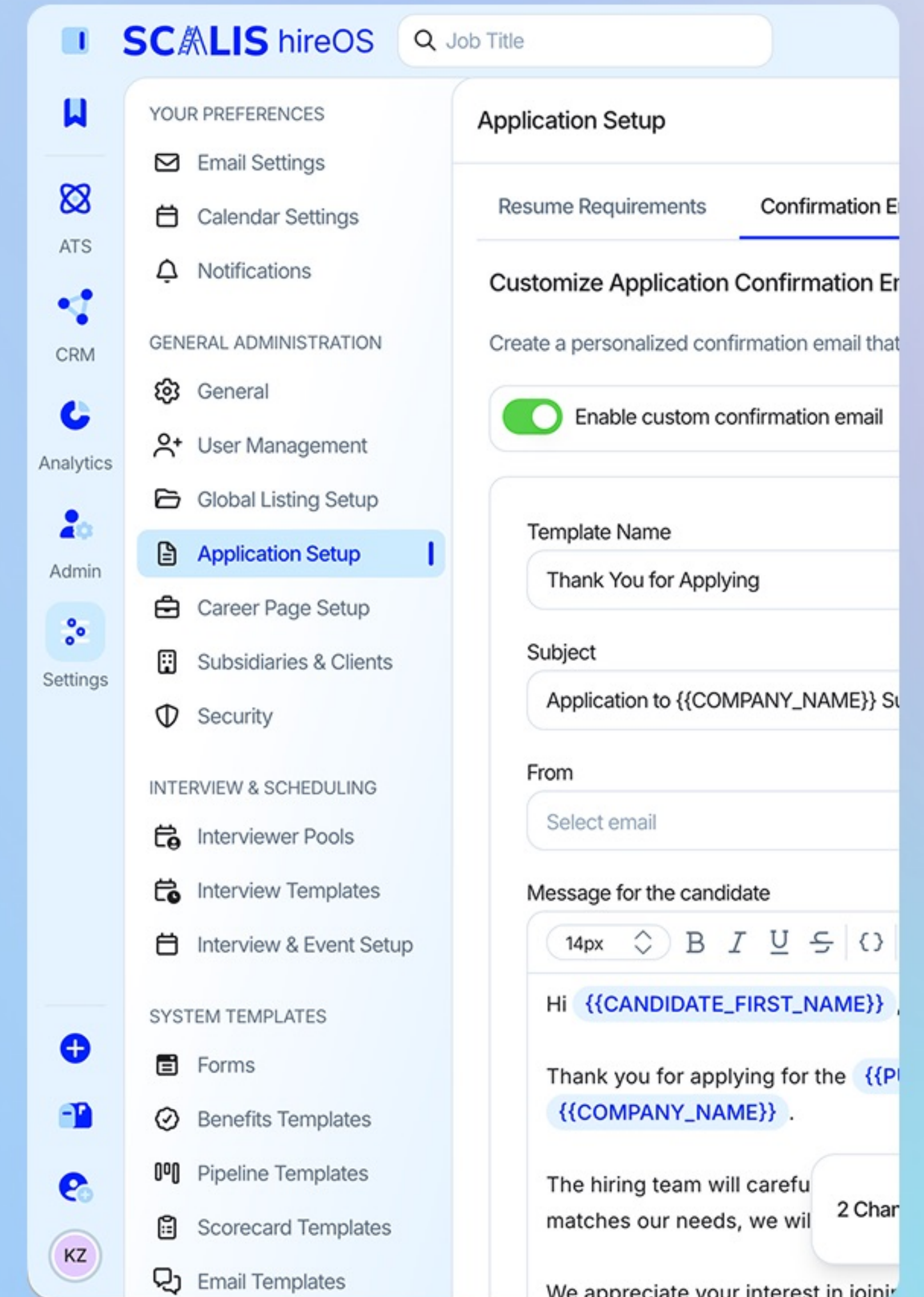
Scheduler Link Candidate Rebooking and Canceling



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STEP 1

Rebooking and Cancellation Settings

Control whether candidates can reschedule or cancel interviews they've booked through your scheduler link.

1. Click the “**Settings**” tab on the left navigation. Navigate to “**Calendar Settings**” and go to the “**Scheduler Link Configuration**” tab. Scroll down and you'll find two options:
 - **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.

The image displays a vertical sequence of four screenshots from the SCALIS hireOS interface, illustrating the steps to configure rebooking and cancellation settings. The screenshots are connected by downward-pointing arrows.

- Screenshot 1:** Shows the main dashboard. The left navigation menu has "Settings" and "Calendar Settings" highlighted. The main content area shows a dashboard with "Interviewing Activity" (Candidates Interviewing: 6, Scheduled Interviews: 10, Needs Scheduling: 0, Interviews Completed: 0) and "My Tasks" (Upcoming: 0, Overdue: 2, Completed: 1).
- Screenshot 2:** Shows the "Calendar Settings" page, specifically the "Scheduler Link Configuration" tab. It displays connected calendars: Google Calendar (karolina@scalis.ai, Connected), Outlook (Not Connected), and Zoom (Not Connected).
- Screenshot 3:** Shows the "Your rebooking settings" section. The "Allow rebooking" toggle is currently disabled (greyed out).
- Screenshot 4:** Shows the "Your rebooking settings" section with "Allow rebooking" enabled (green toggle) and "Maximum rebookings per interview" set to 1. A "Save Changes" button is visible at the bottom right.



STEP 1

Rebooking and Cancellation Settings

- **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.



Screenshot of the candidate view after clicking the Scheduler Link when an interview has already been scheduled and both rescheduling and cancellation are enabled.

The screenshot displays a candidate's view of a scheduled interview. At the top, there is a blue icon of a ladder and the text "Interview scheduled with SCALIS Careers!". Below this, the email address "karolina@scalis.ai" is shown. The date and time are listed as "Friday, February 13, 2026" from "2:45 PM – 3:15 PM GMT-3" in "Sao Paulo - America". At the bottom, there are three buttons: "Contact Employer" (highlighted in blue), "Reschedule", and "Cancel Interview".

STEP 2

Organization Level Settings

Company-level rebooking and cancellation rules allow administrators to define global scheduling policies that apply across all scheduler links in the organization.

1. Click the “**Settings**” tab on the left navigation. Navigate to “**Interview & Event Setup**” and go to the “**Scheduler Link Configuration**” tab. Scroll down and you’ll find two options:
 - **Company rebooking rules:** when “**Enforce company rebooking settings for all bookings**” toggle is enabled, the company’s rescheduling rules (including whether rescheduling is allowed and the maximum number of rebookings) override any individual scheduler link or user-level calendar settings. Users will not be able to customize or bypass these limits in their own configurations.

The image displays a sequence of four screenshots from the SCALIS hireOS interface, illustrating the steps to configure organization-level rebooking and cancellation settings. The screenshots are connected by downward-pointing blue arrows.

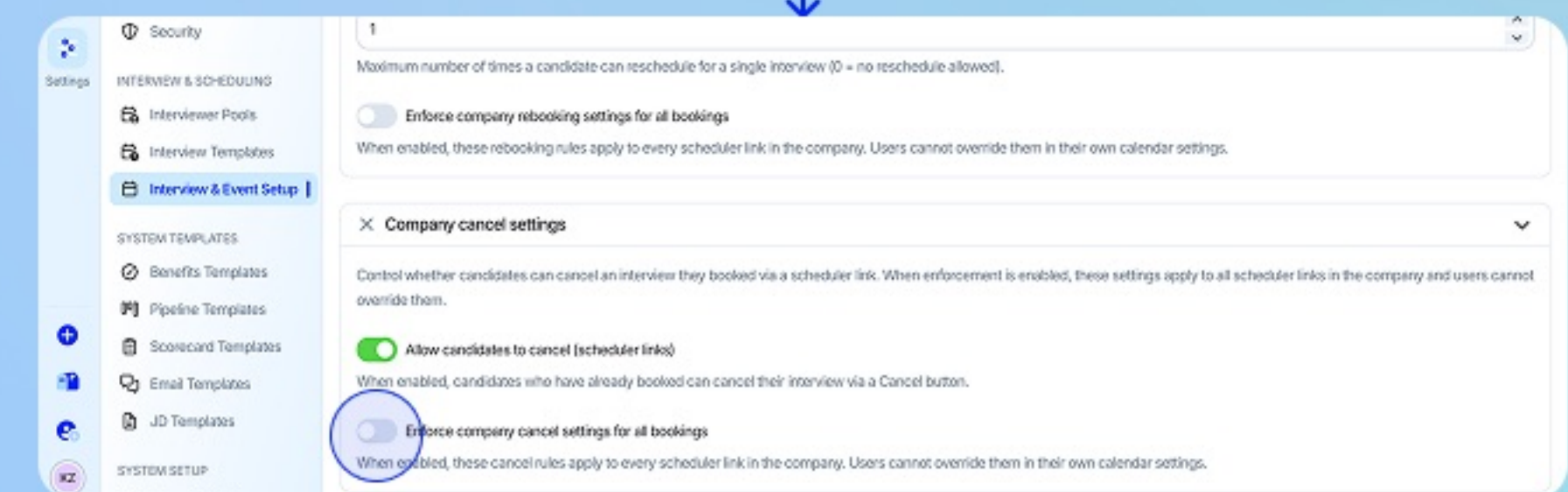
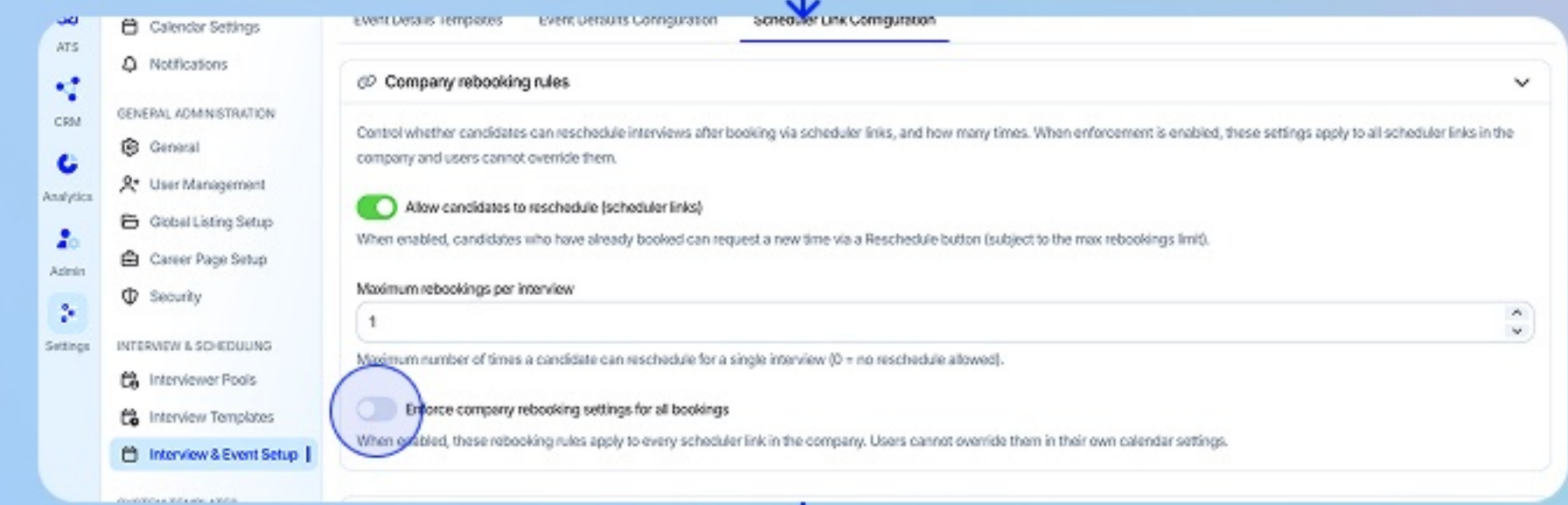
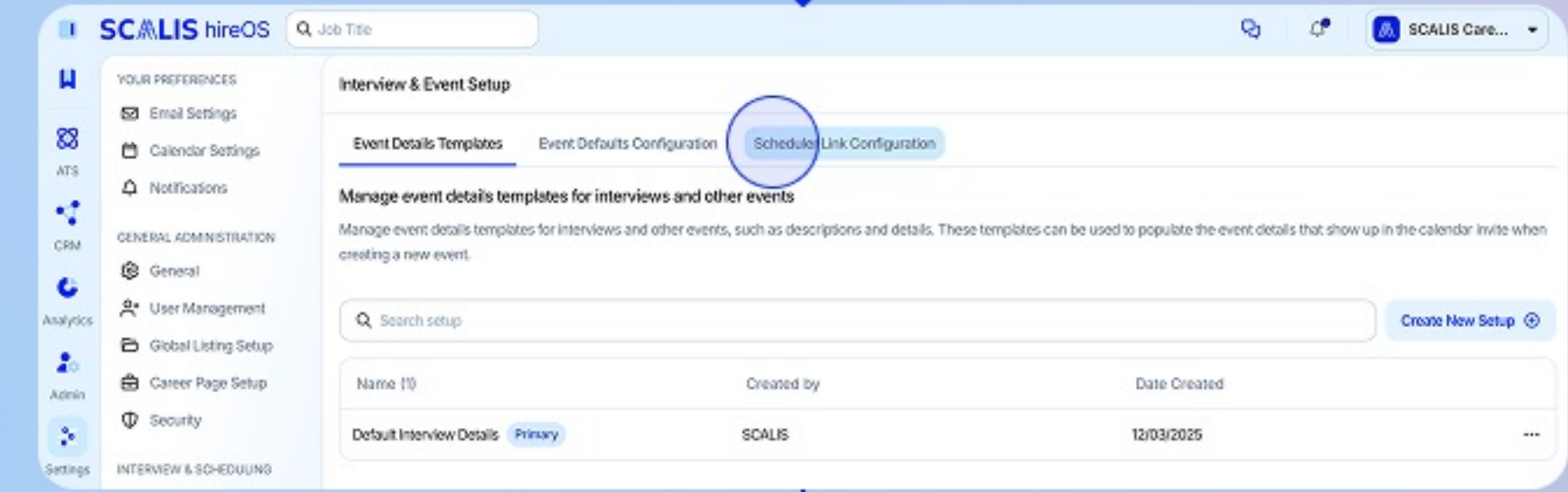
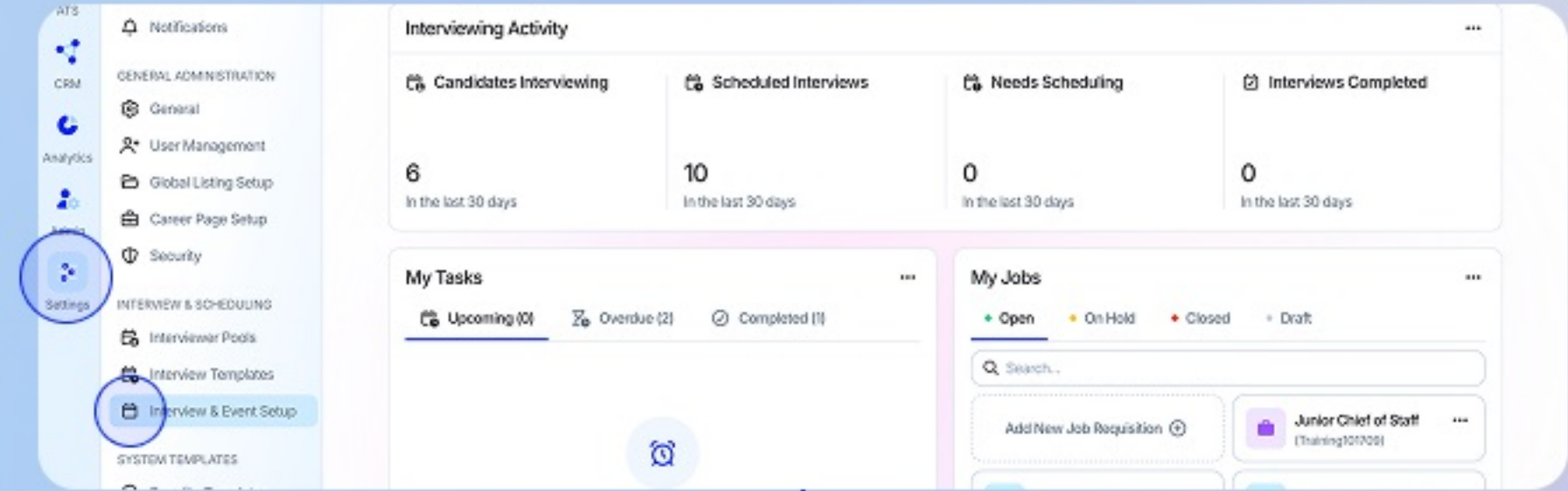
- Top Screenshot:** Shows the main dashboard with a left sidebar. The 'Settings' tab is highlighted in the sidebar, and 'Interview & Event Setup' is selected within it. The main content area shows 'Interviewing Activity' with metrics for Candidates Interviewing (6), Scheduled Interviews (10), Needs Scheduling (0), and Interviews Completed (0). Below this are 'My Tasks' and 'My Jobs' sections.
- Second Screenshot:** Shows the 'Interview & Event Setup' configuration page. The 'Scheduler Link Configuration' tab is selected. It includes a search bar, a 'Create New Setup' button, and a table with columns for Name, Created by, and Date Created. A table entry shows 'Default Interview Details' created by 'SCALIS' on '12/03/2025'.
- Third Screenshot:** Shows the 'Company rebooking rules' section. A toggle for 'Allow candidates to reschedule (scheduler links)' is turned on. Below it, 'Maximum rebookings per interview' is set to 1. The 'Enforce company rebooking settings for all bookings' toggle is highlighted with a blue circle.
- Bottom Screenshot:** Shows the 'Company cancel settings' section. A toggle for 'Allow candidates to cancel (scheduler links)' is turned on. The 'Enforce company cancel settings for all bookings' toggle is highlighted with a blue circle.



STEP 2

Organization Level Settings

- **Company cancel settings:** when “**Enforce company cancel settings for all bookings**” toggle is enabled, the company’s cancellation policy overrides individual scheduler link settings. All candidates booking through any scheduler link will follow the same cancellation rules.



STEP 3

Interview Canceled by Candidate

After a candidate cancels their interview, the original scheduling link becomes invalid. If they try to access it again, they will see a message informing them that the link is no longer valid.

At this point, the candidate cannot use the same link to book or reschedule another interview. They will need to contact the recruiting team to request a new scheduling link if they wish to schedule again.

This ensures that canceled interviews are fully closed and prevents unintended rebookings through the same link.



Screenshot of the candidate view after cancelling an interview.



This scheduling link is no longer valid

This scheduling link was canceled or expired.

Position: Senior DevOps Engineer



SCALIS Careers

Primary Contact for Role

Estevao Ribeiro

estevao@scalis.ai

SCALIS Home

STEP 4

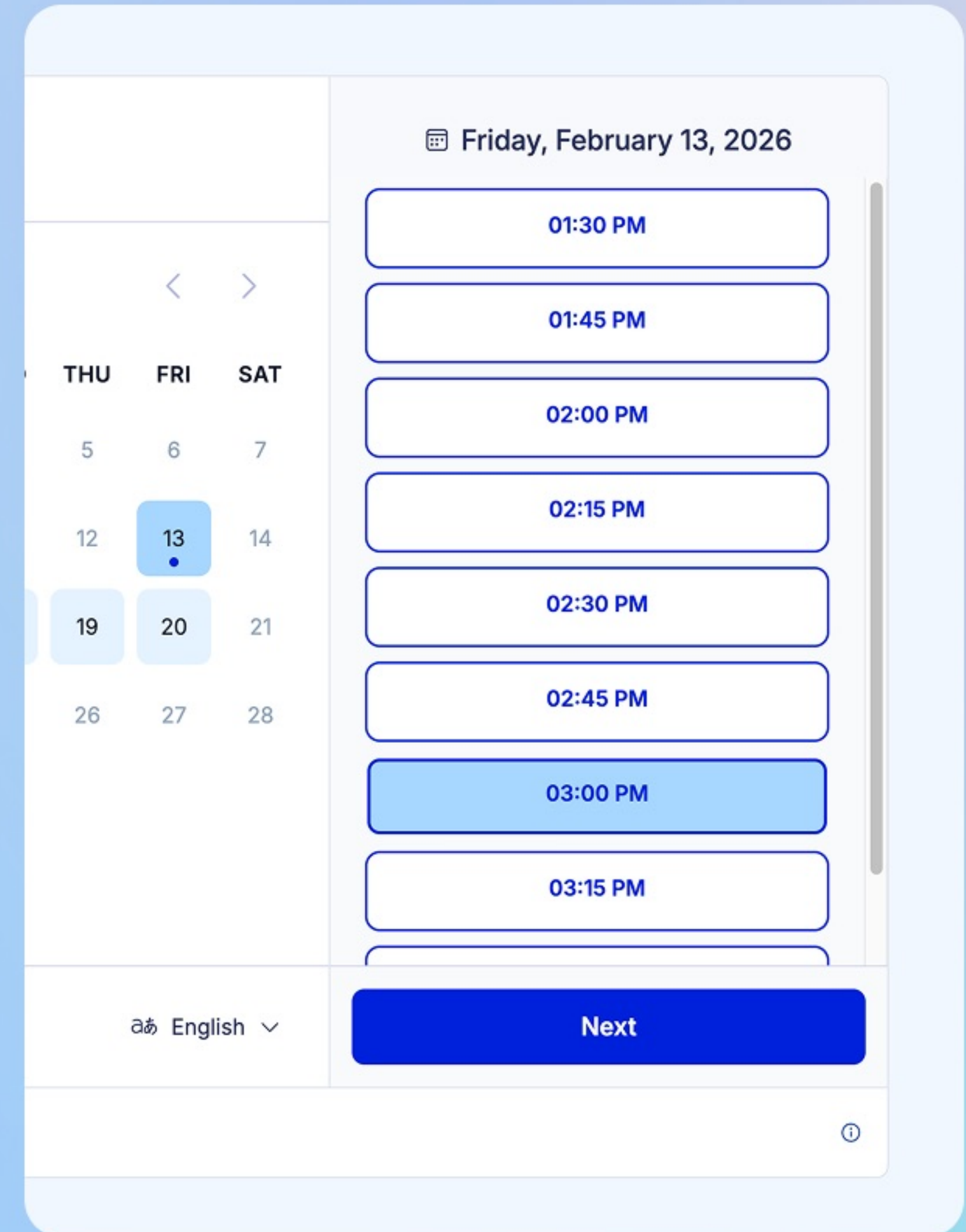
Interview Rescheduled by Candidate

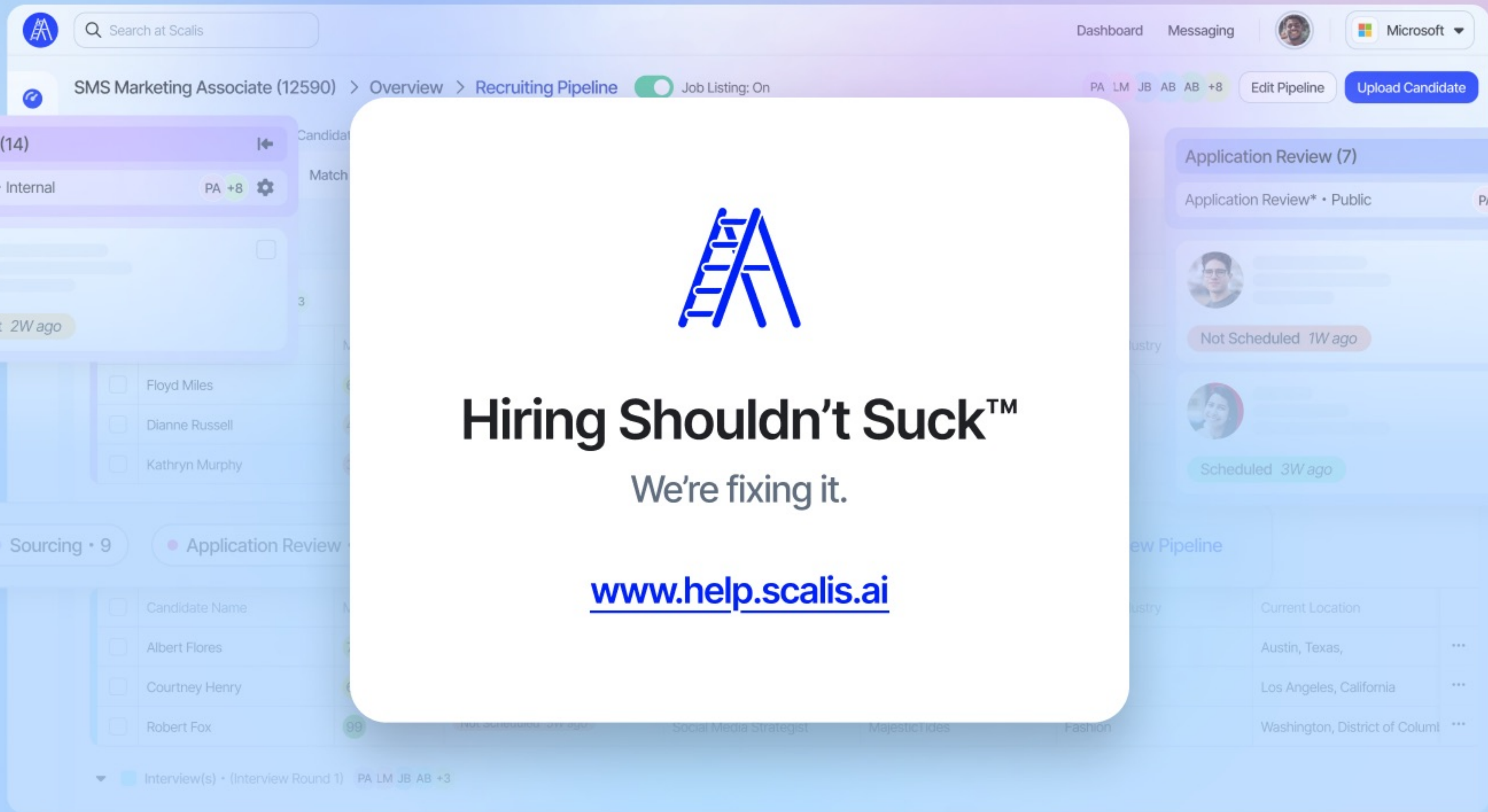
When a candidate reschedules their interview, the original time slot is automatically released and the interview is updated to the newly selected date and time.

If the candidate opens the scheduling link again:

- If additional rebookings are still allowed (within the maximum limit), they will be able to reschedule again.
- If the maximum number of rebookings has been reached, the link will no longer allow further changes.

This ensures the calendar stays accurate while giving candidates flexibility within the limits you've defined.





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