

SERVICE DOCUMENTATION

INTERVIEW SCHEDULING



Interview Scheduling

The screenshot displays the MeVita Interview Scheduling interface. At the top, there's a navigation bar with a dropdown menu and a status bar with 'ACTIONS', a bell icon, and 'AK'. Below the navigation bar, the 'Select Slots' section shows a calendar for June 2020. The calendar highlights the 23rd, 24th, 25th, 26th, 27th, 28th, and 29th. The 'Morning' section lists time slots from 9:00 AM to 12:45 PM, and the 'Afternoon' section lists time slots from 1:00 PM to 3:45 PM. On the right side, there are buttons for 'MODIFY PRIORITIES', 'SET CHOOSE-BY DATE', and 'INVITE CANDIDATE'. At the bottom right, there's an 'Add Notes' button with a plus icon.

MeVita Interview Scheduling is an automation tool that streamlines interview co-ordination through calendar syncing, candidate self-booking, and reduced manual effort. Integrated with 20+ ATS platforms or available standalone solution. Enhance candidate experience, accelerate time-to-hire, and provide full visibility with real-time updates, delivered with a comprehensive audit trail for fairness and compliance.

20+ **ATS platforms**



ORACLE



icims



JOBVITE

greenhouse

bambooHR®



JazzHR

Solution at a Glance



| AUTOMATED CALENDAR SYNC

Instantly sync calendars to surface real-time interviewer and candidate availability. Fully integrated with over 30+ HCM, ATS, and video-interview systems, it automates scheduling prompts and simplifies panel coordination.



| CANDIDATE EXPERIENCE

Give candidates full control with self-serve slot selection, easy rescheduling, and timely updates. Automated confirmations and reminders ensure a smooth, transparent, and stress-free interview experience.



| VOLUME SCHEDULING

Accelerate high-volume hiring with MeVitaе's automated scheduling tool that eliminates manual coordination, reduce administrative overhead, and keep fast-moving recruitment workflows on track.

Solution at a Glance



| TAILORED FOR YOU

Use customisable email templates to invite candidates to pre-recorded or live video interviews. Personalise communication while maintaining consistency across teams and roles.



| CENTRALISED VISIBILITY & CONTROL

MeVitae's real-time dashboard gives recruiters complete oversight of interview statuses, cancellations, and reschedules, ensuring full transparency and easy management at scale.



| SECURE & ACCOUNTABLE

With full audit logs for transparent scheduling and robust security standards, including GDPR compliance, ISO certification, and end-to-end encryption you can trust your data is protected and fully compliant.

“Implementing MeVitaе was smooth and straightforward, as MeVitaе was configurable to Welocalize’s needs.”

WELOCALIZE. 1-5K EMPLOYEE SIZE. TRANSLATION.



Metrics:

Interview Scheduling streamlines coordination, eliminates manual admin, and delivers a smooth, transparent experience for both candidates and hiring teams..

20%

MORE INTERVIEWS

Enables more interviews to be scheduled each month.

35%

SATISFACTION GAIN

Improves the scheduling experience for candidates, minimising conflicts.

90%

TIME SAVED

Automate manual steps to dramatically accelerate hiring workflows.

30%

LESS NO SHOWS

Reduces missed interviews through, reminders, flexibility and clear communication.

Onboarding:

ONBOARDING & POST-SALES SUPPORT

Each client is introduced to a dedicated Customer Success Manager to guide implementation and ongoing success. Client requirements include all configurations available and best practices are captured to create a tailored implementation plan; covering HR system integration, user acceptance testing, and digital training sessions.

Once live, clients benefit from quarterly catch-ups and access to MeVitae's support team. Our 2025 performance consisted of Monday to Friday, 9am–5pm (UK time) support hours, 100% response and resolution SLAs achieved, and 99.74% system availability.

TECHNICAL SUPPORT:

Data backup and recovery:

Point-in-time recovery is enabled by default. All entities are securely stored for 7 days, allowing rapid restoration to any moment within the previous week.

MeVitae's maintenance & outage windows

MeVitae conducts quarterly maintenance exclusively over weekends (Saturday & Sunday). Advance notice is provided when any service impact is expected.

No outage windows are needed.

Hosting options and locations

Our services are hosted on public cloud services, or by a select number of sub-processors, also hosted in public cloud environments.

TECHNICAL REQUIREMENTS

To complete technical integration, the following access is required (full details provided during onboarding):

01

Admin-level ATS access

02

API service user for API operations

03

IT or implementation partner support for SSO and full technical setup [required for only some ATSS or editor access]

SERVICE PROVIDER	SUPPORTED LOCATION	PURPOSE
Microsoft Azure	UK, Netherlands, Ireland, Germany	Cloud service provider for data storage and processing.
Amazon Web Services	UK, Ireland, Germany	Cloud service provider for data storage and processing.
Google Cloud Platform	UK, Netherlands, Belgium, Germany	Cloud service provider for data storage and processing.
Redis	UK, Netherlands, Belgium, Germany	Cloud service provider for data storage and processing (hosted on Google Cloud Platform).
CloudConvert	Germany	Cloud service for converting documents (docx, odt, etc.) for redaction.
Cloudflare	Worldwide CDN	Cloud service for network protection.
SendGrid	US, EU	Cloud service for sending emails. Used to verify emails addresses and send notifications.

*More available on request

Offboarding:

SUPPORT

Should a client leave MeVitae, integrations are cleanly disconnected on the termination date. Users receive clear instructions for any actions required on their side. Data extractions can be requested at any time during or at the end of the contract, with flat-file downloads fully supported.

Security Overview:

SECURITY GOVERNANCE

Security is at the forefront of all we do. With board-level oversight and ISO/IEC 27001 and 9001 certifications, MeVitae follows a rigorous Information Security Policy supported by specialised controls, from cryptography to personal data protection. Standards are upheld through ongoing internal audits and monthly leadership reviews.

Operational Security

CHANGE & CONFIGURATION MANAGEMENT:

Every infrastructure or personal-data-related change follows recognised frameworks (CSA CCM, SSAE-16/ISAE 3402). Formal risk assessments, enforced controls, and CTO sign-off to ensure a tightly governed environment.

VULNERABILITY MANAGEMENT:

Automated Azure scanning, GCP Docker image analysis, quarterly internal penetration tests, and annual CREST-certified assessments keep threats in check. Risks are evaluated using OWASP guidance, with critical issues patched within 24 hours.

PROTECTIVE MONITORING:

A dedicated Security Incident Management Procedure enables rapid containment and guarantees customer notifications within one hour.

ISO/IEC 27001 and 9001

INCIDENT MANAGEMENT

Fully aligned to ISO/IEC 27001 and 9001, MeVitae provides round-the-clock incident reporting via phone or email, supported by real-time detection systems. Every incident is managed through a structured workflow, from containment to authority communication, with customers notified within an hour and receiving a full report within 48 hours.

SECURE DEVELOPMENT

MeVitae's development lifecycle is built on industry best practices and independently assessed against ISO/IEC 27001 and 9001, ensuring security is embedded into every stage of product creation.





For any questions, please contact:
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