



Setting Availability for Interviews

Setting your availability for interviews on your google calendars makes our recruiting process more efficient. When setting your availability, please invite HR Scheduler (recruitingscheduler@elizabethnewlife.org) and the second interviewer. Please also put the center for which the interview is to be held in the location field as explained below.

Step 1: Go to your Google Calendar and select “+Create” (*1) and



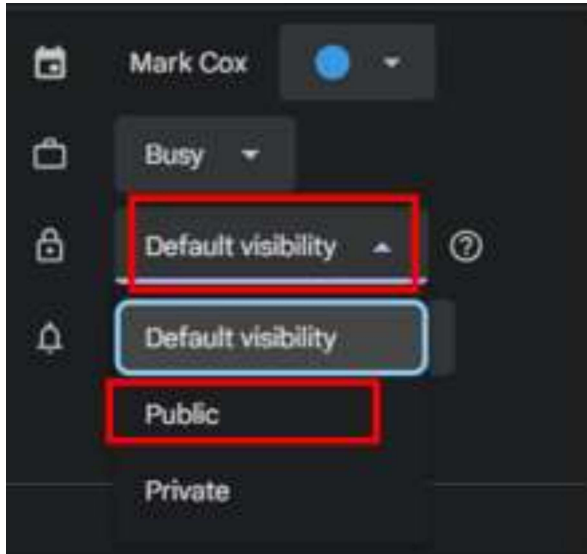
“Event” (*2)

Step 2: In the Pop up window:



- Insert your title as, “Interview time for ‘job title’ at ‘location’” (*1)
- In the “Add guests” section (*2), please add the second interviewer and HR Scheduler ((recruitingscheduler@elizabethnewlife.org).
- Add Interview location. (*3)

D. Click on the section with the calendar icon located towards the bottom. (*4)
Step 3: Click “Default Visibility” to bring up a drop down menu, select
“Public”



Step 4: Save the event

If you have any questions on the process, please feel free to contact me, Blessings,

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