

Interview Agenda

Purpose

- Collect all candidates' information and manage them in one place.
- Find out all candidates with unscheduled written emails every day.
- Use SendGrid to schedule email base on difference position.

Candidate's profile

- Find candidates on different online recruitment platforms
- Get the candidate's name, email and the online written test time agreed by both parties

Store candidate's profile on Notion

- Setup a Notion page like that

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test Interview agenda

Table Pending Calendar Pass 2 + Filter Sort 🔍 ... New

Aa Name	@ Email	📄 Post	📄 Status	📅 Email time	📄 Platform	☑ Interview Em...	📱 Wechat	📝 Remark	+ ...
Joe Joe	yzm@mail.com	.NET	Pending	2022/10/23 15:52	Boss	☑			
Joe Mao	clutchjoe@outlook.com	Backend	Pending	2022/10/23 15:51	实习僧	☑			
Gmail	maomao126my@gmail.com	Frontend	Pending	2022/10/23 15:51	实习僧	☑			
John Joe	maomao126my@126.com	Flutter	Pending	2022/10/23 15:50	Boss	☑			
Design	design@test.com	Design	Pending	2022/10/23 14:00	实习僧	☐			
QA	qa@test.com	QA	Pending	2022/10/23 14:00	Lagou	☐			

+ New

Calculate ▾

- Each time need to add a new one

Integrate Notion

- [Integrate Notion](#)

Integrate with iOS Shortcuts

- [Integrate with iOS Shortcuts](#)

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