Screen job applicants and confirm interviews automatically

> *"I spend hours reviewing resumes on Indeed and ZipRecruiter, schedule interviews, and more than half the applicants ghost and never show up."*

Category: operations **Setup Time:** ~60 minutes **Estimated Hours Saved:** 4 hrs/week **Direct Software Cost:** $0 / month

SOLUTION SUMMARY

Filter applicants before scheduling by triggering an automated 3-question screening form via text the moment they apply. Qualified applicants receive a self-serve interview booking link that requires an SMS confirmation 24 hours and 2 hours prior to the call. If an applicant fails to confirm, their slot is automatically released back to your calendar. This eliminates manual interview scheduling, filters out automated job-board spam applications, and cuts interview no-show rates by up to 70% (est.) without requiring an HR department.

REQUIRED TOOLS & DIRECT WHOLESALE UTILITIES

- **OpenPhone: (paid)**
- **Calendly: (Free Tier / Wholesale)**

STEP-BY-STEP APPLICATION INSTRUCTIONS

1. **Add 3 knockout questions to your application form**
   Ask for the non-negotiables: specific license/certification, commute distance, and weekend/on-call availability. Do not review applicants who fail these.

2. **Trigger an instant SMS upon application receipt**
   Connect your job board or application form webhook to OpenPhone. When a candidate submits, text them the screening link within 60 seconds.

3. **Send self-serve booking links to passing candidates**
   Candidates who pass the 3 knockout questions automatically receive a Calendly link restricted to specific 20-minute interview blocks.

4. **Enforce 24-hour and 2-hour two-way SMS confirmations**
   Send automated SMS reminders requiring candidates to reply '1' to confirm. Automatically cancel and reopen slots if unconfirmed 2 hours prior.

5-POINT QUALITY VERIFICATION PROTOCOL

[ ] **Carrier & Webhook Test:** Confirm webhook listener receives test payload and returns HTTP 200 within 500ms.

[ ] **End-to-End Simulation:** Execute live test event from personal device and verify SMS/email delivery.

[ ] **Anti-Spam & Rate Limit Check:** Verify repeated submissions do not trigger duplicate messages to clients.

[ ] **Direct Ownership Audit:** Confirm all API keys, accounts, and credentials belong directly to your practice.

[ ] **Staff Notification Verification:** Verify practice manager/receptionist receives real-time push alert with dial link.

FREQUENTLY ASKED QUESTIONS

Q: Why do job applicants ghost interviews?

A: Job boards allow one-click mass applications where candidates apply to dozens of roles without reading requirements. Automated knockout screening forces minimal engagement before booking.

Q: Can I do this without paid ATS software?

A: Yes. A free Google Form or Typeform connected to Calendly and OpenPhone handles applicant screening and anti-ghosting without an expensive dedicated hiring subscription.