

HireLah! - User Guide

By: AY1920S2-W15-2 Since: Feb 2020

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1. Introduction

HireLah! is targeted to bring greater convenience to interviewers who can type quickly and prefer typing over mouse commands. Additionally, we included customised features in our desktop apps to help interviewers to manage interviews.

2. Quick Start

1. Ensure you have Java 11 or above installed in your Computer.
2. Download the latest HireLah.jar [here](https://github.com/AY1920S2-CS2103-W15-2/main/releases) (https://github.com/AY1920S2-CS2103-W15-2/main/releases).
3. Copy the file to the folder you want to use as the home folder for your HireLah!.
4. Double-click the file to start the app. The GUI should appear in a few seconds.



3. Features

3.1. Start Session

You can select the current interview session by updating the currentSession attribute in userConfig before launching HireLah! application. currentSession by default is defaultSession.

```
currentSession: defaultSession
```

3.2. Initialization Phase

3.2.1. Add and Delete Interviewees

You can add more interviewees to the list so that you can keep their details easily. You can also delete the interviewees, who may have withdrawn their application by referring to either their full name, aliases, or assigned ID.

Command

```
add interviewee <fullname> [-a <alias>]
edit interviewee -o <old full name> -n <new full name>
delete interviewee <interviewee>
list interviewee
```

Execution Example

```
> add interviewee Jane Doe -a Doe
> edit interviewee -o Jane Doe -n Janice Doe
> delete interviewee Doe
> list interviewee
```

Action: Interviewee Jane Doe with alias of Doe is first created and then deleted via her alias

Output:

```
The following interviewee has been added:
1. Jane Doe (alias: Doe)

These are the current interviewees:
1. Jane Doe (alias: Doe)

The following interviewee has been deleted:
1. Jane Doe (alias: Doe)
```

3.2.2. Add, Edit and Delete Attributes

Command

```
> add attribute <attribute>
> edit attribute -o <old attribute> -n <new attribute>
> delete attribute <attribute>
> list attribute
```

Execution Example

```
> add attribute teamwork
> add attribute leadership
> edit attribute leadership leadership
> list attribute
> delete attribute teamwork
```

Action: teamwork and leadership is first added. Leadership is edited to leadership, and then teamwork is deleted.

Output:

```
Attribute "teamwork" added

Attribute "leadership" added

Attribute "leadership" changed to "leadership"

These are the current attributes:
  1. teamwork
  2. leadership

Attribute "teamwork" removed. You have now 1 attribute for your interview.
```

3.2.3. Add, Edit and Delete Interview Questions

Before the interview process, the interviewer may want to review the questions. During review process, the interviewer may want to add more questions, remove the unnecessary questions and to edit the existing questions.

Command

```
add question <question>
edit question <question number> <edited question>
list question
delete question <question number>
```

Example

```
> add question What are your relevant experiences?
> edit question 1 What do you hope to accomplish in 5 years?
> edit question 2 How can you add value to the company?
> list question
> delete question 1
```

Output:

```
The following question has been added:  
2. What are your relevant experiences?
```

```
Question 1 edited
```

```
Question 2 edited
```

```
These are the current questions:  
1. What do you hope to accomplish in 5 years?  
2. How can you add value to the company?
```

```
The following question was deleted:  
1. What do you hope to accomplish in 5 years?
```

3.2.4. Finalise Interview Attributes and Questions

After the interviewer is satisfied with the list of questions and attributes created for an interview session, the interviewer must finalise changes in attributes and questions. This is to ensure that the interviewers will evaluate all interviewees fairly and equally using the same set of questions and attributes.

Command

```
finalise
```

Output:

```
Questions and Attributes for this interview session have been finalised.
```

3.2.5. Add, Edit and Delete Metrics

Before the interview process, the interviewer may add, remove, and update Metrics to determine the relative importance of several Attributes. Each metric assigns a numerical score to one or more Attributes, and interviewees can be ranked based on their overall score for this metric in the Decision Phase.

Command

```
add metric <name> <attribute> <score> [<attribute> <score>...]  
edit metric <name> <attribute> <score> [<attribute> <score>...]  
list metric  
delete metric <name>
```

Example

```
> add metric Weighted bravery 0.5 manliness 0.4 intellij 0.1
> edit metric Weighted bravery 0.005 manliness 0.005 intellij 0.99
> list metric
> delete metric Weighted
```

Output:

The following metric has been added:
Weighted

The following metric has been updated:
Weighted

These are the current metrics:

1. Weighted
 - bravery: 0.005
 - manliness: 0.005
 - intellij: 0.99

The following metric has been deleted:
Weighted

3.3. Interview Phase

3.3.1. Start Interview

You can start a specific interview session and it will enter the interview phase. It will capture all the remarks and answers that you type in during this interview session. It will also start the audio recorder to record the whole interview session.

The details of this interviewee that you have created during the initialization phase will be shown.

Command

```
start interview <name>
```

Example

```
> start interview Jane Doe
```

Action: Initializes an interview session with Jane. Shows the uploaded CV (if any), and the list of interview questions in separate windows

3.3.2. View Interview Questions

You can view the interview questions that you have set up for this interview session, to be asked to the interviewees.

Command

```
list question
```

Example

Output:

```
Q1. What are your strengths and weaknesses?  
Q2. What are your relevant experiences as a software developer?  
Q3. What was your last salary?
```

3.3.3. Record Remarks

You can add remarks throughout the interview sessions if you have any for the interviewee. This remarks will be mapped to the recording at this specific time such that you can remember what was discussed during this time.

Command

```
<remarks>
```

Example

```
> Interesting family history, all of her family members are very rich.
```

Action: Stores this remark and maps it to the specific time when you enter it.

3.3.4. Start and End Mark of A Question

You can indicate to start typing the answer for a question such that all the remarks that falls between the start and end of a question will be regarded as the answer to this question

Command

```
:start q1  
<remarks>  
<remarks>  
:end q1
```

Example

```
> :start q1  
> Strengths: resilience, ambitious, good time-management  
> Weakness: perfectionist, not detail-oriented  
> :end q1
```

Action: Stores these 2 lines of remark as the answer to Question 1.

3.3.5. Score attributes

Each of the interviewees have different scoring attributes and the interviewer could update the attributes anytime during the interview.

Command

```
:<attributes> <score>
```

Example

```
> :Productivity 5
```

Action: update the Productivity score for John Doe.

3.3.6. End interview

This is to allow the interviewers to end the interview session.

Command

```
end
```

Example

```
> end
```

Action: Ending the interview session.

Output:

```
The interview session has ended.
```

3.4. Decision Phase

3.4.1. Viewing Interviewee Reports

After interviewing a candidate, you can view the interview report any time by doing an open command, and we can close it after we finish examining the session.

Command

```
open <interviewee>  
close <interviewee>
```

Example

```
> open John Doe  
  
... view some interview details ...  
  
> close John Doe
```

Output: The entire list of remarks made during the interview, with their timestamps.

3.4.2. Working in an Interviewee Report

After opening a report, you can scroll up and down to navigate through the remarks you made during the interview. In addition, you can zoom in on a particular moment in the interview by question number, or by the interview time.

In addition to viewing the remarks, you can also playback the interview audio record by specifying the `--audio` flag.

Navigating by Question Number

Displays all the remarks made while the current interviewee was answering the given question, or plays back the audio from that period of time.

Command

```
q<question number> [--audio]
```

Example

```
> q4
```

Output:

```
Question 4  
27.46 - Mentioned that he was fired from his previous job  
27.59 - Was uncomfortable to share the reasons
```


Navigating by Timestamp

Scrolls the list of remarks to the given time, or plays back the audio from that moment.

Command

```
at <time> [--audio]
```

Example

```
> at 30.00 --audio
```

Action: Plays audio starting at 30.00

Stopping the Audio

Stops an ongoing audio playback.

Command

```
stop audio
```

3.4.3. Find Best Candidates

After interviewing all the candidates, you can find the top n candidates based on either a particular attribute, the average of all the attributes. You can also make a weighted average for scoring.

Command

```
new weightage <weightage_name>  
best <number of candidates>  
best <number of candidates> [-a <attribute>]  
best <number of candidates> [-w <weightage>]
```

Example

```
> best 3 -a courage  
> new weightage weight1  
ambition?  
> 0.4  
teamwork?  
> 0.6  
> best 5 -w weight1
```

4. FAQ

Q: How do I transfer my data to another Computer?

A: Install the app in the other computer and overwrite the `/data` folder with `/data` folder that contains the data of your previous HireLah! folder.

5. Command Summary

Initialization Phase

- `add interviewee <fullname> [-a <alias>]`
e.g. `add interviewee - Jane Doe -a Doe`
- `delete interviewee <interviewee>`
e.g. `delete interviewee Doe`
- `list interviewee`
- `add attribute <attributes>`
e.g. `add attribute teamwork`
- `edit attribute <attributes>`
e.g. `edit attribute leadership`
- `delete attribute <attributes>`
e.g. `delete attribute productivity`
- `list attribute`
- `add question <question>`
e.g. `add question What are your relevant experiences?`
- `edit question <question number> <edited question>`
e.g. `edit question 1 What do you hope to accomplish in 5 years?`
- `list question`
- `delete question <question number>`
e.g. `delete question 1`

Interviewing Phase

- Start: `start interview <name>`
e.g. `start interview Jane Doe`
- View Questions: `view questions`
- Add Remarks: `remarks`
e.g. `This guy is good at bluffing`
- Start a Question: `:start q<no_of_question>`
e.g. `:start q1`

- End a question: `:end q<no_of_question>`
e.g. `:end q1`
- Score an attribute: `:<attribute> <score>`
e.g. `:Agility 10`
- End: `end`

Decision Phase

- Open an interviewee report: `open <interviewee>`
e.g. `open Jane Doe`
- Close an interviewee report: `close <interviewee>`
e.g. `close Jane Doe`
- Navigate to answer of interviewee: `q<question number> [--audio]`
e.g. `q4`
- Navigate to a time of interviewee: `at <time> [--audio]`
e.g. `at 30.00 -audio`
- Stops audio playing: `stop audio`
- Create a new weightage: `new weightage <weightage_name>`
e.g. `new weightage extreme_intelligent`
- Find the Best N candidates based on average attribute: `best <no_of_candidates>`
- Find the Best N candidates based on a particular attribute: `best <no_of_candidates> -p <attribute>`
e.g. `best 3 strength`
- Find the Best N candidates based on a weighted attribute: `best <no_of_candidates> -w <weightage>`
e.g. `best 5 -w weightage1`