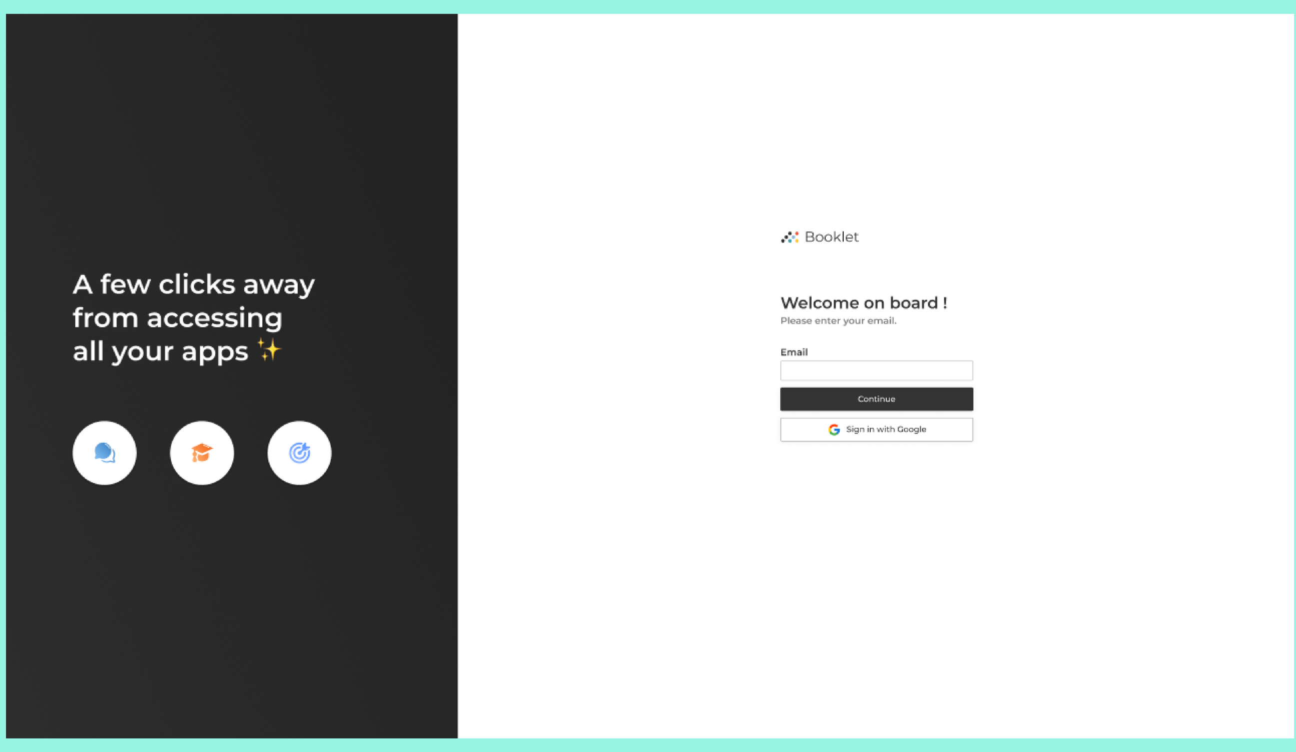
How to login on Booklet

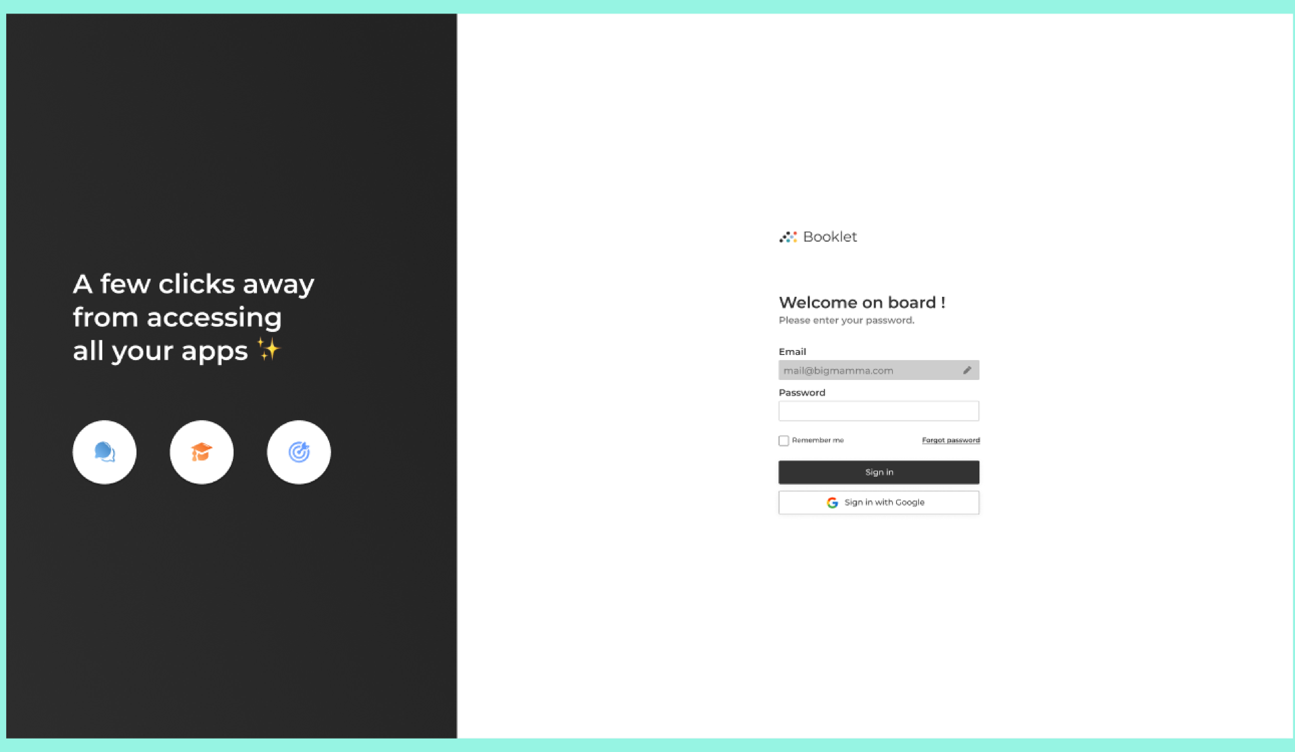
STEP 1 AND 2



Step 1 : Connect to https://booklet.byseven.co

Step 2 : Write your email

STEP 3



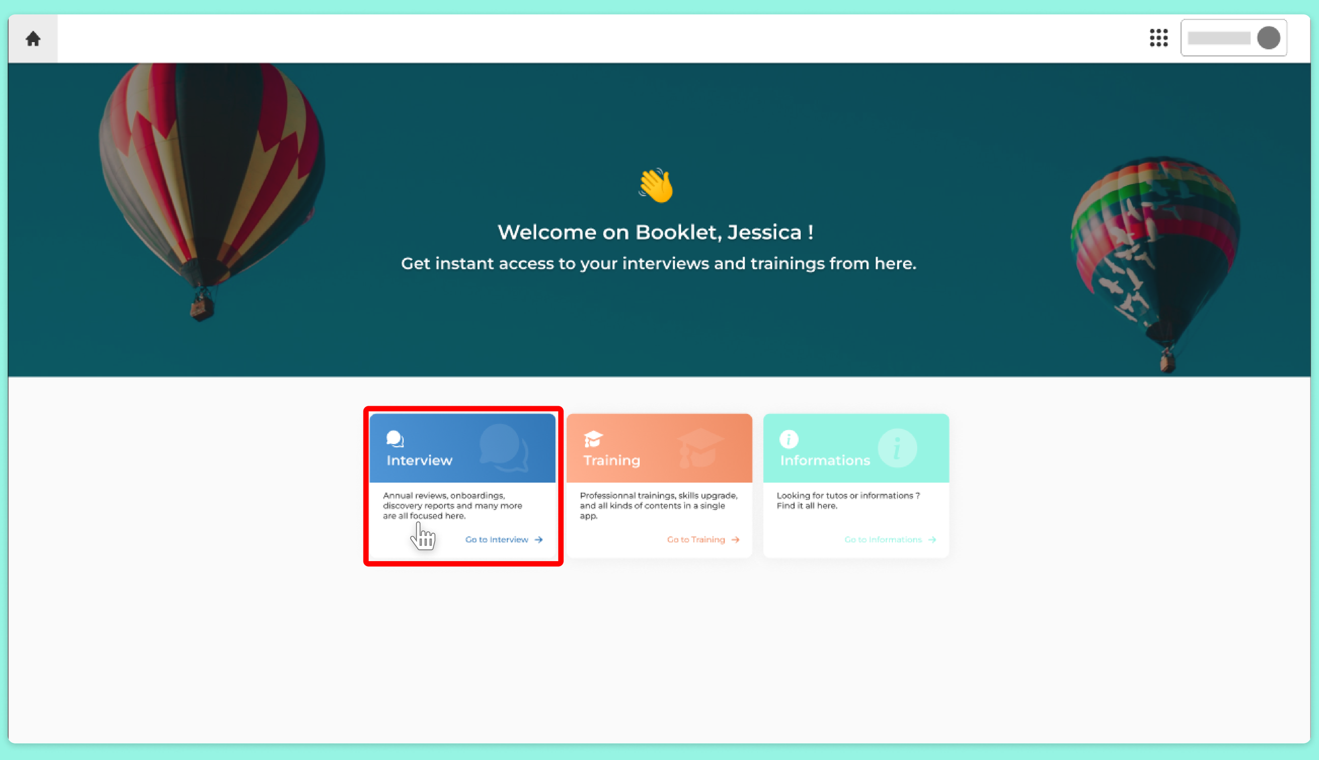
Step 3 : Write your password. If it is your first connexion, please create your password.

Create a template on Booklet

HOW TO ADD NEW SCORECARDS

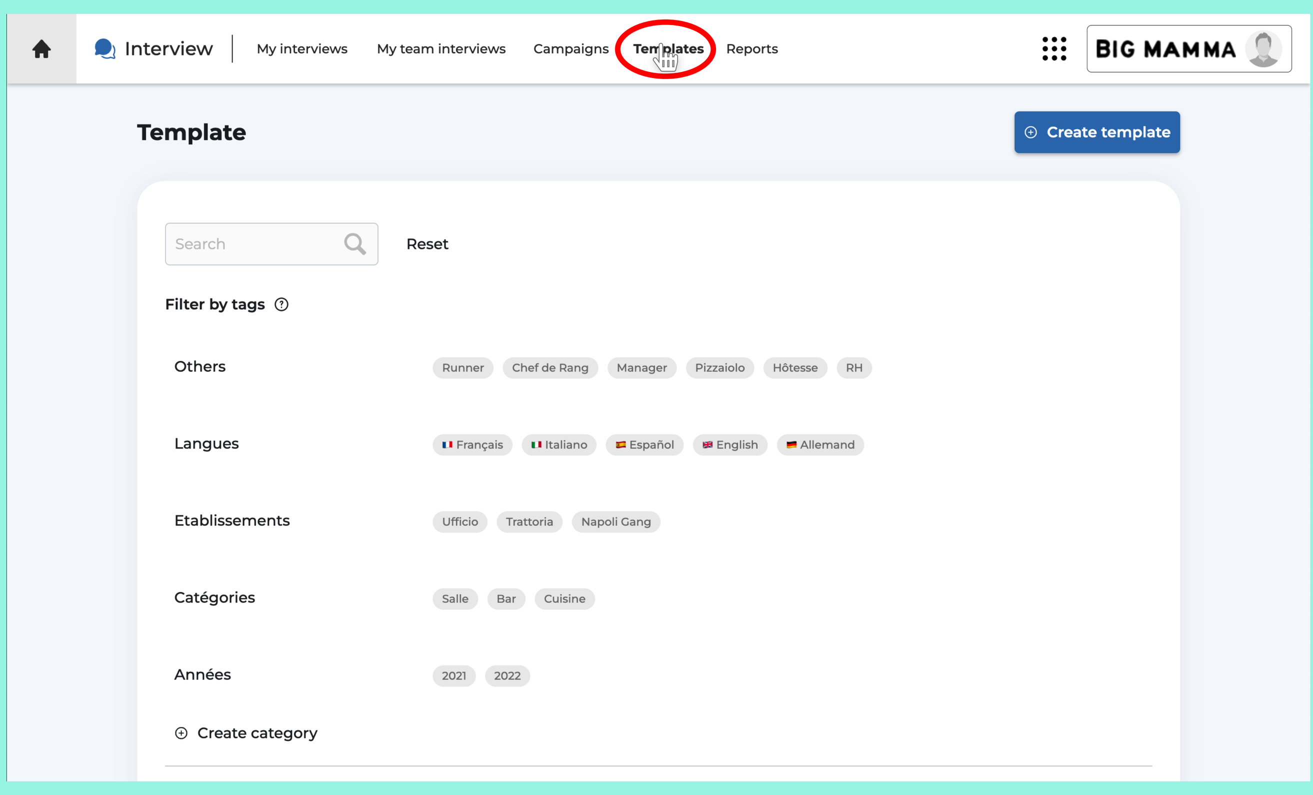
Where do I have to go ?

STEP 1



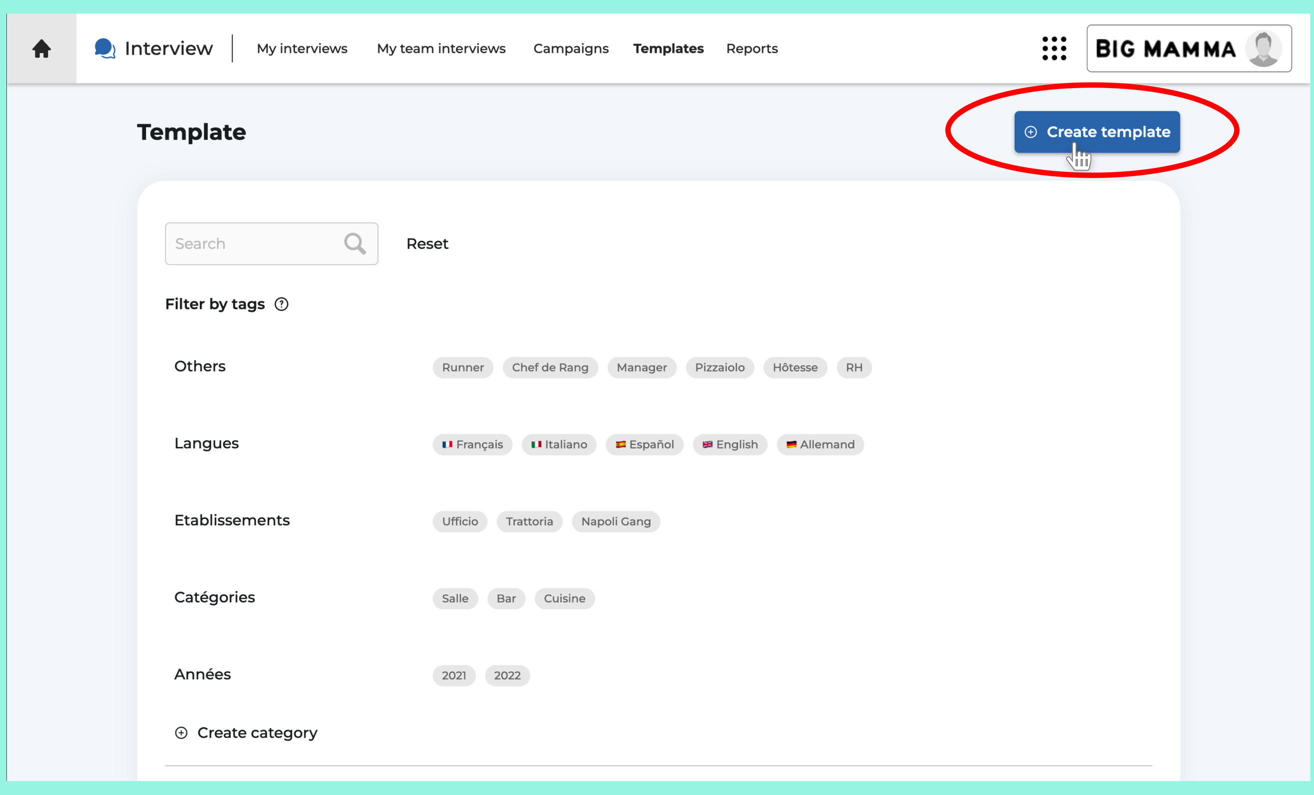
Step 1 : After your login, Select "Interview".

STEP 2



Step 2 : Click on the 'Templates' tab in the navbar

STEP 3



Step 3 : Click on the button 'Add a Template'

What question types can I create in Booklet ?

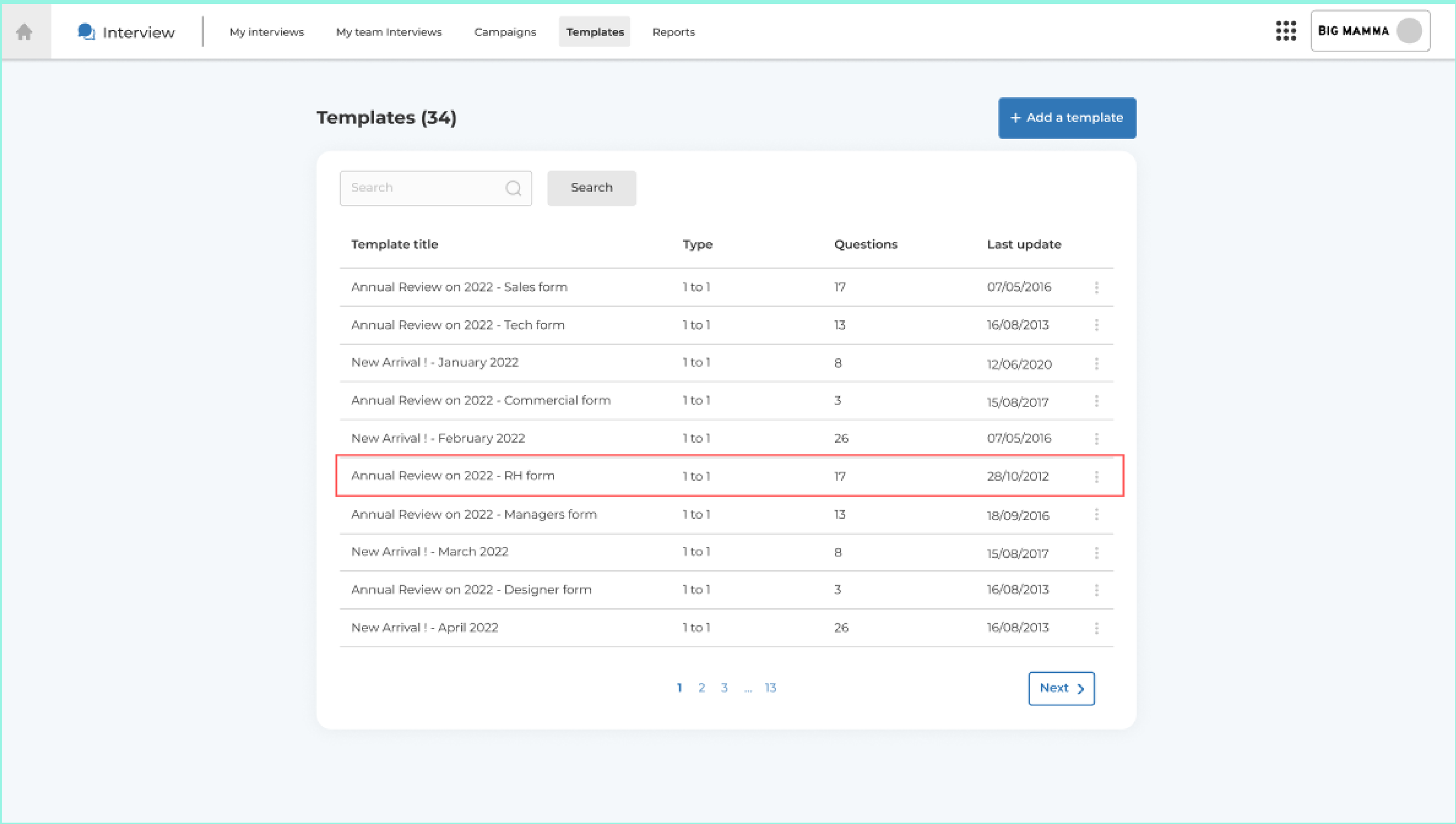
Open question : Classic question, answerable by text. **Use this type for the questionnary**

Rating : People will chose a rating between 1 and the maximum rating you set.
Use this type for the scorecard, and always do it from with a max rating of 5 (from 1 to 5).

Edit a template on Booklet

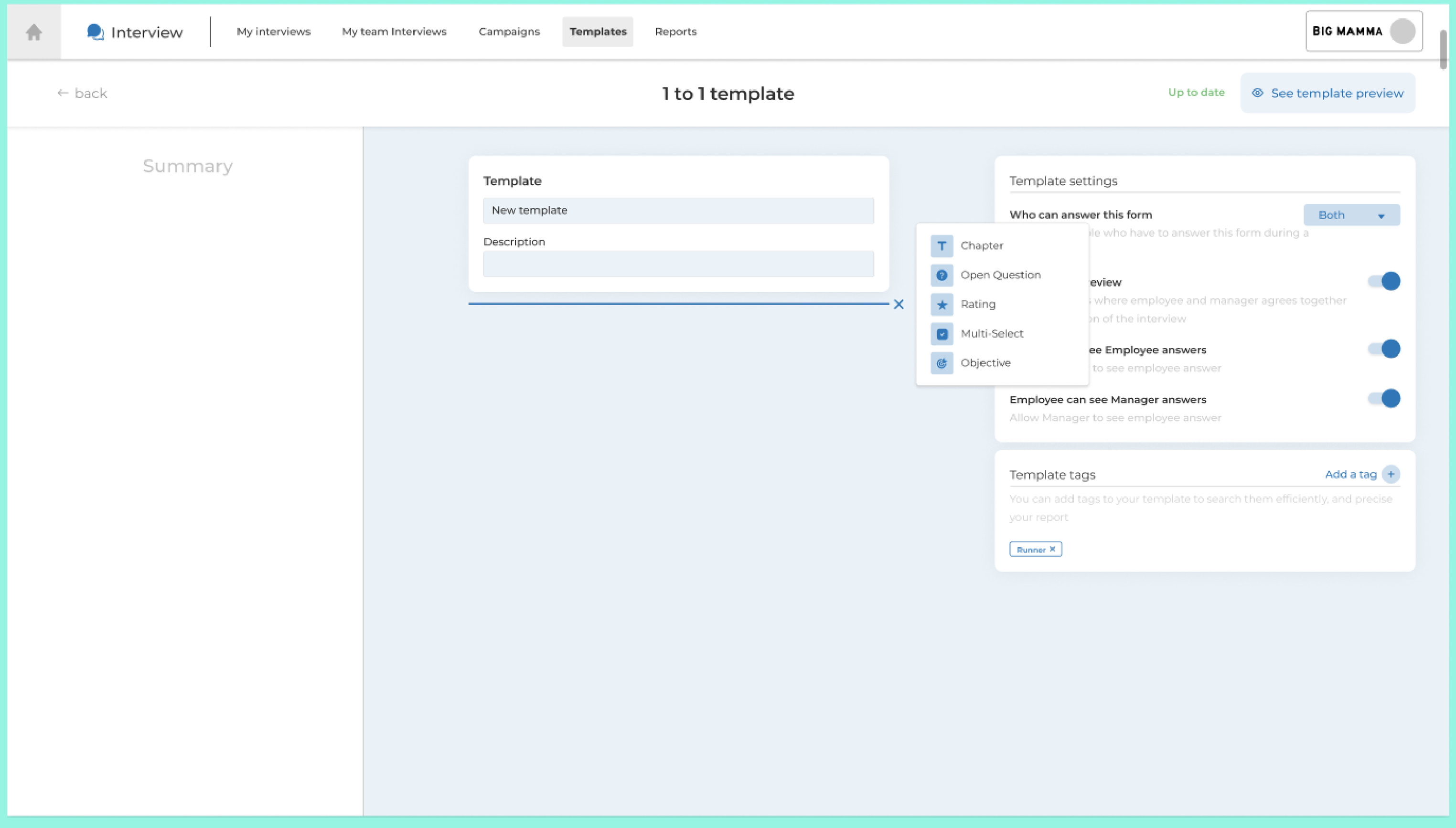
Create questions

STEP 1

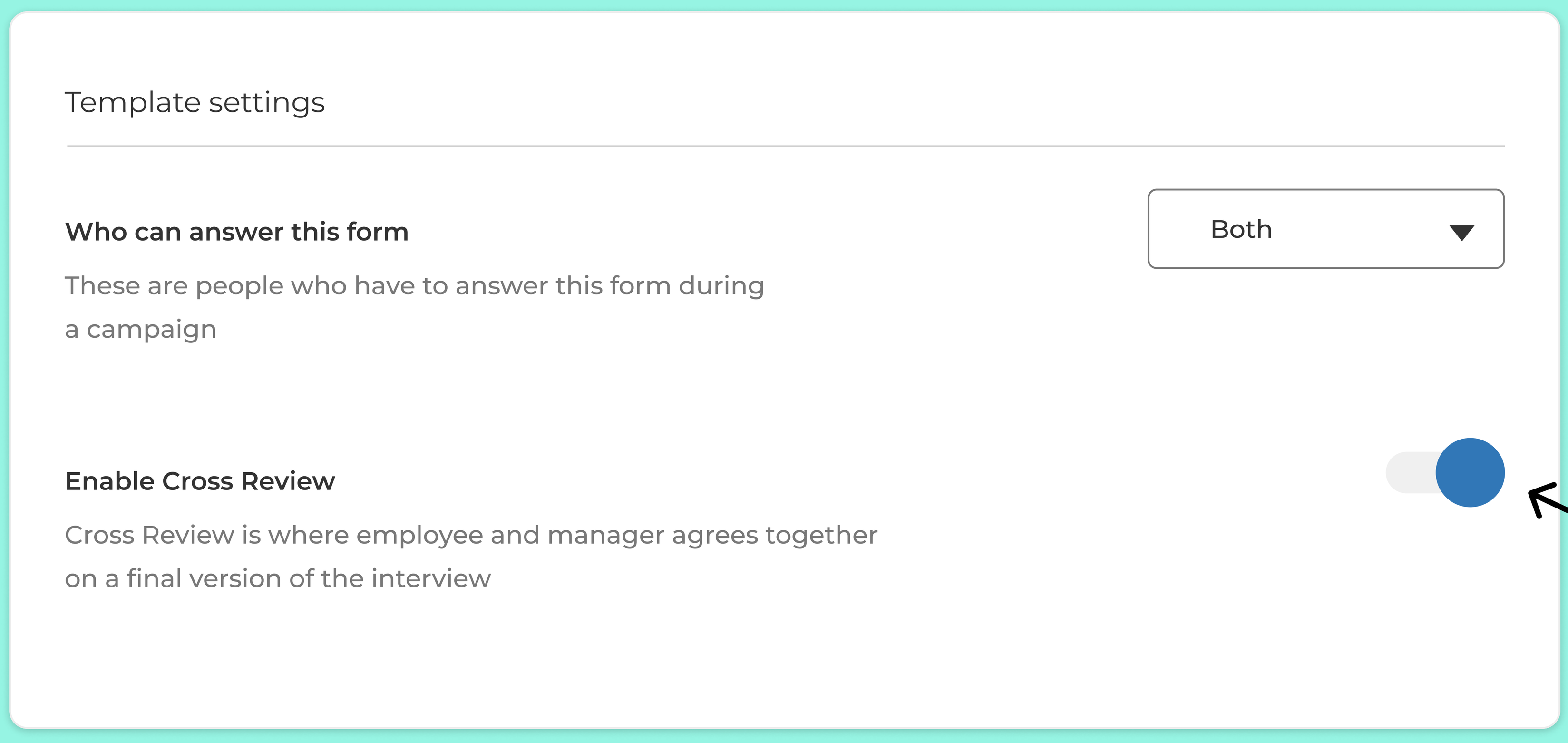


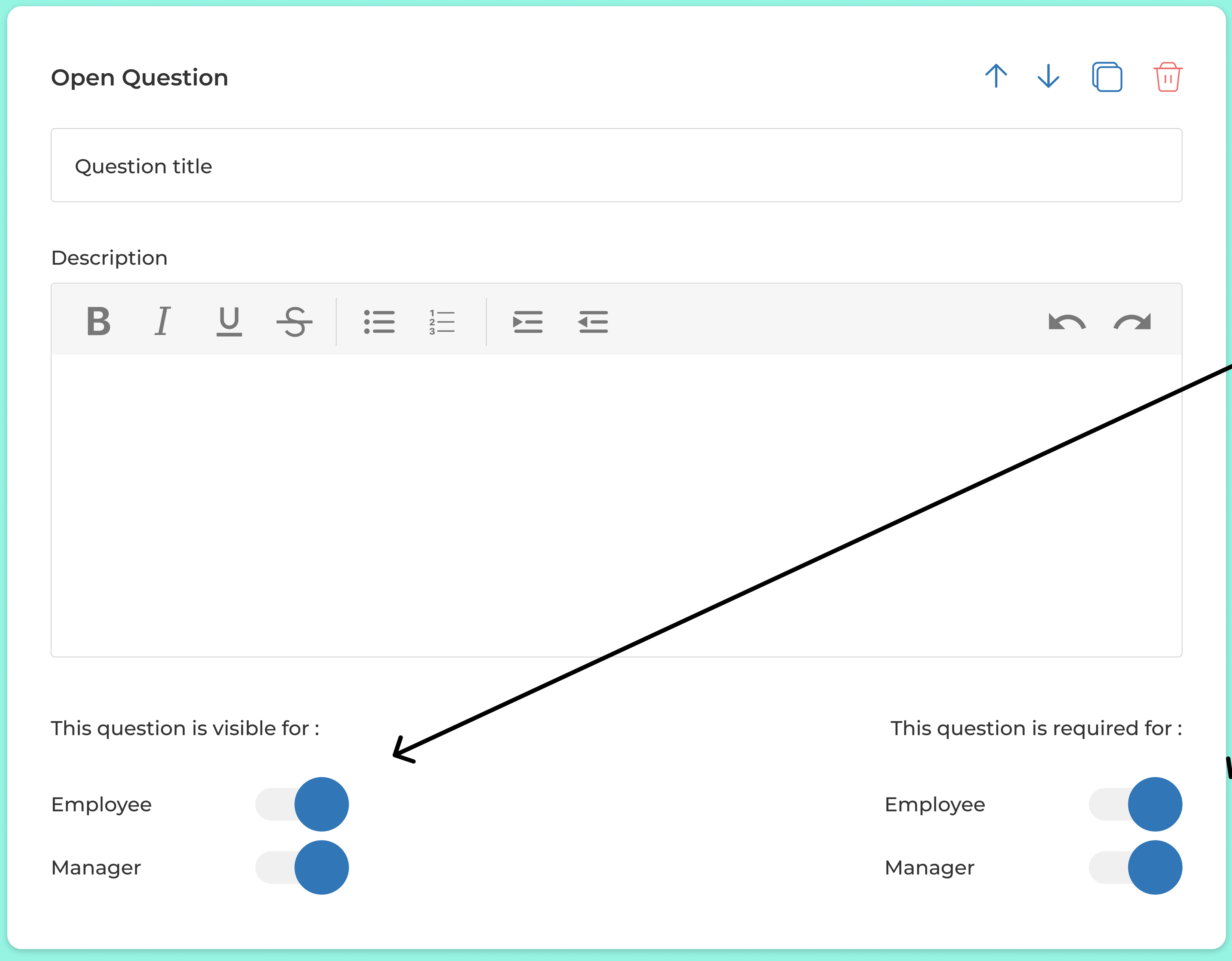
Step 1 : To go on a template, click on 'Add a template' or select the template you want to modify.

STEP 2



Step 2 : Click on "+" button and chose Rating questions for scorecard, and Open questions for questionnary.
Don't forget to add "Titles" to create separate the differents sections.

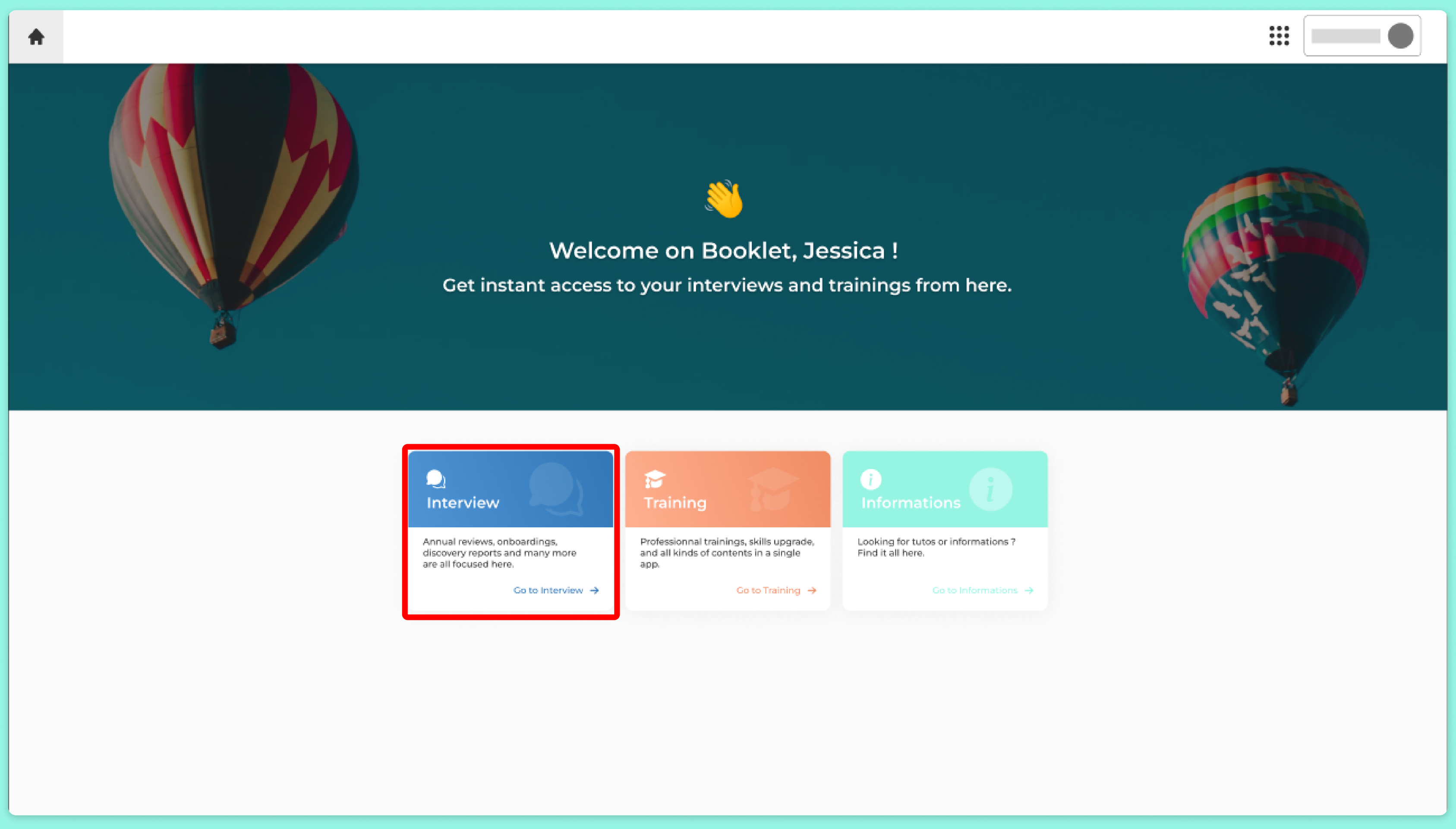




Don't forget to enable the Cross Review in templates settings, and enable visibity and requirement !

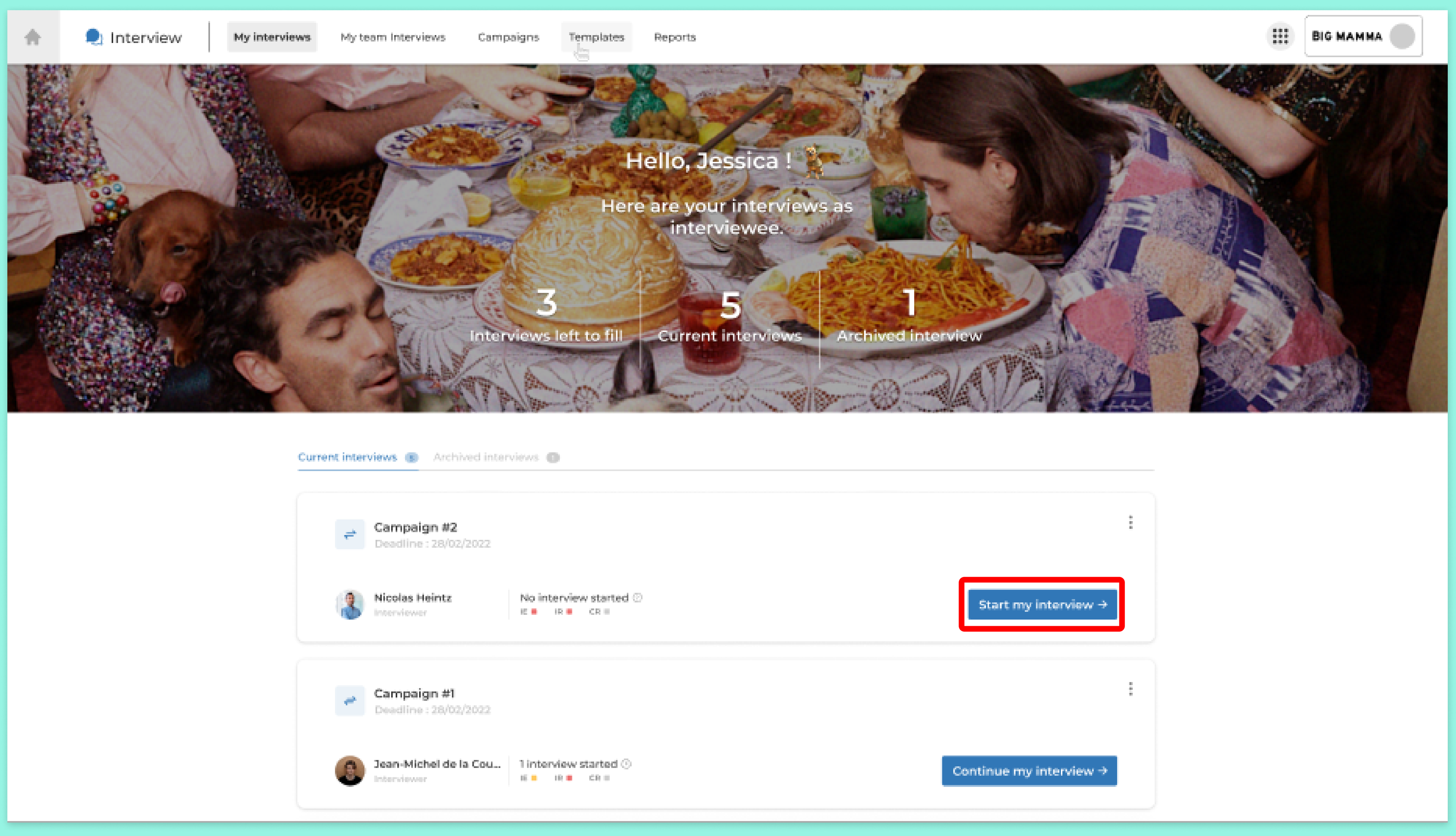
Fill in my scorecard as an employee on Booklet

STEP 1



Step 1 : After your login, Select "Interview".

STEP 2



Step 2 : Click on 'Start my Interview'

When you start your scorecard, it will be declared as 'In Progress'. To submit it, you have to answer all requiered questions (*), then click on the 'Submit' button.

What is the difference between Interviewee, Interviewer and Cross Review ?

Interviewee Interview : This is your scorecard to complete.

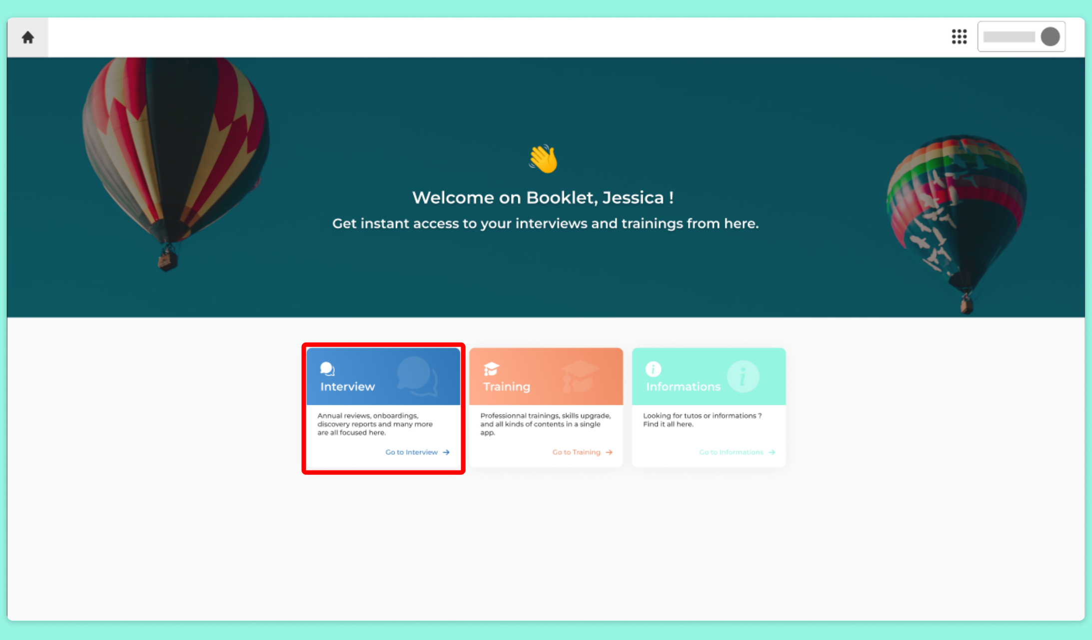
Interviewer Interview : This is your manager's scorecard to complete about you.

Cross Review : Meet your manager to complete the scorecard with both of your previous answers

Complete my interview campaign as a manager on Booklet

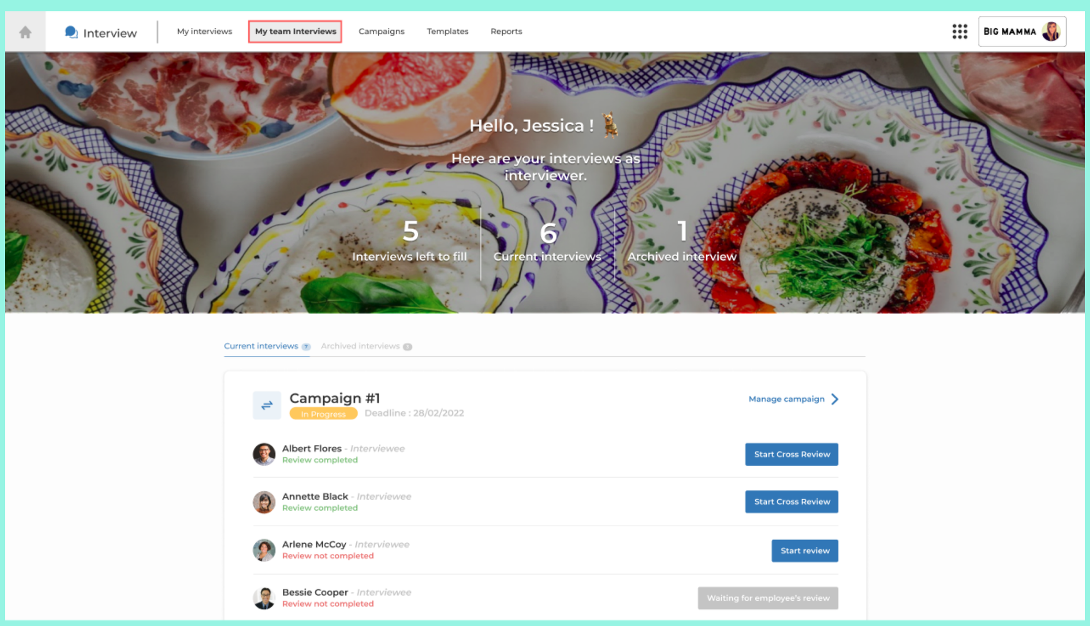
Where can I find my interview campaigns on Booklet ?

STEP 1



Step 1 : Log-in, then select the Interview app

STEP 2



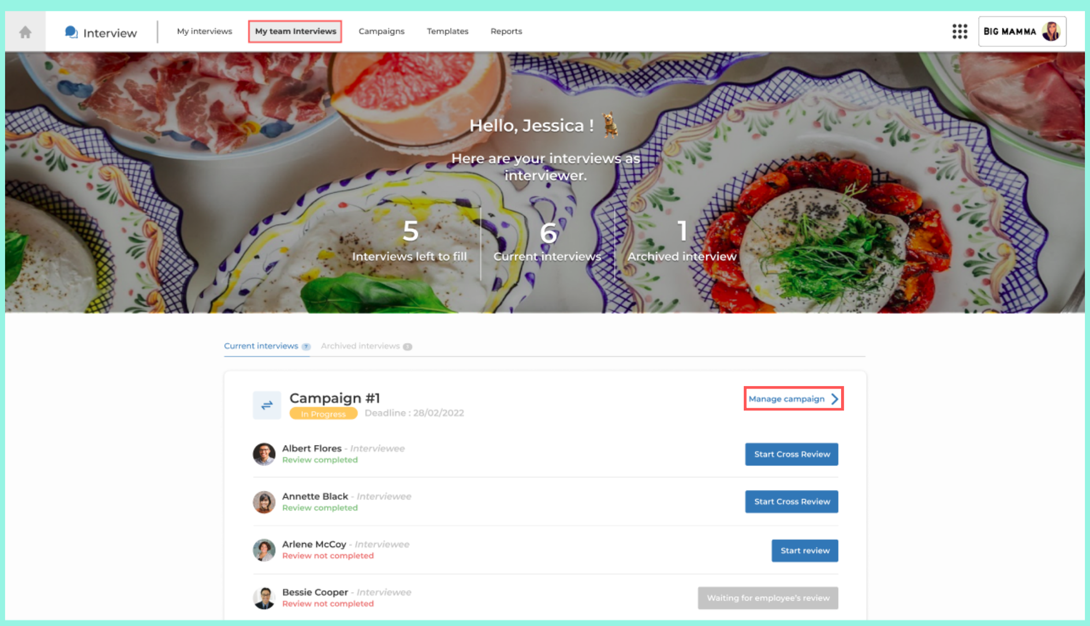
Step 2 : Click on 'My team Interviews' tab in the navbar to access your campaigns as interviewer

All of the 3 interviews (Interviewer, Interviewee and Cross Review) must be completed with every interviewees to fully fill in your campaign.

Complete my interview campaign as a manager on Booklet

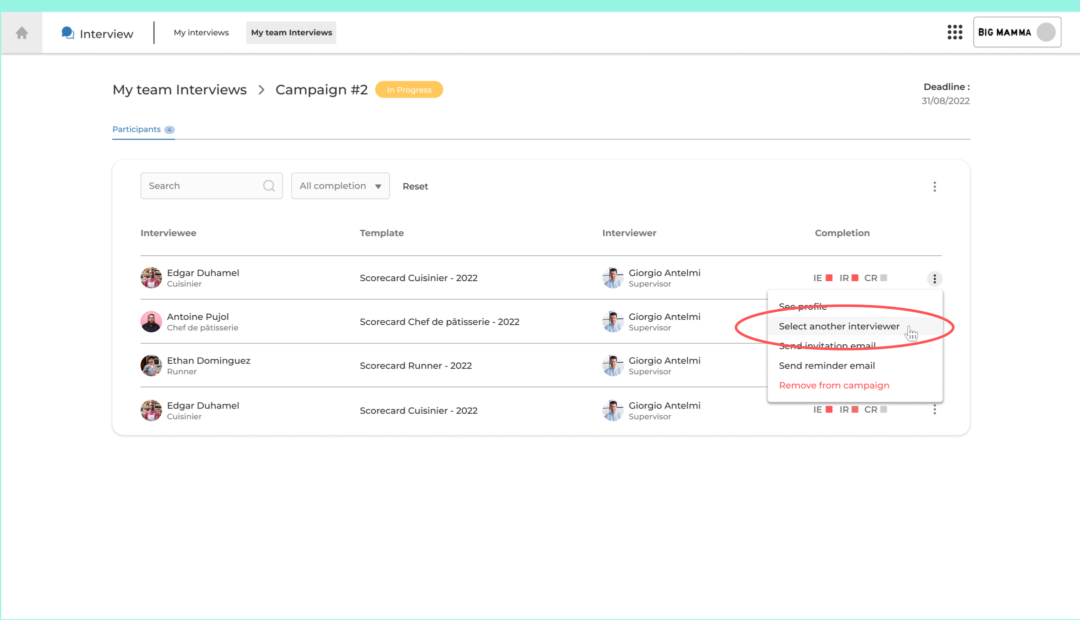
If you are not the good interviewer, you can delegate it with the button 'Select another Interviewer'

STEP 1



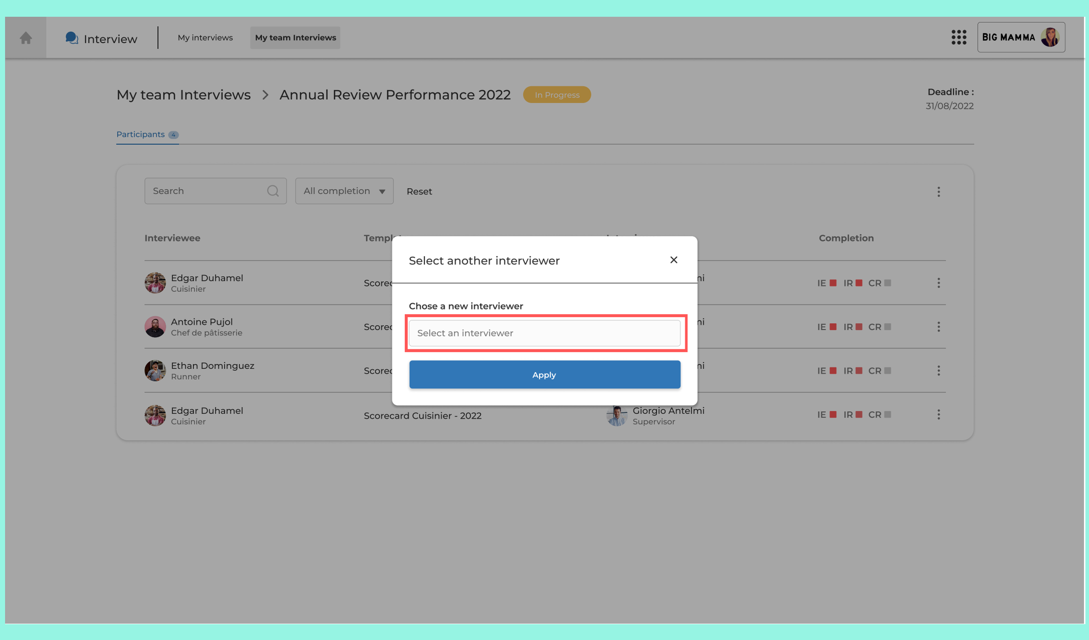
Step 1 : In 'My team Interviews', click on the button 'Manage the campaign'

STEP 2



Step 2 : Click on ⋮ on the line you want to change the interviewer and select 'Select another interviewer'

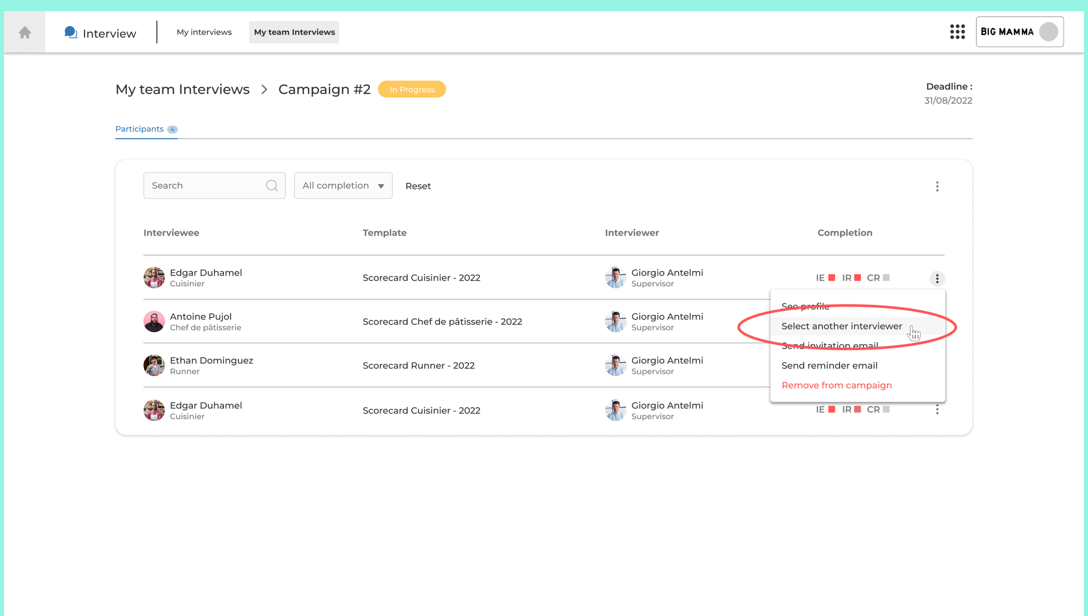
STEP 3



Step 3 : Write the name of the new interviewer

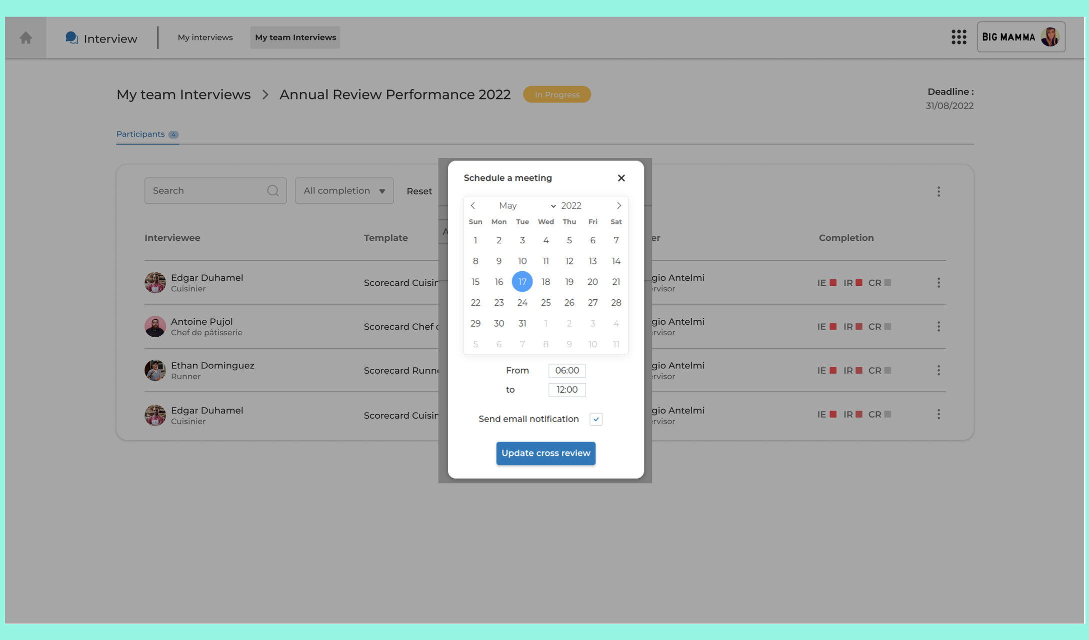
Schedule a meeting

STEP 1



Step 1 : In 'Manage Campaign', click on ⋮ on the line you want to schedule a meeting, and click on 'schedule a meeting'

STEP 1



Step 2 : Select date and time for your meeting.