



MANAGE CAMPAIGN AS INTERVIEWER

BIG MAMMA X Booklet

STEP 1

Booklet

Welcome on board !
Please enter your email.

[Continue](#)

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STEP 2

Interview

Annual reviews, onboards, discovery reports and many more are all focused here.

[Go to Interview →](#)

STEP 3

Mid Year Interview - 2022
Deadline : 28/02/2022

Interviewee	Status	Actions
Élaine Nee	No interview started	Start my interview →
Ninon Trudeau	1 interview started	Start my interview →
Rose Laffite	1 interview submitted and 1 interview started	Continue my interview →

Complete my interview campaign on Booklet FIND MY CAMPAIGNS AND COMPLETE IT

Where can I find my interview campaigns on Booklet ?

Step 1 : Connect to Booklet with the following link : <https://booklet.bysseven.co>

Step 2 : Log-in, then click on the Interview app

Step 3 : Click on 'My team Interviews' tab in the navbar to access your campaigns as interviewer

How to complete my campaign ?

When you start your interviewer interview or the Cross Review, it will be declared as 'In Progress'. To make submit it, you have to answer all required questions (*), then click on the 'Submit' button. All of the 3 interviews (Interviewer, Interviewee and Cross Review) must be completed with every interviewees to fully complete your campaign.

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

There is 3 steps to complete the whole interview :

Interviewee Interview : This is your employee's scorecard to complete about himself.

Interviewer Interview : This is the scorecard you must complete about the employee.

Cross Review : Meet your employee to complete the scorecard with both of your previous answers. Only you (as interviewer) can start a Cross Review.

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Manage my campaign

If I am not the good interviewer, I can delegate it with the button 'Select another Interviewer'

- In 'My team Interviews', click on the button 'Manage the campaign'

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- Click on on the line you want to change the interviewer

See profile

Select another interviewer

Send invitation email

Send reminder email

Remove from campaign

Select another interviewer

Chose a new interviewer

Select an interviewer

Apply

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