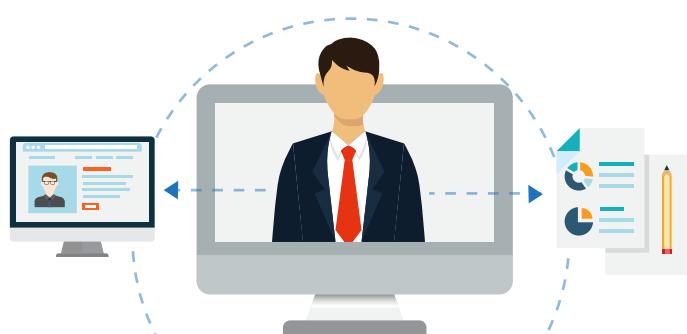


# E-INTERVIEW SYSTEM



## ACCOUNT MANAGER

- Manages the client's account.
- Responsible for setting up Managers
- Manages and orders credits.
- Has access to all of the projects created by the Managers under their individual accounts.



## MANAGERS

A Manager has full access to the system. They can create projects, interview profiles and email templates. A Manager can also create Raters and add Raters to projects.



## RATERS

Raters are created by Managers and can only view projects and Rate interviews if they have been assigned to a specific project.

# e-interview system

1

## RATERS

- Raters are created by a manager and can be used to evaluate e-interviews.
- A maximum of two Raters can be added to a project.
- Before a manager can add a rater to a project, they must first create Raters on their platform.
- Raters are shared on a clients account, this means that if a Rater is created, all other managers on the same account will be able to add this Rater to their projects.



2

## INTERVIEW PROFILES



- Managers create a set of questions that he/she wants to ask in the e-interview. This is an Interview Profiles.
- To create an interview profile, the manager will assign a Profile Title (e.g. Finance In-take) and a Profile Job Title (e.g. Financial Accountant) to the specific interview profile.
- The manager will then add a set of questions they want to ask in the e-interview and also assign a time-limit for each question.

3

## EMAIL TEMPLATES

- The system allows the manager to send pre-setup emails to candidates.
- To setup email templates, the Manager must assign a template name (e.g. First round interviews), select the type of email template, enter the subject of the email and type the email content.



4

## PROJECTS



- The projects menu is the main function of the system. To create a project, managers must first create interview profiles and raters.
- When a manager create a project, they can either add candidates to the project or manually send a generic link to the candidates.
- Candidates will receive an invite with login details if the manager adds them to the project.

5

## INTERVIEW LIBRARY

- The interview library gives the manager quick access to all the interviews conducted.
- It enables the Manager to quickly search for candidates, without having to search for them under the different projects.



## e-interview system



### GENERIC LINK

Selecting a generic link will allow the Manager to send emails manually to candidates.

When a candidate registers using the generic link, they will be added to the specific project automatically.



### PROJECT STATUS

Enables a quick overview of who completed the e-interview and who is still pending.

This will only show the candidates who has registered on the system in the project setup



### VIEW INTERVIEWS

The Manager can view all the candidates, rate and comment on the interviews.

The Manager can also send pre-setup emails to candidates from this menu.



### EDIT

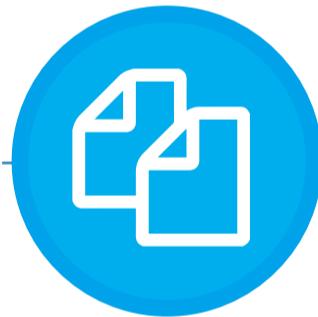
The Manager can edit the project from here e.g changing the closing date of the project.

The Manager can also edit Raters information and interview profiles.



### DELETE

The Manager can delete projects, interview profiles and Raters.



### CLONE

The Manager can clone an interview profile or email template. This is useful if the Manager wants to use a similar interview profile or email template.



#### Red traffic light

Red indicates a no-go and suggests that the Manager does not want to proceed with this candidate.



#### Orange traffic light

Orange indicates a potential risk and unsure whether he/she wants to proceed with this candidate.



#### Green traffic light

Green indicates a good interview and suggest that the Manager wants to continue the process with the candidate.