interview
Application made personal

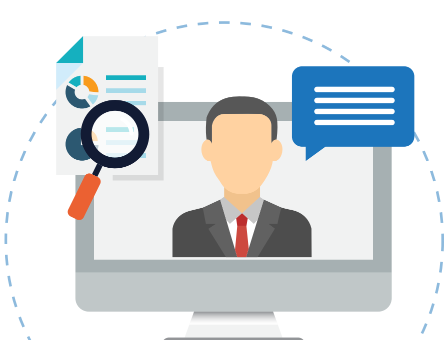
E-INTERVIEW SYSTEM

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

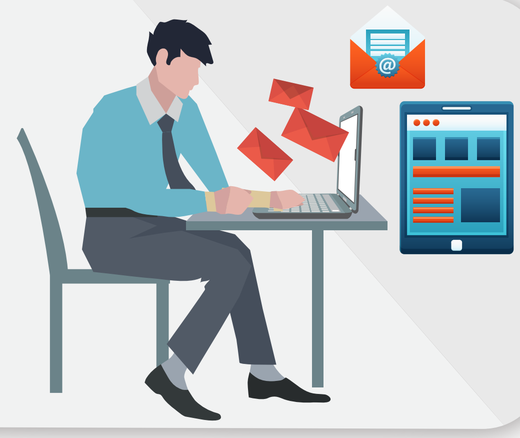
INTERVIEW PROFILES

- 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.