INTERVIEWER USER MANUAL



CONTACT@HIRINGDOG.COM



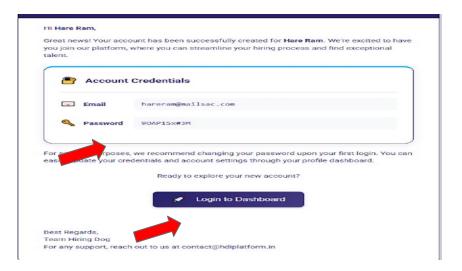
+91-9916864727

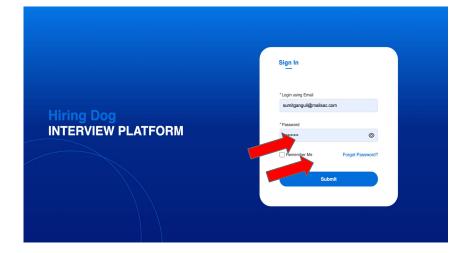


2SY No 7/2, K No 767/7, GPA M/S SLS, Bengaluru, Karnataka - 560068

Interviewer's Onboarding:

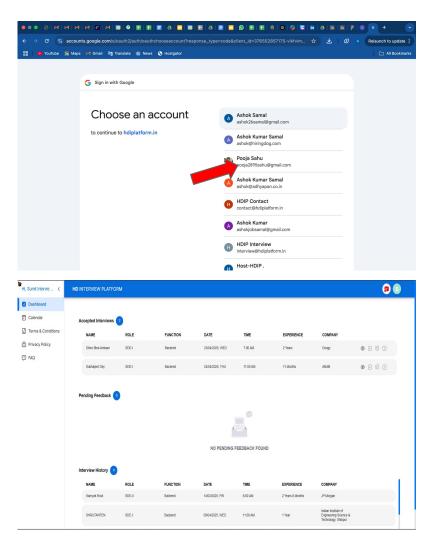
- Once onboarded by HDIP backend the Interviewer receives a mail notification to activate the account along with ID and Password.
- Click the login button.
- HDI Platform will open. Log in with the ID and Password.





Account for Interview:

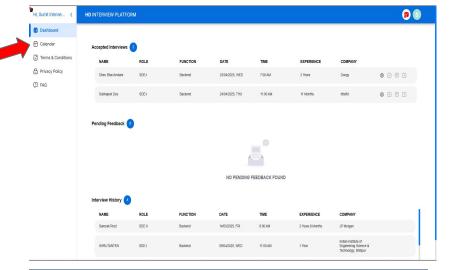
Choose the account from which you want to take the interview.

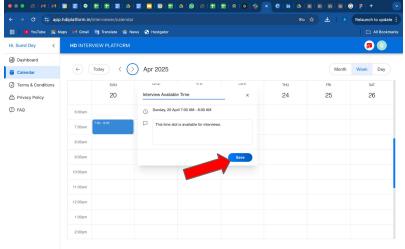


Block the Interview time:

- Click the calendar tab.
- Block the time you want to block for taking interviews and save the same.
- You can also modify the blocked time before 24 hours of any schedule interview.

Note: Please block minimum 7 days schedule and maximum 60 days for the interviews. Also, you will get a reminder to block your calendar every sunday afternoon.





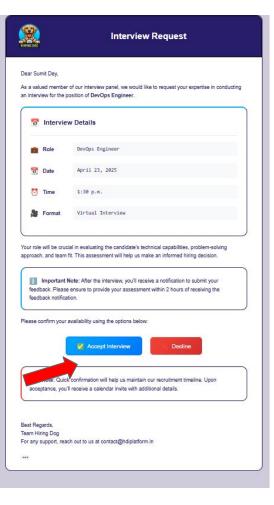
Interview Confirmation:

 Once any interview is scheduled, you will get the notification via mail. In the same mail you can accept or decline the interview. You can also check the role of the interview.

Note:

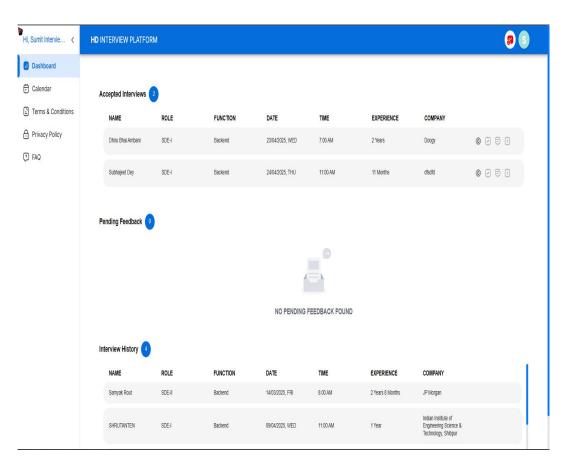
*Please accept or reject the interview as soon as possible as the same notification will also be shared to 10 interviewers simultaneously.

If you accept the invitation after some other interviewer, you will get the notification for the same.

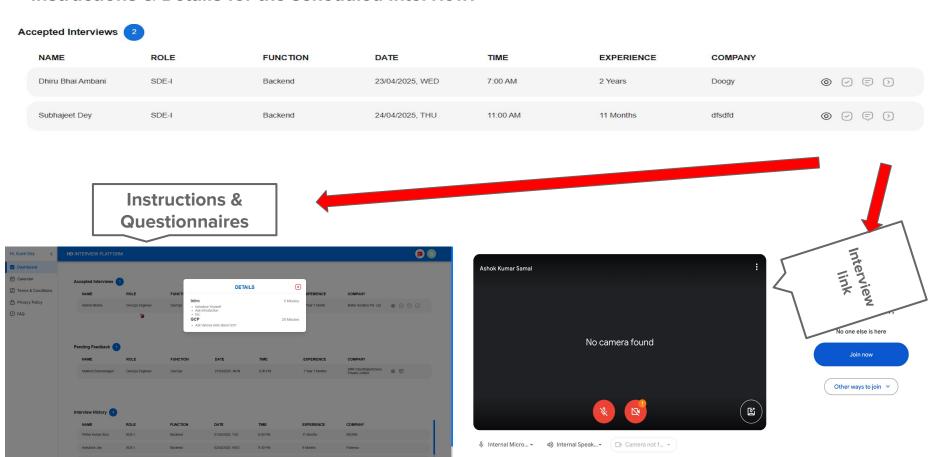


Dashboard Details:

- The main has 3 part.
- The first part is the interview which are accepted.
- The second part is the feedback form to be submitted &
- The third part is the number of interviews taken in that month along with the details of name, role, function, experience & Company.

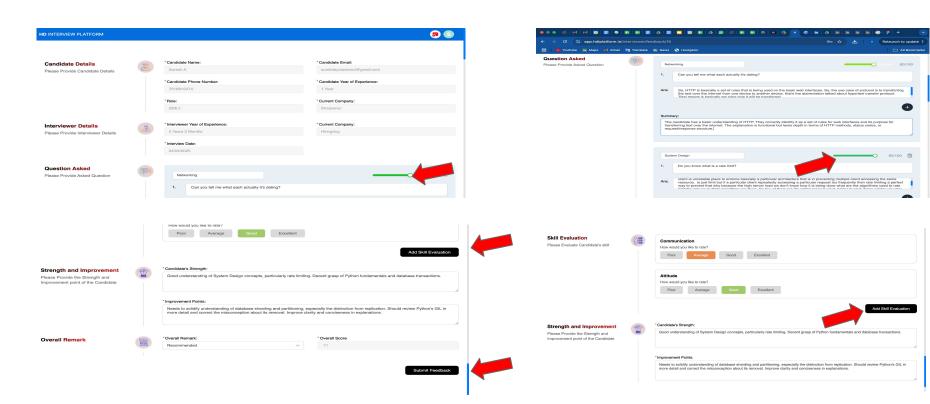


Instructions & Details for the scheduled Interview:



Click on feedback form Icon in Pending feedback and edit the feedback (if required) and give percentage for all parameters:





Interview Guidelines:

- Please join the interview 1 minute before.
- Please avoid no show. Remember, it's about candidate's career & time, client's candidate experience, HDIP experience. Let's give
 a great candidate experience together.
- You can switch off your video if you want.
- Please ask questions from the question bank only.
- You will be notified via mail once the feedback from gets generated. You need to modify it and put the percentage for all parameters and submit it on time. (Before one hour of the feedback form generation).
- Until the submission is not done by you in the feedback form, the interview will not be considered.

Note:

- Its AI generated feedback therefore, please read and modify the feedbacks.
- Percentage for every parameter given by the client is mandatory without which you cannot submit the feedback.
- Delay in submission attracts penalty in the fees (mentioned in the terms & conditions in the signed agreement.

Receivables:

- You can always check your monthly receivables in the finance tab.
- Also you can check and download your past receivables for any accounting purpose.
- Payments terms reference are in the signed agreement.

