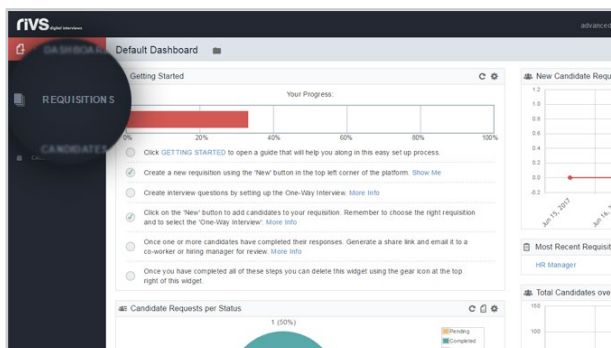




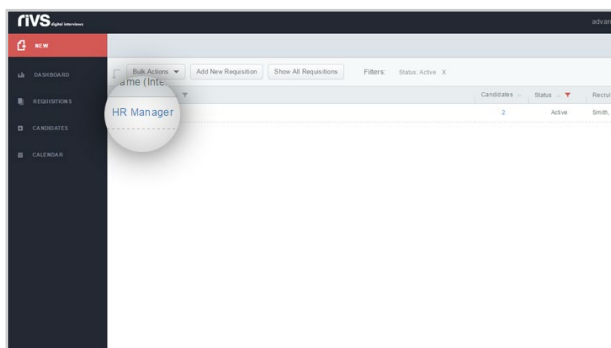
INVITING CANDIDATES TO A TWO-WAY INTERVIEW

This guide will walk through inviting a new and an existing candidate to participate in a RIVS Live 2-Way Interview. 2-Way Interviews are live interviews and can contain up to five active participants, and an unlimited amount of observers.

Inviting a New Candidate

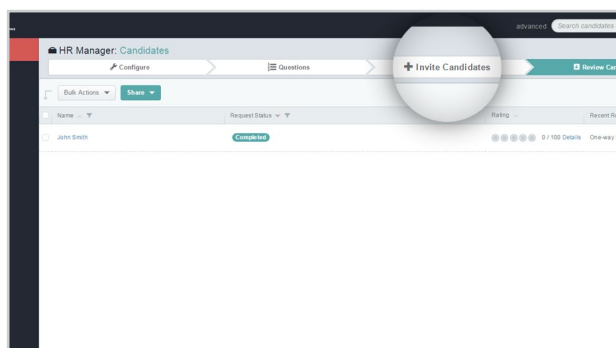


- 1 From your dashboard, select the Requisitions menu.

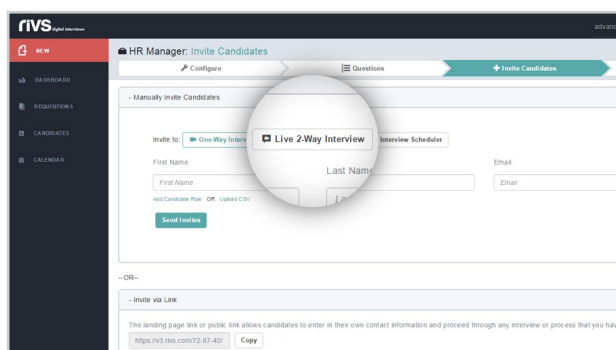


- 2 Select or create the Requisition you'd like to add the new candidate to.

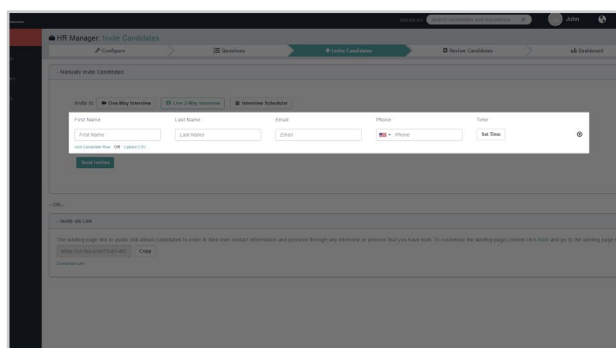
INVITING CANDIDATES TO A TWO-WAY INTERVIEW



3 Click the Invite Candidates tab at the top of your screen.

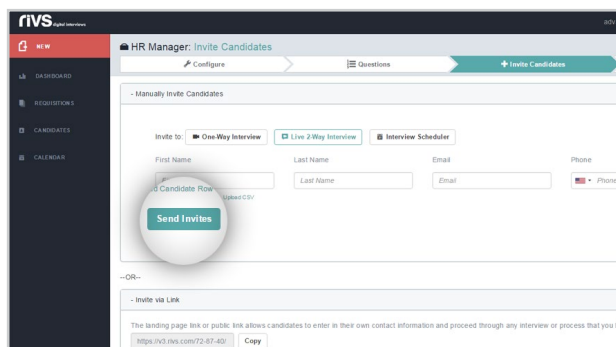


4 Select the Live 2-Way Interview button.



5 Type the candidate's information and add an interview time limit in the candidate rows.

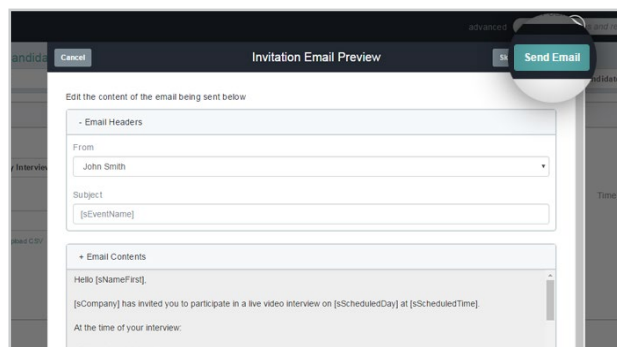
*Click Add Candidate Row to add new candidate fields. You can also upload with a CSV file to bulk upload candidates.



6 Once you've added all of your candidates, click the Send Invites button.

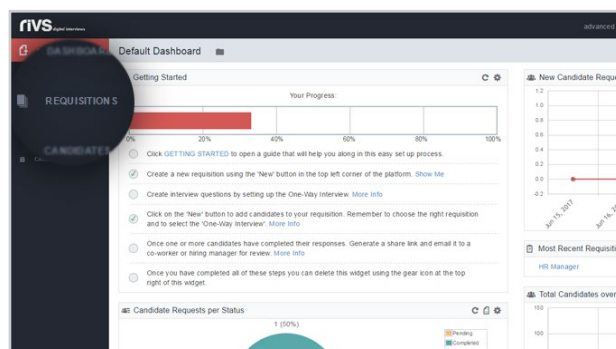
*Alternatively, you can send out invitations manually using the provided link at the bottom of the page.

INVITING CANDIDATES TO A TWO WAY INTERVIEW

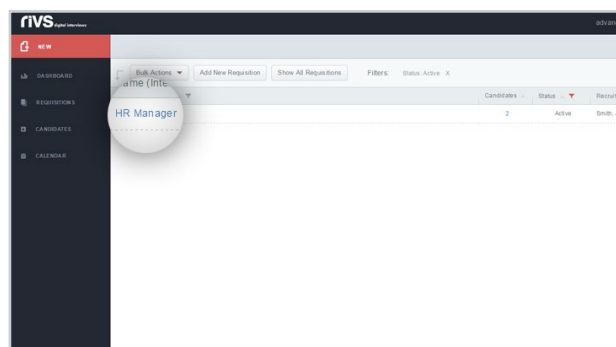


- 7 Review the email invitation and click Send Email. The RIVS platform will send an email invitation to the selected candidate.

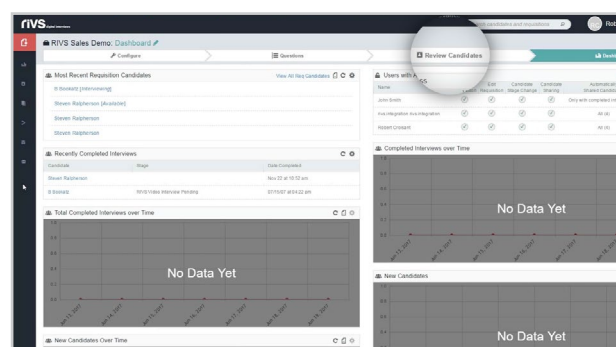
Inviting an Existing Candidate



- 1 From your dashboard, select the Requisitions menu.

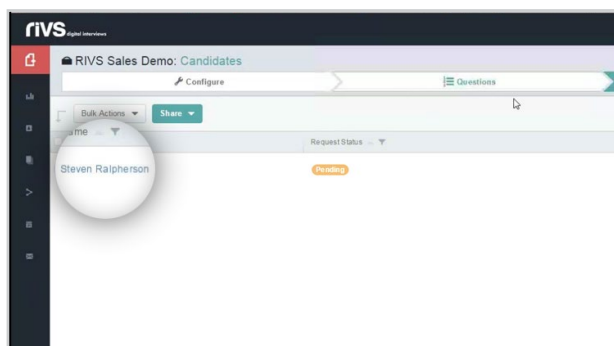


- 2 Select the requisition containing candidates you'd like to invite to a live two-way interview.

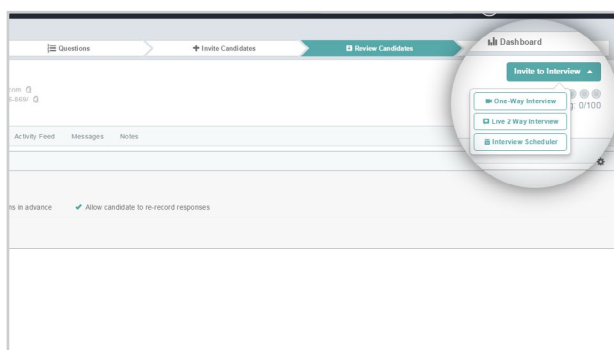


- 3 You'll be redirected to the RIVS platform. From the RIVS Requisition, click the Review Candidates tab at the top of the page.

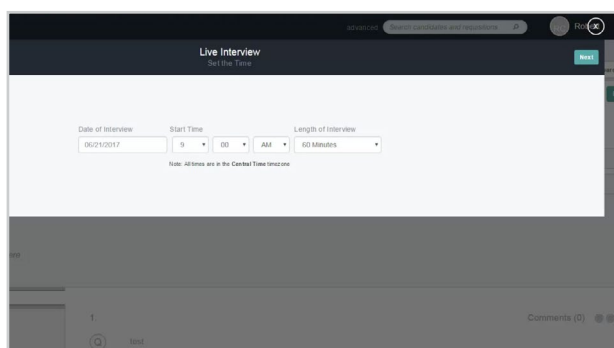
INVITING CANDIDATES TO A TWO WAY INTERVIEW



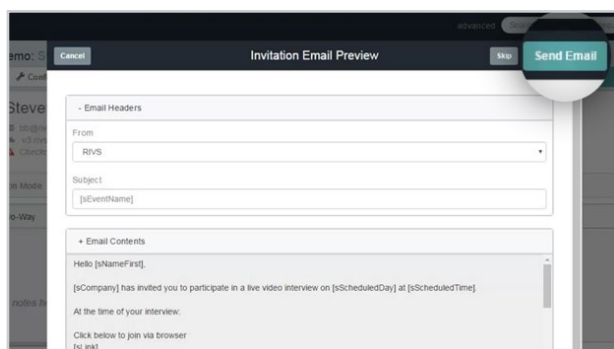
4 Click the name of the candidate you'd like to invite to a live interview.



5 Click the Invite to Interview button in the top right corner of the page, and select the Live 2-Way Interview option.

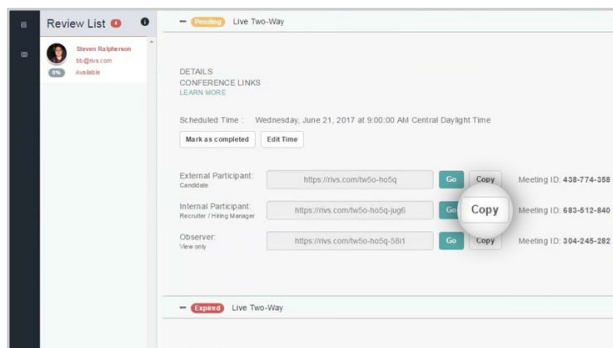


6 Set the date, time, and length of the interview and click the Next button.



7 Review the email invitation and click Send Email. The RIVS platform will send an email invitation to the selected candidate.

INVITING CANDIDATES TO A TWO-WAY INTERVIEW



- 8 Additionally, we recommend copying the Internal Participant (Recruiter/Hiring Manager) link and sending the link to any recruiters or hiring managers that will be participating in the interview.