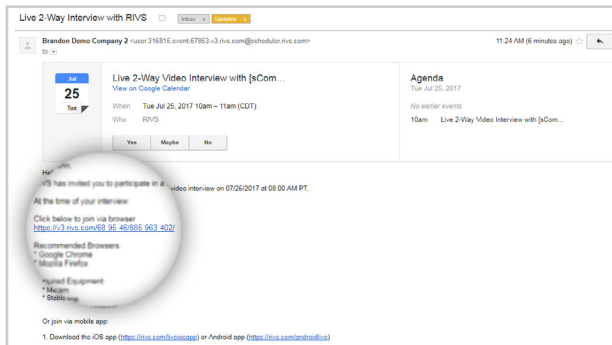




# LIVE CANDIDATE EXPERIENCE GUIDE

This guide will cover the process of conducting a Live 2-Way Interview with participants in your RIVS platform.

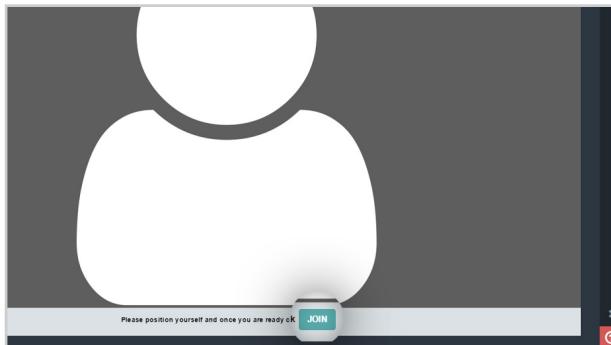


- 1 At the time of your interview, click the “Click here to join via your browser” button.

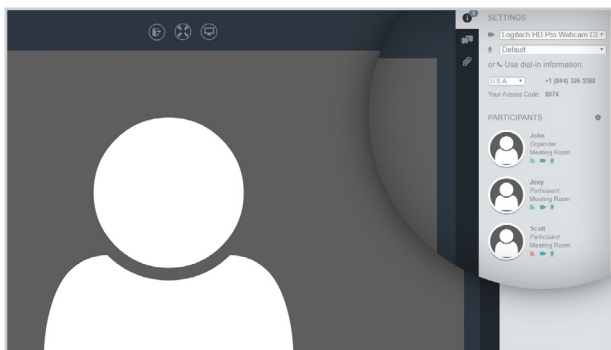
A screenshot of the RIVS login page. The page is split into two columns. The left column is titled 'Join as guest' and contains fields for 'First Name', 'Last Name', 'E-mail', and 'Phone', followed by a 'JOIN' button. The right column is titled 'Join as John Smith' and contains a 'Join as John Smith' button and a link that says 'I want to login as someone else'.

- 2 Join as a guest, or with your RIVS Login if applicable.

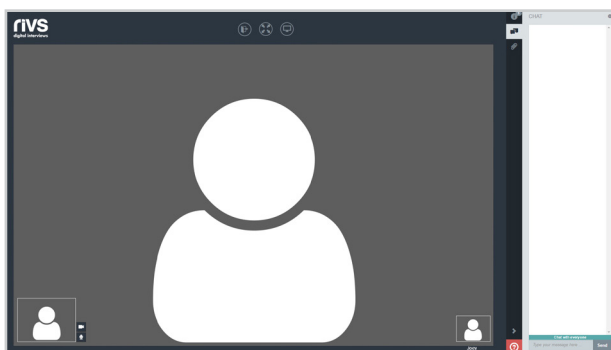
# LIVE CANDIDATE EXPERIENCE GUIDE



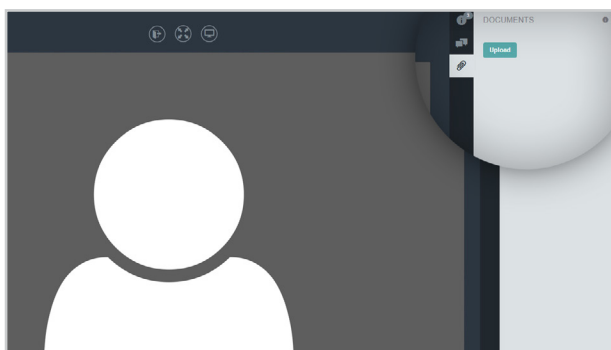
**3** The live interview room will open, position yourself onscreen and click the Join button when you're ready to begin.



**4** Use the menu options on the right to configure your interview. In the settings menu you can change your webcam and microphone devices, and view dial-in information if you'd like to call in via phone.

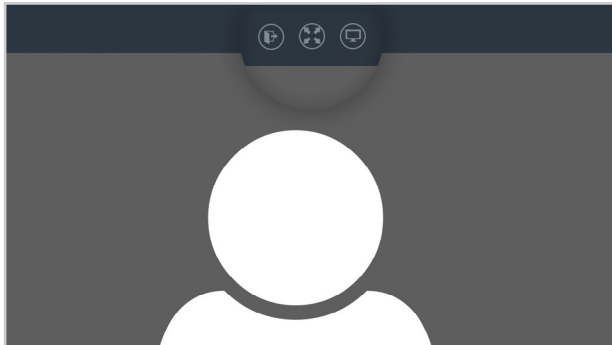


**5** Using the Chat menu, you can chat with participants.



**6** The Documents menu allows participants to upload documents relevant to the interview. Click the Upload button to select files.

# LIVE CANDIDATE EXPERIENCE GUIDE



**7** Use the buttons at the top of the screen to exit the meeting, make the interview full-screen, or share your screen.

\*If you are sharing your screen for the first time in RIVS you will be prompted to download a plugin. Install the plugin and rejoin the interview.