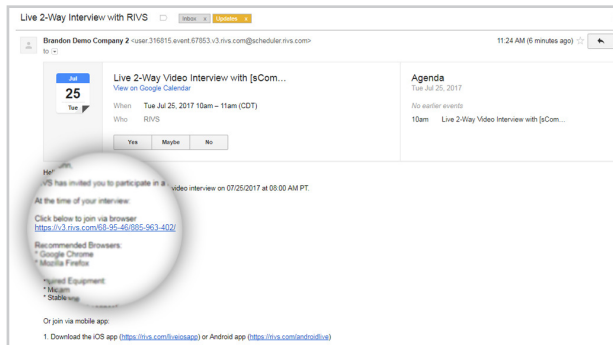
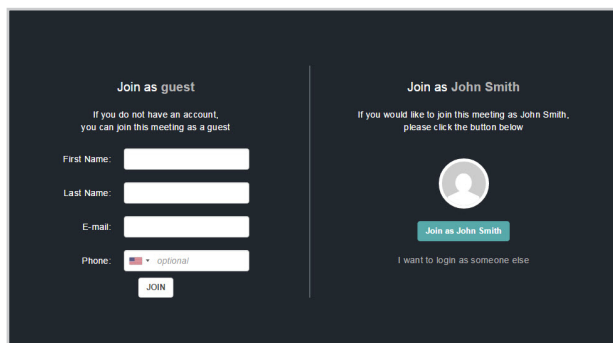


LIVE CANDIDATE EXPERIENCE GUIDE

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.

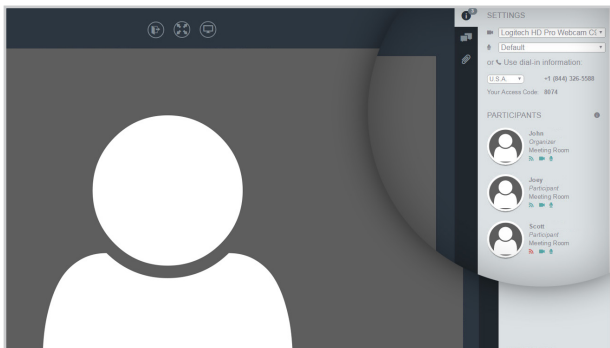


- 2 Join as a guest, or with your RIVS Login if applicable.

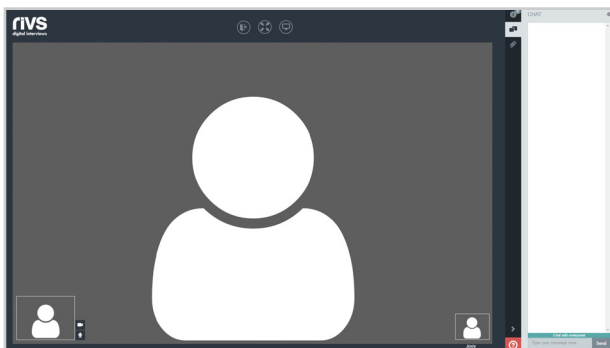
LIVE CANDIDATE EXPERIENCE GUIDE



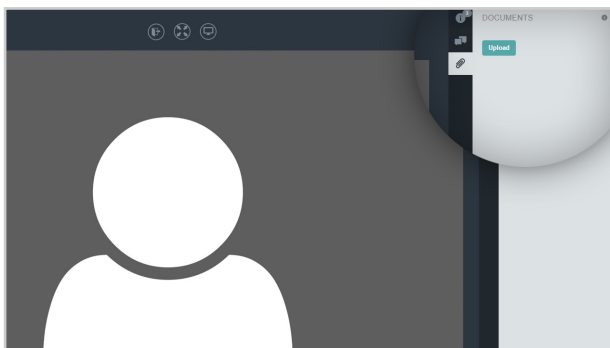
3 The live interview room will open, position yourself onscreen and click the Join button when you're ready to begin.



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.

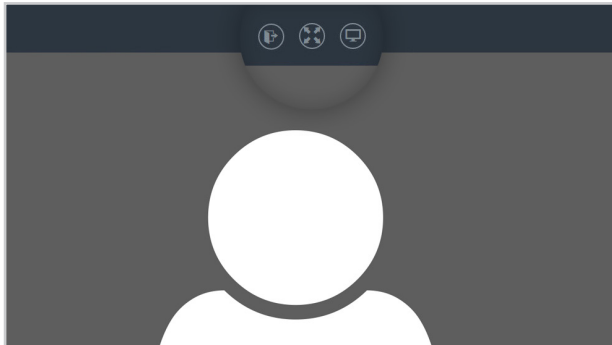


5 Using the Chat menu, you can chat with participants.



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.