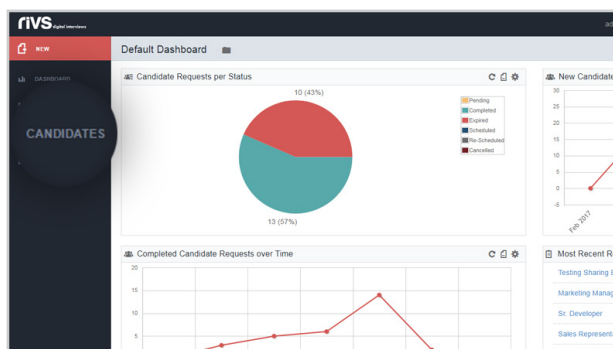


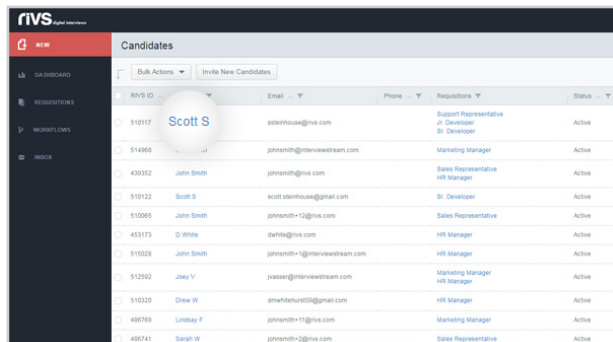
# ACCESSING LIVE INTERVIEW RECORDINGS

This guide will cover the process of access a live 2-way interview recording from a candidate profile and through the Instant Live section of the platform.

## From A Candidate's Profile



**1** Click the Candidates menu from the on menu bar.

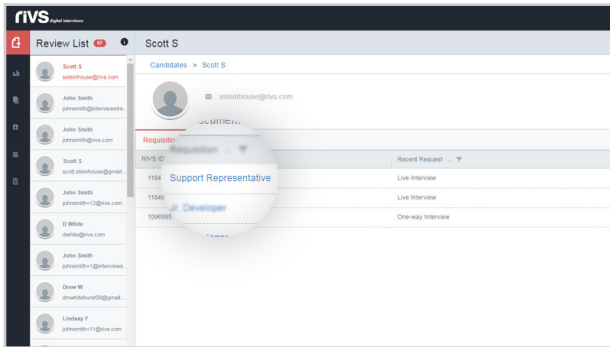


The screenshot shows the RIVS Candidates list. A callout bubble points to the first candidate, Scott S. The table below lists several candidates with their details.

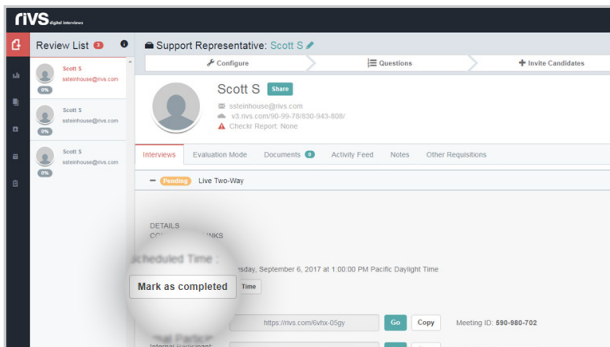
RIVS ID	Email	Phone	Requestors	Status
510117	scott@rivs.com		Support Representative Jr. Developer	Active
514968	johnson@interviewstream.com		Marketing Manager	Active
439352	johnson@rivs.com		Sales Representative	Active
510122	scott@interviewstream.com		Sr. Developer	Active
510065	johnson@rivs.com		Sales Representative	Active
453173	dwhit@rivs.com		HR Manager	Active
510028	johnson@interviewstream.com		HR Manager	Active
512592	jwaser@interviewstream.com		Marketing Manager	Active
510320	dwhit@rivs.com		HR Manager	Active
486769	johnson@rivs.com		Marketing Manager	Active
486741	johnson@rivs.com		Sales Representative	Active

**2** Select the candidate whose recorded interview you'd like to view.

# ACCESSING LIVE INTERVIEW RECORDINGS

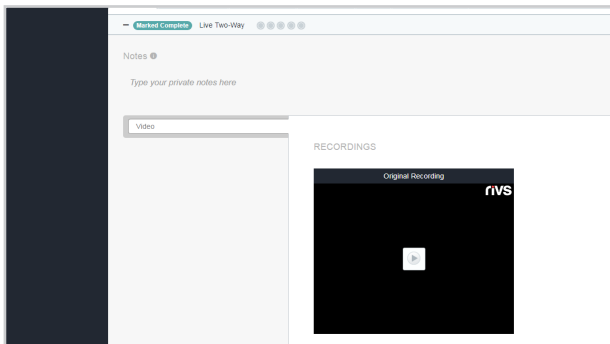


- 3 Select the requisition associated with the interview you want to view.



- 4 If necessary, in the Interviews tab, click the “Mark as complete” button.

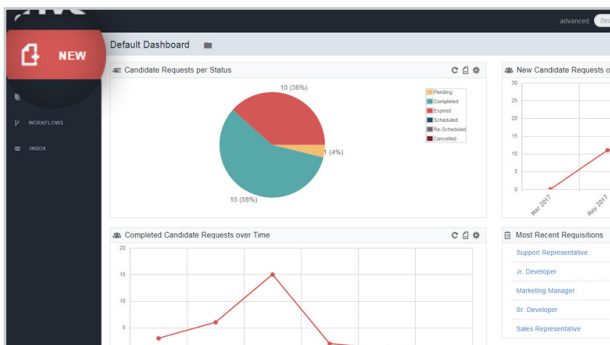
\*The system will automatically mark your candidates as complete 24 hours after the interview has ended.



- 5 Once the interview is marked as complete the interview recording will be available to view.

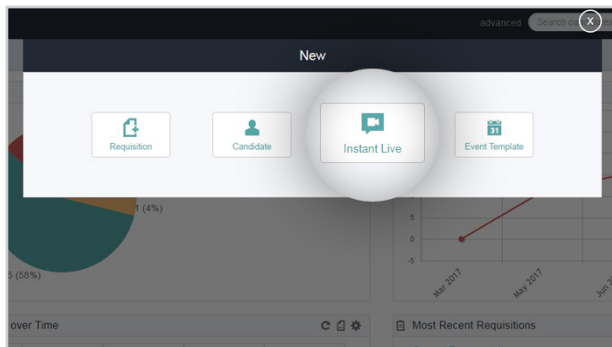
\*It may take up to 15 minutes for your recording to become available.

## Instant Live Section

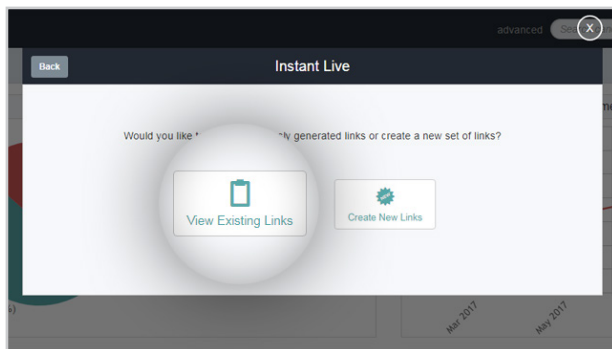


- 1 Click the New button in the left menu bar.

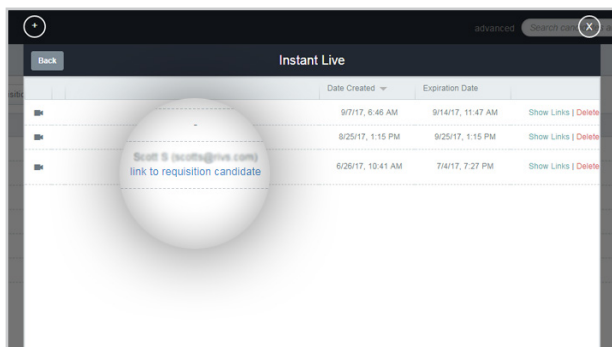
# ACCESSING LIVE INTERVIEW RECORDINGS



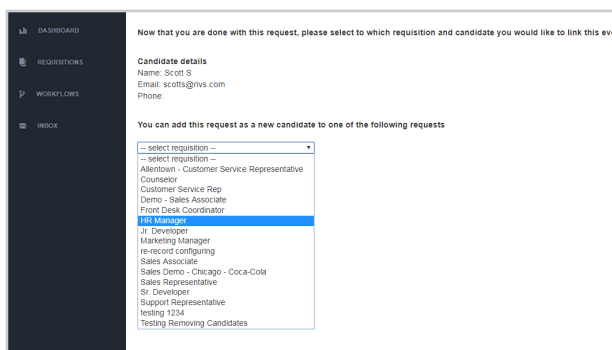
2 Select the Instant Live option.



3 Click View Existing Links.

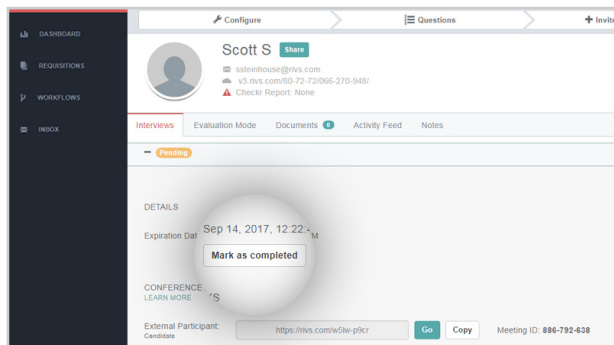


4 In the displayed table, you can see all links you've created over time. If a link was used and a candidate joined the interview, RIVS will display their name. Click the "Link to requisition candidate" option under the name.



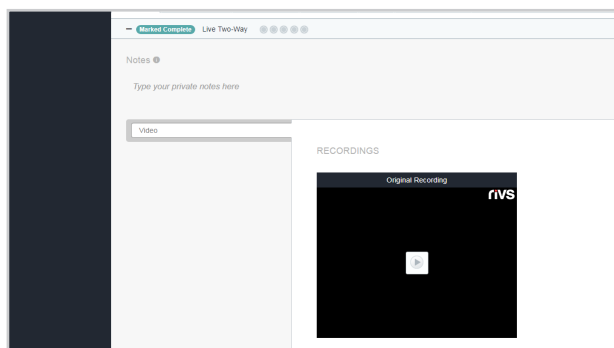
5 Select a requisition from the dropdown list. You will be redirected after selecting the requisition.

# ACCESSING LIVE INTERVIEW RECORDINGS



**6** If necessary, mark the candidate as complete.

\*The system will automatically mark your candidates as complete 24 hours after the interview has ended.



**7** Once the interview is marked as complete the interview recording will be available to view.

\*It may take up to 15 minutes for your recording to become available.