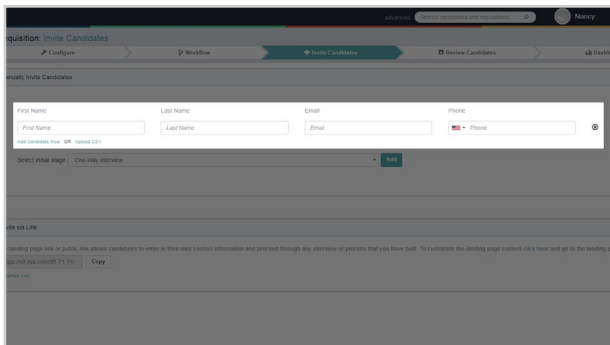


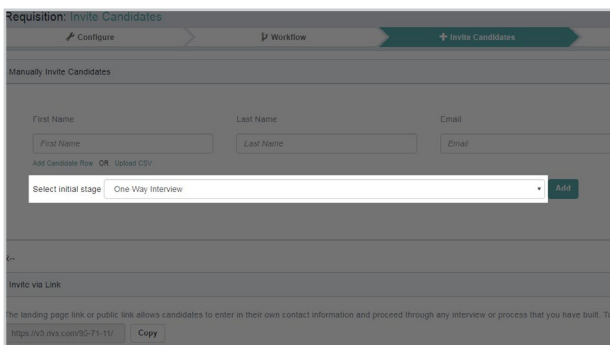
INVITING CANDIDATES TO AN INTERVIEW

This guide will cover the process of inviting candidates to an interview in your RIVS account.



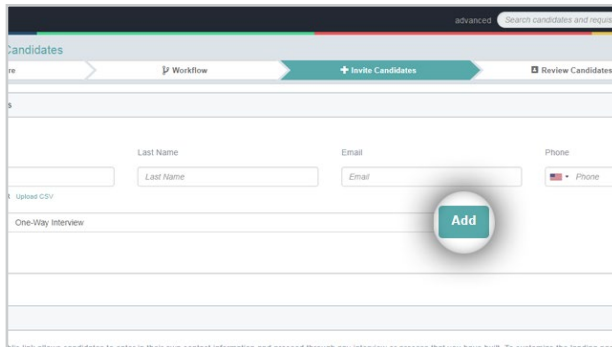
- 1 With your requisition finished, you can begin to invite candidates. Type the candidate's information in the candidate rows. Click Add Candidate Row to add new candidate fields. You can also upload a CSV file to bulk upload candidates.

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



- 2 Select the stage you want to invite this candidate to complete.

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The screenshot shows the 'Candidates' management interface in the RIVS system. At the top, there's a navigation bar with 'Candidates', 'Workflow', '+ Invite Candidates', and 'Review Candidates'. Below this, there's a form to add a new candidate. The form includes fields for 'Last Name', 'Email', and 'Phone'. There's also an 'Upload CSV' button and a 'One-Way Interview' checkbox. A large, circular 'Add' button is highlighted with a white glow effect, indicating the next step in the process.

3 Once you've added all of your candidates, click the Add button to send out email invitations.

*If you invite a candidate that has already been invited to another requisition, the system will notify you. This will allow you to decide if you still want to invite that candidate. If you'd like to proceed click Next.