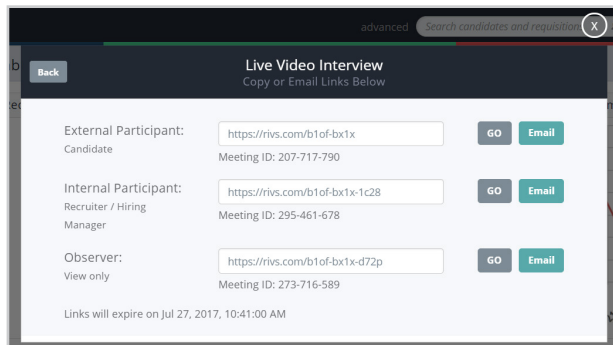


# LIVE INTERVIEW OVERVIEW

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

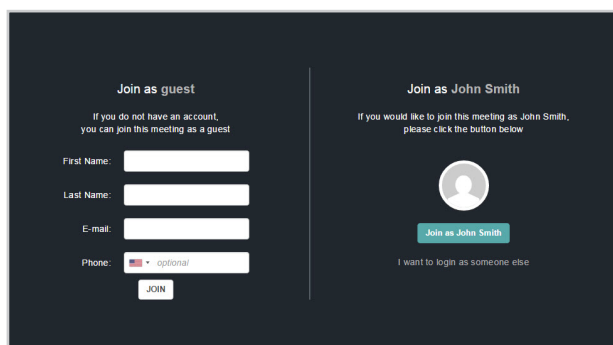


**Live Video Interview**  
Copy or Email Links Below

External Participant: Candidate	<a href="https://rivs.com/b1of-bx1x">https://rivs.com/b1of-bx1x</a>	GO	Email
Meeting ID: 207-717-790			
Internal Participant: Recruiter / Hiring Manager	<a href="https://rivs.com/b1of-bx1x-1c28">https://rivs.com/b1of-bx1x-1c28</a>	GO	Email
Meeting ID: 295-461-678			
Observer: View only	<a href="https://rivs.com/b1of-bx1x-d72p">https://rivs.com/b1of-bx1x-d72p</a>	GO	Email
Meeting ID: 273-716-589			

Links will expire on Jul 27, 2017, 10:41:00 AM

**1** Navigate to your Live Interview Link. You can join the live interview through a link in your RIVS platform, or from an invitation email you've received.



**Join as guest**

If you do not have an account, you can join this meeting as a guest

First Name:

Last Name:

E-mail:

Phone:  optional

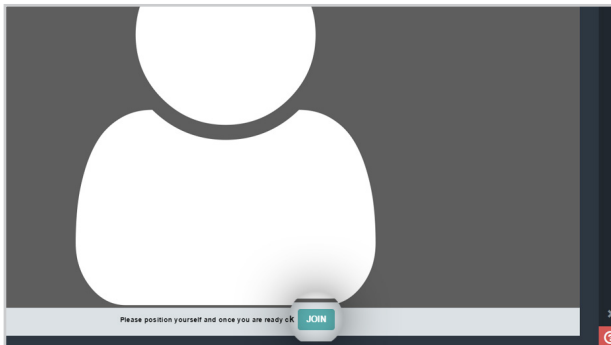
**Join as John Smith**

If you would like to join this meeting as John Smith, please click the button below

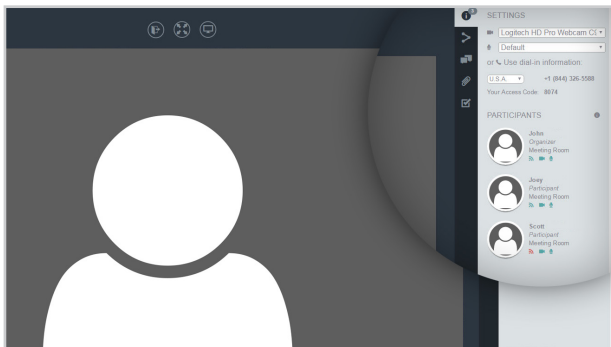
☐ I want to login as someone else

**2** Join as a guest, or with your RIVS Login.

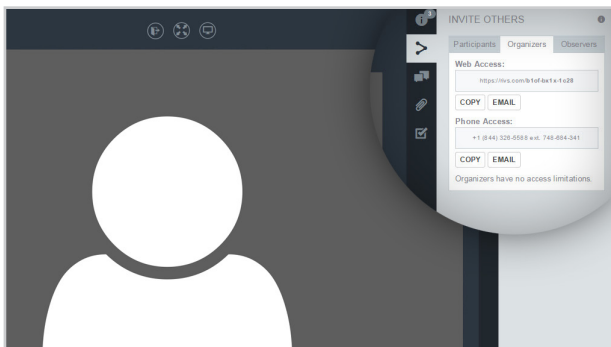
# LIVE INTERVIEW OVERVIEW



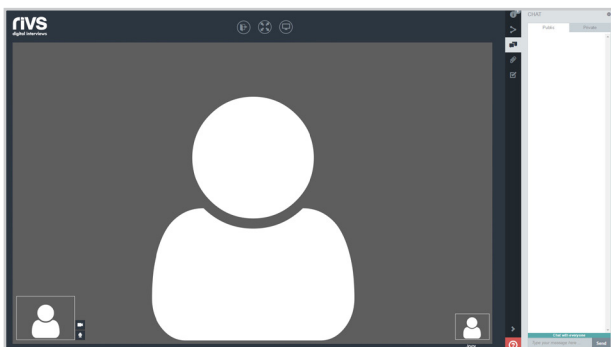
- 3 The live interview room will open, position yourself onscreen and click the Join button when you're ready to begin.



**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.

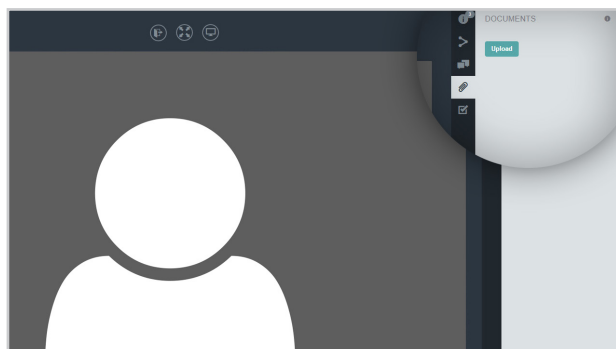


- 5 The Invite Others menu allows you to view invitation links used to invite additional participants.

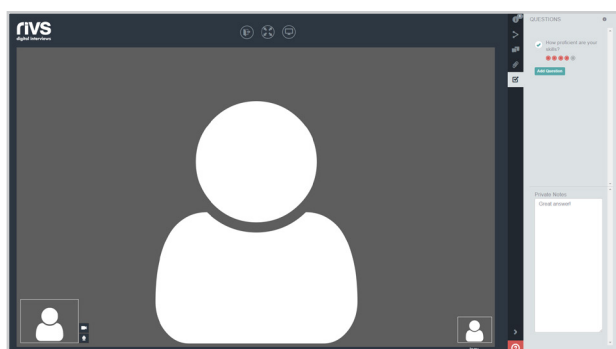


6 Using the Chat menu, you can chat publically or privately with participants.

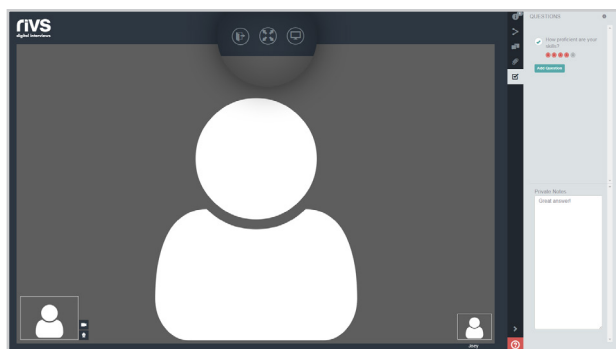
# LIVE INTERVIEW OVERVIEW



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



**8** Select the Questions menu to post questions in the interview. Enter these questions for your reference, the questions will **not** be visible to the candidate. Additionally, you can rate the candidate's answer to the question and make notes.



**9** 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.