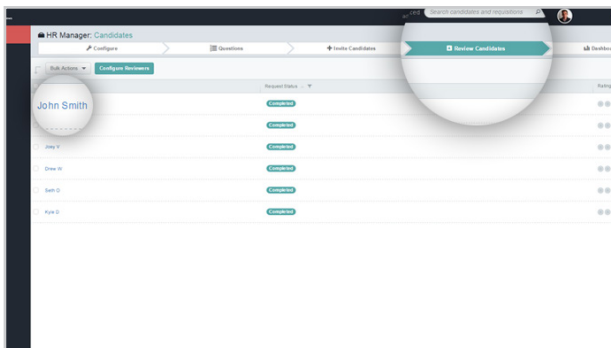
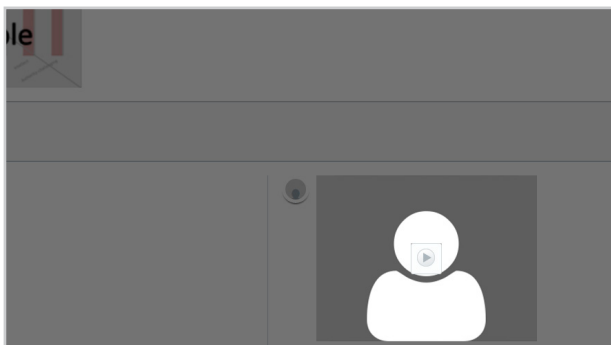


REVIEWING CANDIDATE INTERVIEWS

This guide will cover the process of reviewing candidates who have completed a one-way interview in your RIVS platform.

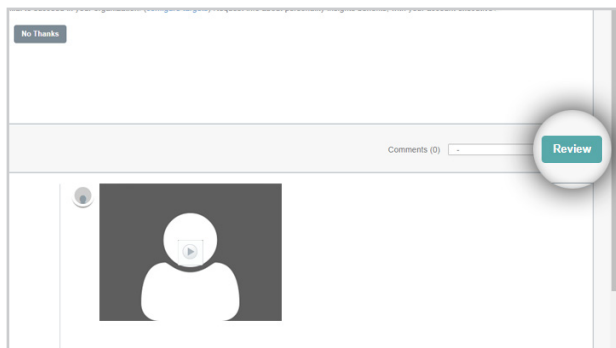


1 As your added candidates begin to complete their interviews, you have the ability to review their responses. To review a candidate, you will need to access their candidate profile. This can be found by selecting a requisition and clicking the candidate's section at the top of your screen. Click the desired candidate's name to review their interview.

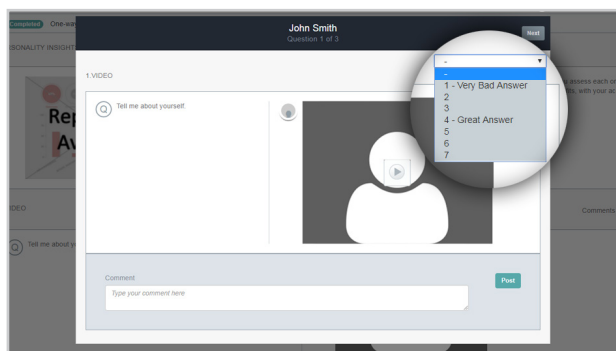


2 Once you've accessed a candidate's profile, view their responses using the video player next to each response.

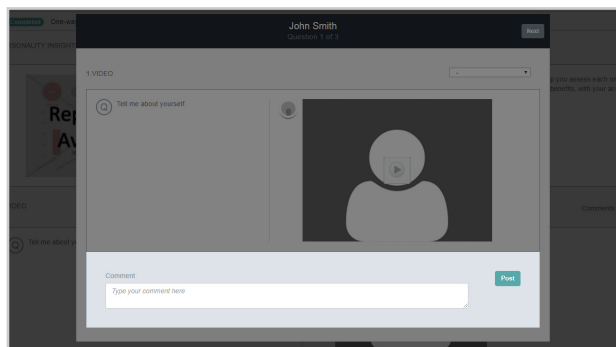
REVIEWING CANDIDATE INTERVIEWS



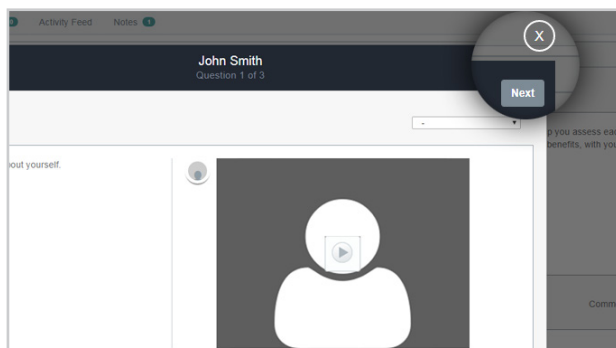
3 Click the Review button to rate the response and add comments.



4 Add a rating to the selected response.

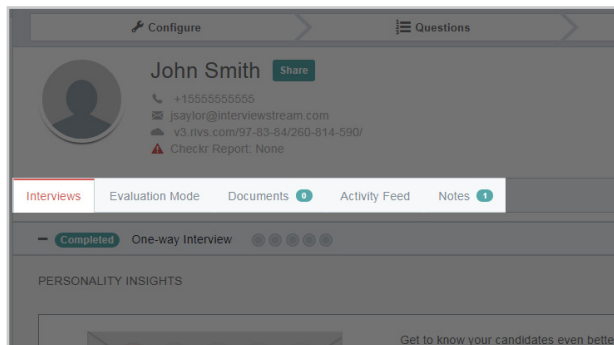


5 Add a comment to the text field and click the Post button.



6 Click the Next button to advance to the next response or click the X button to leave the review window.

REVIEWING CANDIDATE INTERVIEWS



- 7 Toggle through the page tabs to view Evaluation Mode, uploaded documents, the candidate activity feed, and notes about the candidate.