

## Quick Start Guide – Hiring System

# Video Interviews

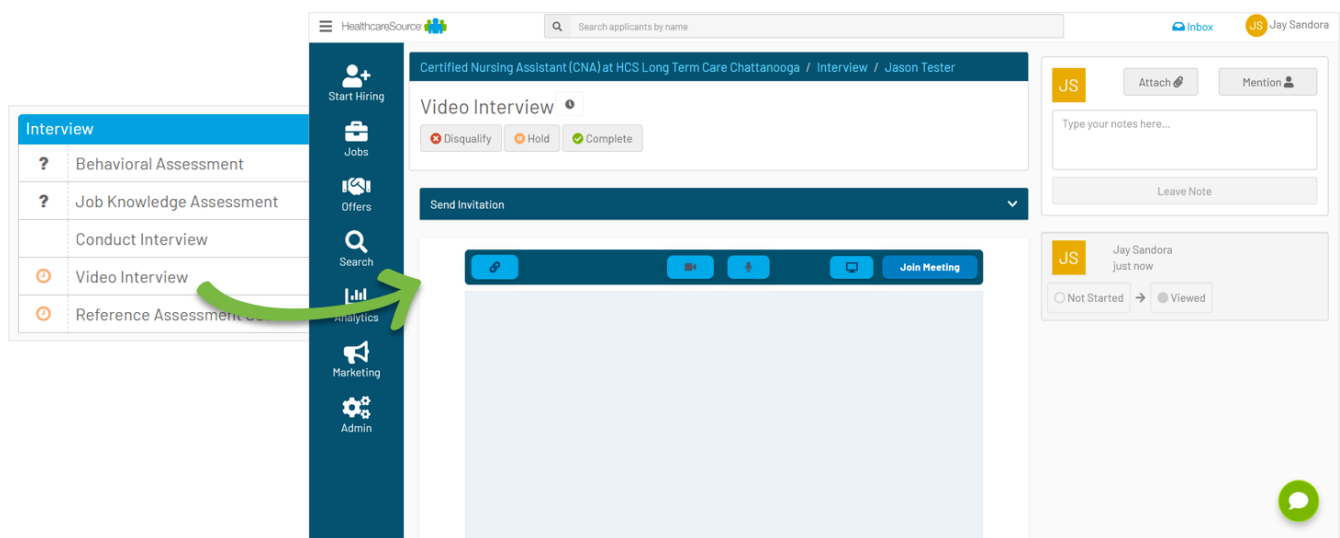
Video interviews in the Hiring System makes the process of screening applicants much less of a chore by enabling you to connect face-to-face in an online format, saving time and avoiding scheduling headaches with on-site interviews.

Compatibility with desktops and mobile devices – with no additional plug-in or software installation requirements – means it’s easy for both interviewers and applicants to meet.



## Overview

Video interviews are included in checklists for applicants, so they can be found on the *Applicant Detail* page for each applicant. Selecting this new **Video Interview** item in the checklist opens the *Video Interview* page.



This page provides options for sending invitations to the applicant, found under the **Send Invitation** heading. You’ll also see the actual area where the video interview is conducted.

The right side of the page contains additional standard features, such as the ability to add notes to the applicant, attach documents to their profile, and view activity history.

## Sending Invitations

Clicking the **Send Invitation** header on the page expands a section that contains options for sending invitations via email and/or text message.

The **Email** invitation area allows you to select an email template for the notification, as well as select a specific date and time for the **Event**. The **To** field defaults to the email address on file for the applicant, but can be edited if needed. You can also include additional emails in **CC** and **BCC** fields.

The body of the email itself can be edited, and you can attach additional documents to the notification.

The **Text Message** area also includes default wording that can be updated if necessary.

Both areas contain a **Don't Send/Send** toggle that determines which invitation is sent (both are set to **Send** by default).

Once all the available options are set to your preference, click the **Send Invitation** button to send out the selected notification(s) to the applicant.

You can also copy a link to send to the applicant directly from the *Video Interview* page.

Clicking the **link** button on the top left of the video interview window copies the website link for applicants to your clipboard so you can then paste it into an email or chat software to send directly to applicants.

**Send Invitation**

Email DONT SEND  SEND

Template: Test Video Template

From: jay.sandora@healthcaresource.com

To: cbaskins@bigcatrescue.org CC/BCC

Subject: Video Interview

Event: 04/20/2020 8:00 AM Video Conference

Style:  Branded  Personal

[ Applicant First Name ],

Please join us at this time: [ Event Time ]

You can join with this link: [ Video Conference Link ]

**Preview**

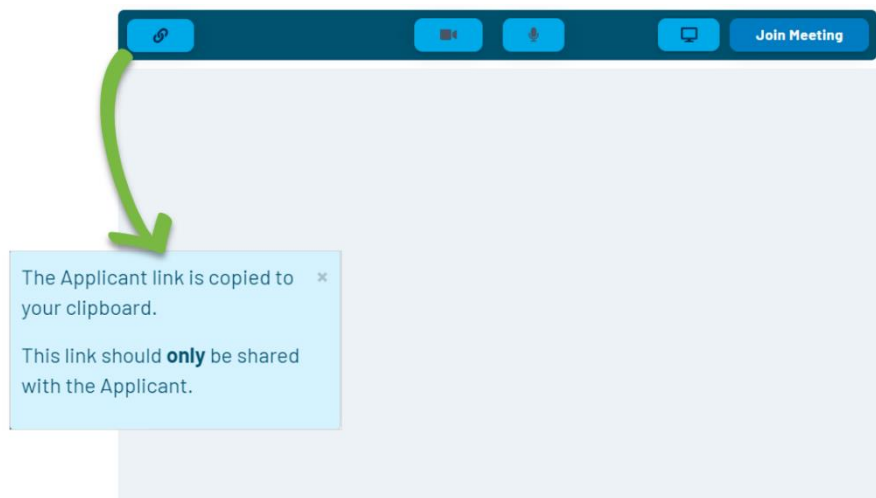
**Text Message** DONT SEND  SEND

**Text Message**

Thank you accepting an interview with us. When it is time for your meeting, please use the following link to connect.

The link for the applicant will automatically be added to the text message. 43/160 characters

**Send Invitation**



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## Conducting Interviews

When it's time to conduct the interview, click the **Join Meeting** button on the *Video Interview* page. A live feed from your computer's camera appears in the bottom corner of the interview window, along with your name underneath.

**Note:** *The first time you conduct a video interview, you may be presented with a notification from your browser asking for permission to access the camera and microphone of your computer.*

Once the applicant joins (by clicking the link provided them via email and/or text message), their camera feed appears in the main part of the window.

Additional interviewers can also join your session with the applicant. Simply share the website address of the *Video Interview* page for the applicant, and they are automatically entered into the interview. Additional interviewers are displayed under the main interview window. Video interview sessions are limited to one (1) applicant and five (5) interviewers.

**Camera** and **microphone** buttons along the top of the video interview window allow you to toggle your video and audio during the interview as needed. Selecting the **screen** icon allows you to share your screen with the other attendees. Any participant can share their screen, including the applicant.

Once the interview is complete, click the **Leave Meeting** button to end the session.

## The Fine Print

Nothing to worry about, just some additional details you should be aware of regarding this feature.

- Microsoft's Internet Explorer browser is not supported for video interviews. Additionally, the Samsung internet platform is not supported for mobile access. Using the Google Chrome browser on any device is supported.
- Video interview invitations can be sent by text message only if your Hiring System solution is set up with texting and the applicant has agreed to receive text messages.
- Screen sharing is not available when using mobile or tablets. A desktop or laptop computer must be used.
- To activate this feature in your organization, please reach out to a HealthcareSource Support specialist by emailing [support@healthcaresource.com](mailto:support@healthcaresource.com).

