Hire Vue

## **HireVue Live**

## Interview from anywhere

HireVue Live is built for a high quality interview experience without having to be in the same room. Share recorded

interviews with key stakeholders to get feedback on candidates without encumbering the hiring process.



## **Key Features:**

- Proprietary platform leveraging the latest in video streaming technology
- Real-time rating & evaluation tools, chat and support for multi-interviewer panels
- Interview question embedded to help reinforce structured interviews
- Top-rated iOS and Android mobile apps for candidates and hiring teams
- 24/7 live, real-time support for hiring teams and candidates

Hire Vue

## STEPS to complete the interview:

Preparation: To get started, you will need two things:

- Adobe Flash Player (click here to download the most recent version)
- A webcam (USB or built-in)

Log in to the Interview: You can sign into your interview in several ways:

- Click the Start Interview Setup button
- Download the HireVue App from iTunes to your iPad or iPhone
- Visit app.hirevue.com and enter your interview code

**Setup:** The Setup page gives you Fast Facts about the setup and interview process including a video tutorial. To begin, click Let's Get Started. By clicking this button, you indicate you agree to the HireVue Terms and Conditions.

**First Things First:** To begin, you must connect your camera and microphone. When prompted, click Allow, Remember, and Close. Once you click close, HireVue will automatically check your system for connection speed and camera/microphone availability. Once the testing is complete, you will see On to the Practice Questions! Press the button to continue.

**Practice:** The practice questions are a great way to familiarize yourself with the interview process! When you are ready, click Let's Get Started. Just like your interview questions, the practice questions give you 30 seconds to review the question and prepare your response. If that is more time than you need, click Start Recording. Otherwise, the recording will begin as soon as the 30 seconds are over.

**Settings:** While you are practicing is a good time to adjust your settings. Just above the question box is Settings. Click this link to open the Settings window during your practice question. You can adjust your speaker and microphone volume levels, or choose a completely different camera and microphone.

Hire Vue

**Preview:** Once you have adjusted your settings and finished recording your practice response, click the play button to play back your recording. If you are not happy with your recording, click Do Another Practice Question. You can do several of these practices until you feel comfortable to continue. When you are ready to do your interview, click Continue to Interview.

**The Interview:** The interview is conducted in the exact same format as the practice questions, with 30 seconds to prepare for each question, and up to 3 minutes to answer. If your answer takes less time, simply click I'm Done. Stop Recording to stop the recording and save your answer. Continue this way until all the questions for your interview have been answered.

**Finish:** Once you have finished the final question, you will see a window that says All Done! Click You're done! to exit the interview and submit your responses to your recruiter.

For more visit: <u>HERE</u>

If you need more support, please contact us at <u>OTRecruitmentTeam@ot.mn</u>