

# Hiring Manager Info Guide

Make interviewing simple



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# How can video interviews impact your team?

Utilizing Wepow gives you the freedom to review candidates at your convenience, ensuring you only meet face to face with candidates who meet your criteria. Get to know the talent before they walk through the door.

- Hiring Manager Benefits
- What the process looks like
- How to evaluate candidates

# Hiring Manager Benefits



- Access to all 1<sup>st</sup> round candidate information
- Reduce time and money invested in face to face interviews
- Greater collaboration with the recruiting team
- Ability to prepare better for in-person interview
- Greater detail to share and discuss with management

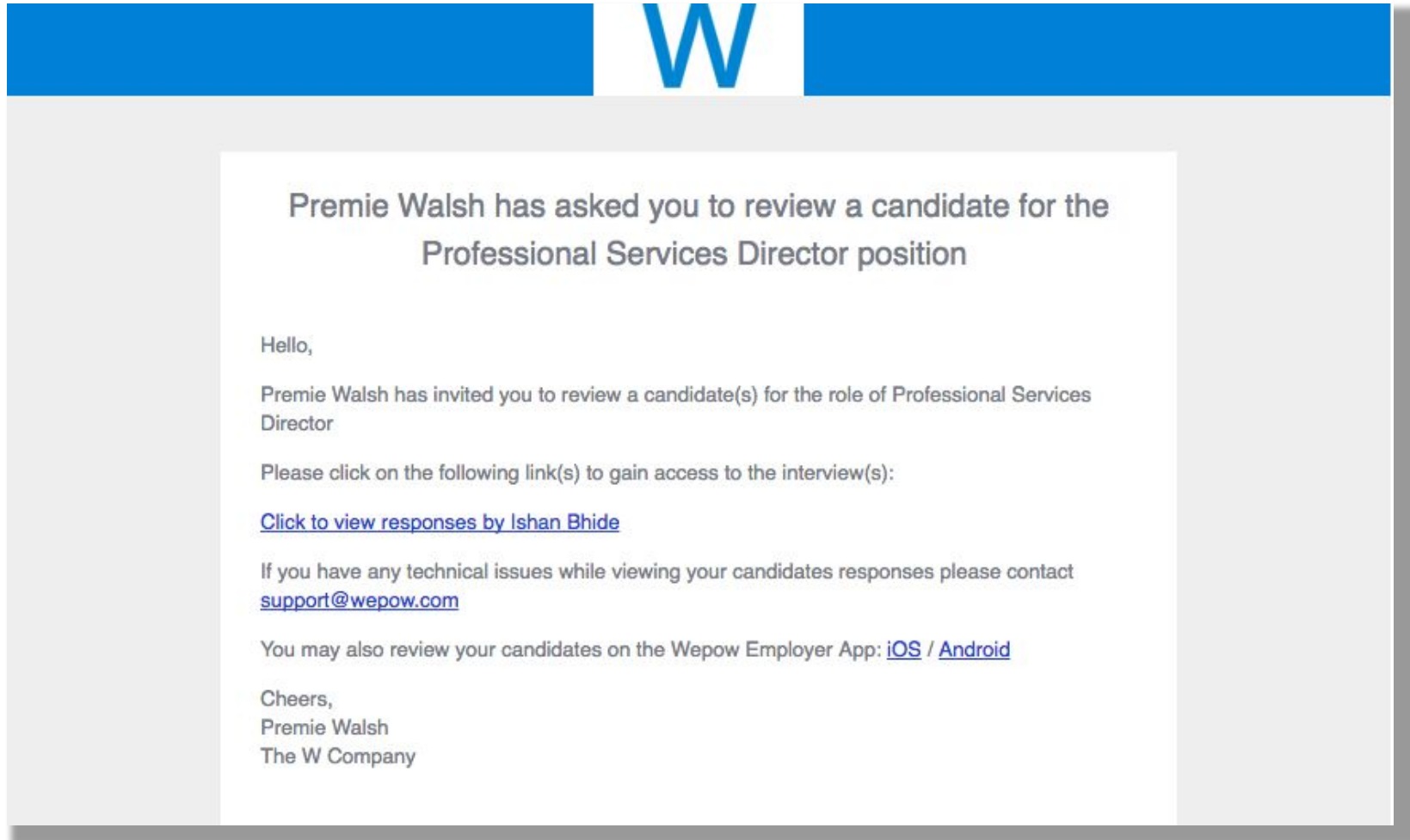
**HELPFUL HINT:** Find the best way to evaluate your candidates with your recruiter

Whether it's 1 – 5 Star evaluation scale, comments, or just a simple thumbs up or thumbs down; provide the feedback your recruitment team needs to move candidates forward to the next round.

# Invitation to Review Candidate(s)



Once your recruiting team has candidates to present, you'll receive an email similar to below:

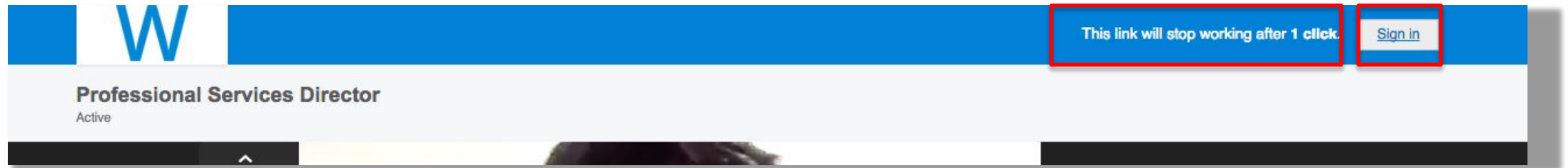


# What the Process Looks Like



Depending on your organization's sharing settings, you may or may not need to create an account (see below – "Sign In")

Additionally, each candidate response may have a limited number of views per hiring manager (see below – "This link will stop working after "X" clicks").



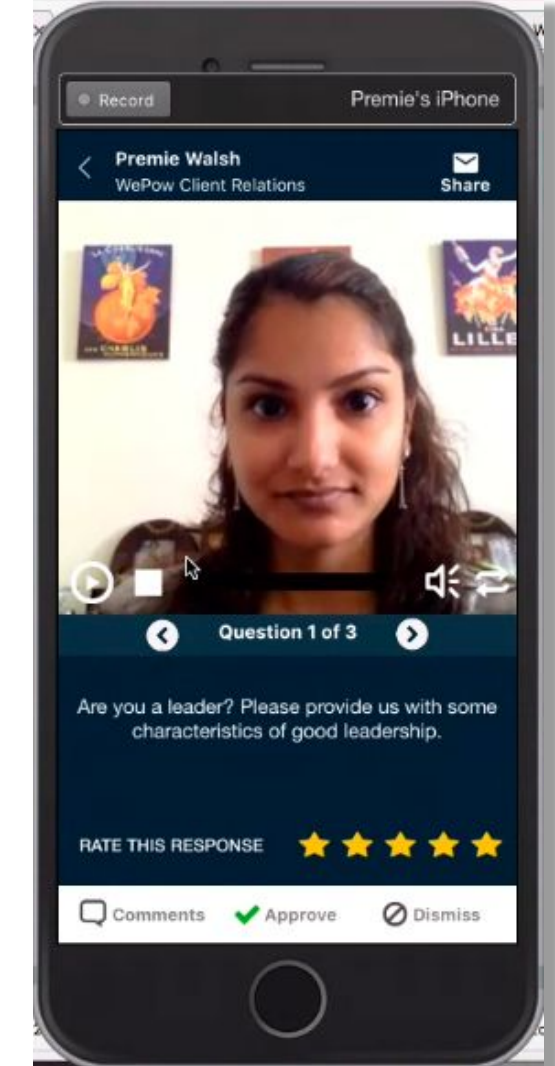
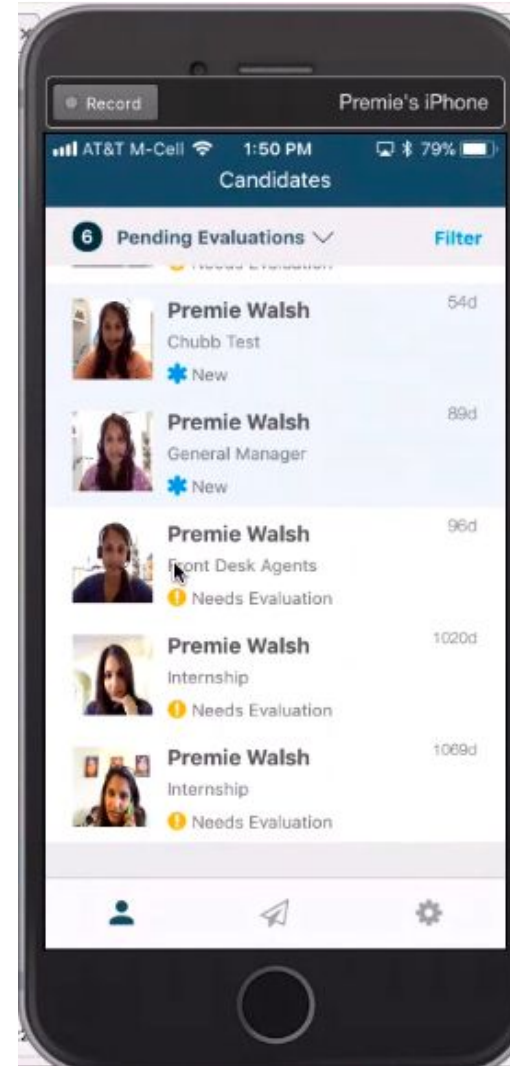
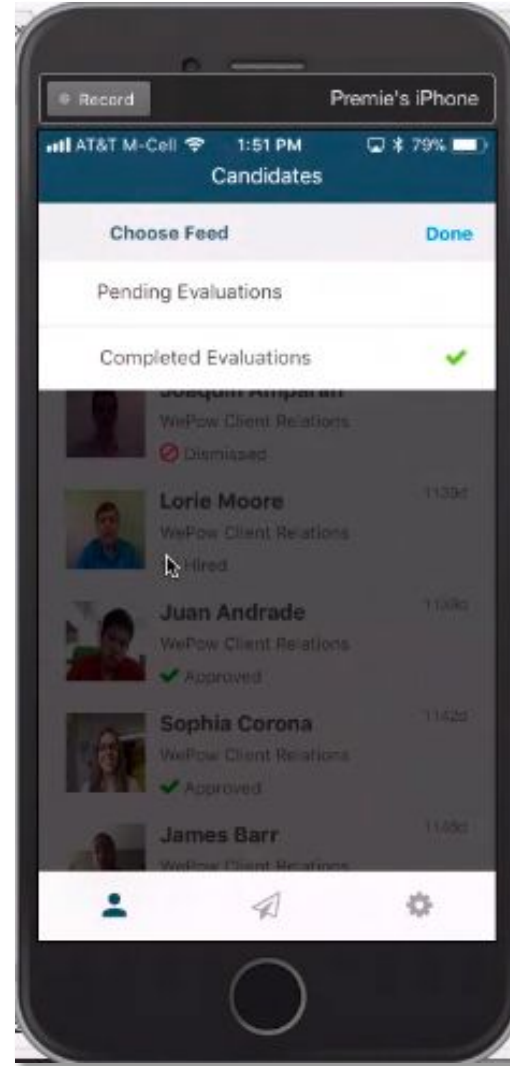
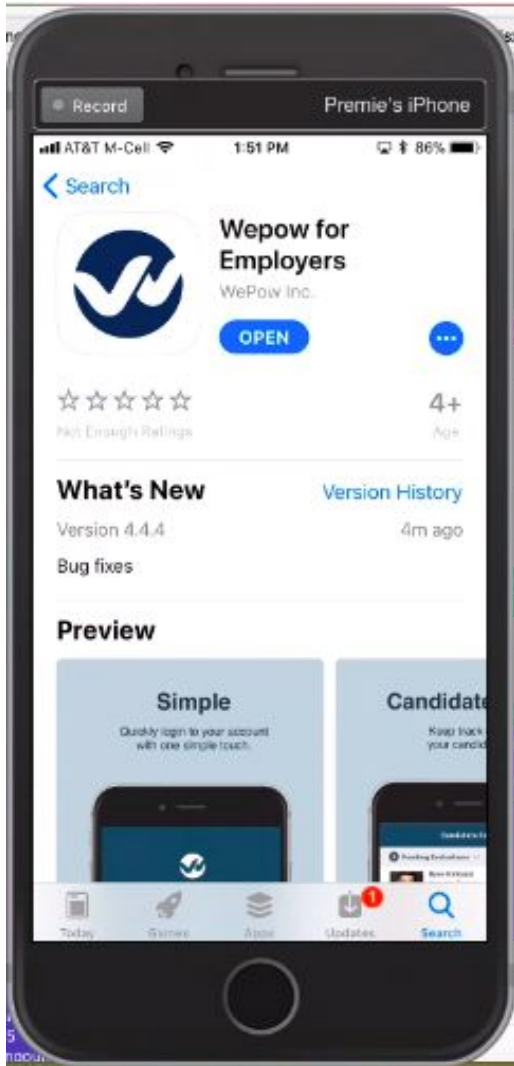
Creating an account gives you the benefit of being able to scroll through all shared candidates for the position, as well as the ability to watch all candidate responses unlimited times.



# Mobile Experience



Download the iOS or Android free Wepow Employer App to review candidate responses on the go.



# Reviewing Candidates

*\*Some features may be enabled / disabled based on your organization settings.*



The screenshot displays the Wepow candidate review interface. At the top, there is a navigation bar with 'Pre-recorded', 'Live', and 'Resources' tabs. Below this, the role 'Sales Engineer' is indicated. The main content area is divided into several sections:

- Video Player:** Shows a video of the candidate, Bruce Wayne. A vertical sidebar on the left contains four smaller video thumbnails.
- Candidate Profile:** Displays the name 'Bruce Wayne', email 'bruce@wepow.com', and a date 'May 02, 2017'. Below this are two thumbs icons for recommendation.
- Question Card:** Titled 'QUESTION 1 (1/2)', it asks 'Tell me about a time you were criticized.' Below the question is a 'RATE THIS ANSWER' section with five star icons.
- Form:** Contains two questions: '1. What is your highest level of education?' (with 'PhD' as the answer) and '2. How many years of professional experience do you have?' (with '5+ years' as the answer).
- Comments:** A text input field with a 'Post' button.

Access Candidate's LinkedIn Profiles or Supporting Documents (i.e resume, cover letter, etc.)

Provide a Thumbs Up/Down Recommendation

Drop down to move to next question or use arrow keys on keyboard

Rate each individual response

Provide any necessary comments

Review Form Responses

# Top Tips



## Set Up an Account

If you have multiple open positions throughout the year, it's worthwhile to create your own Reviewer account.

## Provide the Right Feedback

Work with your TA team to enable/disable the relevant evaluation features so candidates can be advanced into the following round.

## Access All Information

Be sure to review candidates LinkedIn profiles, supporting documents, or multiple choice responses (if any) in addition to their video responses.

## Gain Additional Insight

Review all shared candidate responses to have an accurate and fair assessment of your talent pool.

**Best of luck!**

Feel free to contact your Client Relationship Manager for additional best practices and tips!





**Make interviewing simple.**