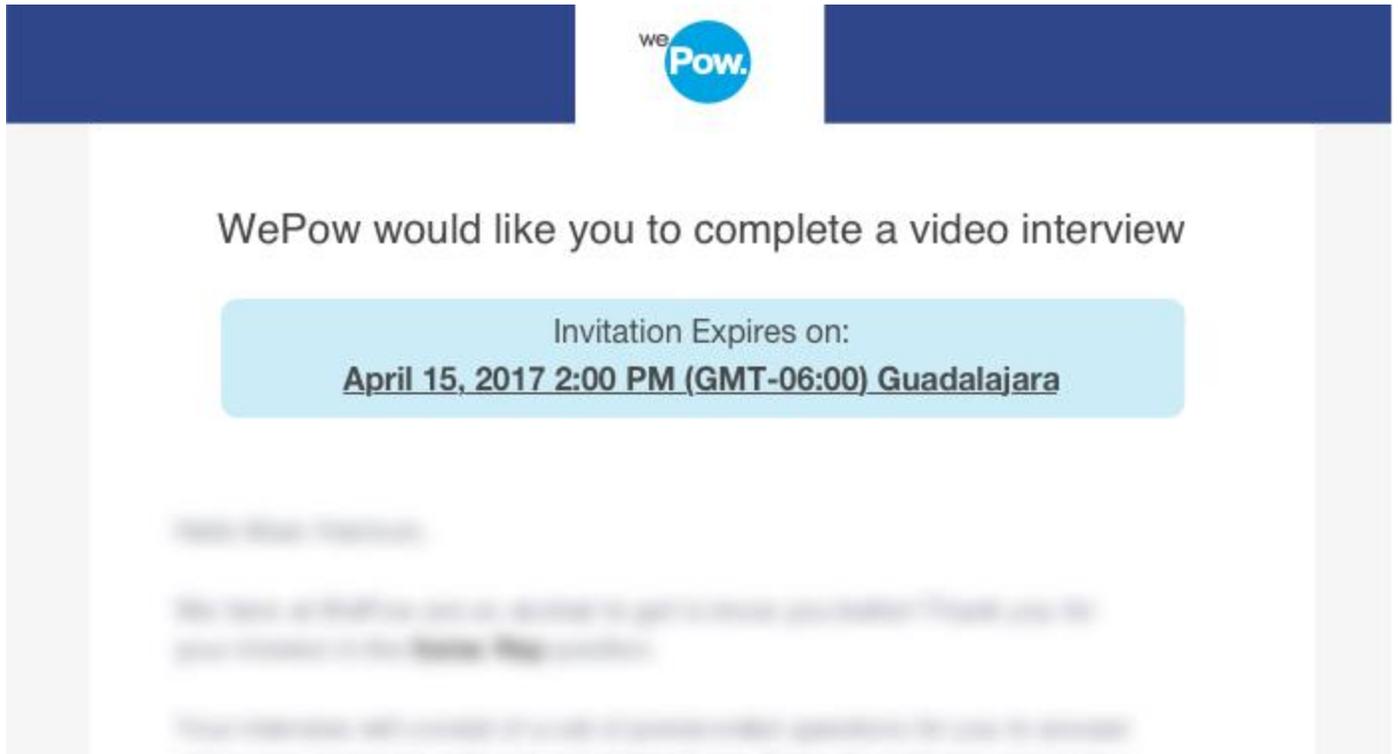


Adding a deadline to your interviews helps candidate know when to complete.

Wepow provides two different deadline types:

- Candidate individual deadline
- Fixed deadline



*\*This is how your candidates' invitations look when you add a deadline.*

Learn more about the uses and how to set them with the following links:

## Table of Contents

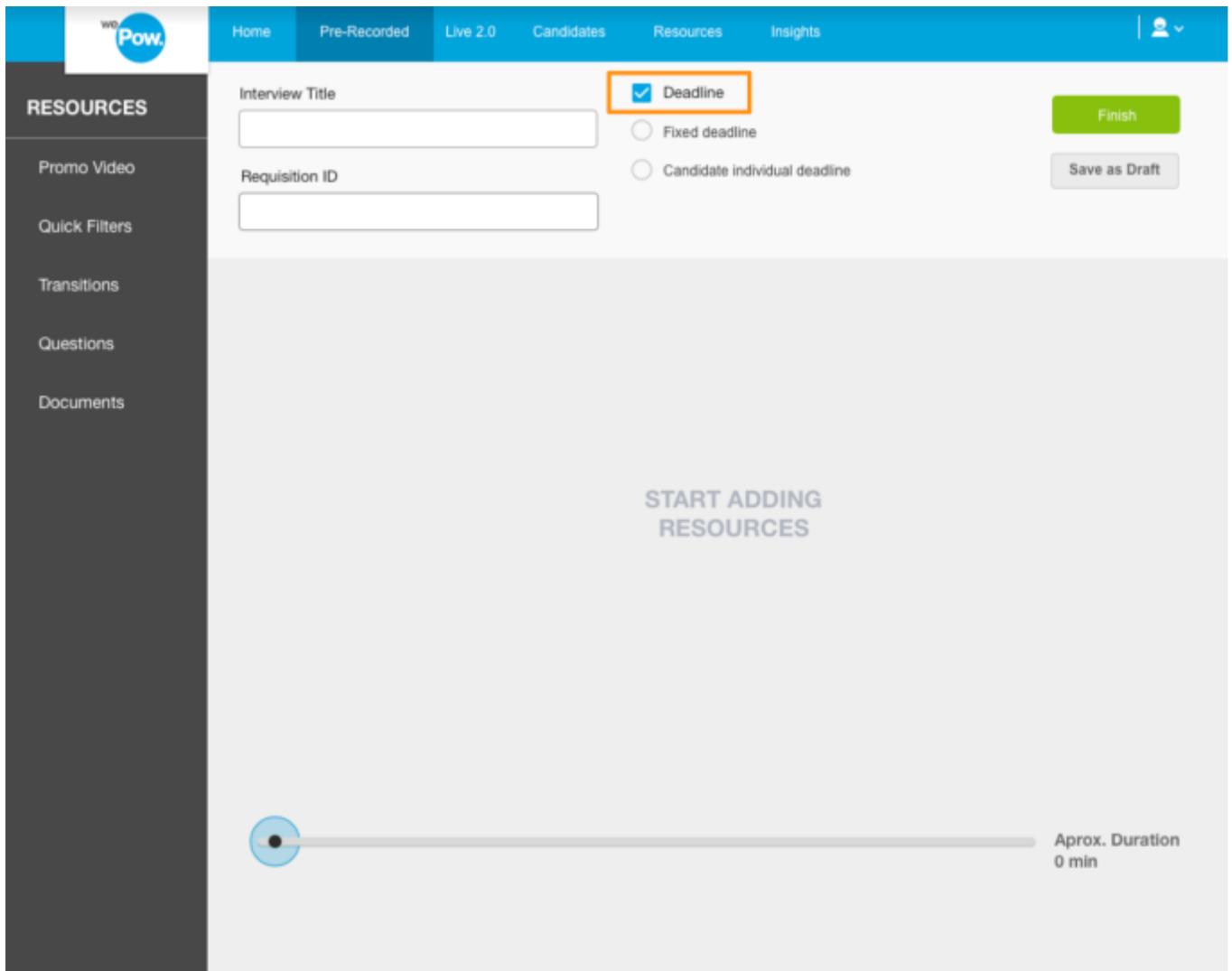
<b>Set a fix interview deadline or add a new candidate individual deadline .....</b>	<b>2</b>
<b>How to set it up: .....</b>	<b>2</b>
<b>Add a new candidate individual deadline .....</b>	<b>5</b>
<b>How to set it up: .....</b>	<b>5</b>
<b>Edit / Add an interview deadline.....</b>	<b>8</b>
<b>Filter by deadline.....</b>	<b>12</b>
<b>Show the interview deadline when adding candidates to an interview .....</b>	<b>14</b>

## Set a fix interview deadline or add a new candidate individual deadline

All candidates will share the same deadline Day/Time. The deadline is linked to each questionnaire.

### How to set it up:

1. Select add deadline



The screenshot shows the 'Resources' page in the Pow. interface. The top navigation bar includes 'Home', 'Pre-Recorded', 'Live 2.0', 'Candidates', 'Resources', and 'Insights'. The left sidebar lists 'RESOURCES' with sub-items: 'Promo Video', 'Quick Filters', 'Transitions', 'Questions', and 'Documents'. The main content area has two input fields: 'Interview Title' and 'Requisition ID'. To the right of these fields are three radio button options: 'Deadline' (which is selected and highlighted with an orange box), 'Fixed deadline', and 'Candidate individual deadline'. On the far right, there are two buttons: 'Finish' (green) and 'Save as Draft' (grey). Below the input fields, the text 'START ADDING RESOURCES' is centered. At the bottom, there is a progress indicator consisting of a blue circle on the left and a horizontal line extending to the right, with the text 'Aprox. Duration 0 min' at the end.

2. Select to add "Fixed Interview Deadline"

The screenshot shows the 'Resources' configuration page in the Pow system. The top navigation bar includes 'Home', 'Pre-Recorded', 'Live 2.0', 'Candidates', 'Resources', and 'Insights'. The left sidebar lists 'RESOURCES' with sub-items: 'Promo Video', 'Quick Filters', 'Transitions', 'Questions', and 'Documents'. The main form area has the following elements:

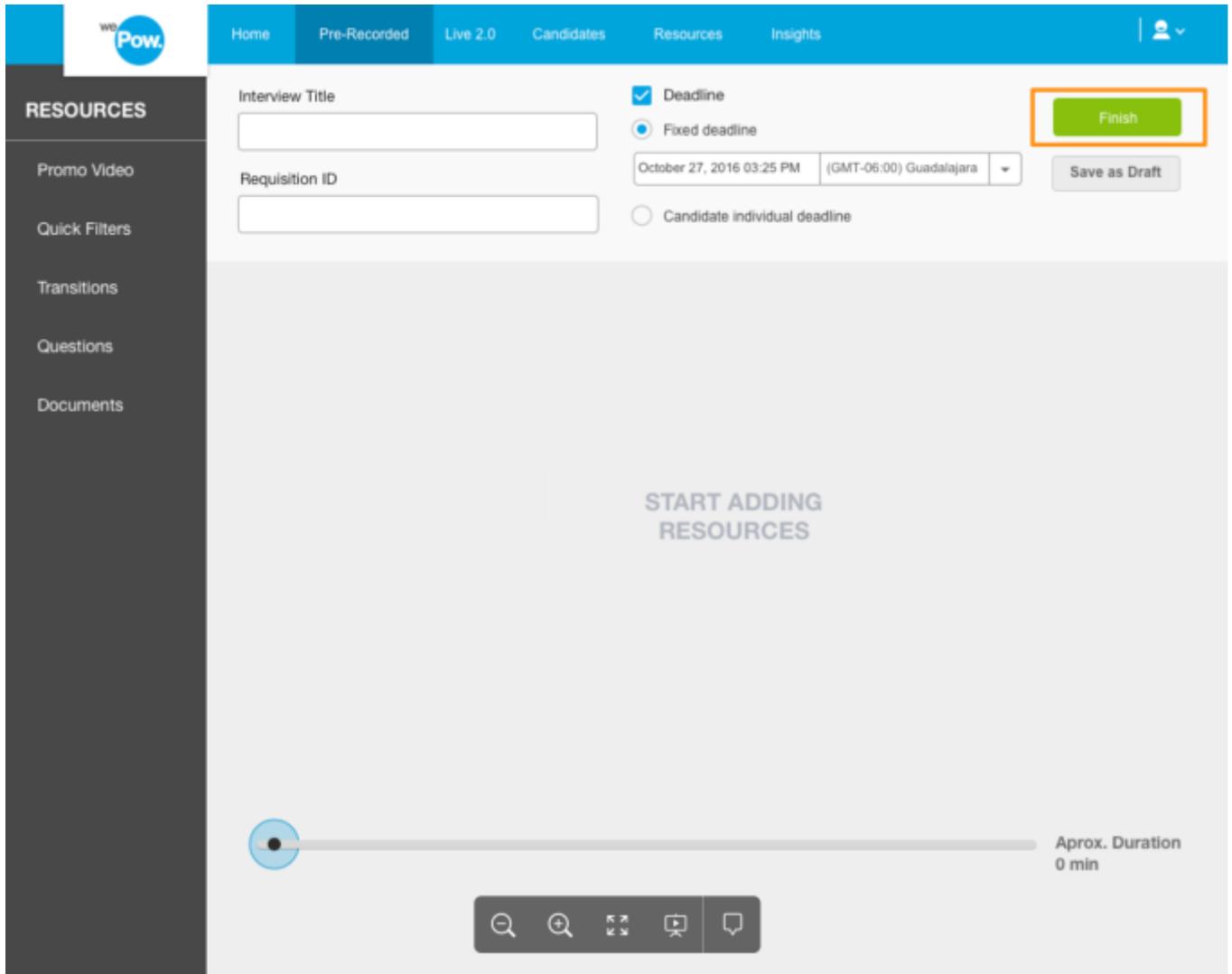
- Interview Title:** An empty text input field.
- Deadline:** A checked checkbox. Below it, the 'Fixed deadline' radio button is selected and highlighted with an orange border.
- Requisition ID:** An empty text input field.
- Date and Time:** A date and time picker showing 'October 27, 2016 03:25 PM'.
- Time Zone:** A dropdown menu showing '(GMT-05:00) Guadalajara'.
- Buttons:** 'Finish' (green), 'Save as Draft' (grey), and 'Candidate individual deadline' (radio button).

The main content area is mostly empty, displaying the text 'START ADDING RESOURCES'. At the bottom, there is a progress bar with a play button icon on the left and the text 'Aprox. Duration 0 min' on the right. Below the progress bar is a toolbar with icons for zoom in, zoom out, full screen, and chat.

3. Select a date, time and time zone and click finish. **Default Time Zone should be the one in Team Settings**

The screenshot displays the 'we Pow.' interface. At the top, a blue navigation bar contains the following menu items: Home, Pre-Recorded, Live 2.0, Candidates, Resources, and Insights. A user profile icon is located in the top right corner. On the left side, a dark grey sidebar is titled 'RESOURCES' and lists the following options: Promo Video, Quick Filters, Transitions, Questions, and Documents. The main content area is divided into two sections. The top section is a form for setting up a resource. It includes two input fields: 'Interview Title' and 'Requisition ID'. To the right of these fields are three radio button options: 'Deadline' (checked), 'Fixed deadline', and 'Candidate individual deadline'. The 'Fixed deadline' option is selected, and its corresponding date and time picker is highlighted with an orange border. The date and time are 'October 27, 2016 03:25 PM' and the location is '(GMT-05:00) Guadalajara'. To the right of the date picker is a 'Save as Draft' button. Further to the right is a green 'Finish' button. The bottom section of the main content area is a large grey box with the text 'START ADDING RESOURCES' in the center. At the bottom of the page, there is a progress bar with a blue circular indicator on the left and the text 'Aprox. Duration 0 min' on the right. Below the progress bar is a dark grey toolbar with five icons: a magnifying glass, a plus sign, a square with arrows, a play button, and a speech bubble.

4. Click finish to set up your deadline



## Add a new candidate individual deadline

With this deadline option, you can customize the total days your candidates will to complete their interview. A unique deadline is generated per candidate invited. If the candidate does not complete the interview after the days granted, the link will expire and they will no longer be able to complete it. Deadlines are individual to each candidate according to the date they were invited.

When activating deadline setting by default candidate individual deadline is selected.

### How to set it up:

1. Select add deadline

Home Pre-Recorded Live 2.0 Candidates Resources Insights

RESOURCES

Promo Video

Quick Filters

Transitions

Questions

Documents

Interview Title

Requisition ID

Deadline

Fixed deadline

Candidate individual deadline

Finish

Save as Draft

START ADDING RESOURCES

Aprox. Duration 0 min

2. Update candidate individual deadline and add the number days to complete the interview.

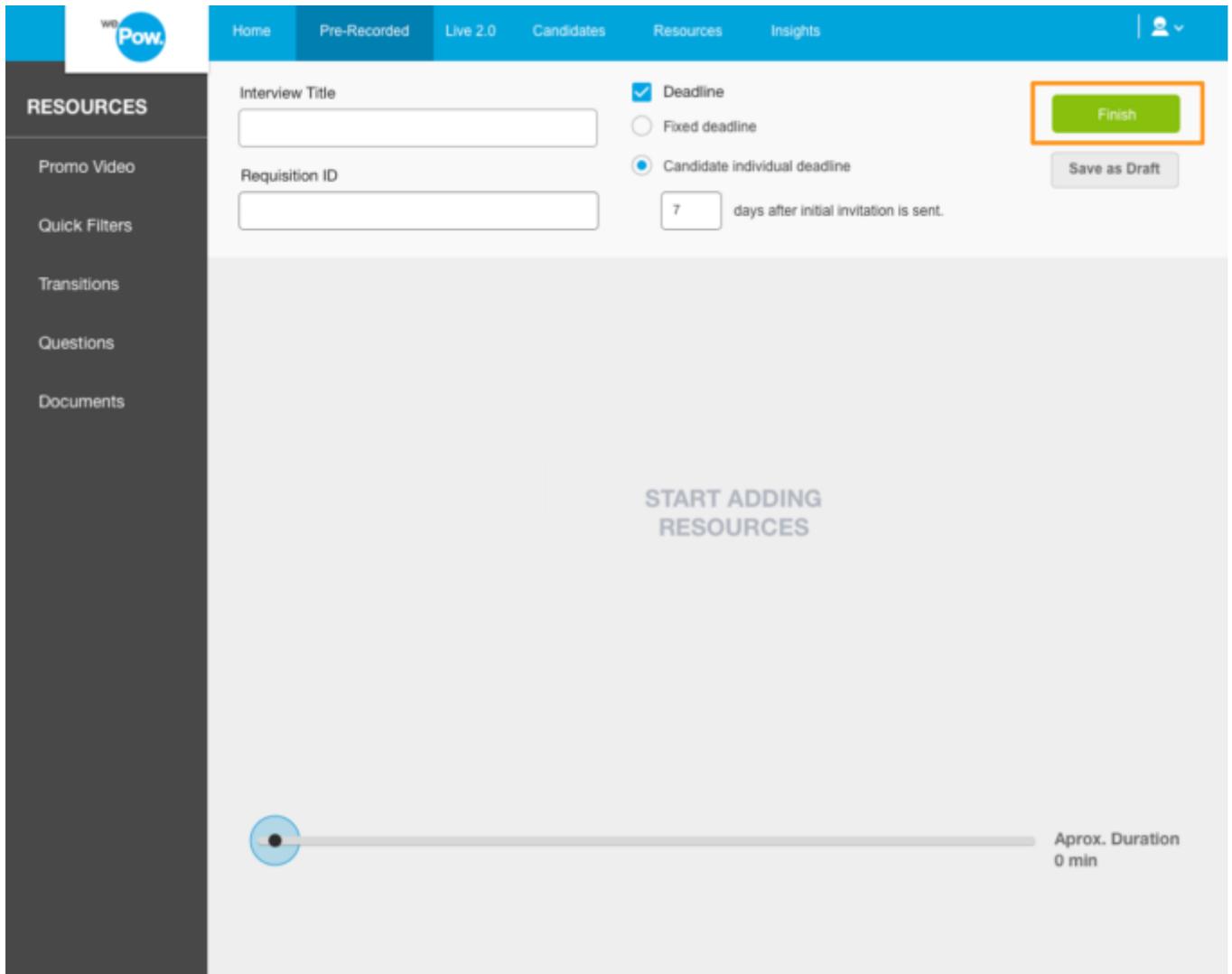
- The option is set to 7 by default
- You need to set at least 1 day
- The maximum number of days to complete are 365

The screenshot shows the 'Resources' section of the Pow. interface. The top navigation bar includes 'Home', 'Pre-Recorded', 'Live 2.0', 'Candidates', 'Resources', and 'Insights'. The left sidebar lists 'RESOURCES', 'Promo Video', 'Quick Filters', 'Transitions', 'Questions', and 'Documents'. The main content area contains a form with the following elements:

- Interview Title:** An empty text input field.
- Requisition ID:** An empty text input field.
- Deadline:** A section with two radio button options:
  - Deadline**
  - Fixed deadline**
- Candidate individual deadline:** A sub-section with a radio button and a text input field containing the number '7', followed by the text 'days after initial invitation is sent.' This entire sub-section is highlighted with an orange border.
- Buttons:** A green 'Finish' button and a grey 'Save as Draft' button are located in the top right corner.

At the bottom of the main content area, there is a progress indicator consisting of a blue circle on a horizontal line, and the text 'Aprox. Duration 0 min'.

3. Click finish to set up your deadline



## Edit / Add an interview deadline

You can always create Pre-recorded interviews without a deadline. When there is no deadline set for the interview the deadline column shows N/A. Nevertheless, if you change your mind and you want to add set a deadline for your interview you can do it. Only those candidates invited after the deadline was added will display the deadline. Old candidate invitations will continue to show as N/A

1. Select the interview and go to the **settings** tab. You can set it to any of the two options, fixed or by individual candidate



## Customer Success Manager

Active

Candidates

Evaluators

Settings

Statistics

### Public Link

Activate public link

Create a shareable link for this interview. Any candidate can access this interview by inputting their name and email.

<https://renata.wepowapp.com/en/pi/39a4b0b4ef2f4d2fe23d1f803a557041>

### Requisition ID

**Deadline**

Fixed deadline

March 11, 2016 12:00PM

(GMT-06:00) Guadalajara ▾

Candidate individual deadline

Save

### Evaluation Method

**Note:** Changing the evaluation method will delete all completed evaluations and recommendations for this interview.

**Question level evaluation**

Rate each question separately with a 1-5 stars system.

**Custom evaluation form**

Evaluate your candidate based on criteria that your organization defines.

Change evaluation method

we Pow. Home Pre-Recorded Live Candidates Resources Insights renata@wepow.com

### Customer Success Manager

Active

Candidates Evaluators **Settings** Statistics

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Create a shareable link for this interview. Any candidate can access this interview by inputting their name and email.

<https://renata.wepowapp.com/en/pi/39a4b0b4ef2f4d2fe23d1f803a557041>

#### Requisition ID

**Deadline**

Fixed deadline

Candidate individual deadline

days after initial invitation is sent.

#### Evaluation Method

**Note:** Changing the evaluation method will delete all completed evaluations and recommendations for this interview.

**Question level evaluation**

Rate each question separately with a 1-5 stars system.

**Custom evaluation form**

Evaluate your candidate based on criteria that your organization defines.

2. Save your changes and you are set.



## Customer Success Manager

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**Note:** Changing the evaluation method will delete all completed evaluations and recommendations for this interview.

**Question level evaluation**

Rate each question separately with a 1-5 stars system.

**Custom evaluation form**

Evaluate your candidate based on criteria that your organization defines.

The screenshot shows the Wepow Customer Success Manager interface. The top navigation bar includes Home, Pre-Recorded, Live, Candidates, Resources, Insights, and a user profile for renata@wepow.com. The main header displays 'Customer Success Manager' with an 'Active' status and tabs for Candidates, Evaluators, Settings (selected), and Statistics.

**Public Link**

- Activate public link
- Create a shareable link for this interview. Any candidate can access this interview by inputting their name and email.
- Link:

**Requisition ID**

- 

**Deadline**

- Fixed deadline
- Candidate individual deadline
- Fixed deadline:  (GMT-06:00) Guadalajara

**Evaluation Method**

- Note:** Changing the evaluation method will delete all completed evaluations and recommendations for this interview.
- Question level evaluation
  - Rate each question separately with a 1-5 stars system.
- Custom evaluation form
  - Evaluate your candidate based on criteria that your organization defines.
- 

## Filter by deadline

With this new filtering option, not only you can filter per interview status (incomplete or completed), you can filter your candidates according to their deadline status. It's important to know that filtering by deadline only applies to incomplete interviews. Those interviews that were opt out or were completed by your candidates will not appear when filtering by "deadline".

1. Select your pre-recorded interview and expand the filter "Deadline" from the left panel.

WU Pow. Home Pre-Recorded Live Candidates Resources Insights renata@wupow.com

### Customer Success Manager

Active

Candidates Evaluators Settings Statistics

Add Candidates

Search

All 15

- Incomplete 12
- Complete 5
- OTHER FILTERS
- Deadline**
- Registered by

<input type="checkbox"/>	Candidate	Status	Added	Expire	
<input type="checkbox"/>	 Navarro, Maria Fernanda marian@school.edu +5213331958645	Completed	14 Oct 2016	21 Oct 2016	
<input type="checkbox"/>	 James, Romy romy_james@school.edu +5213331958645	Completed	15 Oct 2016	22 Oct 2016	
<input type="checkbox"/>	 Frank, Samuel samf1@school.edu	Completed	20 Oct 2016	27 Oct 2016	
<input type="checkbox"/>	 Lorem, Ipsum samf1@school.edu	Opted Out	19 Oct 2016	26 Oct 2016	
<input type="checkbox"/>	 Ipsum, Lorem samf1@school.edu +5213331958645	Started	19 Oct 2016	26 Oct 2016	
<input type="checkbox"/>	 Ipsum, Lorem samf1@school.edu +5213331958645	Started	19 Oct 2016	26 Oct 2016	
<input type="checkbox"/>	 Ipsum, Lorem samf1@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016	
<input type="checkbox"/>	 Ipsum, Lorem samf1@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016	
<input type="checkbox"/>	 Ipsum, Lorem samf1@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016	
<input type="checkbox"/>	 Ipsum, Lorem samf1@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016	

2. You can filter your interviews by expired, expiring in the next 24 hours and interviews expiring over the next 24 hours.

The screenshot shows the 'Customer Success Manager' interface. At the top, there is a navigation bar with 'wo Pow' logo and tabs for 'Home', 'Pre-Recorded', 'Live', 'Candidates', 'Resources', and 'Insights'. The 'Candidates' tab is active. Below the navigation bar, there are tabs for 'Candidates', 'Evaluators', 'Settings', and 'Statistics'. The 'Candidates' tab is selected.

On the left side, there is a filter panel with a green 'Add Candidates' button. The filter panel includes:
 

- All: 15
- Incomplete: 12
- Complete: 3
- OTHER FILTERS
  - Deadline (highlighted in orange)
    - Expired
    - Expires in < 24 hr
    - Expires in > 24 hr
  - Registered by

At the top right of the candidate list, there is a search bar and a set of icons for actions like refresh, print, email, notifications, mobile, and delete.

The main area displays a table of candidates with the following columns: Candidate, Status, Added, and Expire. The table contains 7 rows of candidate data.

Candidate	Status	Added	Expire
Lipsum, Lorem sam81@school.edu +5213331958645	Started	19 Oct 2016	26 Oct 2016
Lipsum, Lorem sam81@school.edu +5213331958645	Started	19 Oct 2016	26 Oct 2016
Lipsum, Lorem sam81@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016
Lipsum, Lorem sam81@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016
Lipsum, Lorem sam81@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016
Lipsum, Lorem sam81@school.edu +5213331958645	Delivered	10 Oct 2016	17 Oct 2016

Show the interview deadline when adding candidates to an interview

Before sending your invitation email for the interview you can review it. The deadline will display the details in the "edit email page", just before sending the invites.

we Pow. Home Pre-Recorded Live Candidates Resources Insights

## Add Candidates

**Candidates successfully added**

80 Candidate(s) were imported successfully.

**DEADLINE**  
Candidates will have 5 days to complete.  
Invitation Expires on: **October 31, 2016 2:00 PM (GMT-06:00) Guadalajara**

[Send](#)

### Edit email invitation

Subject:

Reply to:

B I U T [text-align icons]

Hello,

[organization] has invited you to attend a live video interview on [interview date] at [interview time] [time zone] for the position: [position].  
Click here to learn more about your live interview: [support document]

The interview attendees are:  
Candidate: [interviewee full name]  
Interviewer(s): [interviewer(s) list]

Please save this link and use it to access the interview:  
[interview link]

We recommend clicking the link two days ahead of time to check that your computer is properly setup for the live video interview.  
If you have any questions or technical issues please contact [support@wepow.com](mailto:support@wepow.com)

Cheers,  
[organization]

Available Inserts

- [interview]  
Interview Title
- [interviewee first name]  
Interviewee first name
- [interviewee last name]  
Interviewee last name
- [interviewee full name]  
Interviewee full name
- [interview link]  
Interview Link
- [interview deadline]  
Interview deadline
- [interviewer first name]  
Interviewer first name
- [interviewer last name]  
Interviewer last name
- [interviewer full name]  
Interviewer last name
- [organization]  
Organization

[Cancel](#) [Send](#)

[Save](#) [Restore Default](#)

Users with access to these actions: Owner, Admin and Interviewer.

**Happy interviewing!!**