Wepow Live Interview Guide

Make interviewing simple

Ready to move forward with candidates after initial screening?
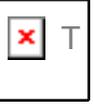
Depending on where candidates are in your recruiting process, you may want to utilize Live video interviewing for a more in-depth interview.

These real time virtual interviews provide more insight than a regular phone interview, and are also:

- Branded for your organization
- Accessible via Browsers (no app needed on desktop/laptop)
- Accessible via Mobile Devices
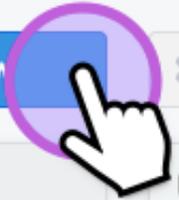- Recordable
- Shareable

Build Live Interview

wepow | Insights | Pre-recorded | **Live 2.0** | Candidates | Resources

+ New Live Interview

Interviews

View All

Following

Status

View All

Active

Closed

Live Interview

Interview name (4 characters minimum)

Project Manager

Interview type

Technology

☑ **I want Live interviews to record**
    + Your Live interview recordings can be shared with your team

* Once you schedule an interview these settings are permanent.

Participants can join the interview from:

Google Chrome | Mozilla Firefox | IE 10, 11 | iOS app | Android app | Phone Call

Cancel | **Save**

Choose whether to Record or not

Build Live Interview

Once a Live Interview has been created, schedule interviews with candidates

Build Live Interview

Project Manager
Created on Aug. 14, 2017

Interview will be recorded
- Recording limit is 2 hours. The recording will start once a second participant joins.
- Stay calm - We'll resume recording if your interview disconnects.

Date   **Duration**   Time Zone

August 15, 2017 05:00 pm   01:00   (GMT-06:00) Guadalajara

Candidate

Email address   First name   Last name

paul@edu.com   Paul   Lanson

Interviewer(s) (Up to 3)

Email address   First name   Last name

renata@wepow.com   Renata   Quintero

Edit Invitation

☑ I want to invite and send updates to participants

Subject

Live video interview with [organization] on [interview date] at [interview time] [time zone]

Hello,

[organization] has invited you to participate in a Live Video Interview for the position: [position].

On: [interview date] at [interview time] [time zone]

Click here to learn more about your live interview:

[support document]

Available Inserts

[ ] Use the inserts to auto-insert corresponding information

[position]
Position

[interview date]
Live interview date

[interview time]
Live interview time

[time zone]
Time zone

[interview link]

Input interview date/time, duration, and candidates

Have up to three interviewers for panel interviews

Customize email templates to candidates

Build Live Interview

Confirm Interview Details   ✕

You've scheduled an interview for:
Design Manager

Candidate:
John Smith   john.smith@wepow.com

Interviewers:
Martha Williams   interviewer.a@wepow.com

Time and Date:
Saturday 31 October 2015 @ 23:25

Time Zone:
(GMT+00:00) UTC

Duration:
01:00

- A Calendar invitation will be sent to all participants.
- The interview room will open 60 minutes before the interview is set to start.

Cancel   Confirm

Once finalized, interview details are shared as a calendar invitation to all participants

Calendar Invitation Confirmation

The W Company <no-reply@wepowapp.com>
to me

Dec 20 Wed

Live Video interview with The W Company
View on Google Calendar

When   Wed Dec 20, 2017 4pm – 5pm (PST)
Who   Premie Walsh, Ishan Bhide, Ishan Bhide*

Yes   Maybe   No

Hello,

The W Company has invited you to participate in a Live Video Interview for the position: Sales Manager.

On: December 20, 2017 at 04:00 PM (GMT-08:00) Pacific Time (US & Canada)
Click here to learn more about your live interview:

Geting ready for a Live interview

The interview attendees are:

Candidate: Ishan Bhide

Interviewer(s): Premie Walsh, Ishan Bhide

Click this link to access the live interview:

https://icorporation.wepowapp.com/en/live/5a344fdcff5a545dcf58def5/live_interview_conferences/5a34502305111b610a9fdb0c?first

The interview room will open 60 minutes ahead of time.

Instructions:
- Use a recent version of Google Chrome, Mozilla Firefox or Internet Explorer.
- Before your interview, run this system test to make sure your computer and browser are running properly: https://system-tes

If you are experiencing problems accessing the link above you can join the interview by calling in:
San Francisco, US +1-415-801-8331
New York City, US +1-646-832-2252
Mexico City, MX +52-55-5351-6928
City of London, GB +44-23-8214-8290
Access code: 818673

Live interview summary (interview date/time, Live Guide, and attendees)

Access the interview from this link

Follow the instructions on supported browsers and try out the systems test ahead of time to ensure everything goes smoothly
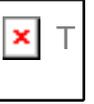
Systems Test

Live Lobby

Follow the instructions for a successful Live Interview

Input your name to join the Live waiting room

Configure your devices so you can see/hear yourself

Waiting Room

Waiting for someone to join the interview...

Once another person joins we will connect you

● ● ●

If nobody is joining the interview,
contact the organizer.

Once more than one person has joined the call, you'll be taken into the Live Interview room

Live Interview Room

In case of any audio difficulties, participants can call the provided conference numbers

Top Tips

Systems Test

Click on the provided System Test link ahead of time to configure your equipment.

Live Lobby

Take some time to finish configuring devices and confirm participant names.

Conduct Live via Mobile

All interview links are accessible via iOS and Android devices. Participants will be prompted to download the free Wepow App.

Record & Share

Record any Live interview to refer back to and also share with other members of the hiring team.

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

Make interviewing simple.