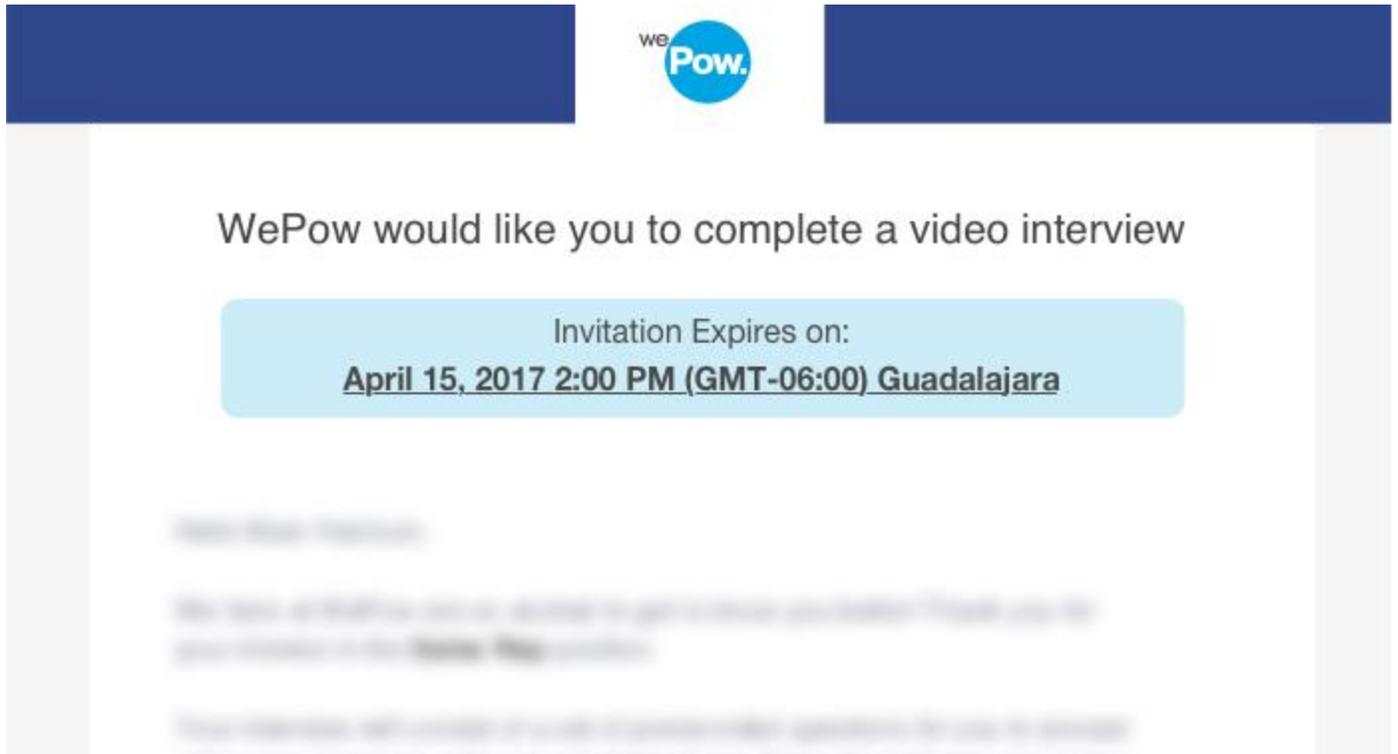


Adding a deadline to your interviews helps candidate know when to complete.

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

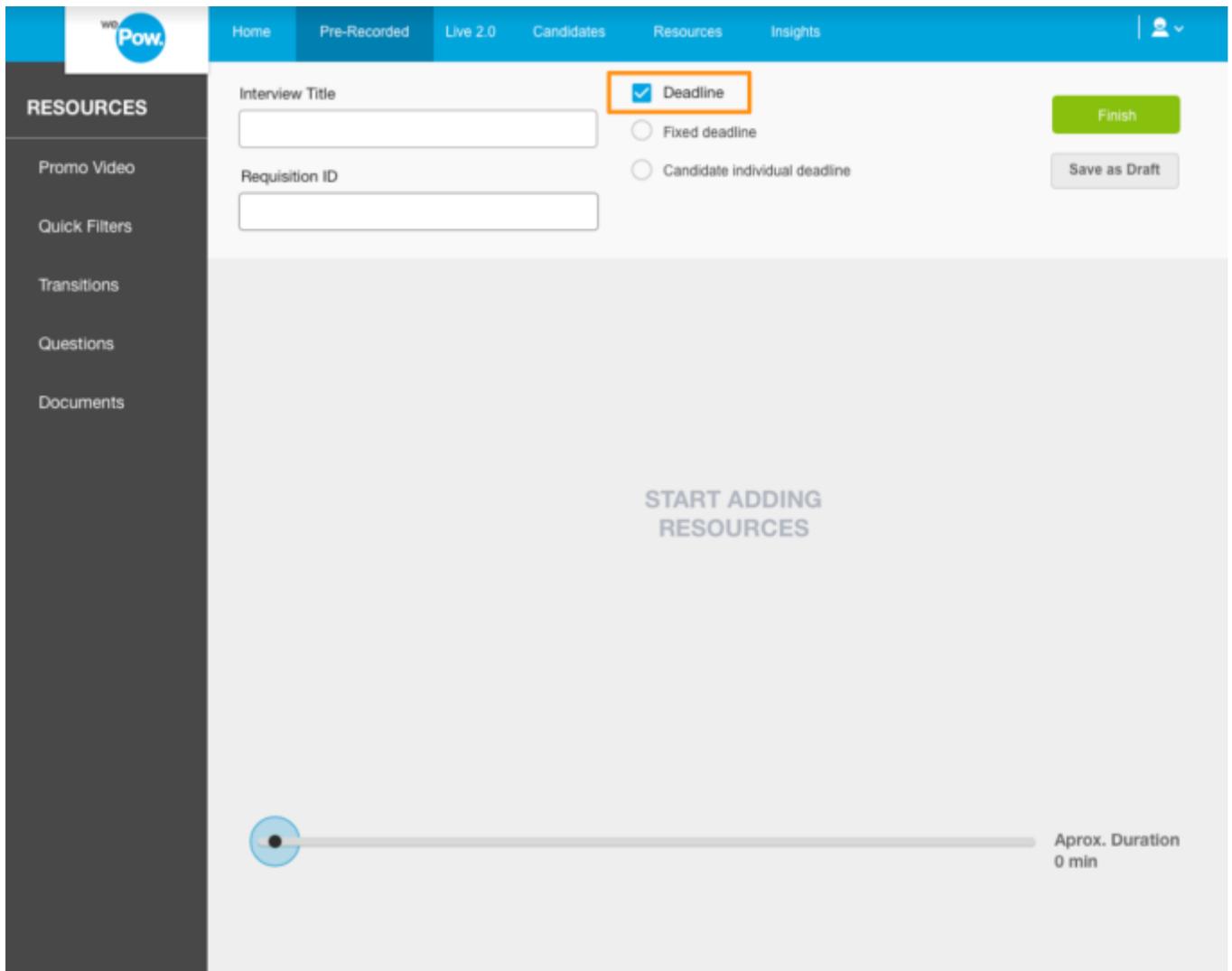
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## Set a fix interview deadline or add a new candidate individual deadline

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. 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 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). The bottom section of the page features a large grey area with the text 'START ADDING RESOURCES' and a progress indicator at the bottom showing 'Aprox. Duration 0 min'.

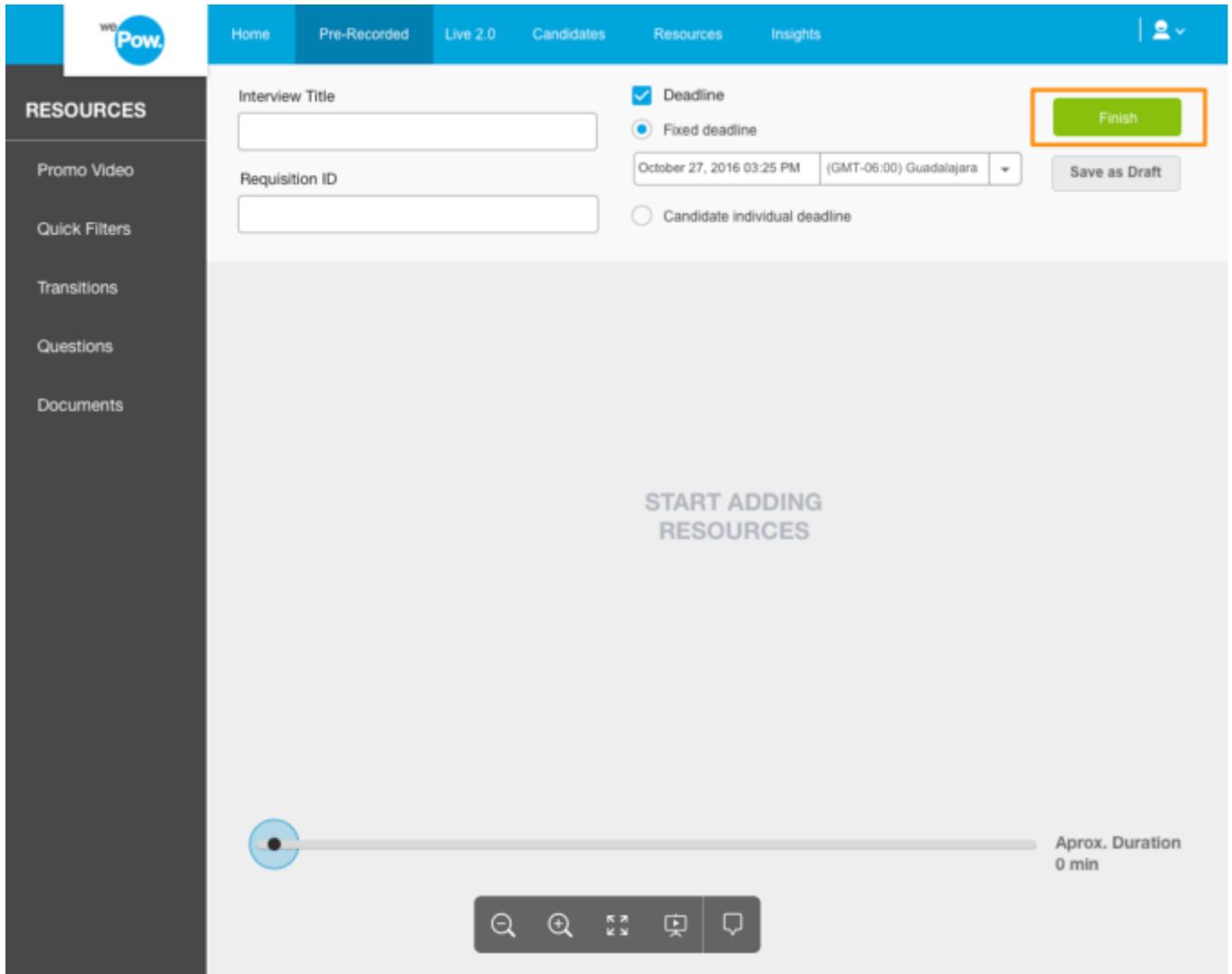
2. Select to add "Fixed Interview Deadline"

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, there are two radio button options under 'Deadline': 'Fixed deadline' (selected and highlighted with an orange box) and 'Candidate individual deadline'. A date and time picker shows 'October 27, 2016 03:25 PM' and a time zone dropdown set to '(GMT-05:00) Guadalajara'. A green 'Finish' button and a grey 'Save as Draft' button are also present. At the bottom, there is a progress bar with a play button icon and a 'Aprox. Duration 0 min' label. A toolbar with icons for zoom, pan, and other controls is located at the bottom center.

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 for setting up resources. The top navigation bar includes 'Home', 'Pre-Recorded', 'Live 2.0', 'Candidates', 'Resources', and 'Insights'. A left sidebar lists 'RESOURCES' with options like 'Promo Video', 'Quick Filters', 'Transitions', 'Questions', and 'Documents'. The main content area has a form with 'Interview Title' and 'Requisition ID' input fields. The 'Deadline' section is highlighted with an orange box, showing a checked 'Deadline' option, a selected 'Fixed deadline' radio button, and a date/time picker set to 'October 27, 2016 03:25 PM' in the '(GMT-05:00) Guadalajara' time zone. A 'Candidate individual deadline' radio button is also present. To the right of the form are 'Finish' and 'Save as Draft' buttons. At the bottom, there is a progress bar labeled 'Aprox. Duration 0 min' and a toolbar with icons for zooming and other actions.

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

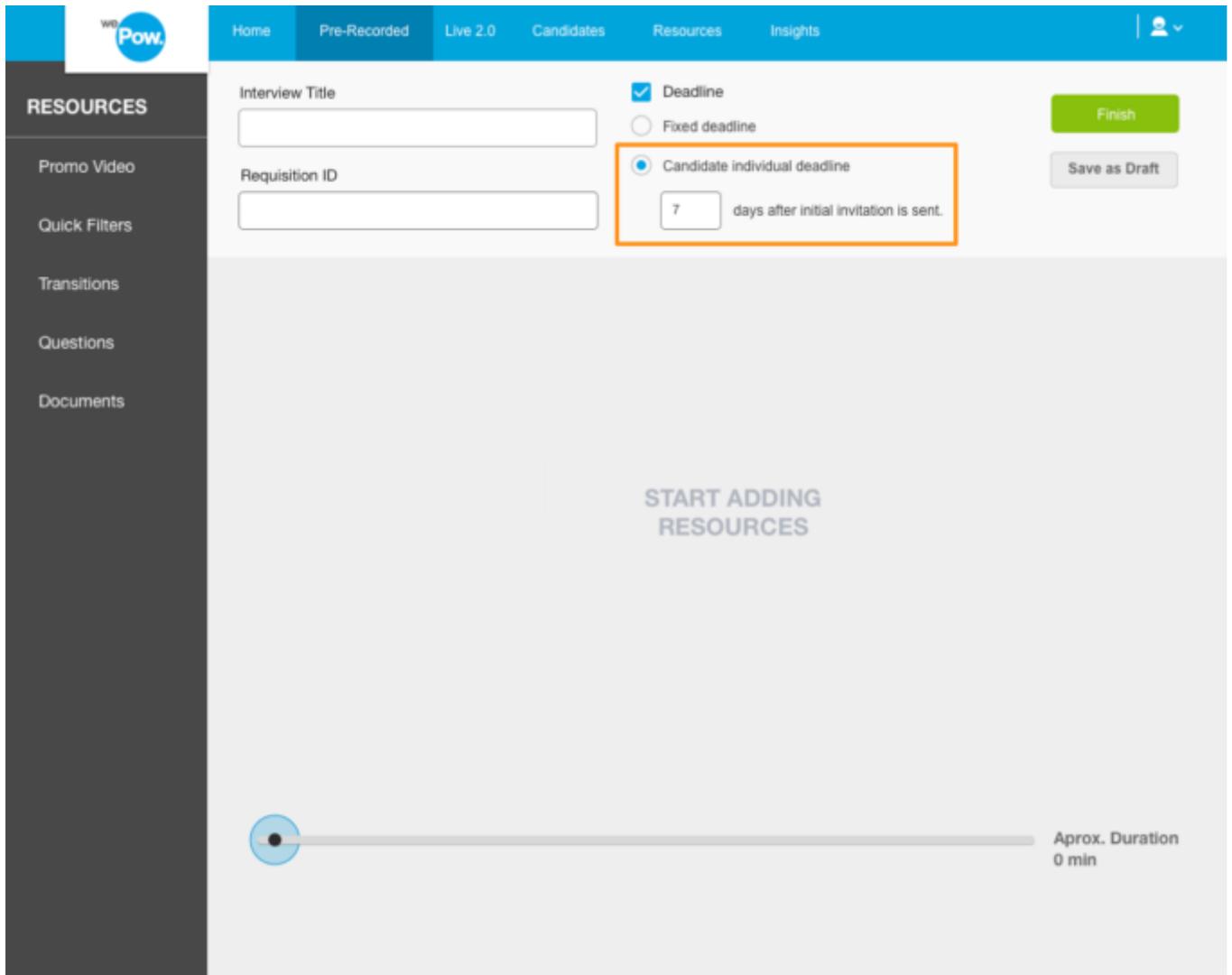
Save as Draft

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



3. Click finish to set up your 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

7 days after initial invitation is sent.

Finish

Save as Draft

START ADDING RESOURCES

Aprox. Duration 0 min

## 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.

### Requisition ID

**Deadline**

Fixed deadline

(GMT-06:00) Guadalajara ▾

Candidate individual deadline

### 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.

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

### 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

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

Active

Candidates

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### 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/39e4b0b4ef2f4d2fe23d1f803a557041>

### Requisition ID

**Deadline**

Fixed deadline

Candidate individual deadline

days after initial invitation is sent.

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

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 identifies the user as 'Customer Success Manager' and 'Active'. Below this are tabs for Candidates, Evaluators, Settings (which is active), and Statistics.

The 'Settings' panel is divided into two sections:

- Public Link:** A checkbox labeled 'Activate public link' is checked. Below it, a text box contains the URL: `https://renata.wepowapp.com/en/pi/39a4b0b4ef2f4d2fe23d1f803a557041`.
- Requisition ID:** An empty text input field.
- Deadline:** A checkbox labeled 'Deadline' is checked. Underneath, there are two radio button options: 'Fixed deadline' (selected) and 'Candidate individual deadline'. The 'Fixed deadline' section includes a date/time picker set to 'March 11, 2016 12:00PM' and a time zone dropdown set to '(GMT-06:00) Guadalajara'. A green 'Save' button is highlighted with an orange border.

On the right side, there is an 'Evaluation Method' panel. It contains a note: 'Note: Changing the evaluation method will delete all completed evaluations and recommendations for this interview.' Below the note are two radio button options: 'Question level evaluation' (selected) and 'Custom evaluation form'. A blue 'Change evaluation method' button is at the bottom of this panel.

## 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 menu items: Home, Pre-Recorded, Live, Candidates, Resources, Insights, and a user email 'renata@wepow.com'. Below the navigation bar, the main header includes 'Customer Success Manager' and 'Active' status. A secondary navigation bar contains 'Candidates', 'Evaluators', 'Settings', and 'Statistics'. The main content area features a green 'Add Candidates' button, a search bar, and a list of filters on the left. The filters include 'All' (15), 'Incomplete' (12), 'Complete' (3), and 'OTHER FILTERS'. Under 'OTHER FILTERS', the 'Deadline' filter is expanded, showing 'Expired', 'Expires in < 24 hr', and 'Expires in > 24 hr'. The 'Expired' option is highlighted. Below the filters is a table of candidates with columns for 'Candidate', 'Status', 'Added', and 'Expire'. The table contains seven 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 formatting 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!!**