



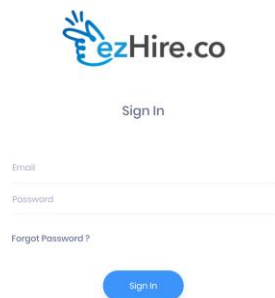
EZHire User Tutorial

With EZHire, interviewing has never been easier! Digital interviews are the *latest trend* in the recruiting world and have been proven to be the most convenient, fast and highly reliable approach to hiring top talent

[Just follow these simple steps and you're on your way](#)

Step 1: Log in to the app using your credentials as an admin for your company

- Log in URL: <https://app.ezhire.co/Account/Login>
- As an admin, you'll be required to sign in using your credentials.
- Other admin aliases or Users can be created to delegate authority to other team members.



Step 2: Admin Dashboard + Create Job

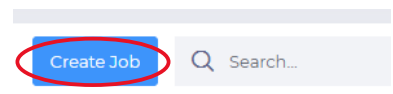
Admin Dashboard- After logging in, the admin has access to the main dashboard. The dashboard consists of a variety of columns:

- Date: When the job was created
- User: Admin, recruiter or other person assigned with admin or user privileges
- Job Title
- Questions (Quantity)
- Candidates: Number of candidates that have been invited to interview
- Actions: Copy, Edit or Delete existing job. Details discussed in Step 3.

#	Date	User	Job Title	Questions	Candidates	Actions
1	Oct 22, 2019	Ravin Kumar	Visual Data Specialist- Google	8	31	Details Copy
2	Oct 17, 2019	Ravin Kumar	Front End- React Js Developer	5	14	Details Copy
3	Oct 10, 2019	Sarthak Rastogi	Game Tester	3	13	Details Copy
4	Oct 10, 2019	Ravin Kumar	Jr. Java Developer	4	9	Details Copy

Create Job

On the top right side of the dashboard is the Create Job button. Upon clicking, the form below appears.



Add new record ×

User:

Date:

Job Title:

Description:

Title: Game Tester
 Location: Redmond, WA
 Bill Rate: \$15/hr

 Roles and Responsibilities:
 As you can imagine, playing video games for a living can be great fun! Are you a creative and motivated individual who is looking for a fresh start in the gaming world?

[Close](#) [Save](#)

Enter the following details and click [Save](#) :

User: Usually person who created the job or recruiter assigned.

Date: Present or Future Date allocation for upcoming jobs

Job Title: Title of job posted

Job Description: Details about the job including Location, Pay Rate, Roles and Responsibilities, etc.

Step 3: Interview Questions

After the job is created, you are automatically directed back to the main dashboard. The next step is to click "Details" under the Actions column in order to add interview questions and invite candidates.

#	Date	User	Job Title	Questions	Candidates	Actions
1	Oct 01, 2019	Ravin Kumar	Java Developer	4	1	Details Copy
2	Oct 10, 2019	Sarthak Rastogi	Game Tester	0	0	Details Copy

Interview Questions Configuration

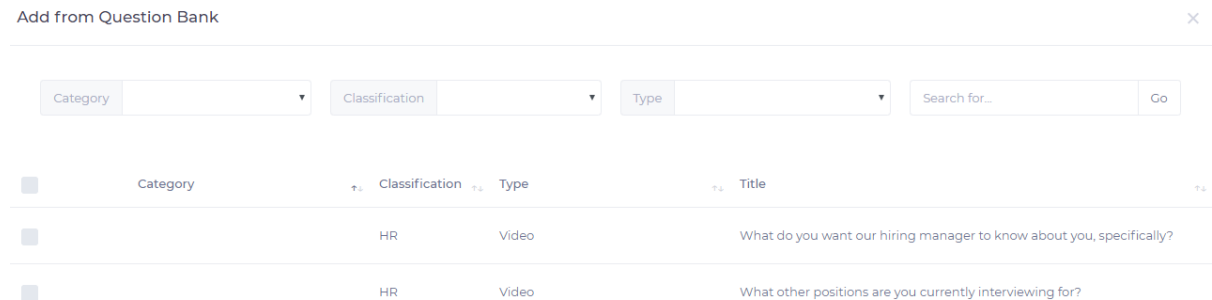


After clicking Details, you are directed to the Questions tab. There are two options to generate Interview Questions, either Creating your own, or Importing from a Question Bank. This feature is available on the top right of the screen shown below:



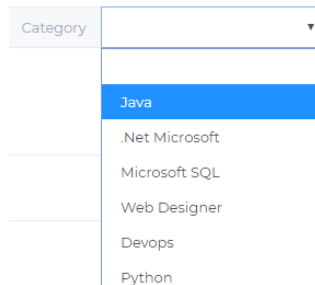
Import

The import feature allows the selection of pre-defined interview questions.

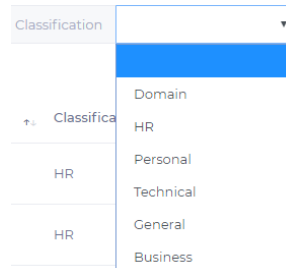


There are 3 distinct criteria to choose from:

1. **Category:** Based on the job type



2. **Classification:** Based on the classification of Interview Question, such as: Technical, General, HR, etc.





3. **Type:** Based on the type or mode of Interview Question asked, including: Video, MCQ (multiple choice) or Text

A screenshot of a dropdown menu labeled 'Type'. The menu is open, showing three options: 'Video', 'MCQ', and 'Text'. The 'Video' option is currently selected and highlighted in blue.

Create

In addition to importing questions, any user with admin rights can create their own unique Interview Questions. The Create feature is divided into Video, Text, and MCQ based questions

Video Question Example

A screenshot of a form for creating a video question. The form includes the following fields:

- Classification: Technical
- Type: Video
- Title: What is a bug? What is your methodology to find a bug?
- Is Random:
- Mandatory Ord Pos: 1

At the bottom right, there are 'Close' and 'Save' buttons.

Classification: Domain, Technical, General, etc.

Type: Video, Text, MCQ

Title: Title of the Question

Random: This feature allows the interview question to appear randomly to the candidate overriding the “Mandatory Ord Pos” Feature

Mandatory Ord Pos: If the question follows a certain order (1st, 2nd, etc)

Text Question Example

The Text based question allows a new field named “Correct Answer Text” where employers can enter the expected answer to a question.

A screenshot of a form for creating a text question. The form includes the following fields:

- Classification: Domain
- Type: Text
- Title: What are the different type of games?
- Correct Answer Text: RPG, FPS, Horror, Gameplay, Multiplayer (this field is circled in red)
- Is Random:
- Mandatory Ord Pos: 2

At the bottom right, there are 'Close' and 'Save' buttons.



MCQ Question Example

Classification:

Type:

Title:

MCQ Option 1:

MCQ Option 2:

MCQ Option 3:

MCQ Option 4:

MCQ Option 5:

Correct Answer MCQ No:

The MCQ Question introduces fields to add multiple choice answer options.

In this example we picked a general question, but any classification available can be selected.

Select the Correct Answer of the options provided.

Once the questions are set, they are available to view on the **Questions Tab** as follows:

#	Classification	Type	Position	Title	Actions
1	Technical	Video	1	What is a bug? What is your methodology to find a bug?	
2	Domain	Text	2	What are the different type of games?	
3	General	MCQ	3	How far is your commute to the location?	

Navigation: Questions | Configuration | Intro Video | Candidates

Buttons: Import, Create, Search

Show 10 entries | Showing 1 to 3 of 3 entries

Step 4: Intro Video (Optional)

The **Intro Video Tab** allows employers to record a video to showcase to the prospective candidate. This is a great way to add legitimacy and showcase what the next steps for the candidate ought to be. The admin has 2 options to add a video:

1. YouTube: If an Intro Video of your organization already exists, you can insert the URL provided in the space
2. Record: You can record your own video using the “Start Recording” button

Navigation: Questions | Configuration | Intro Video | Candidates

Purpose
This video can be recorded by the employer (optional), at the beginning of the interview this can ideally be used to set the context of the interview or to communicate about the clients brand.

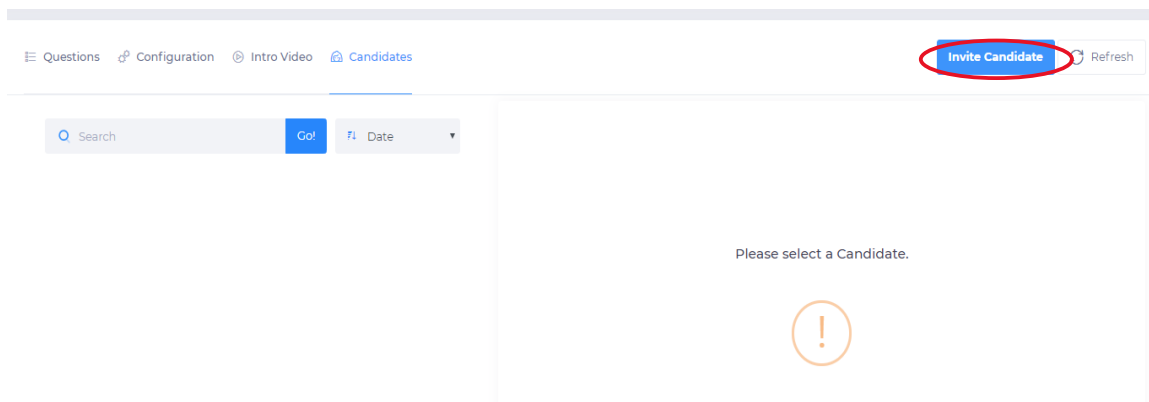
Already have a video url then paste it here

Or record your video



Step 5: Invite Candidate

The next step is to invite the candidate for the job interview. Under the **Candidate tab**, there is an Invite Candidate button on the top right.



Invite Candidate

Upon clicking Invite Candidate button, the admin can invite the candidate using their Name, Email Address and Phone Number. To send, simply click **Add**

Add Candidate ×

Name	<input type="text" value="Sarthak Rastogi"/>
Email	<input type="text" value="rastogi.sarthak1@gmail.com"/>
Phone Number	<input type="text" value="425-229-9232"/>

Close Add



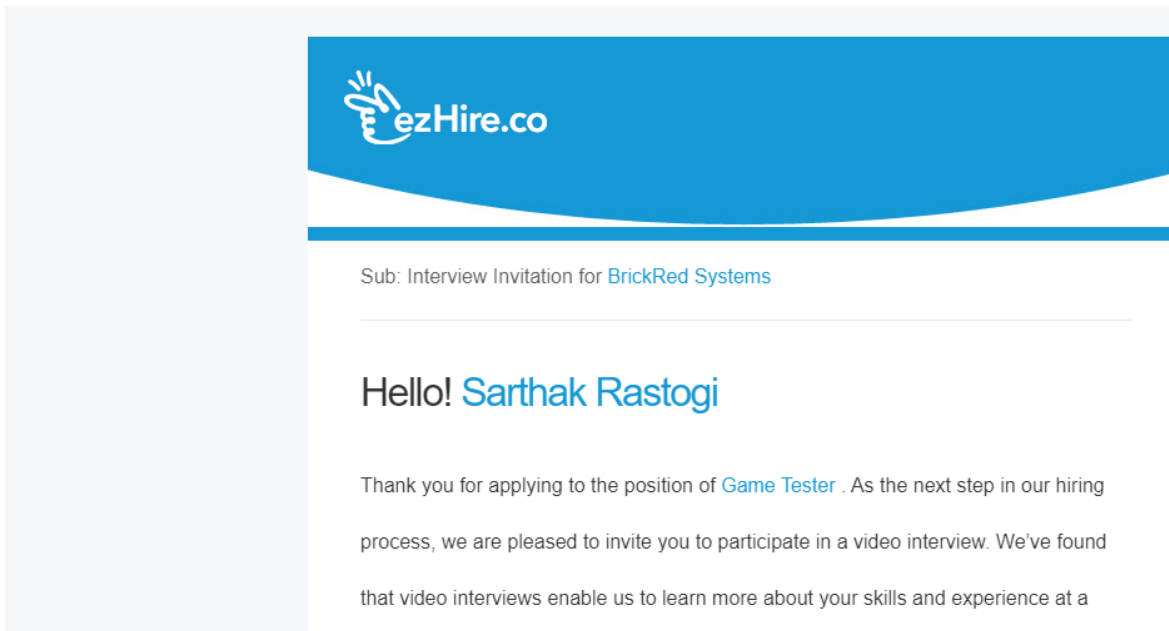
Step 6: Candidate Receives Interview Invitation

Upon adding the candidate on EzHire, the candidate receives an email Titled “Interview Invitation for XYZ Company”

Interview Invitation for BrickRed Systems > Inbox x

info@ezhire.co
to me ▾

10



The candidate then proceeds to interview. After completion of interview, the candidate and the recruiter both receive emails confirming interview completion.



Thank you for completing your video interview for [Digital Marketing Specialist](#) at [The Real Carolynne Joyce](#)

Hello! [cj](#)

Congratulations on successfully completing your interview. Your time is important to us and we will get back to you shortly regarding next steps.

Please email contactezhire@gmail.com should you have any questions.

Step 7: Review Candidate Interview

In the [Candidates](#) tab, refreshing the page updates the candidate interview status.

For example, for the Game Tester Job, Sarthak appeared for the job on October 10, 2019 (Timestamp) whereas CJ has yet to appear for the interview. Click on Not Appeared to remind CJ to appear for the interview. This comes in the form of an email reminder.

[Questions](#) [Configuration](#) [Intro Video](#) [Candidates](#)

Go!

Sarthak Rastogi

[4252299232](tel:4252299232)

rastogi.sarthak1@gmail.com

Question Score: 0.00 / (0.00)

Overall Score: 0.00 / (0.00)

Oct 10 2019 11:14PM

CJ

[916-768-1609](tel:916-768-1609)

Carolynne.jjoyce@hotmail.com

Question Score: 0.00 / (0.00)

Overall Score: 0.00 / (0.00)

Not Appeared



Score Interview

The next step is to assess the candidate's interview:

1. Video Question:

Review the recorded video answer and score the question from 1 to 5 stars, with 5 being the highest, and 1 the lowest.

Note that there are 2 scoring boxes. The screener score is reserved for use for Gold and Platinum package. For customers that purchase these packages, EZ Hire will perform the screening and scoring for you. Please see our [website](#) for additional details.

2. Text Question

Similarly, score the answer with 1 to 5 stars.

Notes can be added as well.

3. MCQ Question



4. Overall Feedback

Overall Feedback

← Review Again

Technical & Domain Knowledge	***	-
Communications & Interpersonal Skills	****	-
Problem Solving	****	-
Organizational Skills	*****	-
Leadership & Accountability	****	-

Notes...

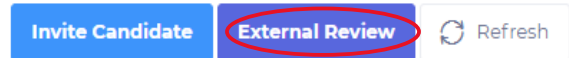
Screener Notes:
Notes...

After the Interview Questions is the Overall Feedback page. Here, you will provide overall ratings on a variety of candidate attributes. Score each from 1 to 5 stars. Add any additional comments in the notes box.

To go back to prior interview questions, click Review Again using the button on top right

External Review

The External Review button appears at the top of the candidate tab and provides a shareable URL for anyone within or outside the organization to review the candidate interview. The EZ Hire application does not need to be used to when viewing interview via external link.



URL: <https://app.ezhire.co/Home/ExternalReview?ID=D737BDA3BFC644EC04DABBA8216B6B96>

Use the Previous and Next buttons to scroll through candidate responses. Typically, the interview would have been scored previously by the recruiter. Scores can be overridden, and notes can be added if desired.

Sarthak Rastogi
4252299232
rastogi.sarthak1@gmail.com

Question Score: 3.00 [Screener: 0.00]
Overall Score: 0.00 [Screener: 0.00]
Oct 10 2019 11:34PM

Questions 1/3

Screener Score no stars Score **** ← Previous → Next

Q: What is a bug? What is your methodology to find a bug?



After Internal and External Reviews are complete, two scores will appear:

1. Question Score: How well the questions were answered- this is an average score based on all questions.
2. Overall Feedback: What was the overall strength of the candidate- this is an average score based on all overall feedback categories.

For Gold and Platinum Packages, the screener scores for both will appear as well. In the example below, EZHire screeners were not used and scores on the right appear as 0.00

☰ Questions ⚙ Configuration ▶ Intro Video 🏠 Candidates

🔍 Search **Go!** 📅 Date ▼

Sarthak Rastogi 📞 4252299232 ✉ rastogi.sarthak1@gmail.com	Question Score: 4.67 / (0.00) Overall Score: 4.60 / (0.00) Oct 10 2019 11:14PM
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