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recruitment software

Online interview functionality

16th March 2021

Introductions

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Agenda

- Features and benefits of the URLs functionality

- How to create a new Meeting Room URL using Microsoft Teams or Zoom

- Best practice recommendations for your meeting room

- How to configure online meeting rooms in your interview schedule

- Finalising your interviews and sending confirmation

- Any questions?

- Helpful resources

- Hireserve ATS Help

- Next Support Clinic: May

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Features

- Automatically send a meeting URL in interview confirmation emails and ICS files.

- Hiring Managers can join their interviews at the click of a button, from within their interview schedule.

- Differentiate between in-person and online interviews in reporting, to analyse attendance rates, hiring rates and more.

Benefits

- Save time spent on sending individual meeting URLs to candidates.

- Reduce the risk of human error involved with manually forwarding meeting URLs.

- Reduce the risk of Hiring Managers losing their interview URLs.

- Report on different types of interviews to help inform your post-pandemic interview strategy as lockdowns start to ease.
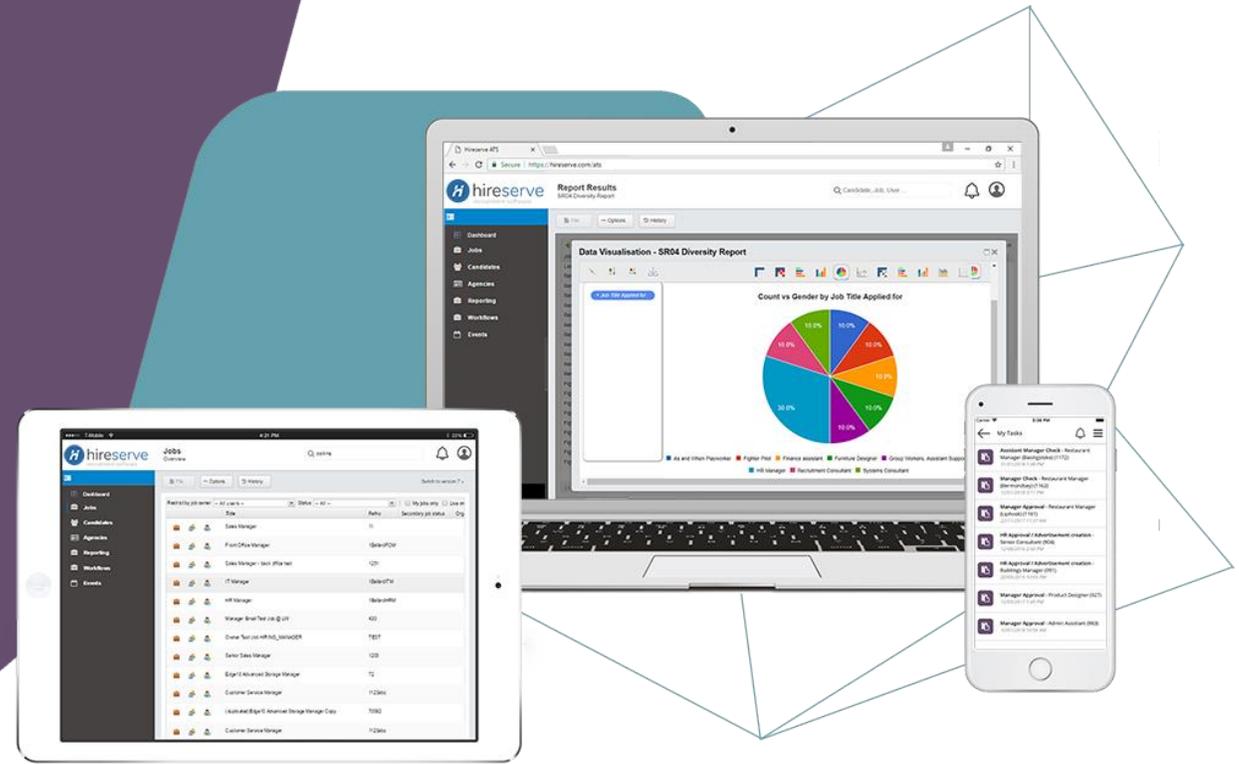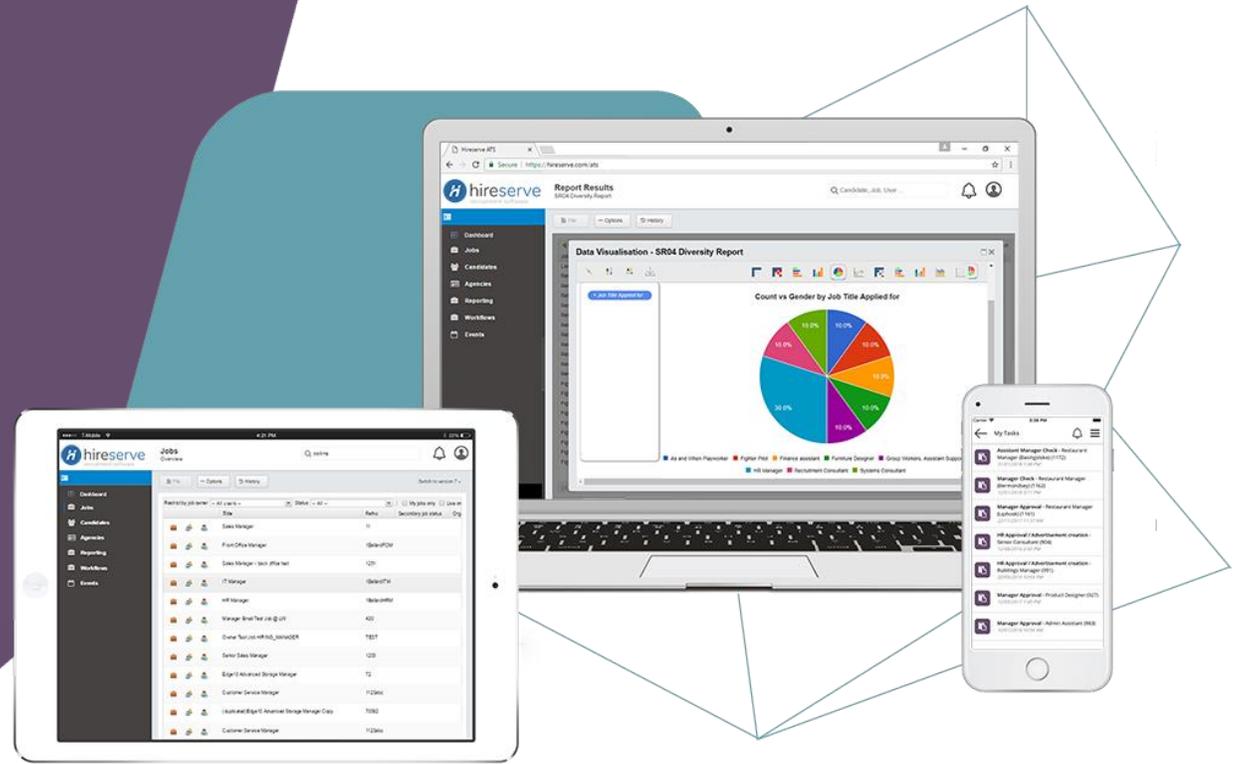
**Enabling the Online Interview Links functionality:**

▱ Head to the 'System Parameters' screen by clicking

   Configuration > Customer settings > System Parameters.

▱ Find the 'MULTI_INTERVIEWER_SHOW_INTERVIEW_TYPE_TOGGLE' parameter.

▱ Tick the checkbox next to the parameter, and click **File > Save**.

Any questions?

Helpful resources to share with colleagues:

▱ [Introduction video](#)

▱ [Quickstart guide to using the Online Interview Link functionality](#)

▱ If you would like to get in touch with us about any new enhancements, integrations, training or consultation, simply email us at support@hireserve.com.
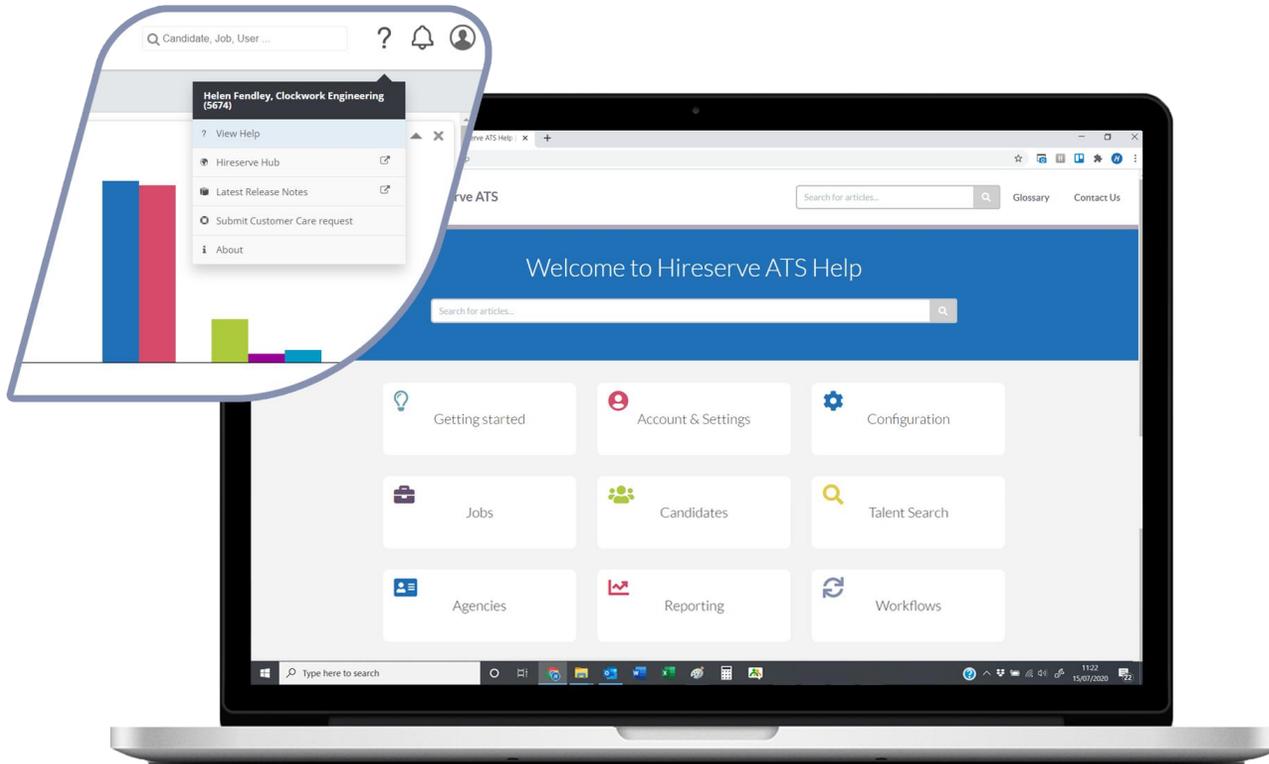
Hireserve ATS Help

- Browse articles for up-to-date assistance on every part of Hireserve ATS

- Search for help on specific features or screens using the search bar

- Browse the glossary if you're unsure of any terminology used

- Contact the Support Desk from within the system if you need further support

To access the Help platform, click the question mark icon in the top-right of the ATS, and then click 'View Help', or 'View Help (New)' for some customers.

Thank you!