

1. Introduction

HireIQ is pleased to announce a new feature to its innovative virtual interviewing solution, InterviewIQ. This document is to provide information and overview on the most significant new enhancements and features. This new feature will be available for all customers effective Friday, December 1, 2017.

Should you have any questions about InterviewIQ, please open a support ticket by clicking on the “Help” link from within the InterviewIQ application or by e-mailing Support at support@hireiqinc.com.

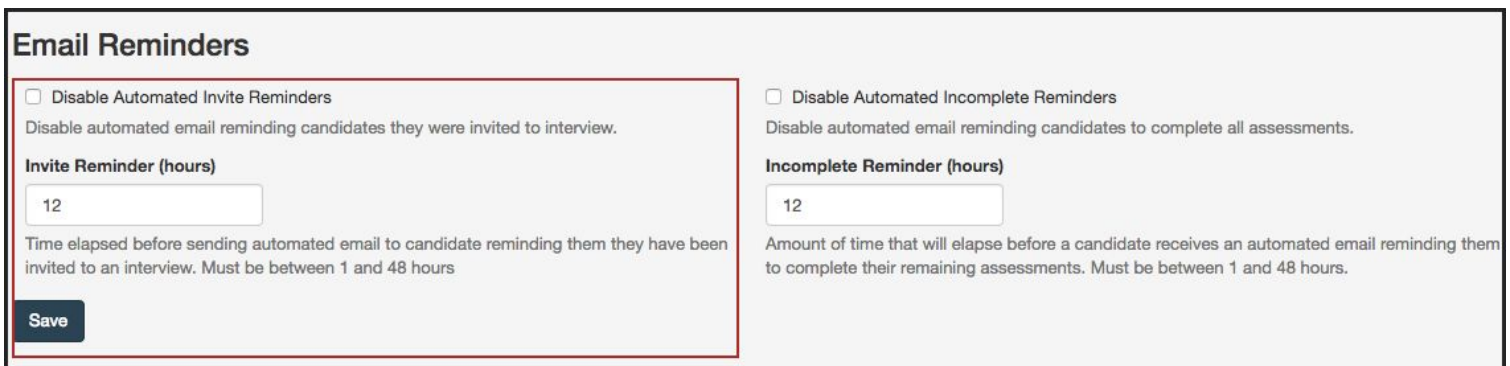
2. New Features

A. Automated Invite Reminder & Email Template

To further expand our automated features, a reminder email can now be sent to candidates in the **Invited State** who have not yet started the interview. This automated email is in addition to the existing automated reminder that can be sent to candidates in the **Started State** who have started, but not completed their interview. Last but not least, the **Nudge** (manual reminder) emails will continue to be available as well.

To take advantage of this new feature, please follow the steps below:

- Click on the Email Settings tab within the position configuration and scroll down to Email Reminders.
- The new Invited Reminder Email settings can be found on the left hand side. The existing Incomplete Reminder settings are on the right hand side.



The screenshot shows the 'Email Reminders' configuration page. It is divided into two columns. The left column is titled 'Invited Reminder (hours)' and contains a checkbox for 'Disable Automated Invite Reminders', a text input field with '12', and a 'Save' button. The right column is titled 'Incomplete Reminder (hours)' and contains a checkbox for 'Disable Automated Incomplete Reminders' and a text input field with '12'. Both columns have descriptive text below their respective input fields.

Invited Reminder (hours)	Incomplete Reminder (hours)
<input type="checkbox"/> Disable Automated Invite Reminders Disable automated email reminding candidates they were invited to interview.	<input type="checkbox"/> Disable Automated Incomplete Reminders Disable automated email reminding candidates to complete all assessments.
12 Time elapsed before sending automated email to candidate reminding them they have been invited to an interview. Must be between 1 and 48 hours	12 Amount of time that will elapse before a candidate receives an automated email reminding them to complete their remaining assessments. Must be between 1 and 48 hours.

- To adjust the amount of time to elapse before sending auto email, type the number (hours) in the field provided and click Save.

Email Reminders

Disable Automated Invite Reminders
Disable automated email reminding candidates they were invited to interview.

Invite Reminder (hours)

12

Time elapsed before sending automated email to candidate reminding them they have been invited to an interview. Must be between 1 and 48 hours

Save

- To disable Automated Invite Reminders, check the box provided and click Save.

Email Reminders

Disable Automated Invite Reminders
Disable automated email reminding candidates they were invited to interview.

Invite Reminder (hours)

12

Time elapsed before sending automated email to candidate reminding them they have been invited to an interview. Must be between 1 and 48 hours

Save

- The email template for the new Invite Auto Reminder can be found on the Email Templates tab.

Description			Taleo	Assessments	Interviewing	Reviewing	Phone Integration	Custom Text	Email Settings	Email Templates
<i>Invite</i>	Subject: Body:	{{company_name}} invites you to take a virtual interview Dear {{candidate_name}}, Thank you for your interest in em... view entire template								
<i>Decline</i>	Subject: Body:	Thank you for your interest in {{requisition_title}} Dear {{candidate_name}}, Thank you for recently completing... view entire template								
<i>Auto-Decline</i>	Subject: Body:	Thank you for your interest in {{requisition_title}} Dear {{candidate_name}}, Thank you for recently completing... view entire template								
<i>Advance</i>	Subject: Body:	Thank you for your interest in {{requisition_title}} Dear {{candidate_name}}, Thank you for recently completing... view entire template								
<i>Nudge</i>	Subject: Body:	Are you still interested in the {{requisition_title}} pos... Dear {{candidate_name}}, It appears as if you haven't yet ... view entire template								
<i>Hire</i>	Subject: Body:	Final steps for the {{requisition_title}} position. Dear {{candidate_name}}, We have evaluated your recent vir... view entire template								
<i>Score</i>	Subject: Body:	Candidates Ready For Review: {{requisition_title}} The following candidates have completed interviews for {{... view entire template								
<i>Invite Reminder</i>	Subject: Body:	Subject: Reminder! You've been invited to complete a virt... Dear {{candidate_name}}, It appears you haven't yet comple... view entire template								



- To edit the template, click “view entire template”.

<i>Hire</i>	Subject: Body:	Final steps for the {{requisition_title}} position. Dear {{candidate_name}},We have evaluated your recent vir... view entire template
<i>Share</i>	Subject: Body:	Candidates Ready For Review: {{ requisition_title }} The following candidates have completed interviews for {{... view entire template
<i>Invite Reminder</i>	Subject: Body:	Subject: Reminder! You've been invited to complete a virt... Dear {{candidate_name}},It appears you haven't yet comple... view entire template

- Next, click “edit template”.

Subject: Reminder! You've been invited to complete a virtual interview for {{company_name}}.
Dear {{candidate_name}},

It appears you haven't yet completed your virtual interview, which is necessary for consideration for the {{requisition_title}} position.

If you are still interested in pursuing this opportunity, please click the following link to complete your interview and submit it for consideration:

{{screen_link}}

If you are no longer interested in employment with {{company_name}}, please let us know as soon as possible.

Sincerely,

Talent Acquisition Team
{{company_name}}

[edit template](#)

- Click Save when done to save your changes.