

1. Introducción

HireIQ se complace en anunciar nuevas funciones y mejoras a su innovadora solución de entrevista virtual, InterviewIQ. Este documento es para proporcionar información y visión general sobre las nuevas mejoras y características más importantes. Estas nuevas funciones estarán disponibles para todos los clientes a partir del Viernes, 1 de Diciembre de 2017.

Si tiene alguna pregunta sobre InterviewIQ, abra un ticket de soporte haciendo clic en el enlace "Ayuda" dentro de la aplicación InterviewIQ o enviando un correo electrónico a Soporte a support@hireiqinc.com.

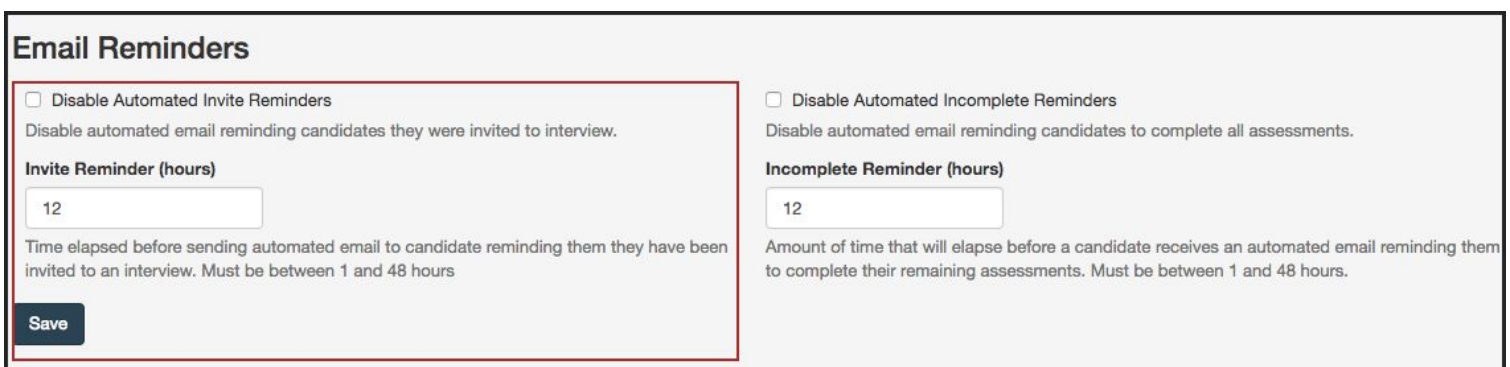
2. Nuevas Funciones

A. Recordatorio de Invitación Automatizada & Plantilla de Correo Electrónico

Para expandir aún más nuestras funciones automatizadas, ahora se puede enviar un recordatorio por correo electrónico a los candidatos que están en el estado de **Invitado** que aún no hayan comenzado la entrevista. Este correo electrónico automatizado se suma al recordatorio automático existente que se puede enviar a los candidatos que están en el estado de **Iniciado** que han comenzado, pero no han completado su entrevista. Por último, los correos electrónicos de **Nudge** (recordatorio manual) seguirán estando disponible.

Para poder aprovecharse de esta nueva función, por favor siga los pasos detallados a continuación:

- Seleccione **Ajustes de Email** (Email Settings) dentro de la configuración de una posición activa y desplaza la pagina hacia abajo y pare en **Email Reminders**.
- La nueva función de Recordatorio de Invitación Automatizada se puede encontrar a la mano izquierda. La función existente de Recordatorio Incompleto se encuentra a la mano derecha.



The screenshot shows the 'Email Reminders' configuration page. It is divided into two main sections: 'Invite Reminders' on the left and 'Incomplete Reminders' on the right. Both sections have a checkbox to 'Disable Automated' reminders, a text input for the reminder time in hours (set to 12), and a 'Save' button. The 'Invite Reminders' section includes a description: 'Disable automated email reminding candidates they were invited to interview. Time elapsed before sending automated email to candidate reminding them they have been invited to an interview. Must be between 1 and 48 hours.' The 'Incomplete Reminders' section includes a description: 'Disable automated email reminding candidates to complete all assessments. 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.'

- Para ajustar la cantidad de tiempo que transcurrirá antes de enviar un correo electrónico automático, escriba el número (horas) en el campo proporcionado y seleccione **Guardar**.

Email Reminders

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

Invite Reminder (hours)

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

- Para desactivar Recordatorios de Invitación Automatizados, marque la casilla proporcionada y presione Guardar.

Email Reminders

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

Invite Reminder (hours)

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

- La plantilla/modelo para el correo electrónico automatizado se puede encontrar en la pestaña de **Plantillas de Correo Electrónico**.

		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>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								



- Para editar la plantilla, presione “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

- Luego, presione “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](#)

- Presione guardar cuando haya completado sus modificaciones.