HireIQ Solutions, Inc.
January 2013 Product Release Announcement

1. Introduction

HireIQ is pleased to introduce several new features and enhancements to its innovative virtual interviewing solution, InterviewIQ. This document is intended to provide an overview of the more significant new features and enhancements. These enhancements are available for all customers effective Friday, January 11th, 2013.

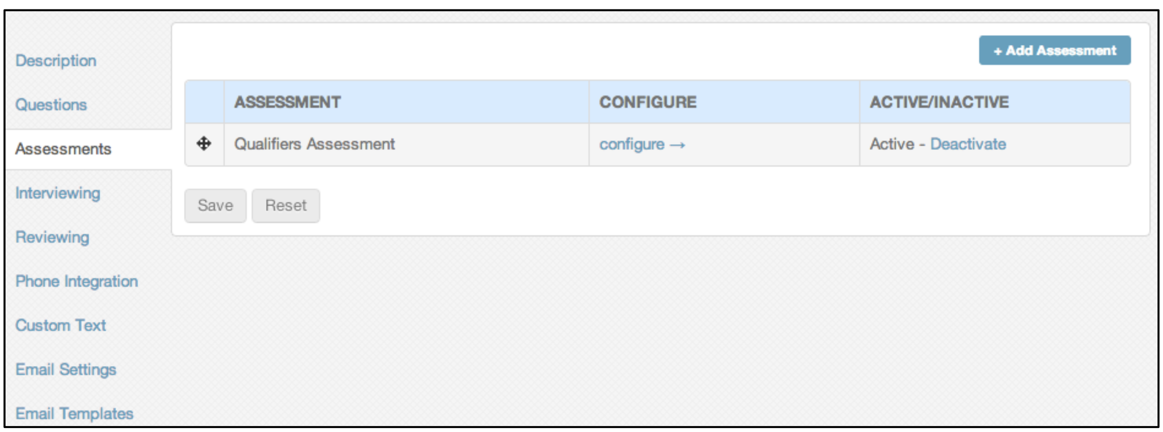
Should you have any questions about InterviewIQ, please open a support ticket by clicking on the “Help” link from within the InterviewIQ application or by e-mailing Support at support@hireiqinc.com. You can also find several other helpful documents under “Tips and Tricks” on the HireIQ support page.

2. New Features

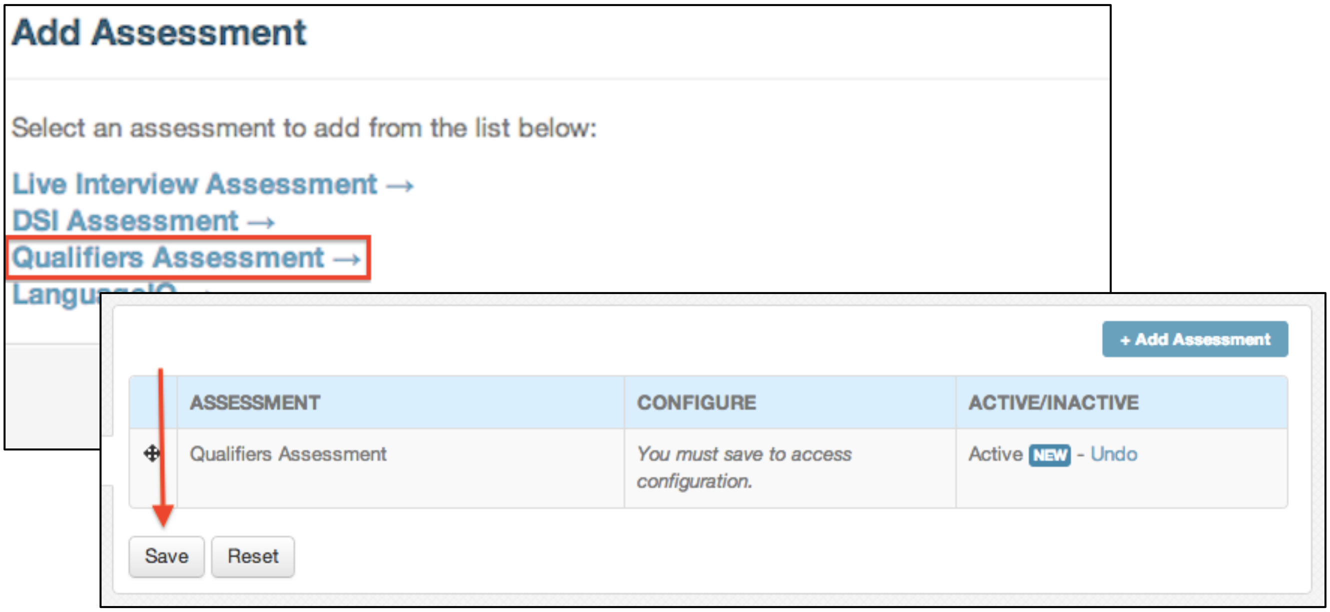
A. Qualifier Assessment

Qualifier questions, previously configured under a separate Qualifier tab on the Position Configuration screen have been moved. Qualifiers are now an Assessment type, configurable in the Assessments tab on the Position Configuration screen.

1. You must first select the ***Assessment Tab*** on the left side panel and then choose A***dd Assessment***:

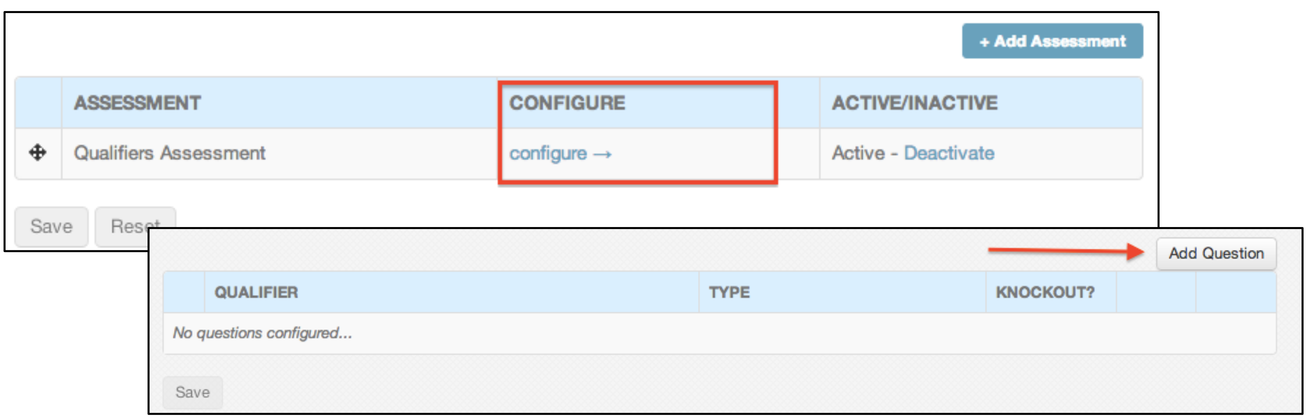


2. Choose ***Qualifiers Assessment*** and then click ***Save****:*

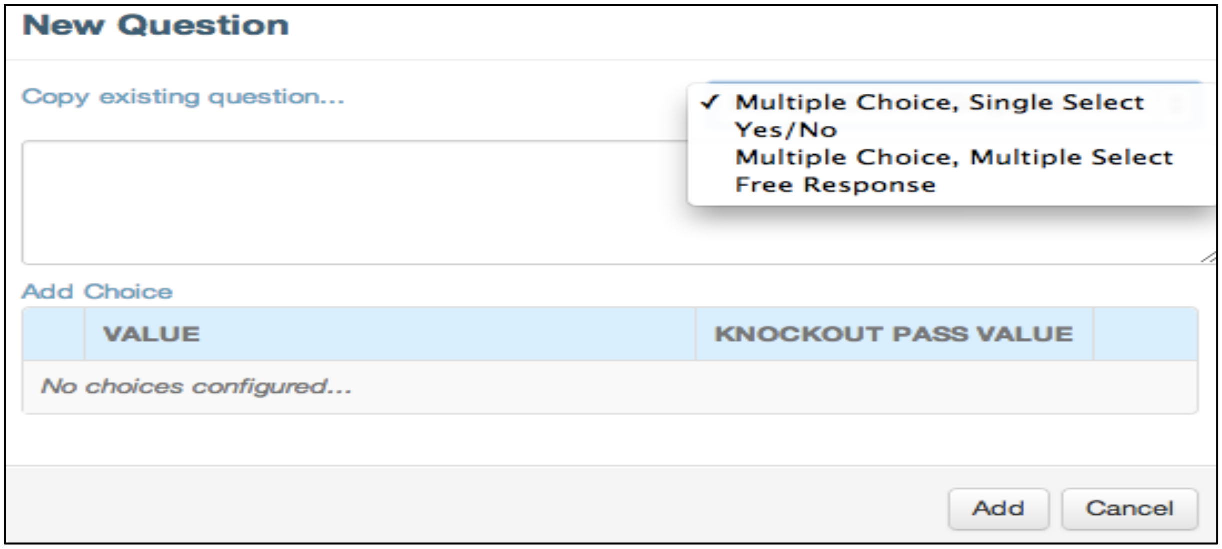


PLEA
SE NOTE: Only those Assessments that have been licensed by your Company will appear in the list. If an Assessment isn't on the list and you expect it to be, please contact your HireIQ Account Executive.

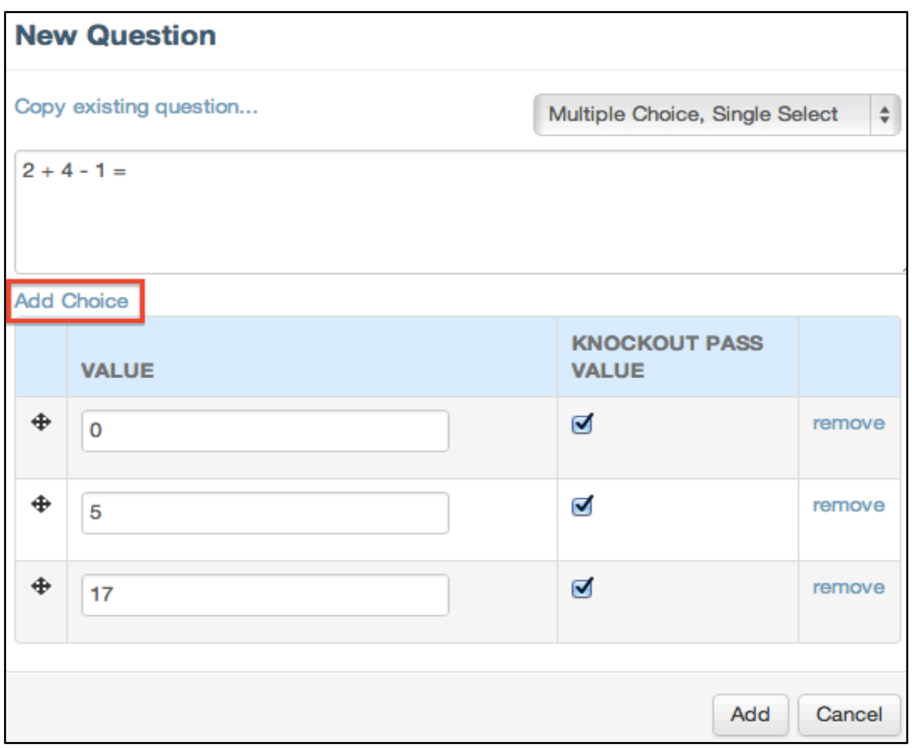
3. Next you'll select ***Configur****e*, followed by ***Add Question***:



* You are able to create and/or select pre-existing questions that allow for multiple choice, yes/no, and free form answers.

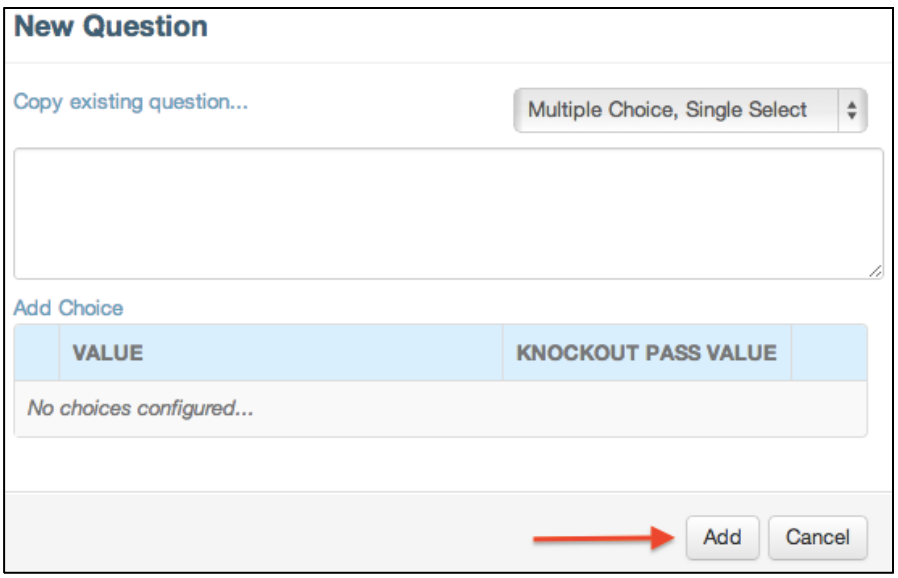


4. Once you create or choose your questions, click ***Add Choice*** to enter in your preferred response, i.e. – yes, no maybe etc.

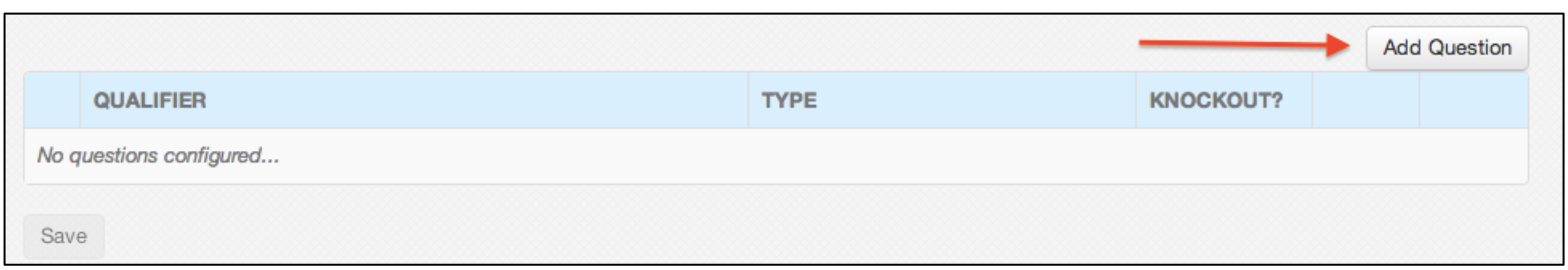


While creating your choice answers, you also have the opportunity to select the option of "Knockout Pass Value." which will automatically decline candidates that do not meet your requirements - another great features that helps put time back in your day! A check in the checkbox means that this is an acceptable answer and the Candidate will not be knocked out when selecting it. No check means the Candidate will be "Auto-Declined" and will be sent the Auto-Decline e-mail, if configured.

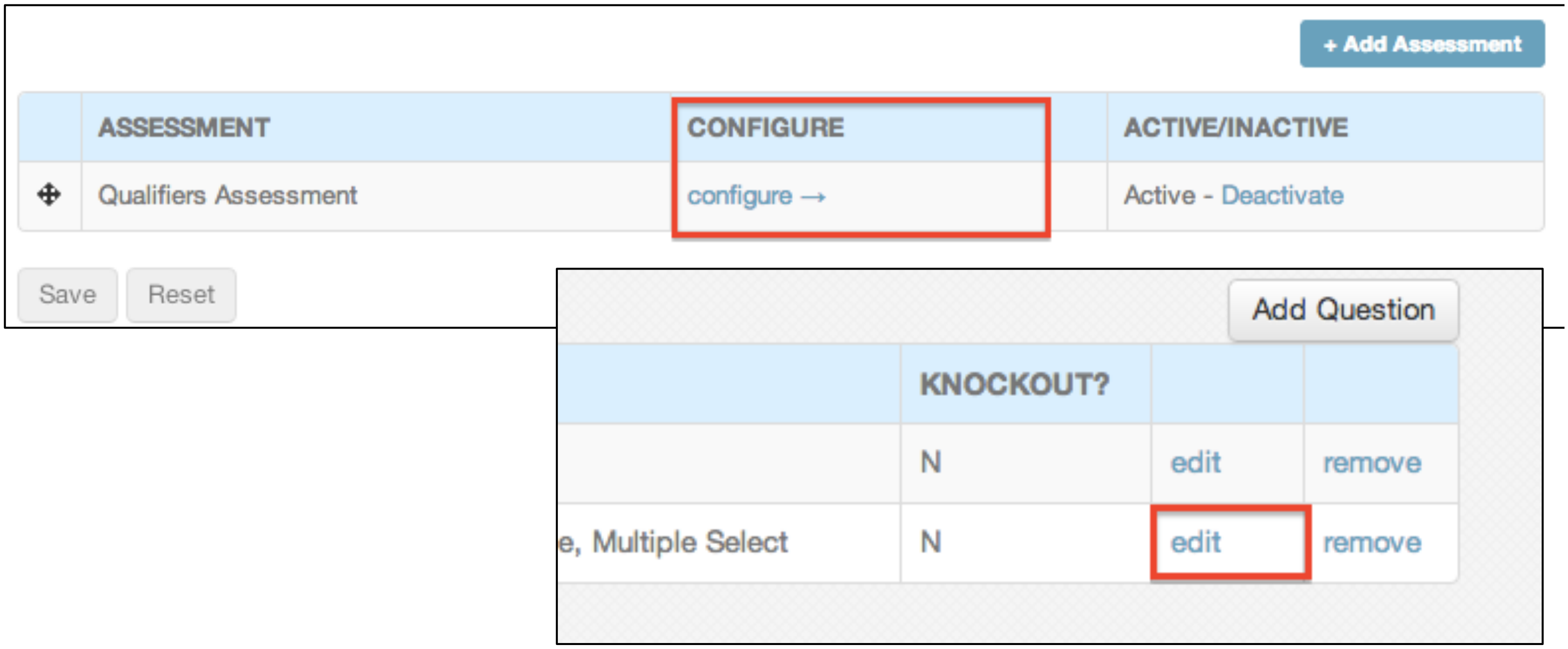
5. Once you are finished adding your questions, click ***Add***.



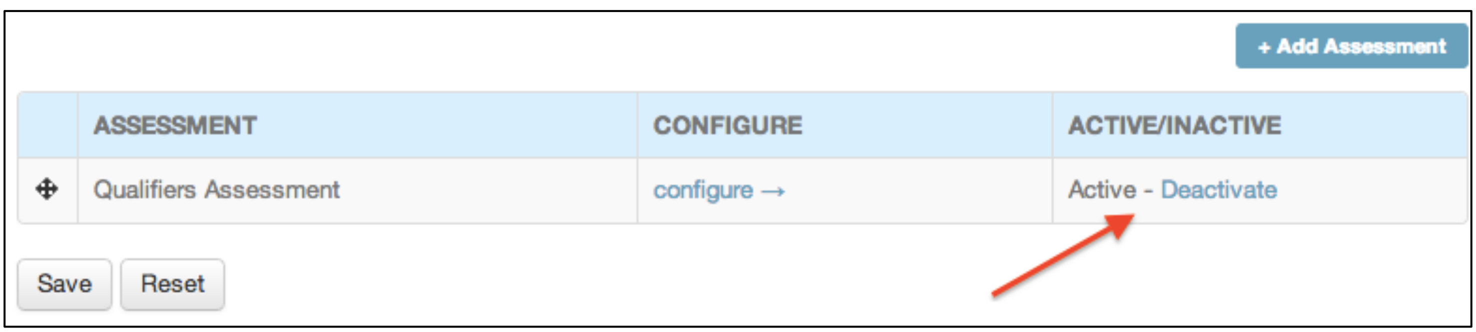
* This will take you back to the previous screen where you can select to add additional questions if you chose.



6. Should you ever need to edit one or more of your questions, simply click ***Configure***, and then ***Edit***. Here you can make any necessary changes to both the questions as well as the answers.



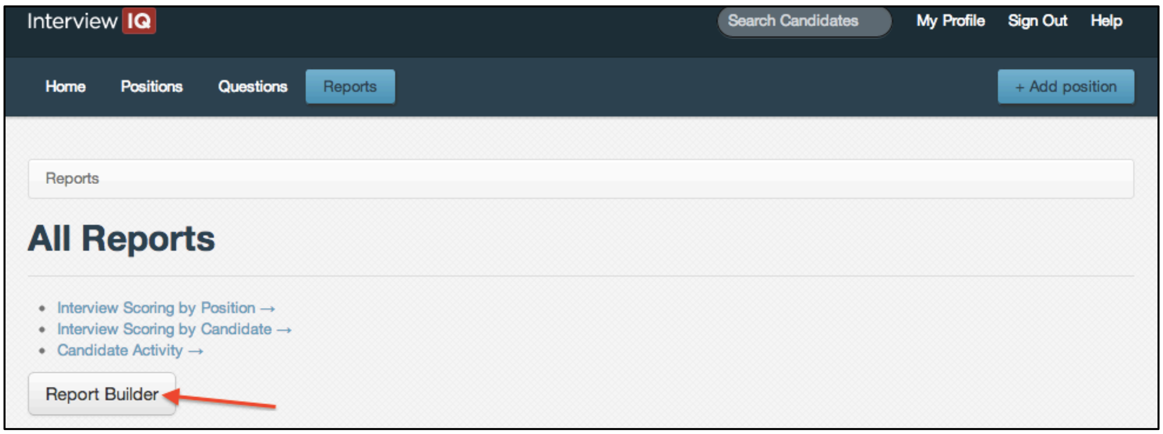
7. Lastly, you are also able to deactivate any of your Qualifier Assessments so that they are no long displayed to candidates, simply by clicking "***Deactivate***" on the main Assessment tab shown below: (please note that they can be reactivated)



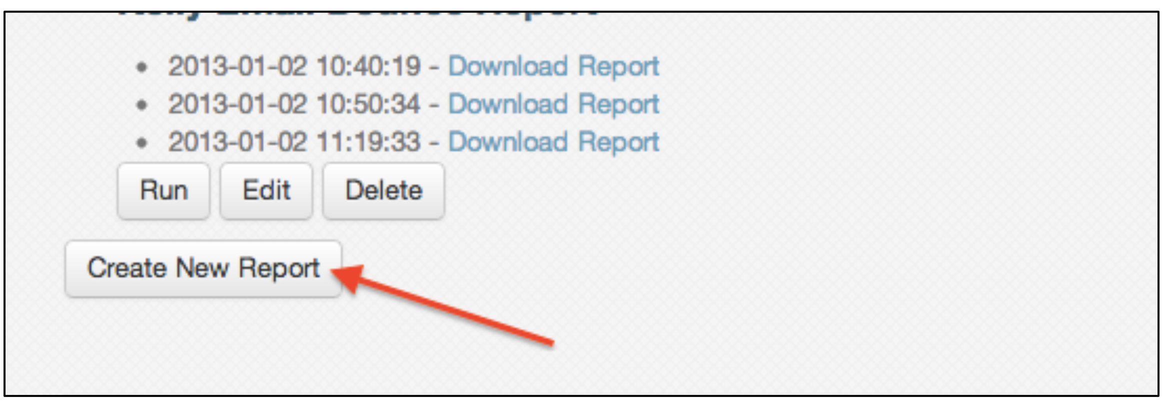
B. *Report Builder*

You now have the ability to create and customize reports to better organize the applicants that are applying to your organization.

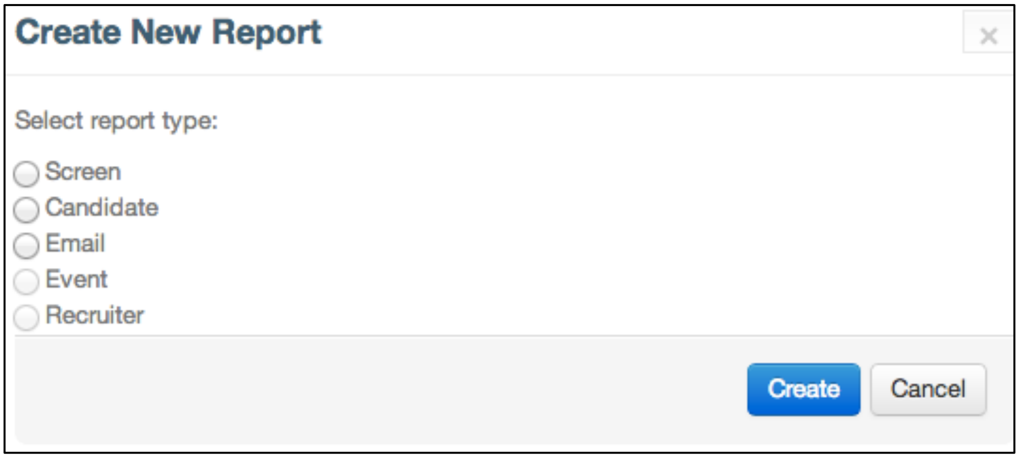
1. From the Reports tab, click the **Report Builder** button in the bottom left.



2. Scroll to the bottom and click **Create New Report**.



3. Next, select which type of report you would like to create:



Screen Report – Allows you to create a report of all candidates applying for a position. It will also track the amount of time each candidate spent on the screen as well as the time it takes a recruiter to review each candidate.

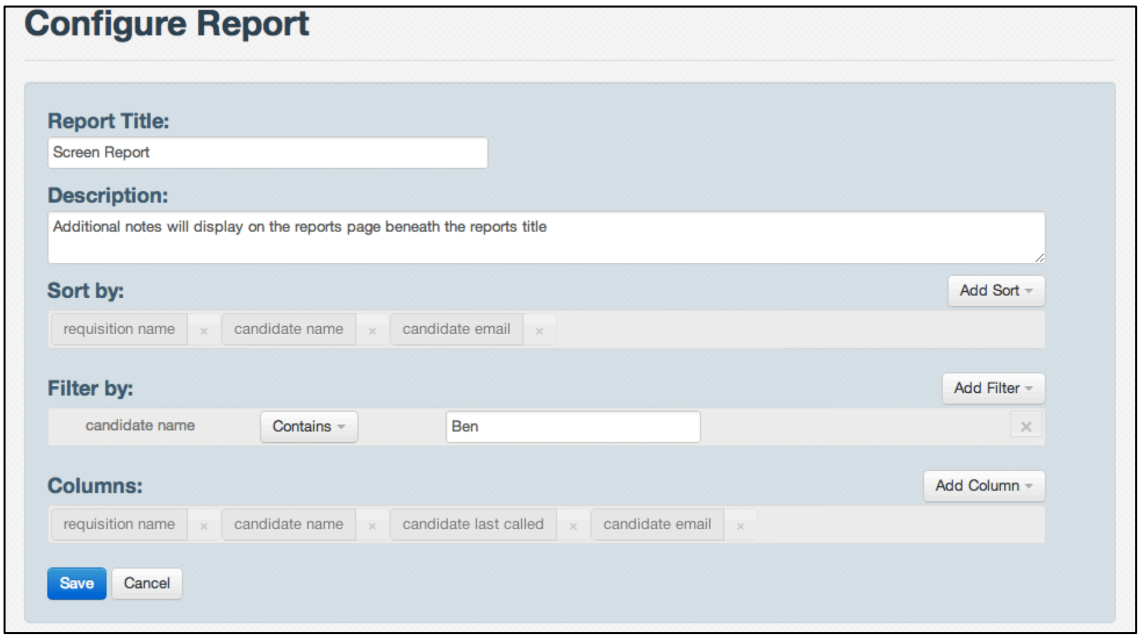
Candidate Report – Allows you to create a report of candidates filtered and/or sorted by name, creation date, modified date, date last called, number last called at, email address, and/or by the candidate unique ID.

Email Report – Allows you to create a report showing the status and details of candidate emails sent. A Key of *Details* are below:

Event	Criteria
Processed	Message has been received and is ready to be delivered.
Dropped	Recipient exists in one or more of your Suppression Lists: Bounces, Spam Reports, Unsubscribes.
Delivered	Message has been successfully delivered to the receiving server.
Deferred	Recipient's email server temporarily rejected message.
Bounce	Receiving server could not or would not accept message.
Open	Recipient has opened the HTML message.
Click	Recipient clicked on a link within the message.
Spam Report	Recipient marked message as spam.
Unsubscribe	Recipient clicked on messages's subscription management link.

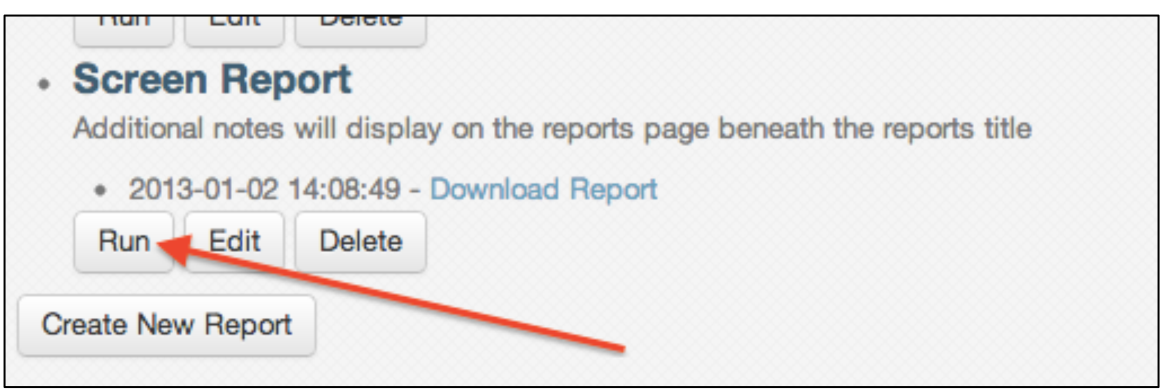
Event and Recruiter Reports – Currently disabled. Will be available in a future release.

4. Next you will configure your report by including a report title and a description or additional notes if desired. You'll then select how you would like your report sorted, or filtered and finally you'll select the columns in which you would like the information displayed. **Once all selections are made, click save**



- You will receive a pop up displaying the number of results found with your selections and then you confirm that you would like to create this report. If you'd like to make any changes, click cancel and you will be taken back to the screen above.

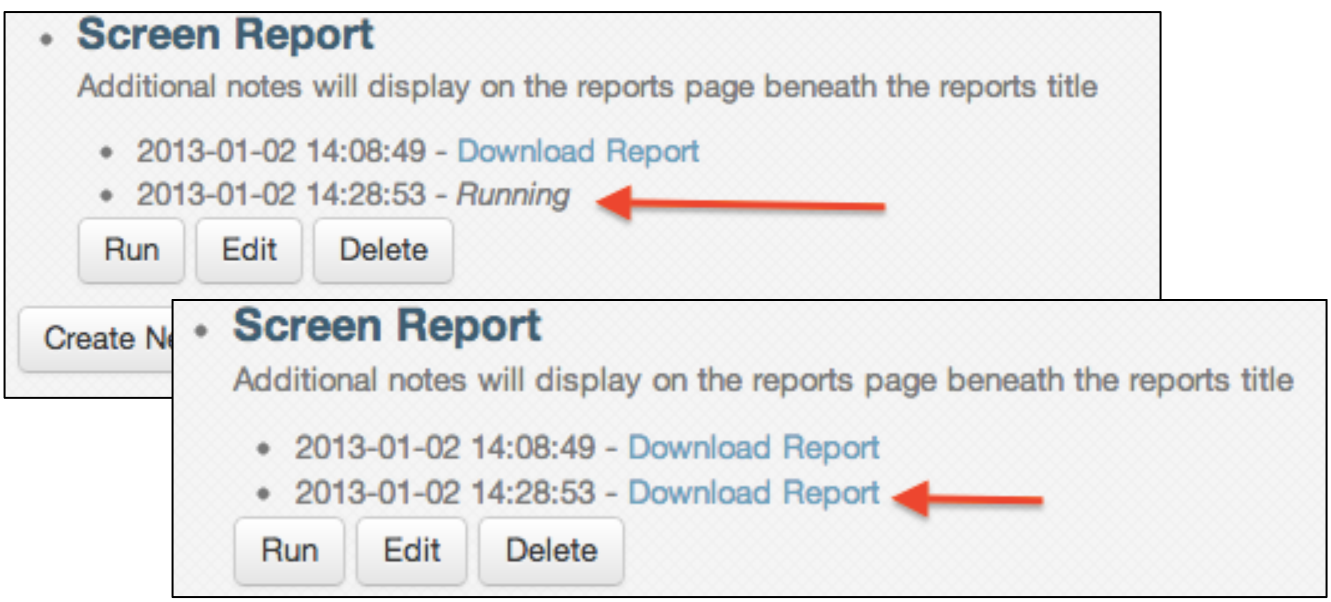
5. When your pop-up window closes, you will be taken back to the screen with a list of all created reports. Find the report you created and simply click **RUN**.



6. Next you'll select if you would like the report in **CSV** or a **PDF** format. You can also select if you would like to receive and **email link when the report is ready** (very helpful!). Choose your format and then click **RUN.**

* Please note: PDF reports allow a max of 1000 result with a max of 5 columns.

7. You'll see on the screen list of reports that your report is currently running. If you do not choose to receive the email notification when the report is ready, you will need to refresh your screen to see if the report is ready. Once the report is ready, click **DOWNLOAD REPORT** to view your results



Results!

A1 | Requisition Name

Requisition Name	Candidate N	Candidate Last Called	Candidate Email
AAA	Ben Olive	6782792834	ben.olive@hireiqinc.com
Amazing Job Opportunity here!	Ben Olive	4043215898	ben.olive@gatech.edu
Amazing Job Opportunity here!	Ben Olive	6782792834	ben.olive@hireiqinc.com
Amazing Job Opportunity here!	Ben Olive	6782792834	ben.olive@hireiqinc.com
Amazing Job Opportunity here!	Ben Olive	6782792834	ben.olive@hireiqinc.com
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Amazing Job Opportunity here!	Ben Olive	6782792834	ben.olive@hireiqinc.com
Amazing Job Opportunity here!	Ben Olive	6782792834	sionide21@gmail.com
Amazing Job Opportunity here!	Ben Olive	6782792834	sionide21@gmail.com
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Amazing Job Opportunity here!	Ben Olive	6782792834	sionide21@gmail.com
Amazing Job Opportunity here!	Ben Olive	6782792834	sionide21@gmail.com
Awesome Engineer	Ben Fake		ben.fake@example.net
Awesome Engineer	Ben Fake		ben.fake@example.net
Awesome Engineer	Ben Fake		ben.fake@example.net
Awesome Engineer	Ben Olive	7703356909	alaskafan63@mailinator.co
Awesome Engineer	Ben Olive	4043215898	ben.olive@gatech.edu
Awesome Engineer	Ben Olive	6782792834	ben.olive@hireiqinc.com

Screen Report

		Candidate Last Called	Candidate Email
		6782792834	ben.olive@hireiqinc.com
		4043215898	ben.olive@gatech.edu
		6782792834	ben.olive@hireiqinc.com
		6782792834	ben.olive@hireiqinc.com
		6782792834	ben.olive@hireiqinc.com
(Julie)		6782792834	ben.olive@hireiqinc.com
Amazing Job Opportunity here! (Julie)	Ben Olive	6782792834	ben.olive@hireiqinc.com
Amazing Job Opportunity here! (Julie)	Ben Olive	6782792834	ben.olive@hireiqinc.com
Amazing Job Opportunity here! (Julie)	Ben Olive	6782792834	ben.olive@hireiqinc.com

NOTE – You are able to run all created reports in the future by clicking on "Report Builder" and selecting RUN under the previously created report. You are also able to edit any of the previously set selections before running a previous report if there are any necessary changes.