

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.

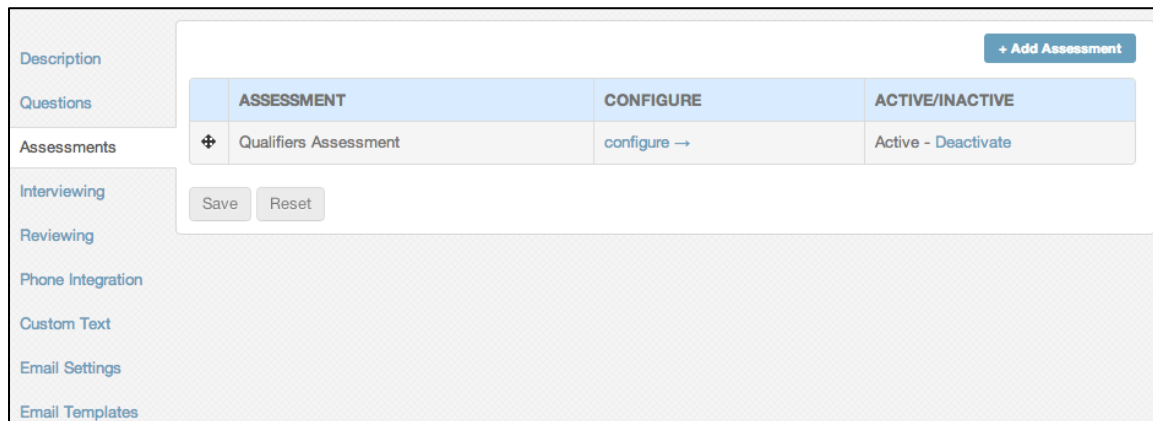
Should you have any questions about InterviewIQ, please open a support ticket by clicking on the “Help” link from within the InterviewIQ application or by e-mailing Support at support@hireiqinc.com. You can also find several other helpful documents under “Tips and Tricks” on the HireIQ support page.

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 **Add Assessment**:



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

Add Assessment

Select an assessment to add from the list below:

- [Live Interview Assessment →](#)
- [DSI Assessment →](#)
- [Qualifiers Assessment →](#)
- [Language IQ](#)

ASSESSMENT	CONFIGURE	ACTIVE/INACTIVE
⊕ Qualifiers Assessment	You must save to access configuration.	Active NEW - Undo

PLEASE

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 **Configure**, followed by **Add Question**:

ASSESSMENT	CONFIGURE	ACTIVE/INACTIVE
⊕ Qualifiers Assessment	configure →	Active - Deactivate

QUALIFIER	TYPE	KNOCKOUT?		
No questions configured...				

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

The screenshot shows the 'New Question' form. At the top, there is a text input field labeled 'Copy existing question...'. To its right is a dropdown menu with the following options: 'Multiple Choice, Single Select' (which is selected and has a checkmark), 'Yes/No', 'Multiple Choice, Multiple Select', and 'Free Response'. Below this is a large text area for the question. Underneath is a section titled 'Add Choice' which contains a table with two columns: 'VALUE' and 'KNOCKOUT PASS VALUE'. The table currently contains the text 'No choices configured...'. At the bottom right of the form are 'Add' and 'Cancel' buttons.

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

This screenshot shows the 'New Question' form after a question and choices have been added. The question text is '2 + 4 - 1 ='. The dropdown menu is set to 'Multiple Choice, Single Select'. The 'Add Choice' button is highlighted with a red box. Below it is a table with three rows of choices:

	VALUE	KNOCKOUT PASS VALUE	
+	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	remove
+	<input type="text" value="5"/>	<input checked="" type="checkbox"/>	remove
+	<input type="text" value="17"/>	<input checked="" type="checkbox"/>	remove

At the bottom right are 'Add' and 'Cancel' buttons.

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-Denial e-mail, if configured.

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

New Question

Copy existing question... Multiple Choice, Single Select

Add Choice

VALUE	KNOCKOUT PASS VALUE
No choices configured...	

Add Cancel

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

QUALIFIER	TYPE	KNOCKOUT?
No questions configured...		

Save Add Question

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.

The screenshot displays the HireIQ interface for configuring an assessment. At the top right, there is a '+ Add Assessment' button. Below it is a table with three columns: 'ASSESSMENT', 'CONFIGURE', and 'ACTIVE/INACTIVE'. The first row shows 'Qualifiers Assessment' with a 'configure →' link in the 'CONFIGURE' column, which is highlighted with a red box. Below the table are 'Save' and 'Reset' buttons. To the right, a 'Add Question' button is visible above a table with columns 'KNOCKOUT?' and two action columns. The second row of this table shows 'e, Multiple Select' with 'N' in the 'KNOCKOUT?' column and 'edit' and 'remove' links in the action columns. The 'edit' link is highlighted with a red box.

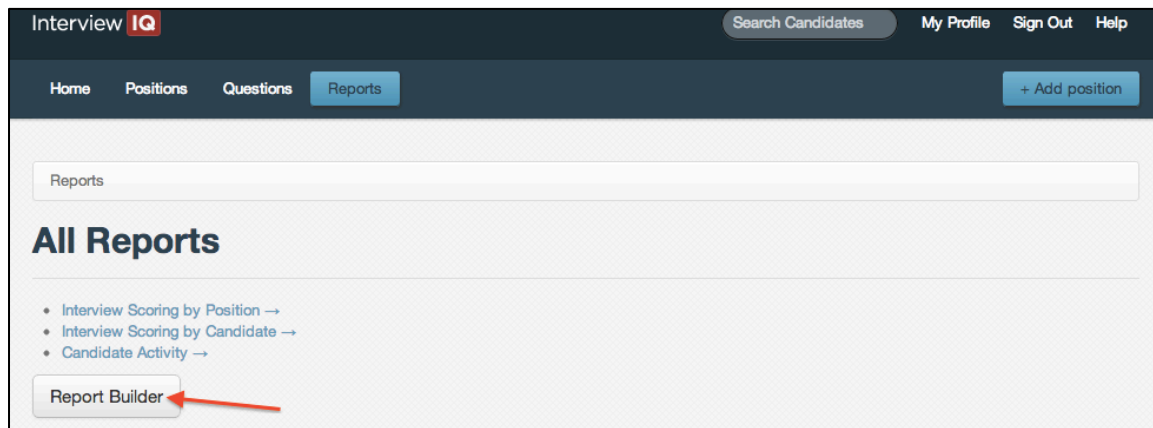
7. Lastly, you are also able to deactivate any of your Qualifier Assessments so that they are no longer displayed to candidates, simply by clicking "**Deactivate**" on the main Assessment tab shown below: (please note that they can be reactivated)

The screenshot shows the HireIQ interface for managing assessments. At the top right, there is a '+ Add Assessment' button. Below it is a table with three columns: 'ASSESSMENT', 'CONFIGURE', and 'ACTIVE/INACTIVE'. The first row shows 'Qualifiers Assessment' with a 'configure →' link in the 'CONFIGURE' column and 'Active - Deactivate' in the 'ACTIVE/INACTIVE' column. A red arrow points to the 'Deactivate' link. Below the table are 'Save' and 'Reset' buttons.

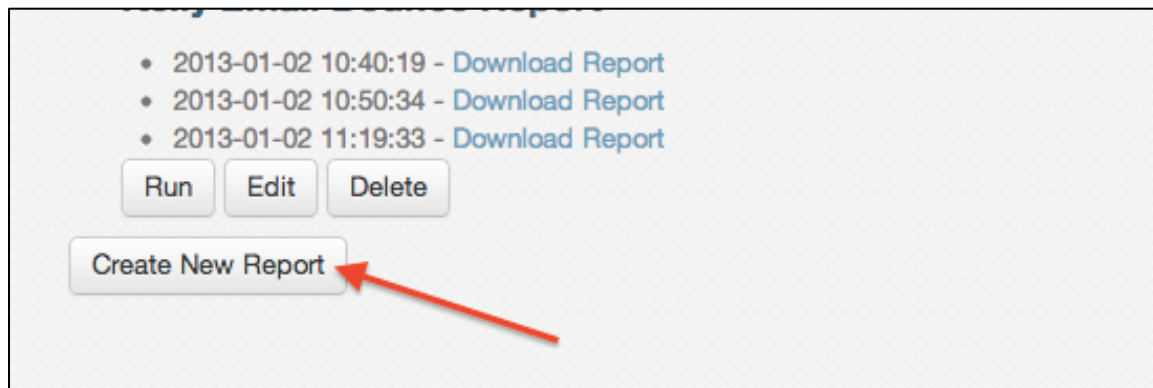
B. Report Builder

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

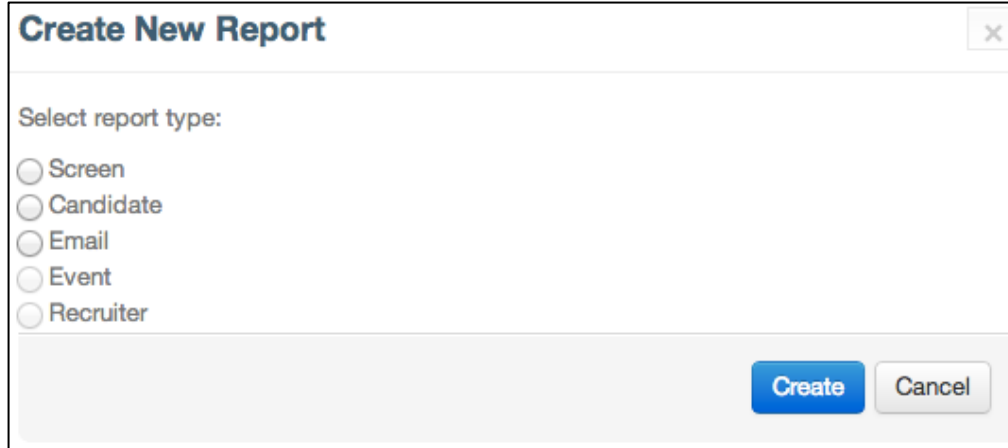
1. From the Reports tab, click the **Report Builder** button in the bottom left.



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.

- 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**

Configure Report

Report Title:
Screen Report

Description:
Additional notes will display on the reports page beneath the reports title

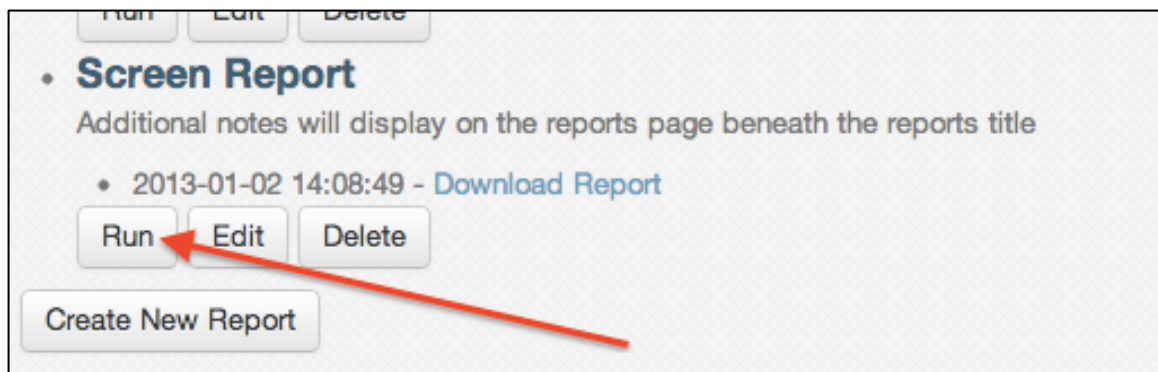
Sort by: Add Sort ▾
requisition name x candidate name x candidate email x

Filter by: Add Filter ▾
candidate name Contains ▾ Ben x

Columns: Add Column ▾
requisition name x candidate name x candidate last called x candidate email x

Save Cancel

- 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.
- 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**.

Run Report

Are you sure you want to run the following report?

Screen Report
Created on 2013-01-02 14:08:42
Modified on 2013-01-02 14:19:18

Output to:
 CSV PDF

E-mail me a link when the report is ready.

Run **Cancel**

* 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

Screen Report
Additional notes will display on the reports page beneath the reports title

- 2013-01-02 14:08:49 - [Download Report](#)
- 2013-01-02 14:28:53 - *Running*

Run **Edit** **Delete**

Screen Report
Additional notes will display on the reports page beneath the reports title

- 2013-01-02 14:08:49 - [Download Report](#)
- 2013-01-02 14:28:53 - [Download Report](#)

Run **Edit** **Delete**

