



**Online Interview** 





# Online Interview Featured list Document Version 1.0

#### Overview:

Online Interview is a tool for managing the whole Interview Process. Using Online Interview module you can Create new Job Profiles, add Candidates for the Interview Process, Assign Interviews and then take the Interview.

#### Feature List:

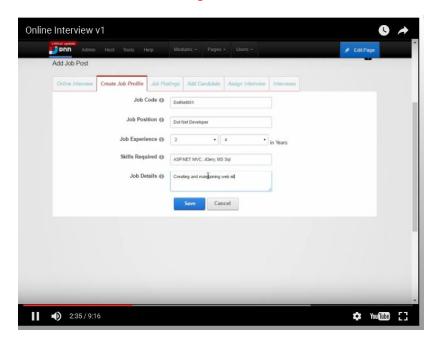
- 1. Users can Add/Edit and Delete jobs Profiles
  - If there is any vacancies or job openings in the users organization then he
    can add the job opening details in create job profile and also edit the same
    and delete the created job profile.
  - If the user erases the created job profile meaning that the job opening for the particular post is closed.
- 2. User can add candidates for a particular job profile
  - When the user receives candidates request for applying for an interview for any particular job profile then in that case the user can add the candidates in the system
  - The user can edit the added candidates and also search particular candidate based on email id and Name
- 3. User can assign interviews to some interviewers
  - The user can assign the interview to any particular employee of the organization to take the interviews of assigned candidates.
- 4. Interviewers can then take the interviews assigned to them and provide the feedback in the system itself.
- 5. Interviewer can select/ reject or move the candidate to next round
  - If the candidate has cleared all the round and is selected for the job posting then the Admin will add the joining details of the candidate.
- 6. Users can also view the selected candidates.
  - When the candidate are selected and added then the Admin can view the list of candidates selected for particular job posting.





#### Screen shots and details:

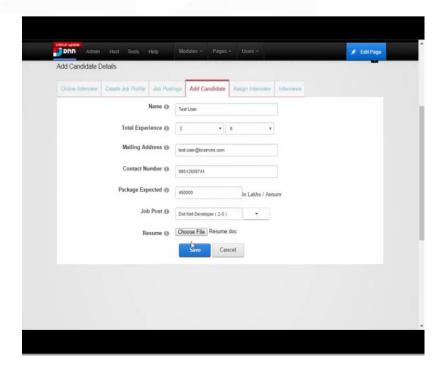
### Creating a Job Profile



Adding a Candidate







## **Assigning Interview**

