

CU Careers: Step-by-Step Guide

HireVue Integration

This guide describes using HireVue, which is a video interviewing tool that lets recruiters and hiring managers screen candidates and conduct live interviews over the Internet. You can only access the CU Careers integration with HireVue if you currently hold an account in HireVue. By using this tool, you can request multiple interviews at once and access the results from within a candidate's job specific profile in CU Careers.

Setting Up HireVue on the Requisition

To use the integration with HireVue, you must select the option for Video interview on the requisition before posting the position to the web. You will also need to post the requisition to the HireVue career section.

1. From within a requisition, click **Edit**.

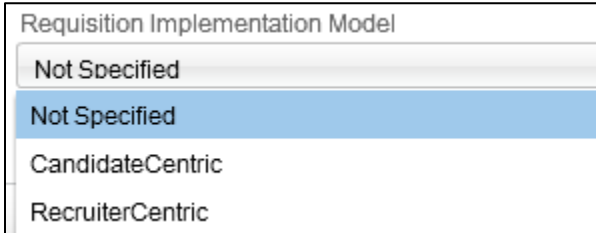


2. Scroll to the **Screening** section.

3. Under **Assessment**, select the **Video Interview** box.



4. Select either **Candidate Centric** or **Recruiter Centric** (both options described below).



Requisition Implementation Model
Not Specified
Not Specified
CandidateCentric
RecruiterCentric

Candidate Centric:

- All requisitions must be associated with a position that has been manually entered into HireVue in order to use the service and prior to sending a request to a candidate.
- It is possible to send multiple interview requests at one time.
- Once the screening service is requested by the user, HireVue sends an email inviting the candidate to complete the interview questionnaire; a login is required by the candidate.

Recruiter Centric:

- All requisitions must be associated with a HireVue position in order to use the service.
- User will be prompted when requesting a screening service through CU Careers to associate the requisition number with a HireVue position.
- It is not possible to send the screening request to multiple candidates at one time.
- It is not possible to set up an automated trigger to request the screening service; all requests must be manually sent by selecting More Actions> Request Screening Services directly from a candidate file.
- Once the screening service is requested by the user, HireVue sends an email inviting the candidate to complete the interview questionnaire; no login is required by the candidate.

5. Post the requisition to the CU-HireVue career section in the Posting and Sourcing tab.

Posting Requisitions							
Posting Requisitions							
Career Section	Visibility	Display Type	Sequence	Start Date	End Date	Posting Status	
CU - External - Career Section	External	Public	2	Oct 13, 2015	Ongoing	Posted	<input checked="" type="checkbox"/>
CU - Student-Temp - Career Section	External	Private	3	Oct 13, 2015	Ongoing	Posted	<input checked="" type="checkbox"/>
DOB/SSN Collection - REQUIRED FOR POSTING TO EXTERNAL CAREER SITE	External	Private	4	Oct 13, 2015	Ongoing	Posted	<input checked="" type="checkbox"/>
Required for Request of Confidential Letters of Recommendation	External	Private	5	Oct 13, 2015	Ongoing	Posted	<input checked="" type="checkbox"/>
CU - HireVue	External	Private	6	Oct 13, 2015	Ongoing	Posted	<input checked="" type="checkbox"/>
CU - Internal - Career Section	Intranet	Private	1	Oct 13, 2015	Ongoing	Posted	<input checked="" type="checkbox"/>

Using HireVue Integration (Candidate Centric)

This section describes how to use HireVue to invite a candidate to complete an online assessment questionnaire using the candidate centric model. The interview and requisition details must be entered into HireVue before choosing Request a Screening Service from the More Actions dropdown.

1. Log in to HireVue.

2. Click **Positions** from task bar.



3. Click **New Position**.

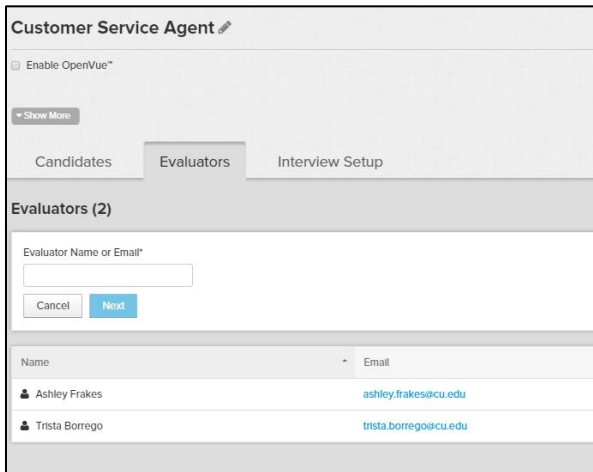


4. Enter the title of the position. This should match your requisition title.

5. For the **Interview Type**, select **On Demand**. This option lets users select questions that can be answered by candidates at their convenience. Questions can be essay, multiple choice, multiple selection or video. The options for the time a candidate takes to answer a question are No Limit (no time limit) or the prep time to read question can be 1-59 seconds. The response time can be set to 1-10 minutes. We recommend questions that can be read twice in 30 seconds and allowing candidate 3 minutes for response.
6. Select **Scoring Mode**:
 - **Per Question**: Per question scoring provides a more detailed report on answers, however can be inaccurate if not all evaluators are scoring every questions for all candidates. Evaluators should evaluate and rank every question asked in the interview.
 - **Per Candidate**: This option is best if users have a large number of candidates and evaluators. If an evaluator doesn't think the candidate is a good fit for a position they can give the overall score at any time and not rate each questions.

7. Select **Candidate Visibility**:

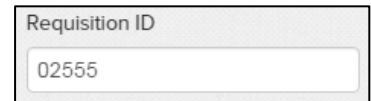
- **Keep private to me and admins:** Defaults to this option. Users can add evaluators individually.



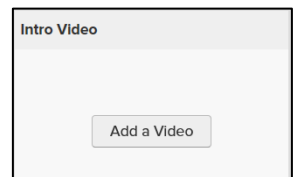
- **Share with my team:** HireVue Admins can assign account members to teams. This option automatically shares this position and candidates with those who are members of your team.
- **Share with my account:** Shares will all account members.

8. In the **Point of Contact Information**, enter the name of the contact person that will be included in the email to the candidate.

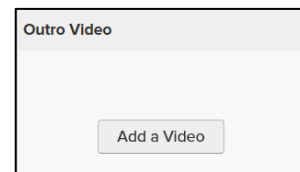
9. Enter the Requisition ID in both **Requisition ID** fields from CU Careers.



10. Click **Add a Video** in Intro Video and choose the appropriate introduction video.



11. Click **Add a Video** in Outro Video and choose the appropriate video.

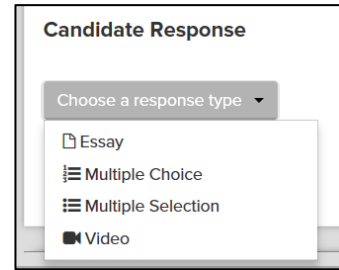


12. Click **Add Question**.

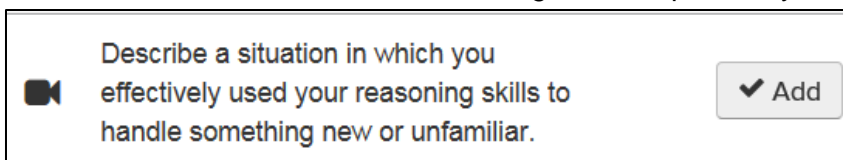


13. Choose from the following question types:

- **New Question:**
 - i. Enter the new question in the text box.



- ii. Choose a candidate response type from dropdown.
 - iii. Click **Save** or **Save & Add Another**.
- From **Question Bank**, click **Add** to the right of the question you want to add.



- From **Question Template**: Use only if you have previously created question templates.
- From **Previous Position**: Choose previous position you want to include questions from.

14. Click **Save**.

15. Log into CU Careers.

16. Move the candidate to the **Interview** step and **Initiate HireVue** status.

Change Step and Status

Current Step	Current Status
Under Review	Selected for Interview

Information

New Step

Interviews

New Status

Initiate HireVue

Reaching a status marked with an asterisk (*) completes the step

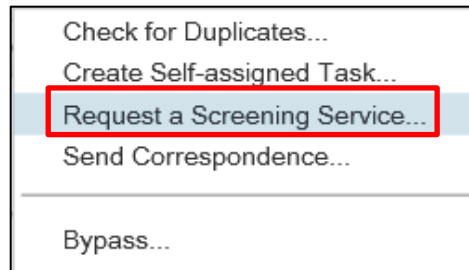
2. Click **Save and Close**.

Note: The candidate will receive an email prompting him or her to login to CU Careers. Upon logging in, the candidate will be sent to HireVue to complete the virtual interview.

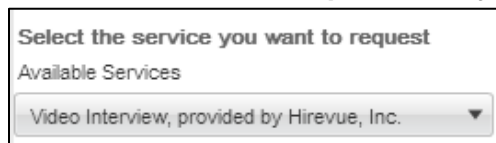
Using HireVue Integration (Recruiter Centric)

This section describes how to use HireVue to invite a candidate to complete an online assessment questionnaire using the recruiter centric model. The recruiter centric model allows users to setup the requisition details and interview questions in HireVue after choosing Request a Screening Service from the More Actions dropdown during any step or status.

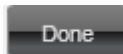
1. From within a candidate's profile, click **More Actions**.



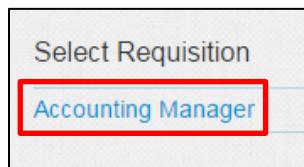
2. Select **Request a Screening Service**.
3. Select **Video Interview, provided by HireVue, Inc.** from the Available Services dropdown.



4. Click **Done**.



5. From the pop-up box, click the requisition for which the candidate is being interviewed.



6. From the new pop-up box, click **New Position**.

A blue button labeled "New Position".

Note: The following information will auto-populate from CU Careers into HireVue: Requisition Title, Requisition ID, Candidate first name and last name, candidate email address, and candidate phone number.

7. Select **Interview Type**:

- **On Demand:** This option allows users to select questions that can be answered by candidates at their convenience. Questions can be essay, multiple choice, multiple selection or video. The options for the time a candidate takes to answer a question are No Limit (no time limit) or the prep time to read question can be 1-59 seconds. The response time can be set to 1-10 minutes. We recommend questions that can be read twice in 30 seconds and allowing candidate 3 minutes for response.
- **Live Video:** This option allows users to set up a face to face interview over the web.

8. Select **Scoring Mode**:

- **Per Question:** Per question scoring provides a more detailed report on answers, however can be inaccurate if not all evaluators are scoring every questions for all candidates. Evaluators should evaluate and rank every question asked in the interview.
- **Per Candidate:** This option is best if users have a large number of candidates and evaluators. If an evaluator doesn't think the candidate is a good fit for a position they can give the overall score at any time and not rate each questions.

9. Select **Candidate Visibility**:

- **Keep private to me and admins:** Defaults to this option. Users can add evaluators individually.

- **Share with my team:** HireVue Admins can assign account members to teams. This option automatically shares this position and candidates with those who are members of your team.
- **Share with my account:** Shares with all account members.

10. In the **Point of Contact Information**: Enter the name of the contact person that will be included in the email to the candidate.

11. To copy others on the email invitation, click **Copy others on email invitation** and enter the email addresses for those to be notified.

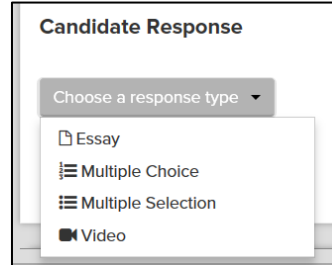
12. Click **Add a Video** in Intro Video and choose the appropriate introduction video.

13. Click **Add a Video** in Outro Video and choose the appropriate video.

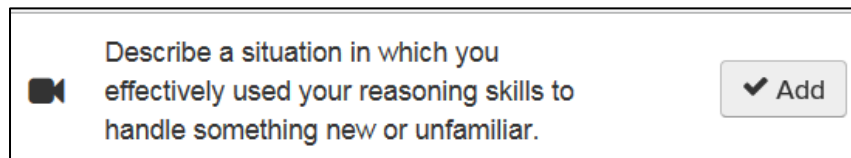
14. Click **Add Question**. 

15. Choose from the following question types:

- **New Question:**
 - i. Enter the new question in the text box.



- ii. Choose candidate response type from dropdown.
 - iii. Click **Save** or **Save & Add Another**.
- From **Question Bank**, click **Add** to the right of the question you want to add.



- From **Question Template**: Use only if you have previously created question templates.
- From **Previous Position**: Choose previous position you want to include questions from.

16. Click **Save**.

Note: Candidate will now receive an email prompting him or her to login to CU Careers. Upon logging in the candidate will be sent to HireVue to complete the virtual interview.

Verifying the Completion of a HireVue Interview

This section describes how to verify if a candidate has completed the HireVue interview.

1. Enter a candidate's profile.
2. In job submission, expand the **Screening** section. The status for the video interview displays.

<div style="background-color: #f2f2f2; padding: 5px;"> ▼ 4. Screening </div>					
Screening					
Assessment					
Video Interview, provided by Hirevue, Inc.					
Requester	Request Date	Provider Status	Status	Result Summary	
Ashley Eschler-HRS	10/13/15		Candidate didn't answer email within set time	- - -	Details