Dynamic Interview

Business Edition

Getting Started Guide

Applicants

Add New:

From the Main Menu, select "Add New" under the Applicant column.

Fill in the following information:
-**Applicant Name:** Applicant's first and last name.
-**Job Number:** This can be entered as numbers, letters or a combination of both. Job number is a reference to the Interview Set applicants.
Example: Cashier Phone Interview 2-12-2016.

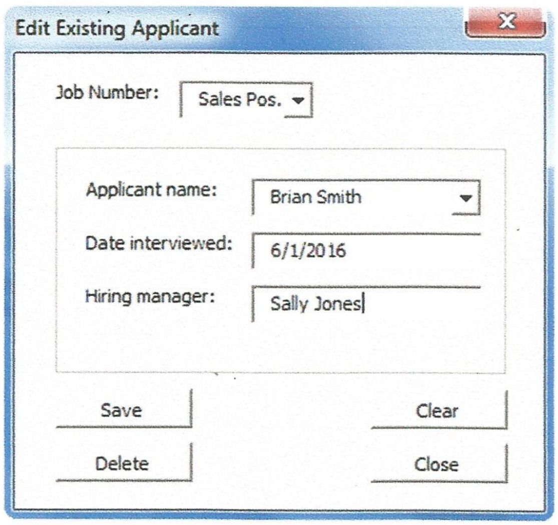
-**Date Interviewed:** Date of expected interview.

-**Hiring Manager:** Name of who will be conducting the interview.

When finished, select **Save**.
Note It may take a minute for the new applicant to save. When save is successful, an acknowledgement will come up on screen.

Edit Existing:

From the Main Menu, select "Add New" under the Applicant column.



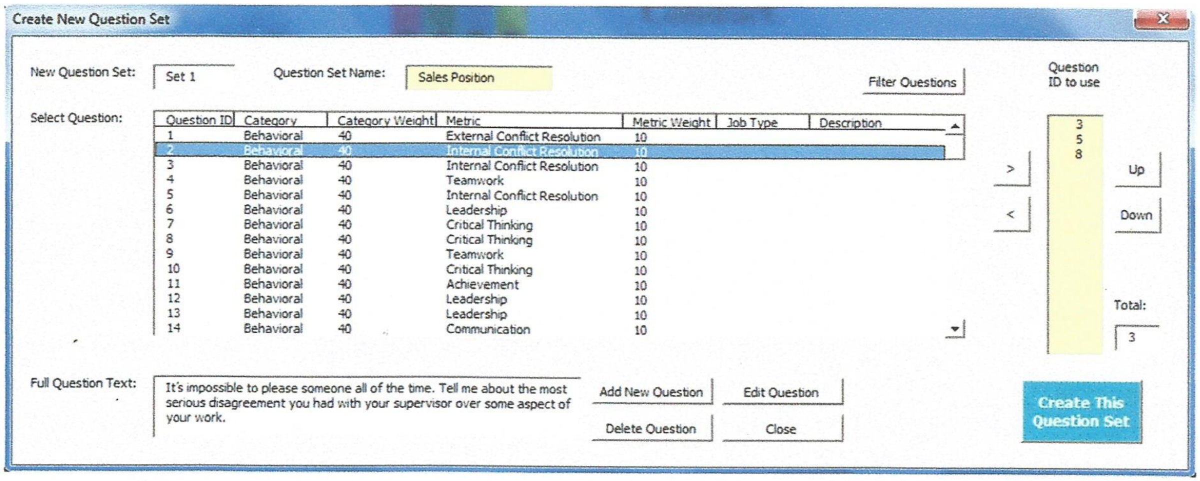
-Select Job from the dropdown window. Then select the applicant whose information you would like to edit from the Applicant Name dropdown menu.

You can now edit the Date Interviewed and Hiring Manager or choose to delete the applicant. If you change any information, make sure to save your changes.

Interviews

Building a New Interview:

To build a New Interview, select "Create New" under the Interviews column.



-Create a name for the question set for easy reference.

You can filter the types of questions shown by choosing the category or metrics you prefer. To do so, select **Filter Questions** button. By default, both filters are set to **Select All**.
When finished choosing the filter you prefer, select "Okay" then close the window.

<u>Adding Questions to Interview Set</u>:

Click to highlight a question then select the ">" button to add question to set.

**** Up to twenty (20) questions can be assigned to each interview set that you create.****

Questions can be assigned to multiple interview sets.

A total window will reflect the number of questions assigned to the set.

To remove a question from your interview question set, highlight the question ID from the **Question ID to Use** column and select "<".
This will remove the question from the assigned questions list.

As you are building your interview, you can change the order of your questions in the interview set. To do this, select the Question ID you wish to move and choose the Up or Down buttons to change the order and flow of your interview.

Create New Question

Don't see the question you would like to use? You can create your own. To do this, select **Add New Question.**

When adding a new question:

Enter the question you would like to use.
-Assign a Category to the question from the Category dropdown.
-Assign a Metric to the question from the Metric dropdown.

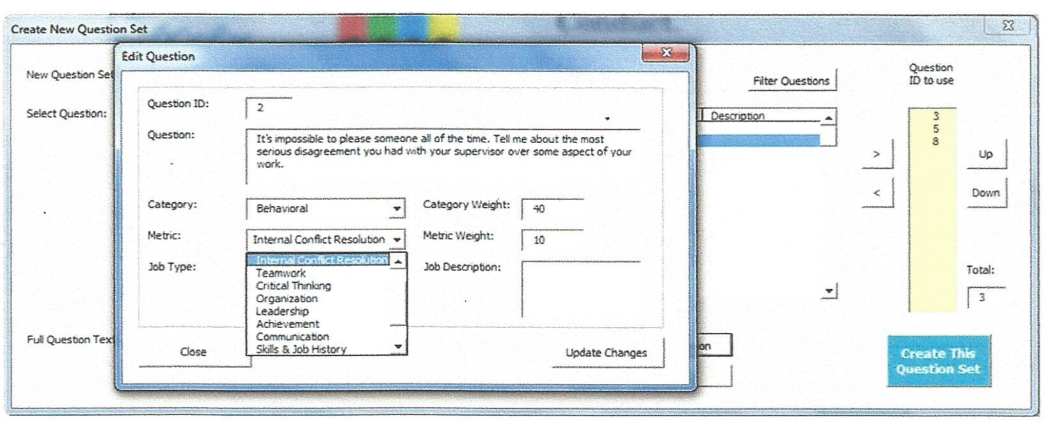
When selecting a category and metric, a default weight percentage number will appear to the right of the category and metric.
This weight allows you to choose the level of importance you deem to this question in relation to your interview. You can edit this percentage to any number between 1 and 100. If unsure, leave the defaults in place.

-Assign a Job Type to the question. When you select a Job Type short code from provided dropdown, the Job Description will reflect the full name of the Job Type.

When finished, select **Add Question.** This question will now be added to this question set and be made available to add to additional question sets.

Editing Questions

When creating a New Interview Set, you can choose to edit the wording of any question, change the assigned Category, Category Weight, Metric, Metric Weight and Job Type.



To do so, select **Edit Question** and make any changes you prefer. When finished, select **Update Changes.**

Delete Questions

****Important: Deleting a question will remove the question completely from the database. Once a question is deleted, it cannot be retrieved.****

When you are finished making your selections, choose to Create This Interview Set and close the window.

Assigning and Modifying an Interview Set

Once you have built an interview set, you can make modifications to the set and assign it to job number(s) for use.

To do this, select **Use Existing** under the Interviews column in the Main Menu.

Select Interview Set from **Questions Set to Use** dropdown.

Options include:

Delete This Question Set: This will remove selected Question Set.
Change Question Order: Select a question from list and selecting **Up** or **Down** buttons.

Add a question to set: Select **Add Question ID** and choose question to add from shown list. When finished adding questions, click the **x** in the top right corner of window, window will close.

Remove question from set: highlight the question you would like to remove and select **Remove Question.** This will remove the question from this set.

To assign a question set to a Job Number, select the job number from Job dropdown. Select **Save Changes** then **Use This Set. (Job number must be assigned before attempting to enter ratings.)**

Conducting Interview

Interview Sheets:

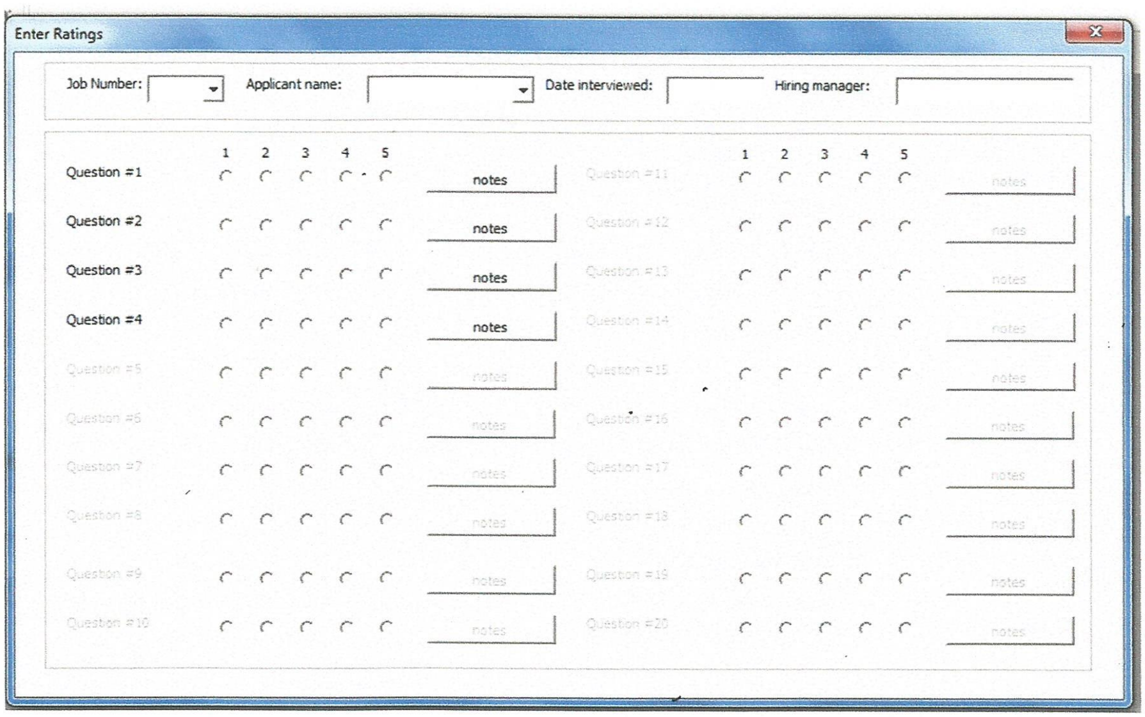
Once you have created applicants and assigned them to an Interview Set, you have the option to print Interview Sheets to bring when conducting interviews for easy note taking.

To access this option, select View & Print from Main Menu. Select the checkbox for Interview Sheet Only and select applicants. This will allow you to view and print Interview Sheets for selected applicants.

Entering Applicant Ratings:

From Main Menu, select Enter Ratings from Analysis column.

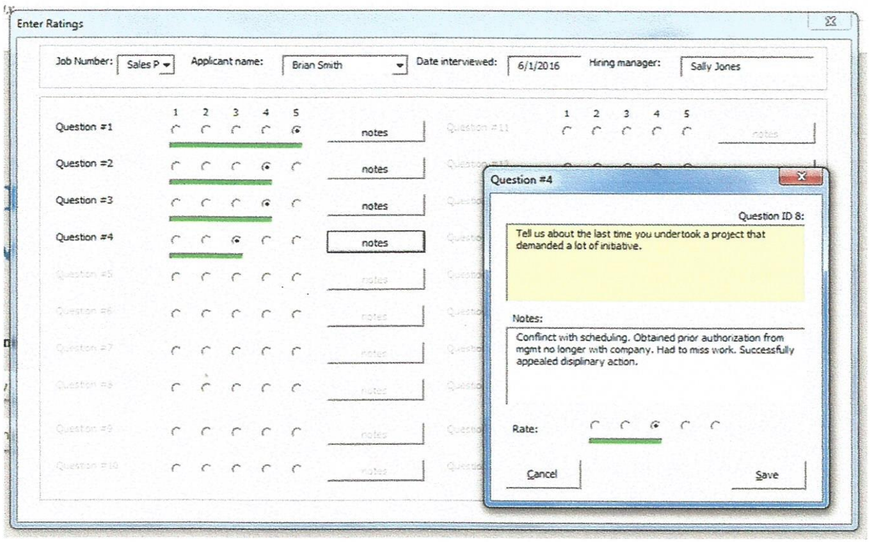
Select Job Number from Job Number dropdown.
Select Applicant Name from dropdown.



To enter ratings for applicant:

Select **Notes** button for each question, then assign a rating 1-5 and enter any notes relevant to how applicant responded to question. When finished adding rating and notes, select **Save.** You must select to save each entry or information you enter will not be retained.

Repeat for each question.



When finished adding ratings for an applicant, you can choose another applicant from drop down and repeat process for each applicant assigned to this Job Number.

Analysis

After entering ratings and notes for each applicant assigned to Job Number you can then access highly visual report summaries giving you an in-depth look at results for each applicant individually and performance in the interview set overall.

Select View & Print button in the Analysis column of the Main Menu.

Select an applicant from this list.

For each applicant interviewed, you will be able to access these reports:

* Interview sheets (Before and after interview)
* Overall Interview Ratings Summary

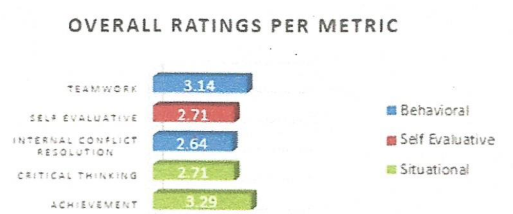
* Individual Ratings Summary

Interview Sheets

Template sheets provided for easy notetaking when conducting interviews

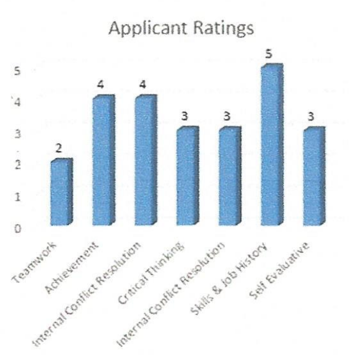
Overall Interview Ratings Summary

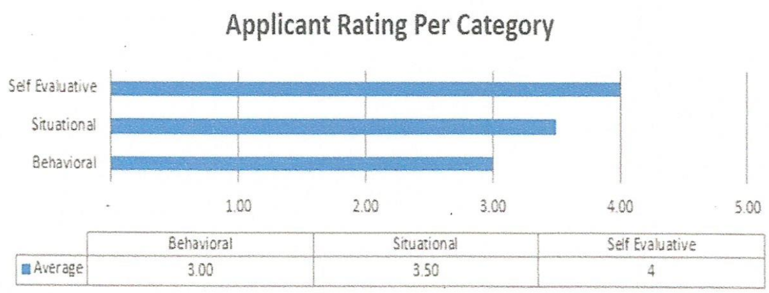
This report provides you with a look at weighted averages of all applicants in the interview set based on metrics specified by you.
At a glance you can see the questions were used in this interview set and which applicants rated strongest for each question asked.



Question 1	Teamwork	Tell us about a time when you had to convince a coworker or a supervisor to accept your solution to a problem.
Question 2	Achievement	Give me an example of a time you were able to be creative with your work. What was exciting or difficult about it?
Question 3	Internal Conflict Resolution	Tell us about a time when you felt it was necessary to talk to an employee about the need for improvement in his or her performance.
Question 4	Critical Thinking	Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
Question 5	Internal Conflict Resolution	It's impossible to please someone all of the time. Tell me about the most serious disagreement you had with your supervisor over some aspect of your work.
Question 6	Skills & Job History	Why are you better suited for this position than other candidates?
Question 7	Self Evaluative	If you had to describe yourself, what words would you use?

Individual Interview Ratings Summary





This report allows you an in depth look at how the selected applicant responded when interviewed. This report will show a chart reflecting ratings assigned by each applicant for each question asked. Also shown are the areas in which the applicant rated highest and lowest.

- Also included with this report: an overall rating for the applicant and a comparison chart which includes the overall averages given to each applicant included in this set.

- Also included with this report: a chart summary of this applicant's average by category of questions asked.

- Also included with this report: Applicant Interview Summary layout

  - Provides the Metric and Category of each questions asked along with any rates entered for each rating.
  - A chart will reflect the rating assigned to the applicant for each question as compared to an average of all applicant responses (within same job number) to the same question.

To print reports, please select **Print & View** or **Print Only** under Analysis column on Main Menu.

**When using Print Only you can choose to print reports for individual applicants or select all to print reports for all applicants in list.*