



# HIRATION

CREATING AN INTERVIEW ASSIGNMENT

## Create Interview

- Select Manage Interviews from the top-level menu items

**Manage Interviews**

- Select the Create Interview button from the top right of the screen

**+ Create Interview**

- Name your Interview
- Select Interview Type: Manual + AI Reviewed Interview (recommended)
- Select Leniency
- Save & Next

## **Edit Interview Details**

- Select Cohort (process of creating a cohort should have already been completed prior to creating an interview assignment)
- Assign a Due Date
- Select Reviewers (selecting yourself is recommended)
- Save & Next

## Interview Questions

- You can either choose from the popularly asked question list or add your own custom questions
- Once you add a question, you can then format it

Question #1

What is your proudest achievement?

Answer Evaluation Method:

Default  Sample Answer  Set Answer Expectations

Answer is evaluated on:

- What did the interviewee do well
- What did the interviewee do poorly
- What could the interviewee have done to impress the interviewer

Think Time 30 sec ▾

Time Limit 2 min ▾

Allowed Retakes 1 ▾

[+ Add Tips](#)

[Save Changes](#)

# EXAMPLE OF A QUESTION ADDED

← Back ← Previous Save As Draft Publish Interview

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STEP 3/3

### Interview Questions

**1. What is your proudest achievement?**

⌵ Answer Evaluation Method: Default ⓘ ✎ Edit 🗑 Delete 💡 Add Tips

Think Time : 30.00 Sec • Time Limit : 2 Min 0.00 Sec • Retakes : 0

← Previous Save As Draft Publish Interview

### Add Questions to Interview

Choose from popularly asked questions for 180+ roles or add your own questions

IT Specialist or + Add Custom Question

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Choose from IT Specialist Questions below · 69 questions

**What is your proudest achievement?**

What are your strengths?

Tell me about a time when you failed and how did you deal with it?



## Save or Publish

- Once you have created all your questions, you can either Save as Draft or Publish the Interview
- Confirm if you want to Publish on next screen
- Your student cohort will now receive the assignment
- Done.
- Please review the “Reviewing Assignment” tutorial for what to do next once your students have completed their assignments.