




Summary

- 1. Activating the AI Notetaker 03
- 2. Viewing Video Recording 04

Scorecard Notes


 **Tiana Bergson**  
Bachelors of Science from University of Illinois
SMS Marketing Associate at REVIO
✉ tiana.bergson@gmail.com 📞 (800) 800-8398

● Interview Round 2 Scheduled 5W ago

00075 • Vice President of Partnerships (Chicago Listing) • Chicago, IL


Scorecard Name Clean Scorecard ↻
Marketing

Skills & Qualifications ^

 **Figma**


Additional Details
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☹️ 1 ☹️ 2 😐 3 😊 4 😄 5

 **Adobe Photoshop**

Additional Details
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 **Web Design**

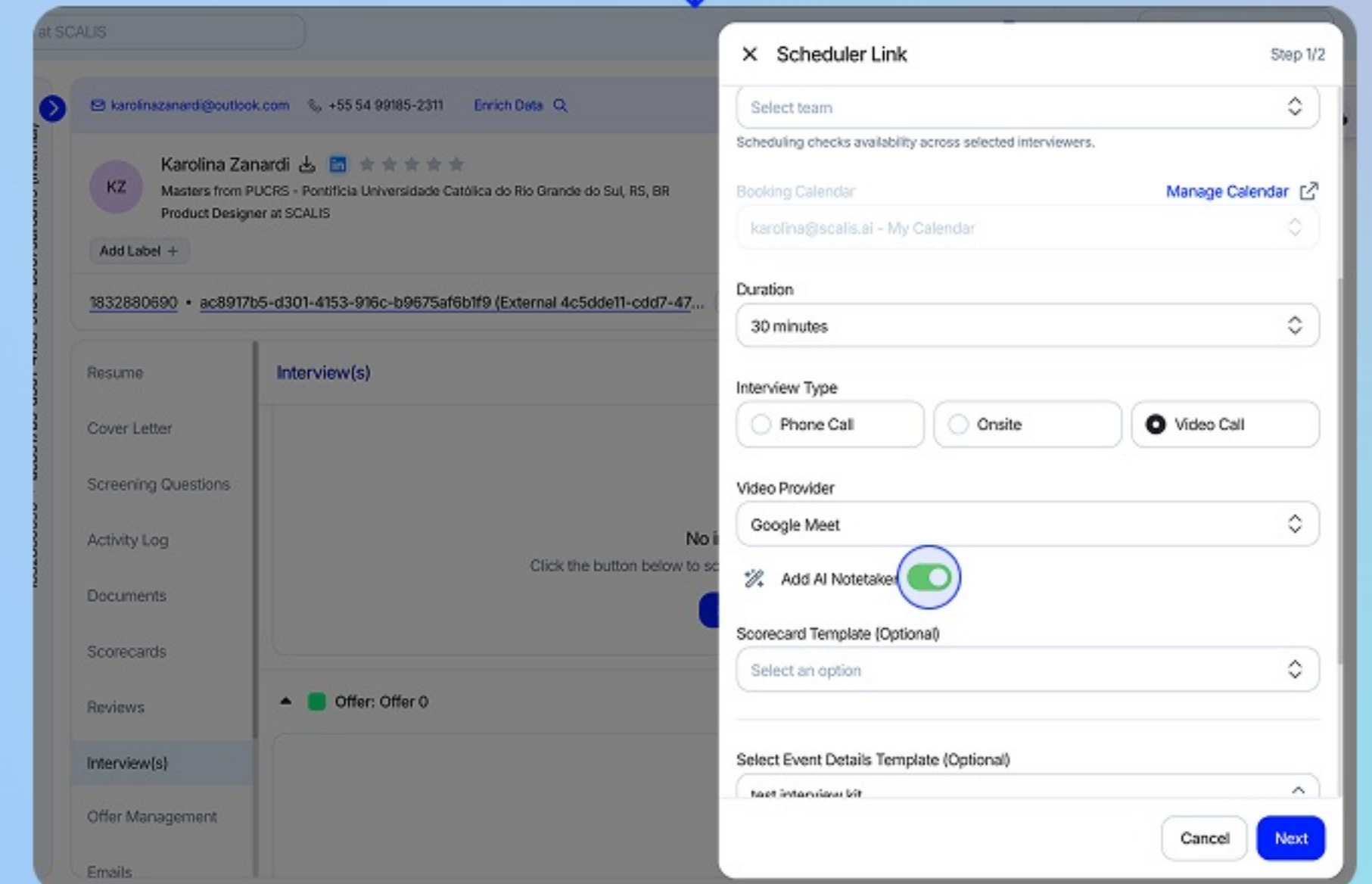
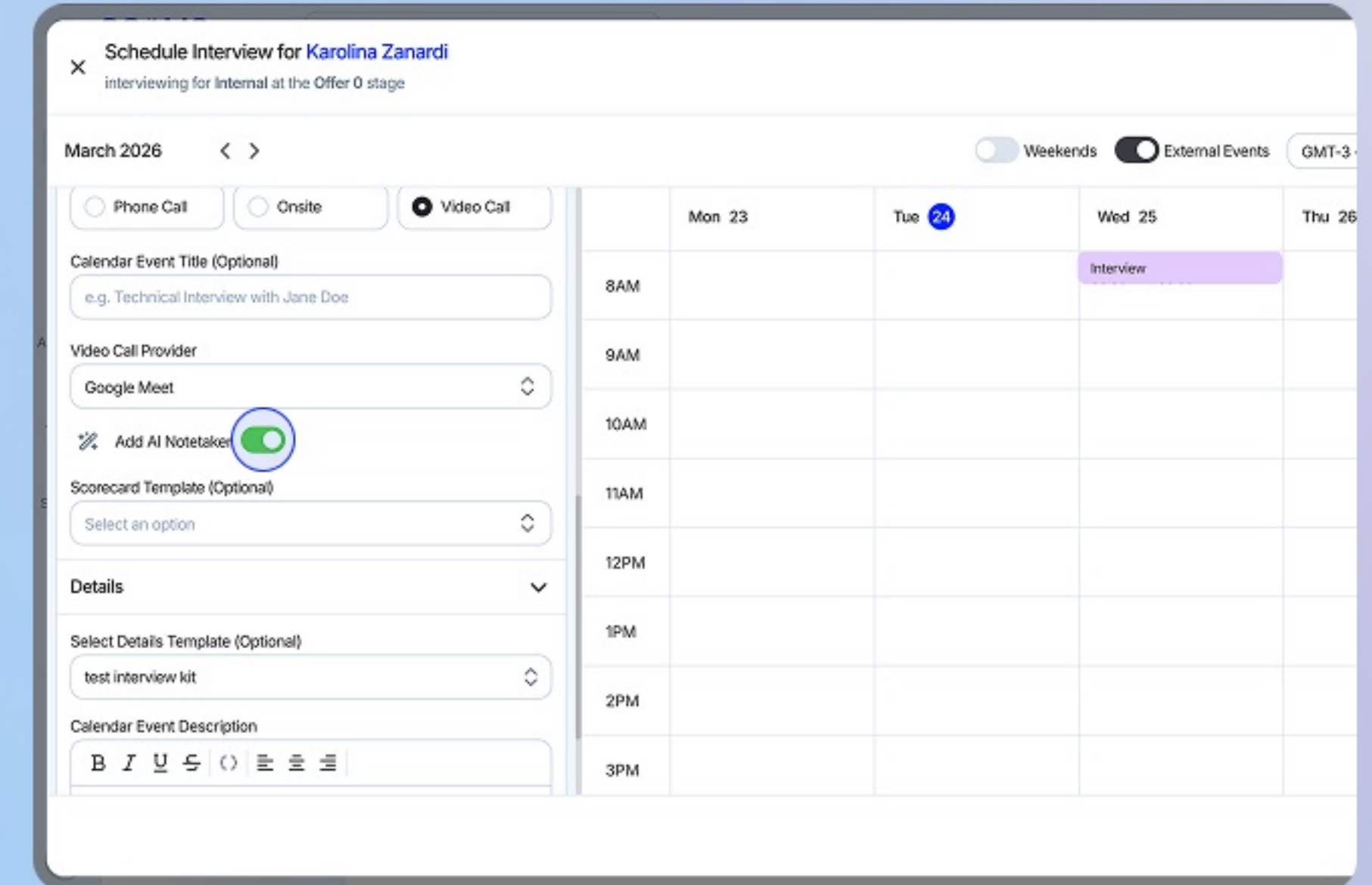
Additional Details
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STEP 1

Activating the AI Notetaker

Let AI handle your interview notes in real time, turning conversations into structured insights instantly.

1. When [Manually Scheduling](#) or sending an [Scheduler Link](#) for an interview with a candidate, select the [Video Call](#) option as the Interview Type.
2. Toggle on the option to [Add AI Notetaker](#).
3. Send the interview invitation.
4. When joining the meeting, admit the [SCALIS Notetaker](#) as a participant.
5. After the meeting ends, the video recording and transcript will be available in the candidate profile.



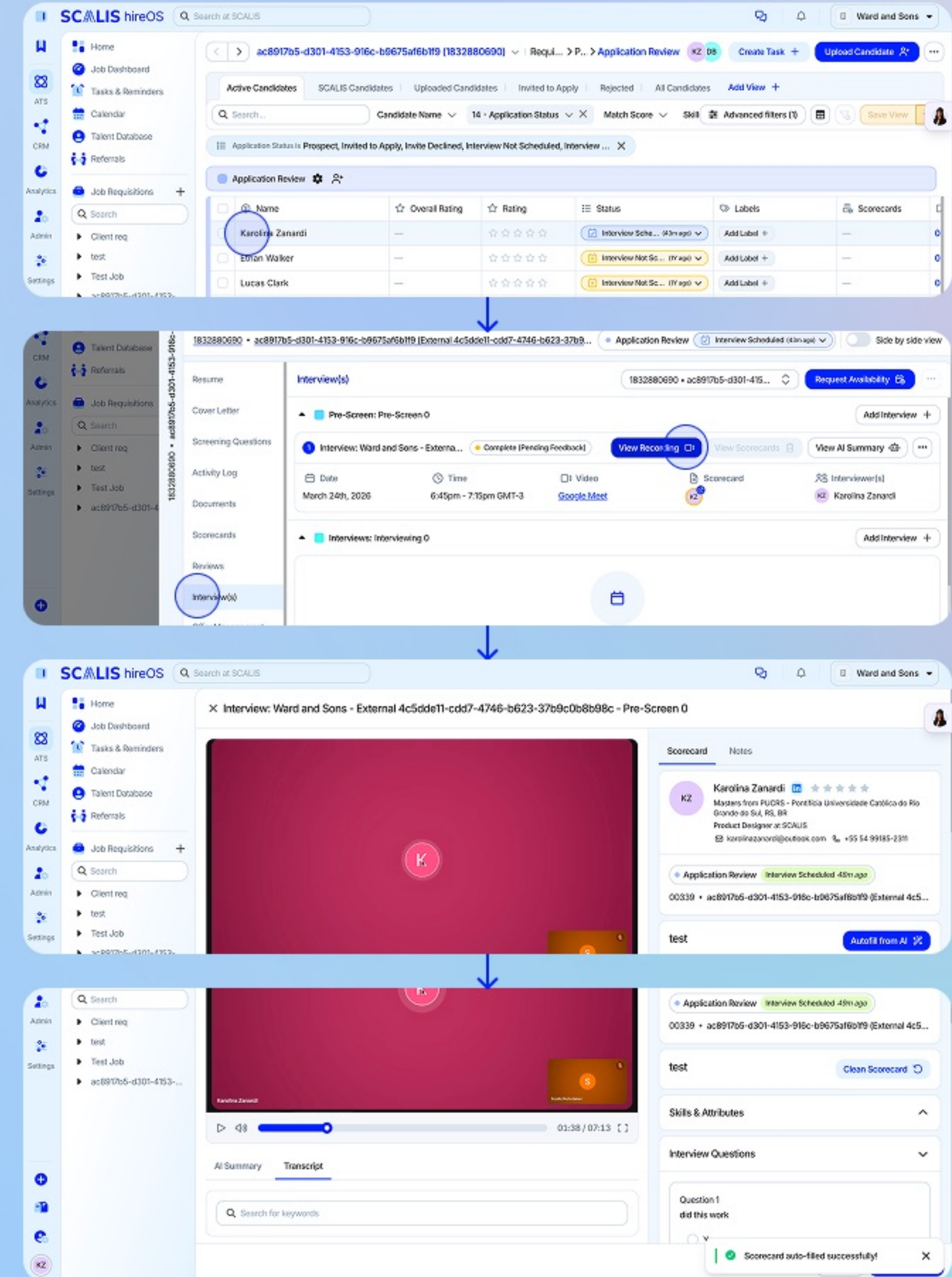
STEP 2

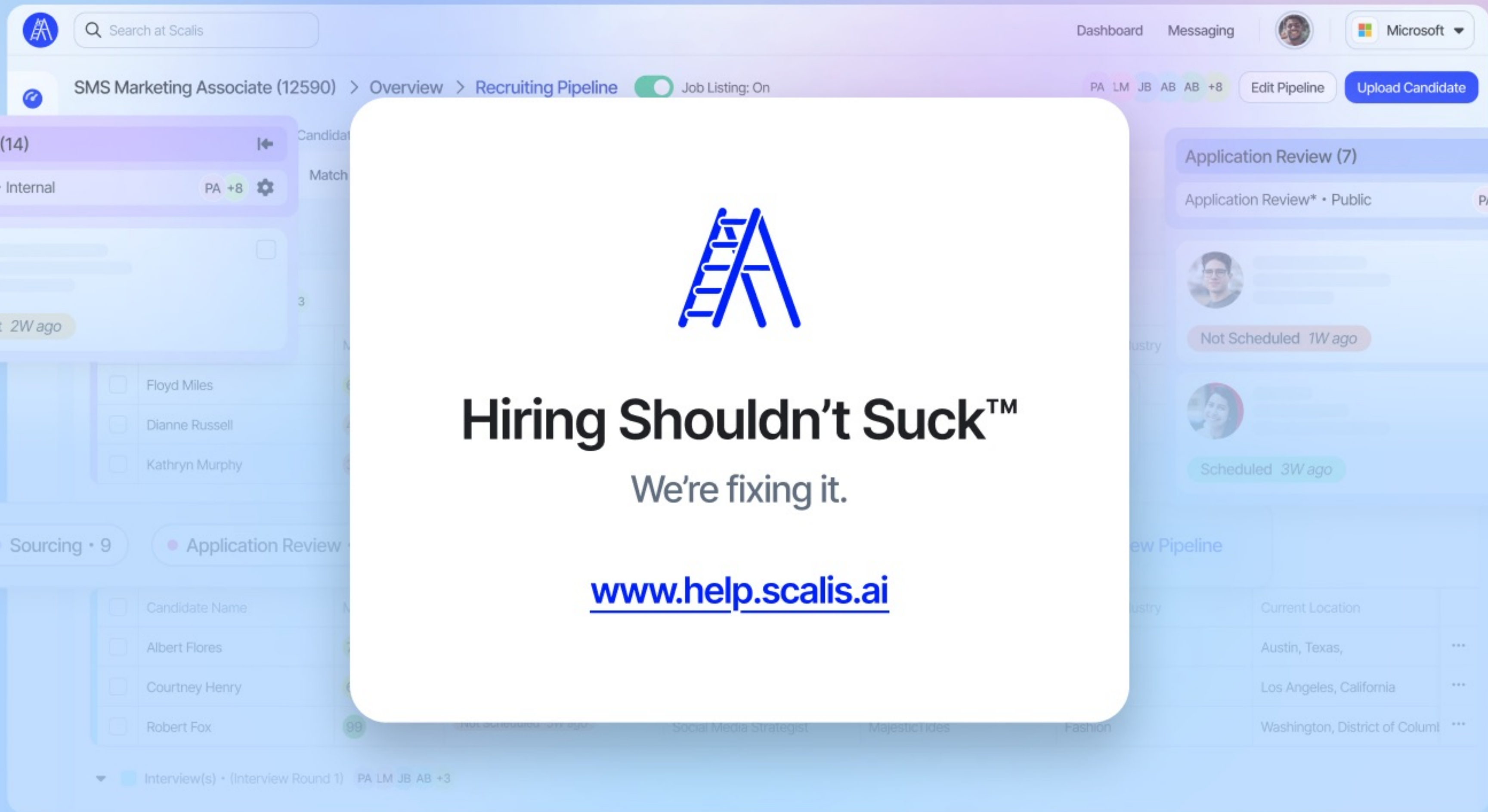
Viewing Video Recording

Quickly revisit interviews with video playback, transcripts, and AI-powered summaries.

1. After completing a video interview with the AI Notetaker toggled on, navigate to the [candidate profile](#).
2. In the candidate profile, click the Interview(s) tab and then the [View Recording](#) button.
3. From there, you'll be able to see a [video recording](#) of the meeting, [autofill the scorecard](#) using the summary, [add notes](#), view an [AI summary](#) and the [interview transcript](#).

! Please allow a few minutes for the system to process the video and transcript notes before viewing it in the candidate's profile.





Hiring Shouldn't Suck™

We're fixing it.

www.help.scalis.ai