

SCALIS

GETTING STARTED

Video Screening Evaluations

Summary

1. How to Create Video Screens	03
2. Adding a Video Screen to a Requisition	05
3. Sending a Video Screen to a Candidate	06
4. Evaluating Video Screen Submissions	07

× New Video Screen

Video Screen Title

Description (Optional)

This description will be visible to respondents completing the video screen.

Default Introductory Email

Reviewers (Optional)

Expiration Date (Optional)

Set how long in days this item should remain active after it's created (e.g. 5 days).

Settings

Set a limit for response attempts

Set a time limit for responses

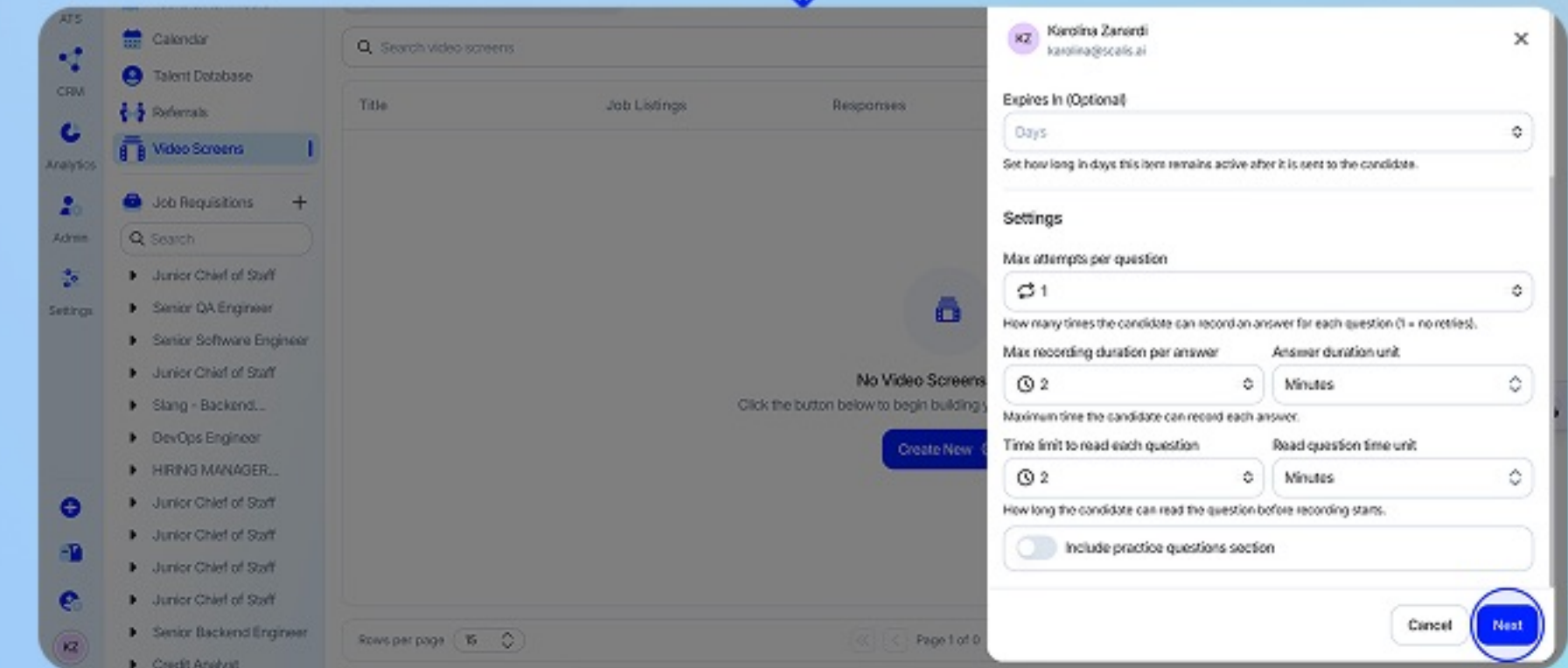
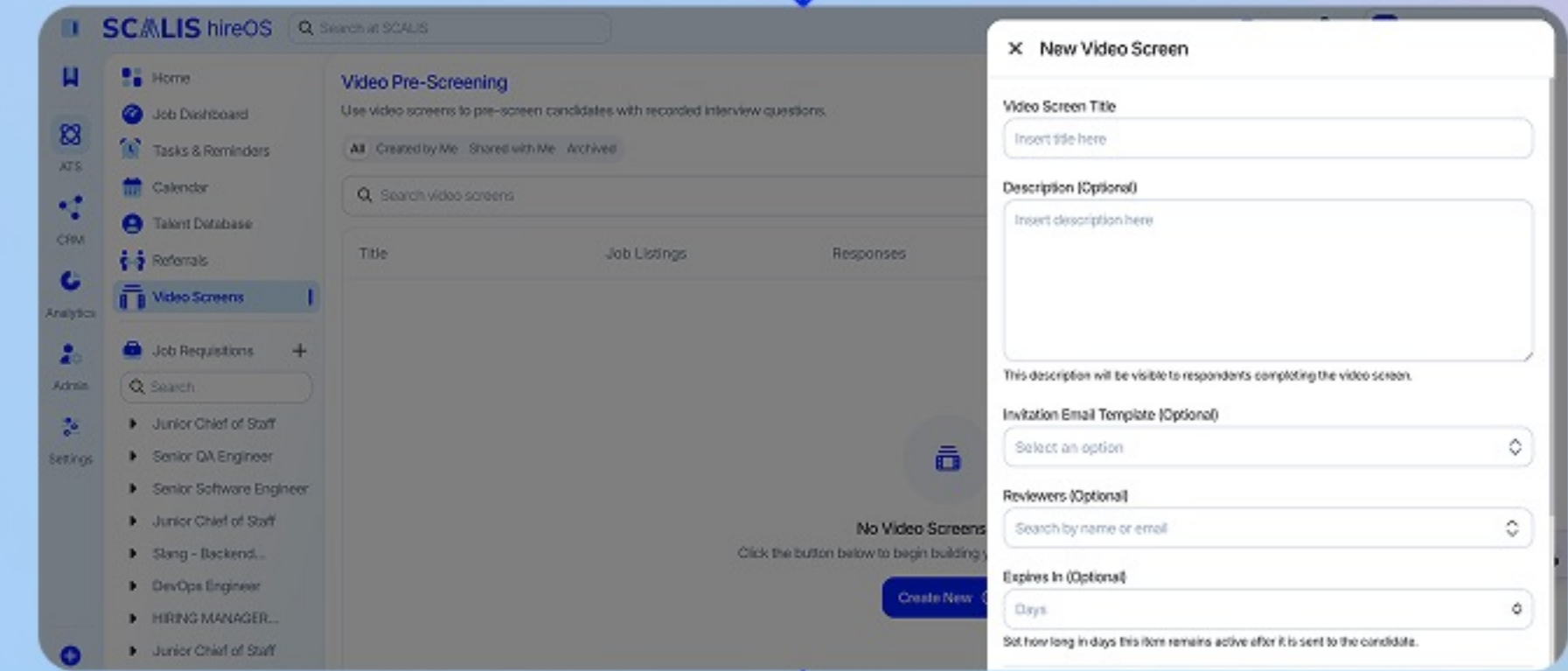
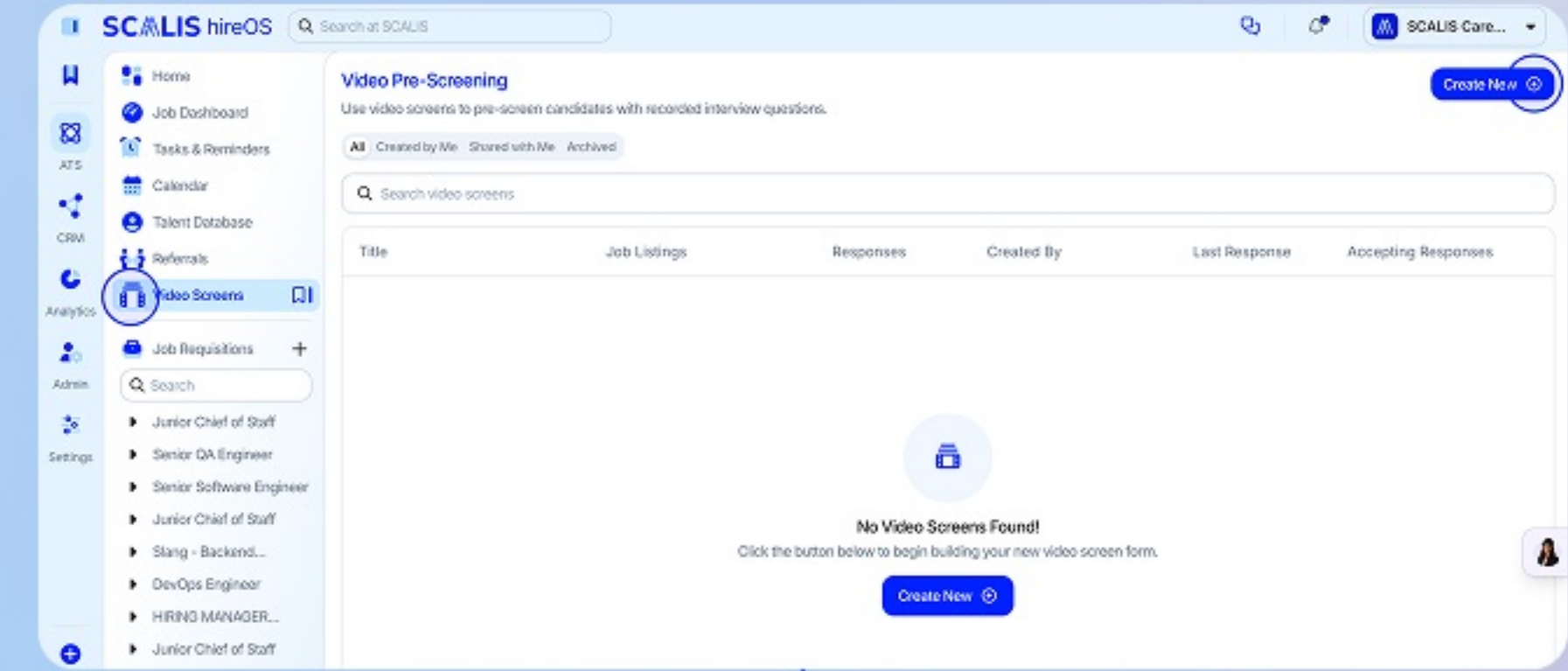
Cancel Next

STEP 1

How to Create Video Screens

Video Screens enable teams to evaluate candidates before live interviews by collecting recorded responses to questions.

1. Navigate to **Video Screens** from the left navigation tab.
2. Click the **Create New** button and fill out the form.
3. Add in a Title, Description for the purpose of the Video Screen, Assign Reviewers, and expiration date. If you'd like the Video Screen to be sent once a candidate applies, attach an email template with instructions that will be sent to candidates.
4. Configure the settings for the Video Screen, choose if the candidate will be allowed to have practice questions then click **Next**.



STEP 1

How to Create Video Screens

Video Screens enable teams to evaluate candidates before live interviews by collecting recorded responses to questions.

5. Fill out the practice questions and Video Screen Questions.
6. Once you have built out your Video Screen Questions, you can [Preview](#) the format of the video screen then click [Create](#).

The screenshot shows a form titled "Graphic Design Screening" with the following fields and options:

- Question Title:** A text input field with the placeholder "Insert question here". Below it is a note: "Use a short title to help the candidate quickly understand the topic of the question."
- Question:** A larger text input field with the placeholder "Insert question here".
- Add description:** A checkbox that is currently unchecked.
- Buttons:** "Cancel" and "Save" buttons are located at the bottom right of the form.
- Footer:** A blue button labeled "Add New Question" is centered at the bottom of the form area.

The screenshot shows the SCALIS hireOS dashboard with the "Video Pre-Screening" section active. The dashboard includes a sidebar with navigation options like Home, Job Dashboard, Tasks & Reminders, Calendar, Talent Database, Referrals, Video Screens, Job Requisitions, and Admin. The main content area shows a table of video screens.

Title	Job Listings	Responses	Created By
Graphic Design Screening	—	0	KZ Karolina Zanardi

At the bottom of the table, there is a "Rows per page" dropdown set to 15 and a pagination control showing "Page 1 of 1".

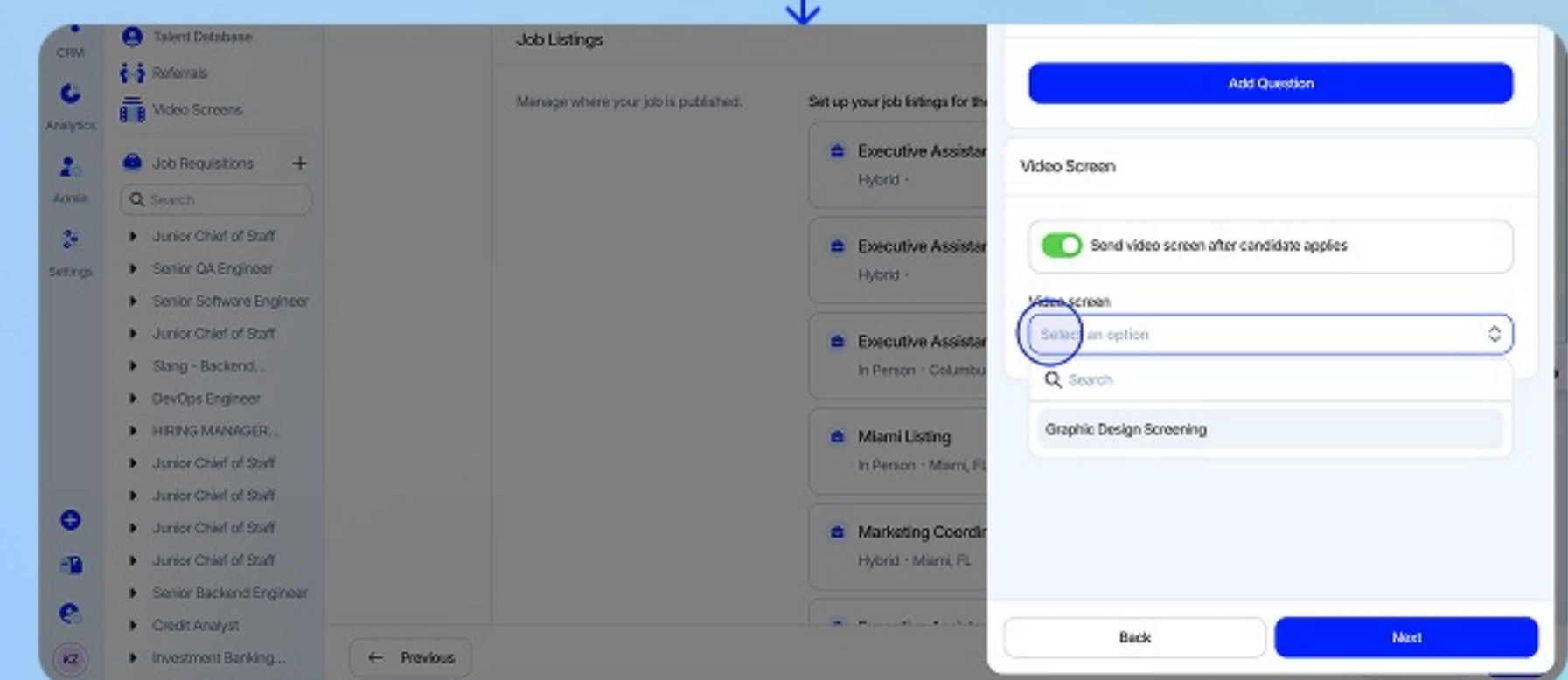
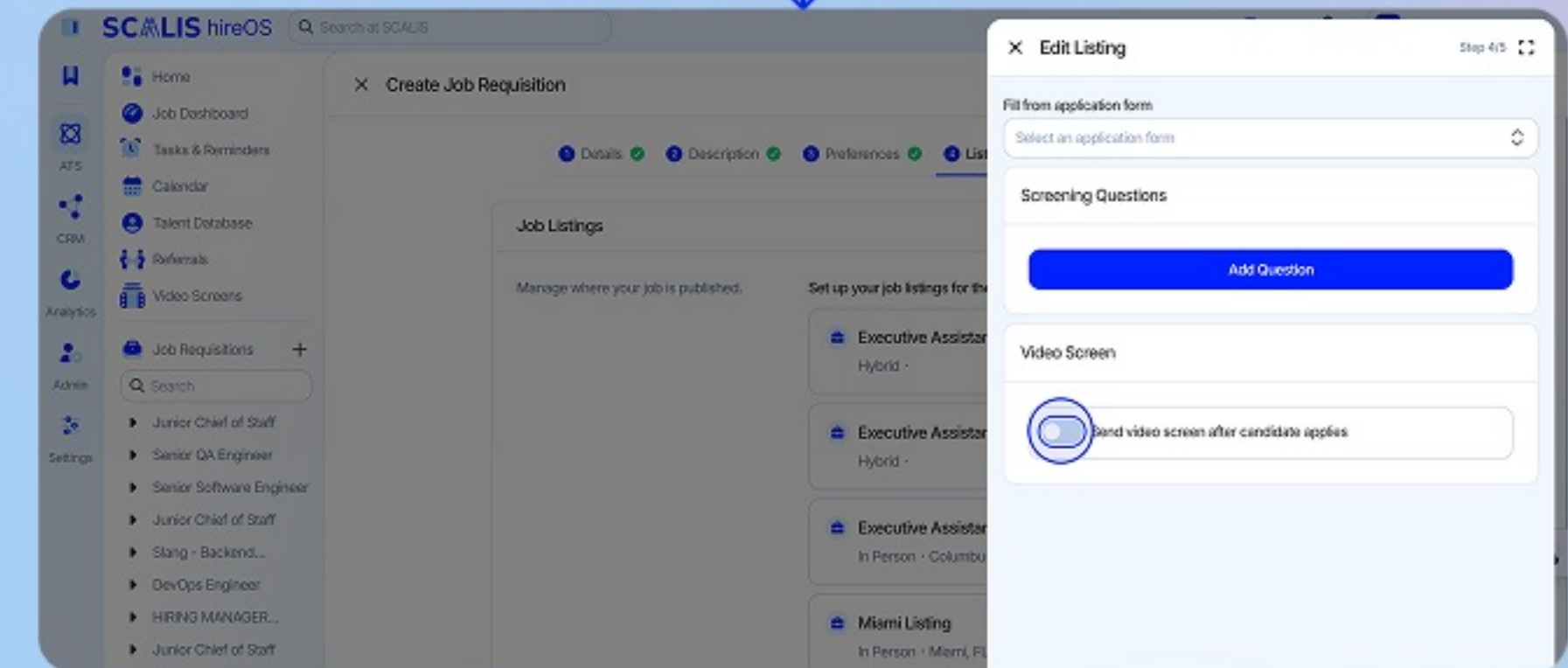
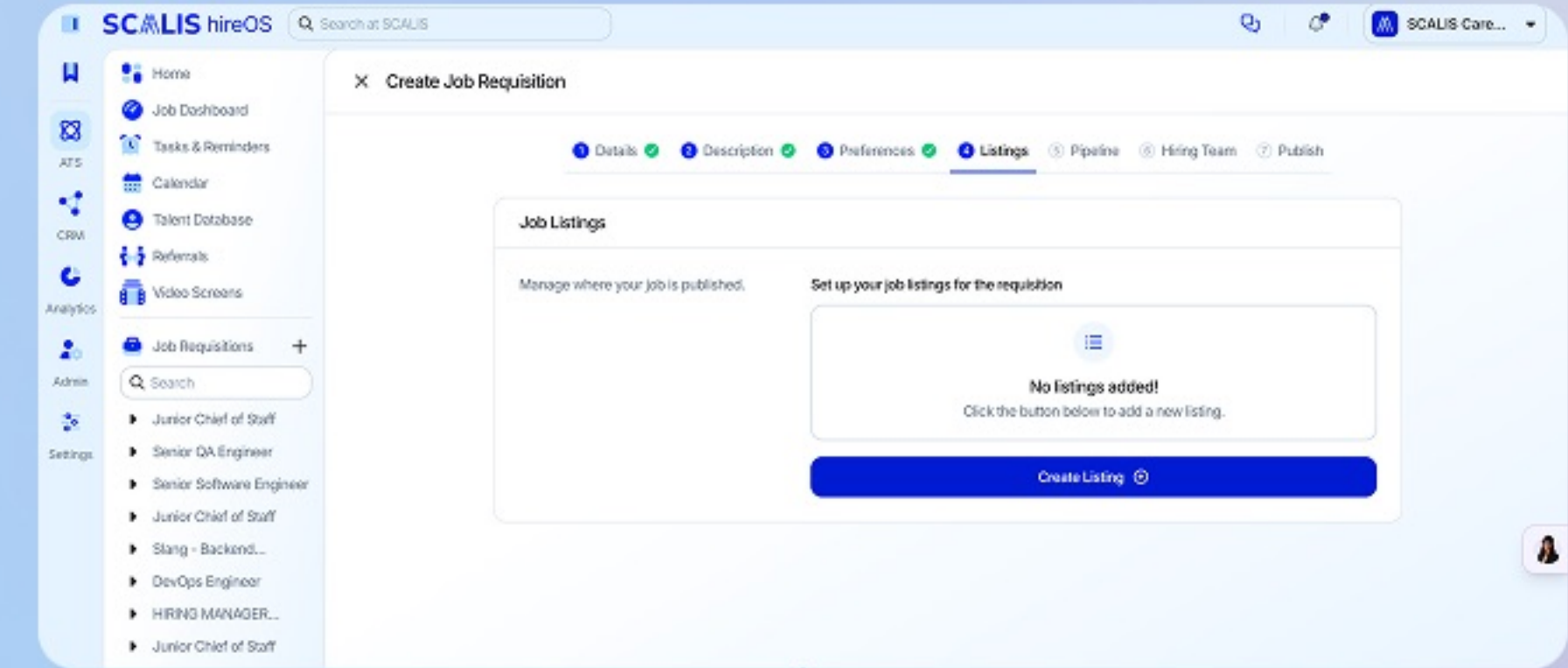


STEP 2

Adding a Video Screen to a Requisition

Plan and automatically trigger interview scheduling with candidates based on predefined timing.

1. From the **Job Dashboard**, click **Create New Requisition** and complete step 1-3.
2. Once you get to the **Job Listing** setup (step 4) toggle on the **"Send video screen after candidate applies"**.
3. Select the Video Screen you'd like to attach to the listing then press **Save**.
4. Follow the steps to create your requisition and press **Complete**. Your Video Screen will be sent to candidates once they apply to that listing.

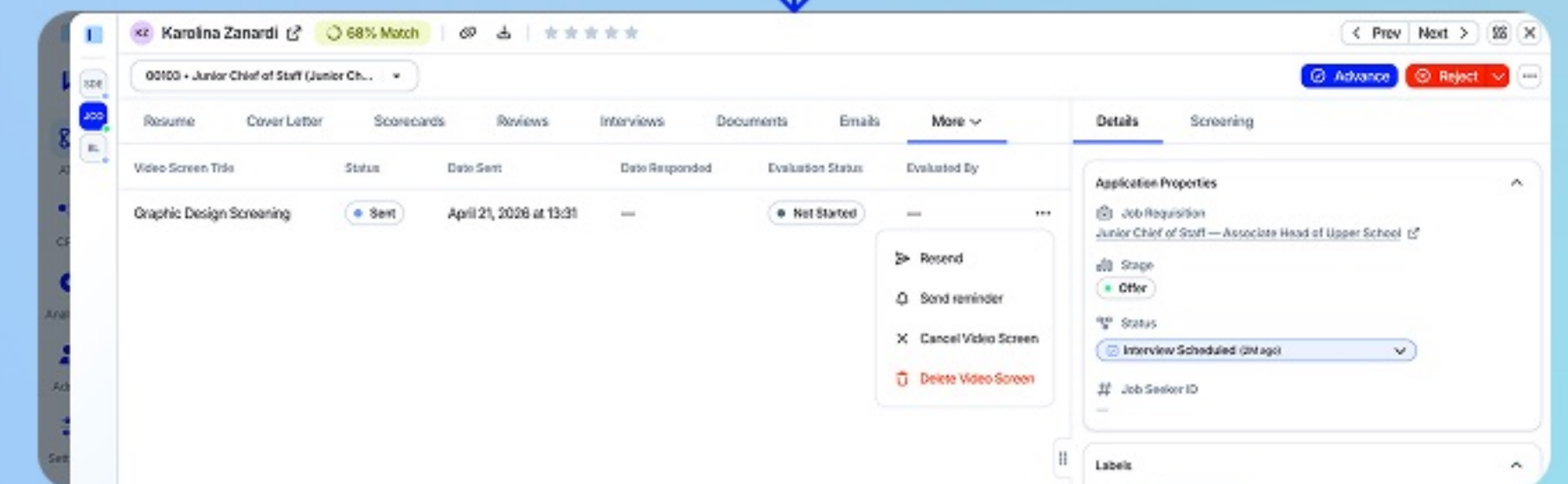
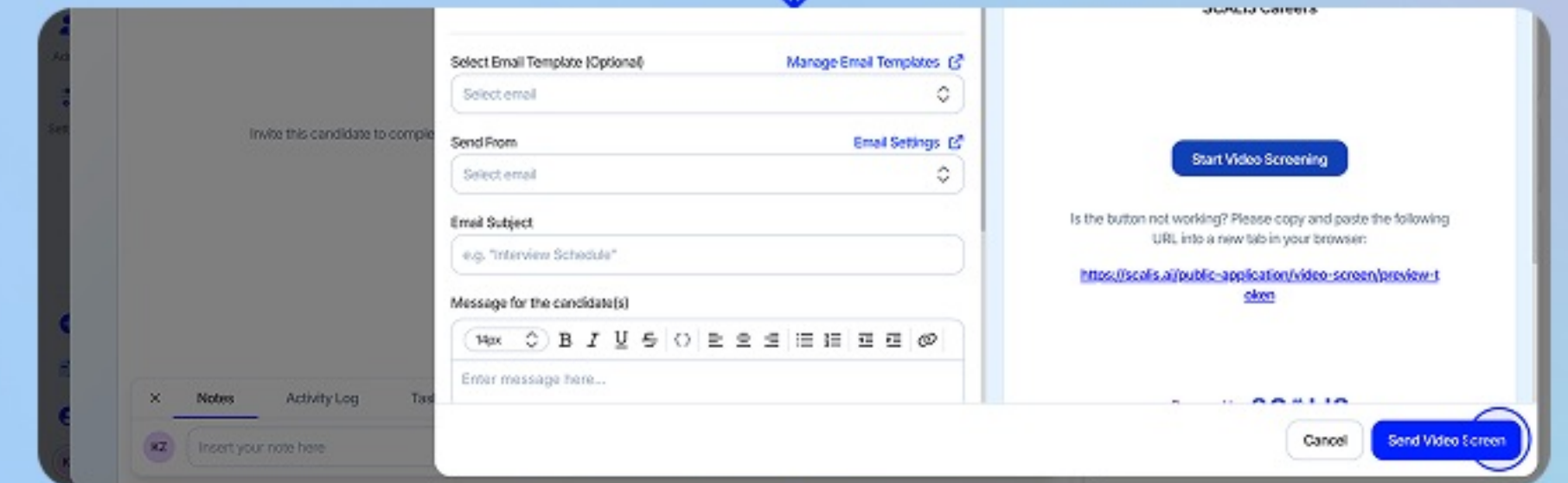
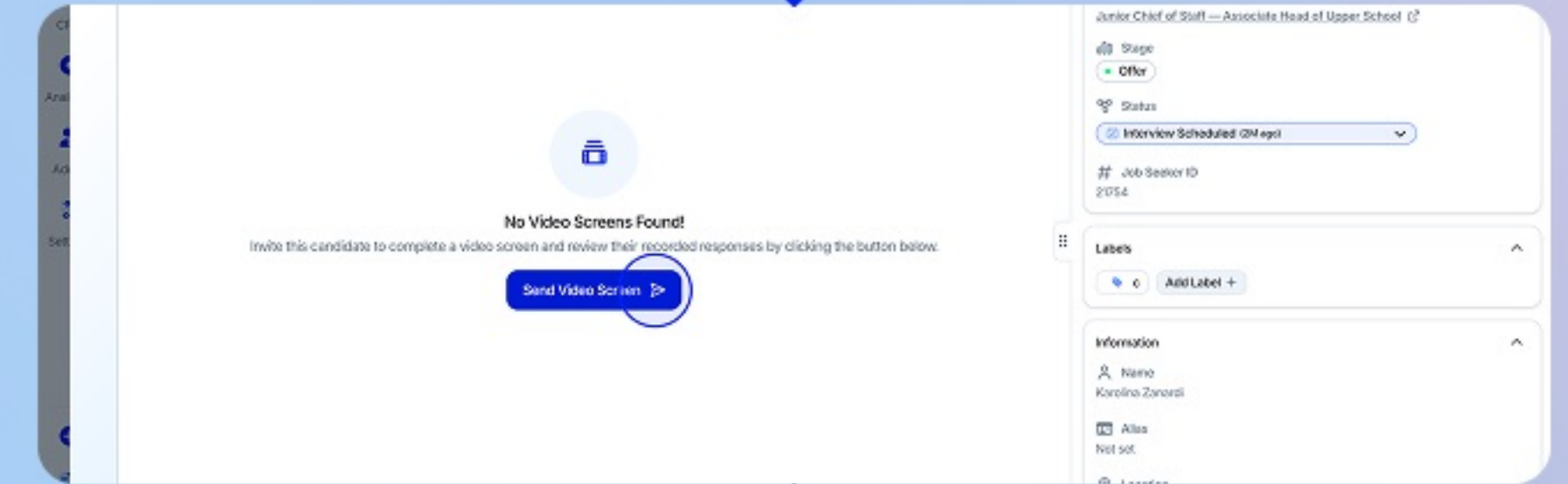
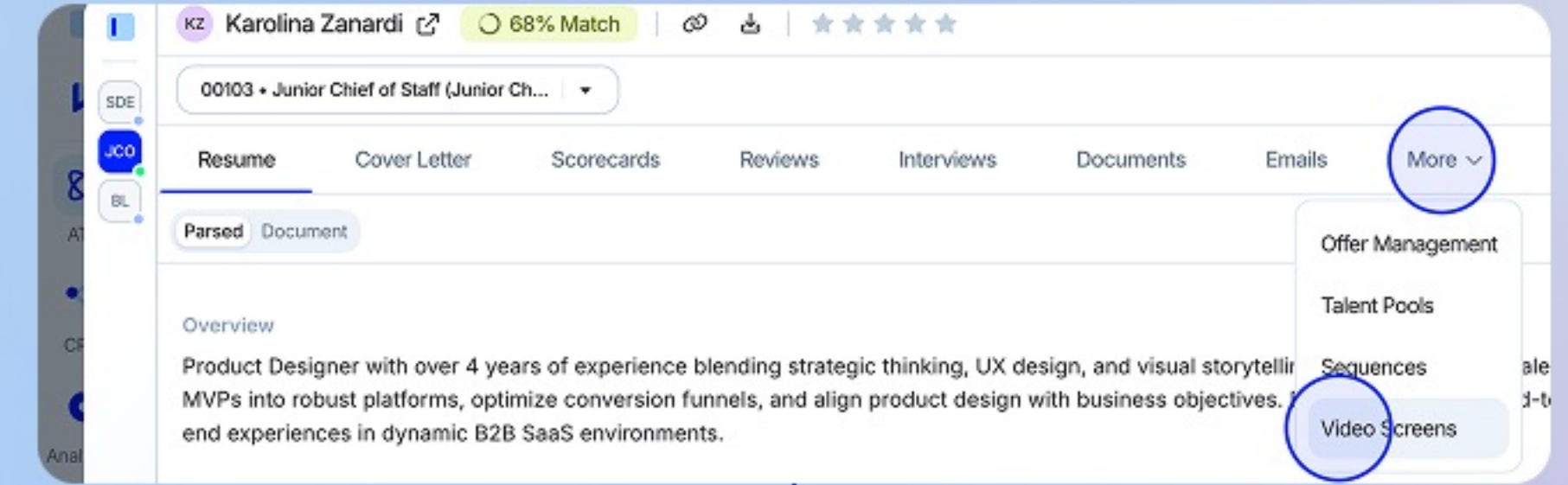


STEP 3

Sending a Video Screen to a Candidate

Create and schedule emails to be sent to candidates at specific times.

1. Navigate to the candidate's profile in the requisition and click the **Video Screens** tab.
2. Click **Send Video Screen**, ensure the desired Video Screen is selected and email information is correct then press **Send Video Screen**.
3. If you need to send a reminder to the candidate or resend the Video Screen, click the **ellipses (...)** on the right hand side of the screen next to "Evaluated By" then click **Send Reminder** or **Resend**.



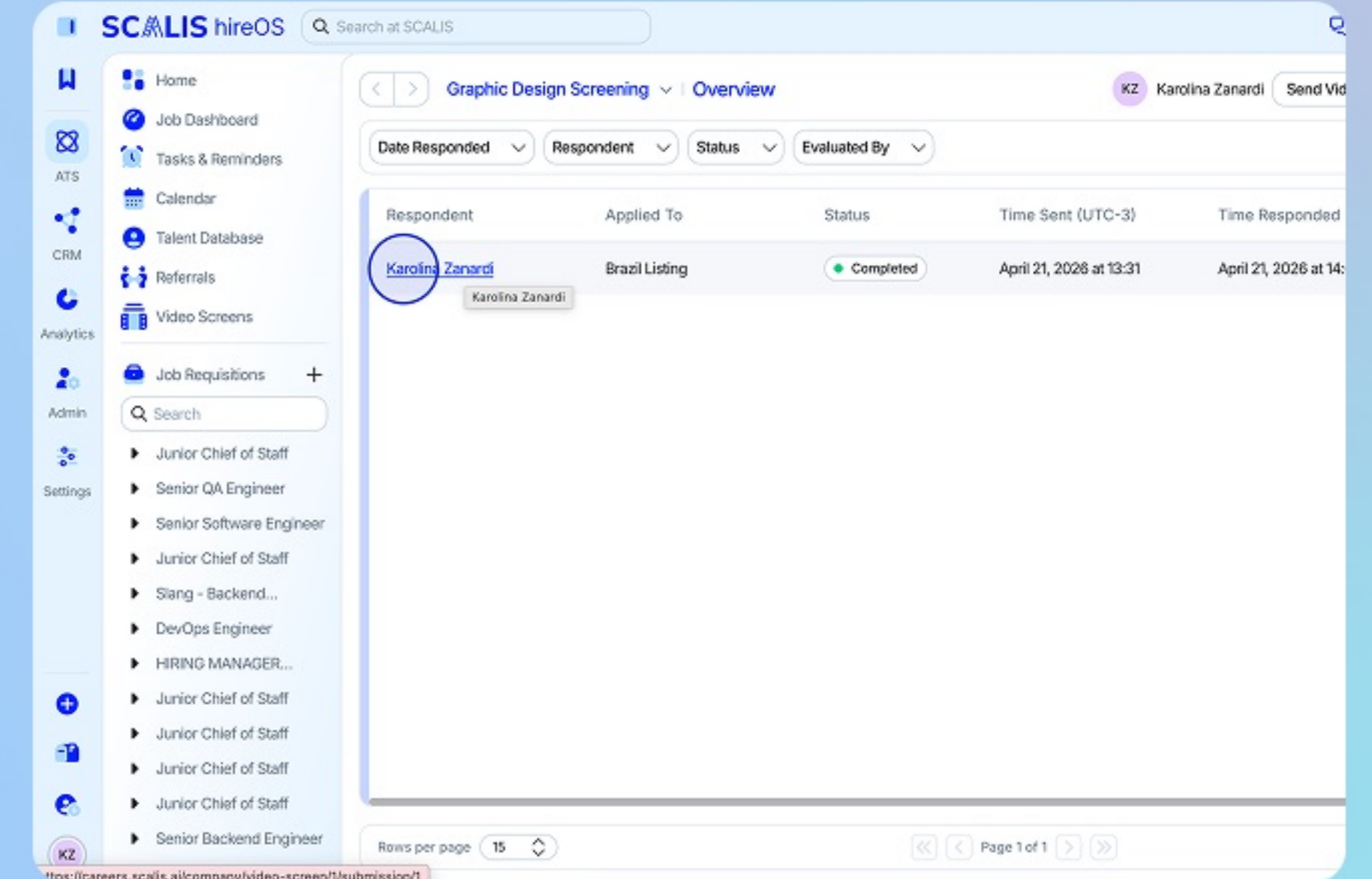
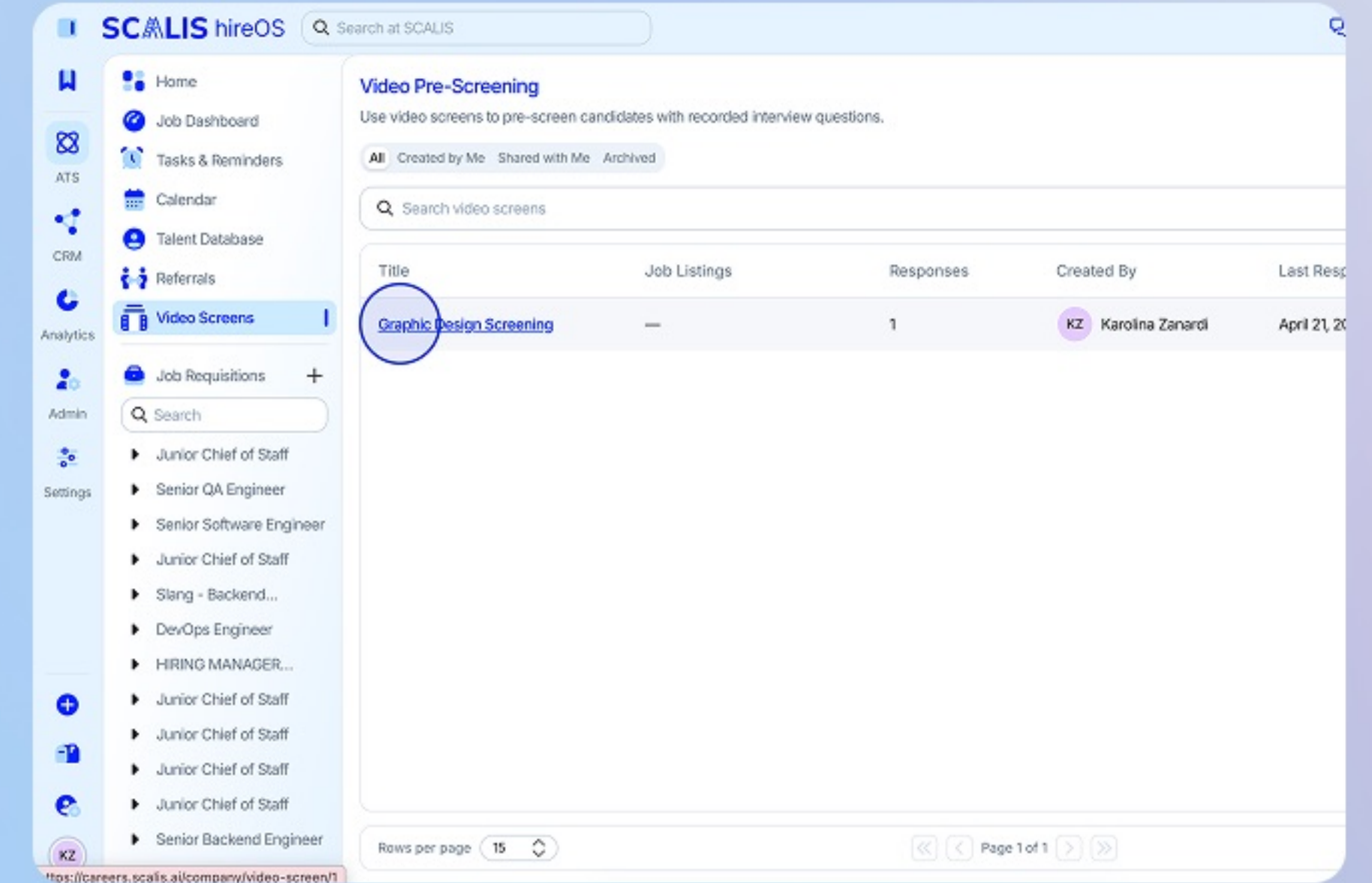
STEP 4

Evaluating Video Screen Submissions

Video screen submissions can be reviewed either from the Video Screens page in the left navigation or directly within a candidate's profile.

From Video Screens:

1. Navigate to the [Video Screen](#) page from the left navigation and select the title of the Video Screen you'd like to review submissions for. ↓
2. You can either click on the Respondent's name or click "[Start Evaluating](#)" to review all submissions in order.
3. You will see the Transcript, and AI Summary and AI Analysis which provides a score of the candidate's answer.



STEP 4

Evaluating Video Screen Submissions

4. On the bottom you will see a star rating where you can rate each answer, and provide notes on the right hand side.
5. Once you have completed the Evaluation and are satisfied with your ratings, click Done Evaluating.
6. Done! The information will save within the candidate's profile under Video Screens.

From Candidate Profile:

1. Navigate to the candidate's profile and click the Video Screens tab on the top of the screen.

The image displays three sequential screenshots of the SCALIS hireOS interface, illustrating the evaluation process for a video screen submission. The interface is titled "Evaluation for Brazil Listing" and shows a candidate's response to a question: "Walk us through one of your recent design projects. What was the goal, your role, and the impact of your work?".

The first screenshot shows the initial evaluation screen. The candidate's answer score is 85%, labeled as a "Great answer". The "Rating Analysis" section provides feedback on the response, highlighting that it directly addressed the question, provided specific details, and was clear and well-structured. The candidate's profile information is visible on the right, including the name "Karolina Zanardi" and the role "Senior Backend Engineer Brazil Listing". The rating is currently "Not Started".

The second screenshot shows the candidate's response being rated. The "Rating Analysis" section is still visible, and the candidate's response is now marked as "In Progress". The "Notes" section is active, allowing the evaluator to provide feedback. The rating is updated to "Good".

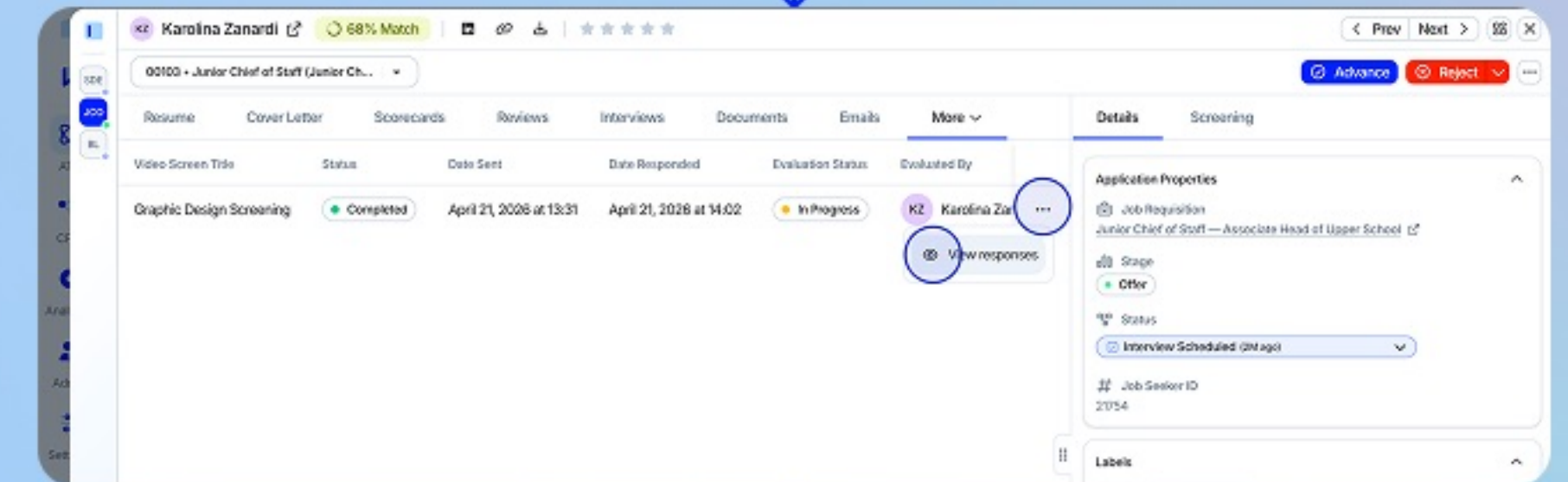
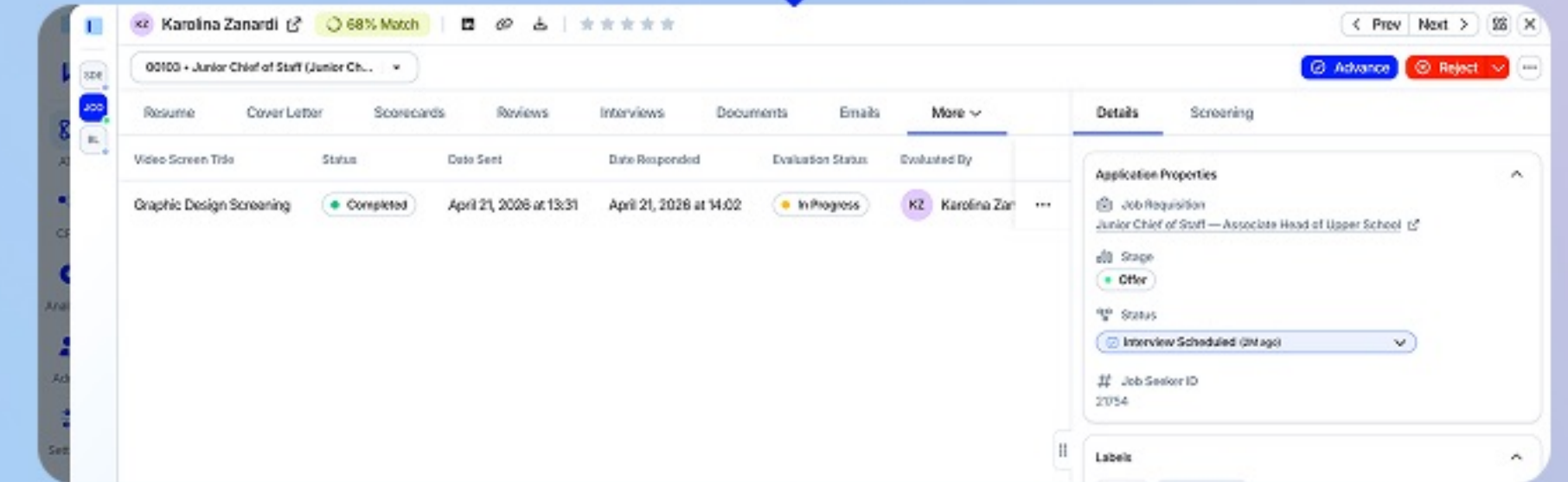
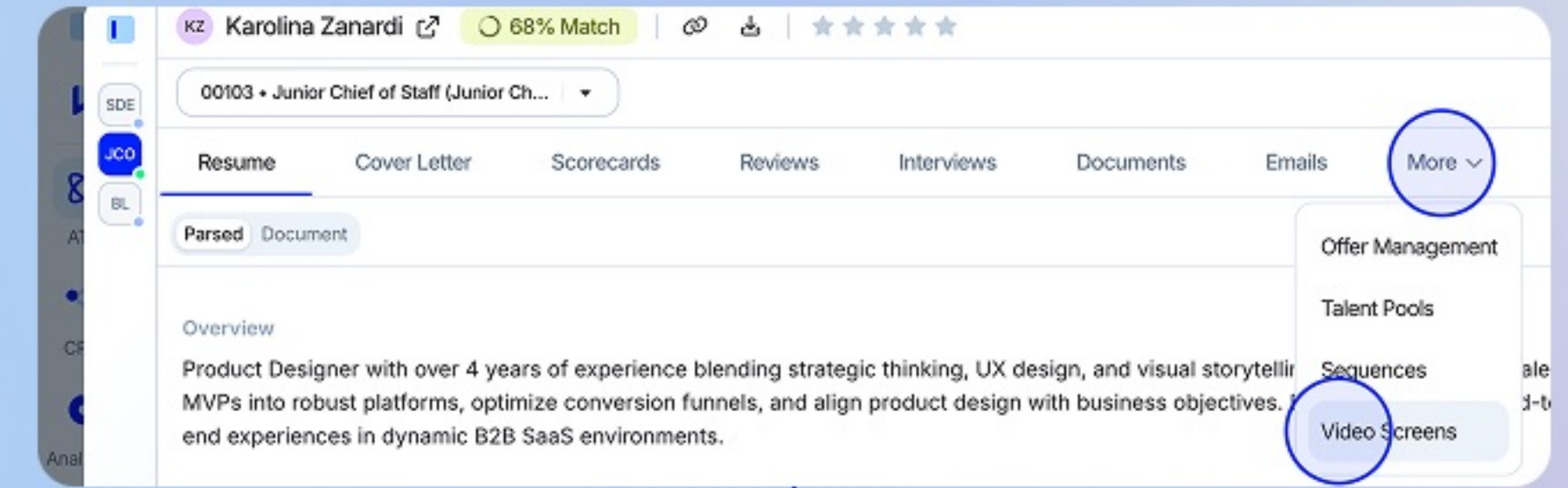
The third screenshot shows the final evaluation screen. The candidate's response is now marked as "Done Evaluating". The "Rating Analysis" section is still visible, and the candidate's response is now marked as "Done Evaluating". The "Notes" section is still active, and the rating is updated to "Good".

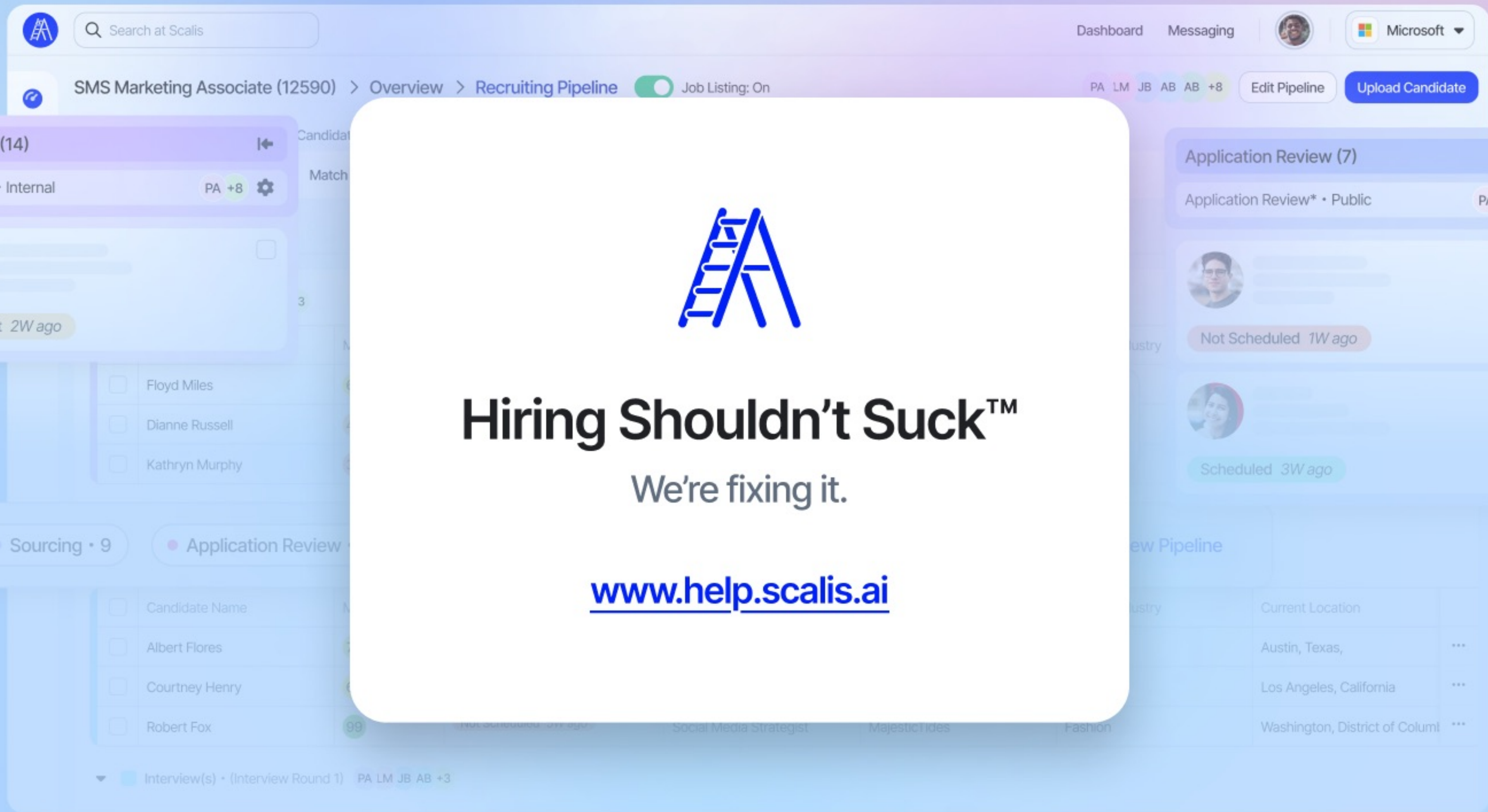


STEP 4

Evaluating Video Screen Submissions

2. You will see the status of their video screen, the date sent, date responded, and the evaluation status.
3. Click the ellipses (...) then "View Responses" to begin the Evaluation.
4. Complete the evaluation, and press Done evaluating.





Hiring Shouldn't Suck™

We're fixing it.

www.help.scalis.ai