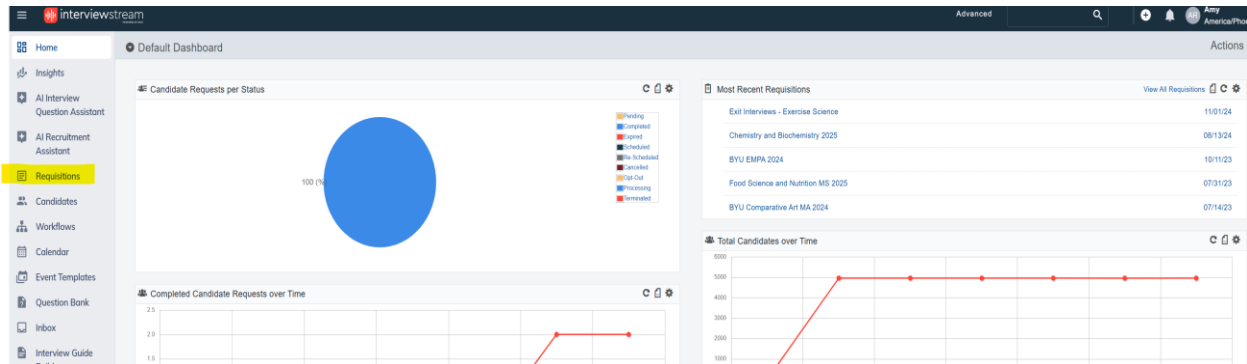


## Add a Video Response link to an applicant

1. Sign in to RIVS (InterviewStream) and click **“Requisitions”** on the left side of the screen.



2. Locate the current requisition based on the application cycle and click on the name.

The screenshot shows the 'Requisitions' page in InterviewStream. The left navigation menu is the same as in the previous screenshot. The main content area lists various requisitions with checkboxes and names. The requisitions listed are: Name (Internal) ↓, Statistics 2025, Spanish and Portuguese 2025, Sociology 2025, Public Administration - MPA 2025, Physics and Astronomy 2025, Physics & Astronomy Graduate Programs, and Nursing 2025.

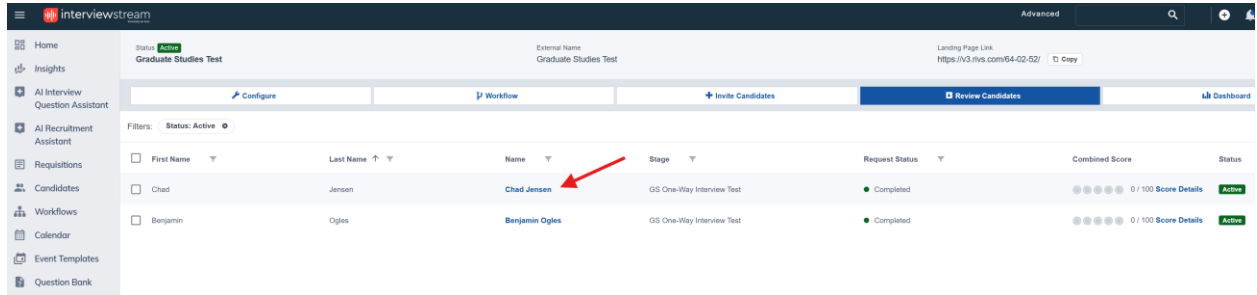
Requisition Name
<input type="checkbox"/> Name (Internal) ↓
<input type="checkbox"/> Statistics 2025
<input type="checkbox"/> Spanish and Portuguese 2025
<input type="checkbox"/> Sociology 2025
<input type="checkbox"/> Public Administration - MPA 2025
<input type="checkbox"/> Physics and Astronomy 2025
<input type="checkbox"/> Physics & Astronomy Graduate Programs
<input type="checkbox"/> Nursing 2025

3. Select the Review Candidates tab and locate the applicant's name in the selected requisition.

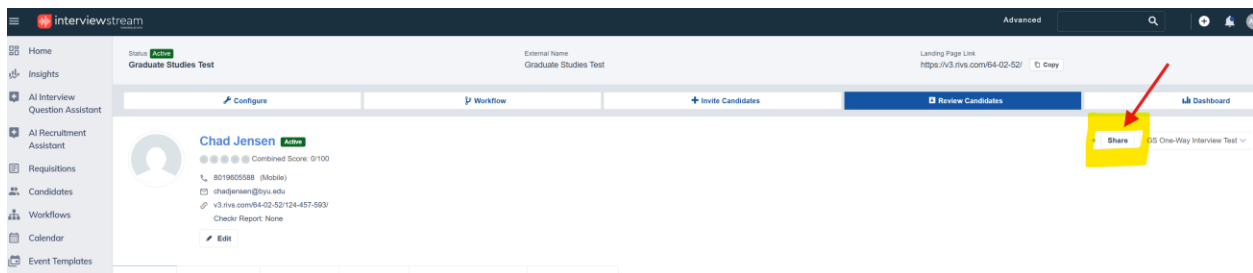
The screenshot shows the 'Review Candidates' page in InterviewStream. The left navigation menu is the same. The main content area has a header with 'Status: Active' and 'External Name: Graduate Studies Test'. Below the header is a table with columns: First Name, Last Name, Name, Stage, Request Status, and Combined Score. The table lists two candidates: Chad Jensen and Benjamin Ogles, both with a 'Completed' status.

First Name	Last Name	Name	Stage	Request Status	Combined Score
Chad	Jensen	Chad Jensen	GS One-Way Interview Test	Completed	0 / 100 <a href="#">Score Details</a>
Benjamin	Ogles	Benjamin Ogles	GS One-Way Interview Test	Completed	0 / 100 <a href="#">Score Details</a>

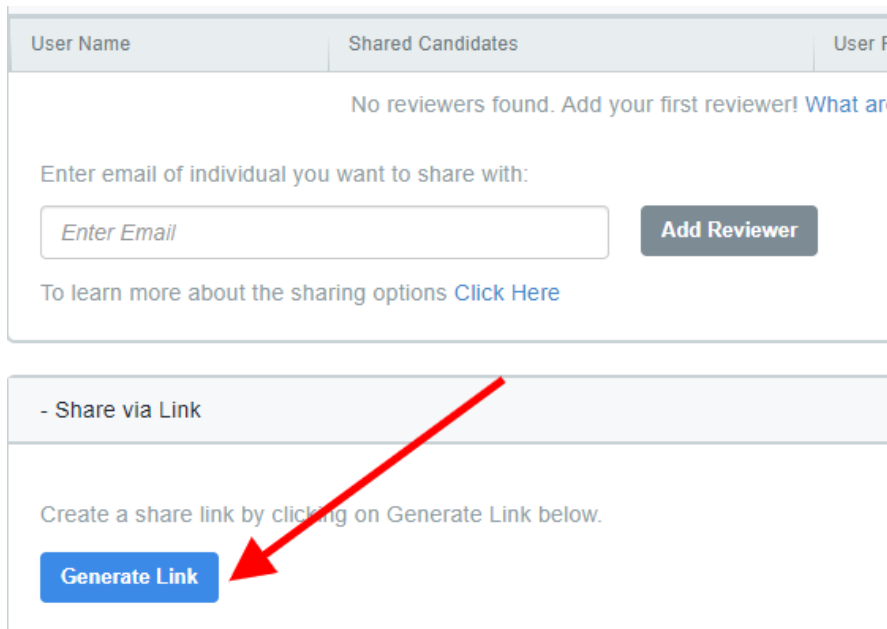
4. Click on their name to open the response view



5. On the right-hand side of the screen, you will see a white button called “Share.”



6. Click share, and a new pop-up opens. Click “Generate Link.”



7. Then click on **“Save”** (bottom right).

Share Candidate: Settings ×

+ Candidate Information

- Requests

+ **Completed** One-Way Interview ☒

Display Future Requests ☐

+ Restrictions

+ Ratings

Back Save

8. Once you save, you can see a generated link that can be copied into Slate. Copy the link and click **“X”** to exit the screen.

Share Candidate ×

- Share with specific people

User Name	Shared Candidates	User Role	Remove
Doug Harvey	All Candidates	Administrator	⊗

Enter email of individual you want to share with:

Add Reviewer

To learn more about the sharing options [Click Here](#)

- Share via Link

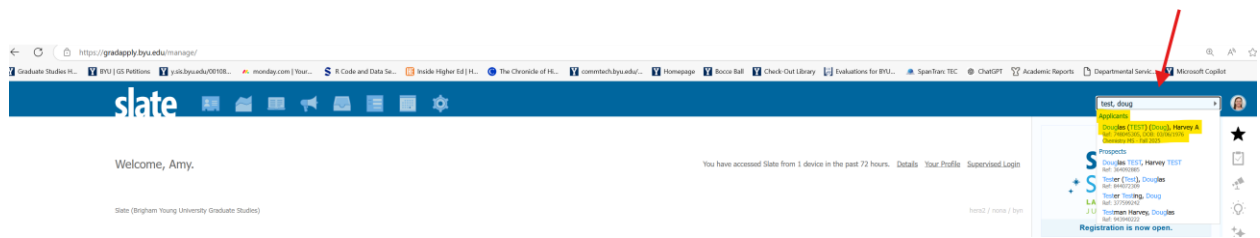
Create a share link by clicking on Generate Link below.

Generate Link

<https://v3.rivs.com/s/BWEpHiGqKOThWL/> [0 Clicks] ⓘ (Remove)

Created by Amy Royer (01/30/2025 1:03 PM MST)

9. In Slate, bring up the home page and search for the applicant record in the “Search” box on the top right corner of the screen. A drop-down will appear, and you will click the name that is under “Applicant.”



10. On the left side, under the program tab, you will see a link that says, “Video Response URL.” Click this link.



11. Paste the copied link into the Video Response URL blank field and “Submit.” You will be presented with a login page for the applicant (email and password). Ignore that and hit the browser back arrow twice to return to your admin view in Slate. The video response URL was saved, and now you can continue to another applicant.

Janice Robinson Test (jkrobinson1@comcast.net)

Civil MS

Not Janice Robinson Test? [Click here.](#)

RIVS applicant interview video response URL

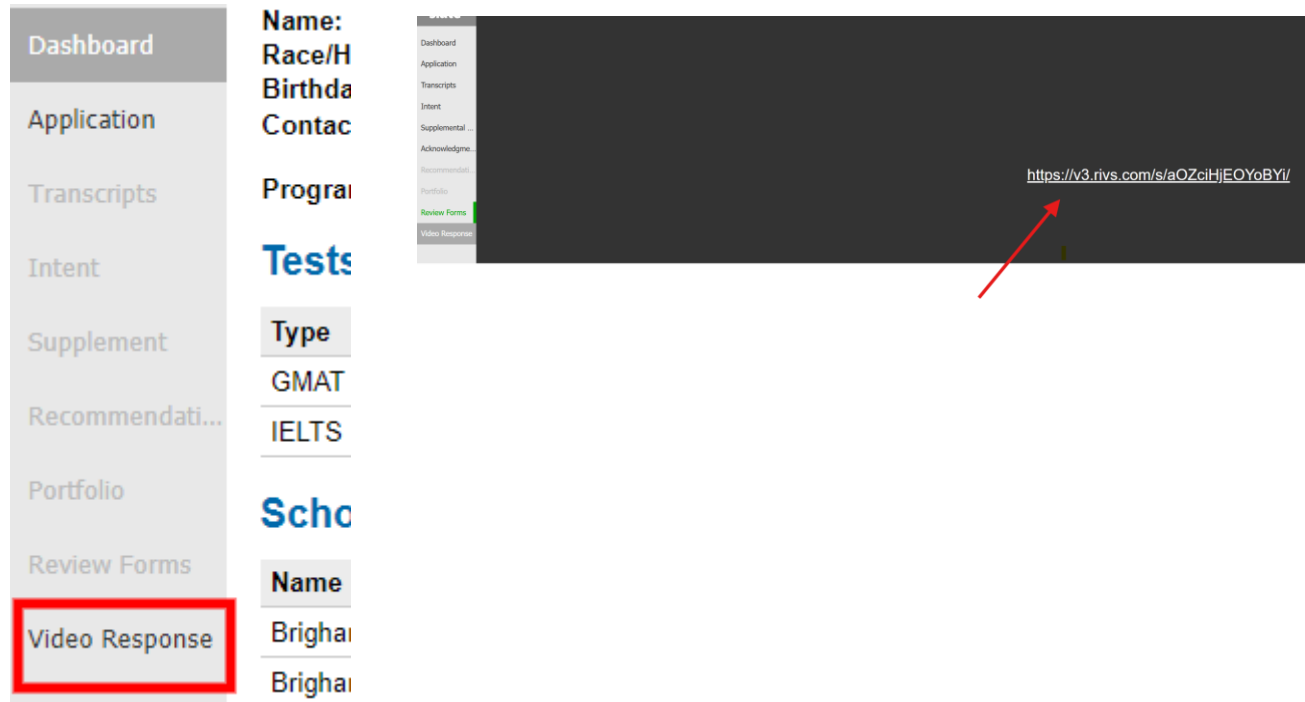
Please paste the applicants video response URL

Video Response URL

Submit

Cancel

12. The video responses are now viewable in the Reader for anyone reviewing the application. When a reader clicks on “**Video Response**” in the list of application sections, they click on the link to view the video response submitted by the applicant.



**Note:**

Using the method above allows applicant reviewers to view the video-response without needing to set up a separate account. When using the Landing Page Link as shown below, all reviewers will need a RIVS account which is not recommended.

