## Add a Video Response link to an applicant

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88	Home	Default Dashboard			Actions				
<u>.</u>	Insights								
	Al Interview	E Candidate Requests per Status	c₿¢	Most Recent Requisitions View All R	requisitions 🖞 C 🌣				
-	Question Assistant		Pending	Exit Interviews - Exercise Science					
۵	Al Recruitment		Expired Scheduled	Chemistry and Blochemistry 2025	08/13/24				
	Assistant		Re-Scheduled	BYU EMPA 2024	10/11/23				
E	Requisitions	100 (%	Cipi-Ciat Processing Contrainated	Food Science and Nutrition MS 2025	07/31/23				
<u></u>	Candidates			BYU Comparative Art MA 2024	07/14/23				
4	Workflows				2.0.*				
	Calendar			48 Total Candidates over Time	C 🛛 🕏				
۵	Event Templates			500					
8	Question Bank	Completed Candidate Requests over Time     25	¢₿¢	4000					
	Inbox	20		200					
8	Interview Guide	15		100					

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.

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	Al Interview Question Assistant		
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		Statistics 2025	
E	Requisitions	Spanish and Portuguese 2025	
•	Candidates	Sociology 2025	
ф.	Workflows	Public Administration - MPA 2025	
<b></b>	Calendar	Physics and Astronomy 2025	
ē	Event Templates	Physics & Astronomy Graduate Programs	
?	Question Bank	Nursing 2025	

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

≡	interviewstream Advanced									
	Home	Status Active Graduate Studies Test		External Name Graduate Studies Test		Landing Plage Link https://v3.rtvs.com/64-02-52/ 10 Copy				
CI	Al Interview Question Assistant	& Configure		¥ Workflow	+ Invite Candidates	Review Candidates				
ÇI	Al Recruitment Assistant	Filters: Status: Active O								
	Requisitions	First Name T	Last Name 🛧 🔻	Name T	Stage T	Request Status T	Combined Score			
12 8 5	Candidates	Chad	Jensen	Chad Jensen	GS One-Way Interview Test	Completed	0 / 100 Score Details			
h	Workflows	Benjamin	Ogles	Benjamin Ogles	GS One-Way Interview Test	Completed	0 / 100 Score Details			
	Calendar									

4. Click on their name to open the response view

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њ Ш	Workflows Calendar	Benjamin	Ogles	Benjamin Ogles	GS One-Way Interview Test	Completed		0 / 100 Score Detail	S Active
	Event Templates Question Bank								

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

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P	Requisitions		<ul> <li>Combined Scor</li> <li>8019605588 (Mobile)</li> </ul>	re: 0/100												
**	Candidates		C chadjensen@byu.edu													
ф	Workflows		V3.rivs.com/64-02-52/124-4 Checkr Report: None	157-593/												
	Calendar		/ Edit													
٥	Event Templates						_									

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

User Name	Shared Candidates	User F					
	No reviewers found. Add y	our first reviewer! What are					
Enter email of individual you	I want to share with:						
Enter Email Add Reviewer							
To learn more about the sha	ring options Click Here						
- Share via Link	- Share via Link						
Create a share link by click	ig on Generate Link below.						

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 p	people		
User Name	Shared Candidates	User Role	Remove
Doug Harvey	All Candidates	Administrator	۲
Enter email of individu	ual you want to share with:		
Enter Email	A	dd Reviewer	
To learn more about t	he sharing options Click Here		
- Share via Link			
Create a share link by	v clicking on Generate Lipt below.		
Generate Link			
https://v3.rivs.com/s/E	wephigqKOThwL/[0 Clicks] 🕕 (Rer	nove)	

×

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**."

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ear fuil-an und sourced enternance enterod.	Registration is now open.

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

Robinson Test, Janice							
Dashboard	Timeline	Civil MS	Awaiting Submission				
Civil MS							
Awaiting Submission Current <u>In Progress</u> Last updated September 14, 2021							
Video Response URL							

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.



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.

