

Guide to completing your online interview

Before you begin

We understand that completing a video interview is a new concept to most and can feel quite daunting. That's why we have created our HireView guide, to take you through the process step by step, so you know exactly what to expect.

What is HireView?

HireView is an on-demand video interviewing tool; simply record your answers to pre-set interview questions using either a computer and webcam, or your mobile device. After the interview, your responses will be reviewed, and we will evaluate your skills and expertise.

What are the benefits for you?

- **No wait time for interviews**
- interview straightaway!
- **Flexibility** - interview when and where you like, on desktop, mobile and tablet devices
- **Easy to use**, accessible interviewing process

Before you start

Make sure you complete the below checklist, so you are fully prepared for the interview:

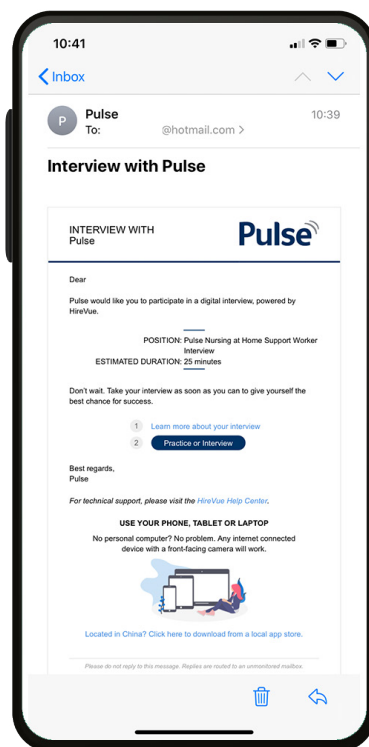
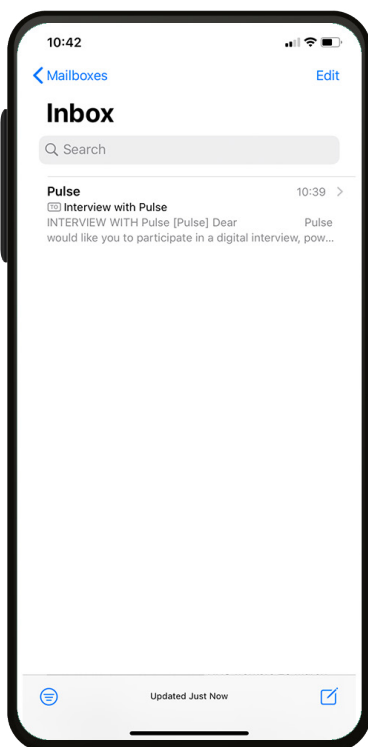
- Find a quiet, private, well-lit place, free from any possible interruptions
- Ensure you're able to connect to a strong, stable WiFi
- Check that your computer's audio is working
- Test your computer's webcam
- Have a glass of water to hand
- Close any unnecessary web browser tabs and applications
- Dress professionally – the same way you would for a face-to-face interview
- Have a copy of your CV on hand
- Set your phone to silent mode

Let's get started

Step 1

Receiving your interview

Your interview will come through to your emails and will look like the pictures below.



Step 2

Downloading the HireView app

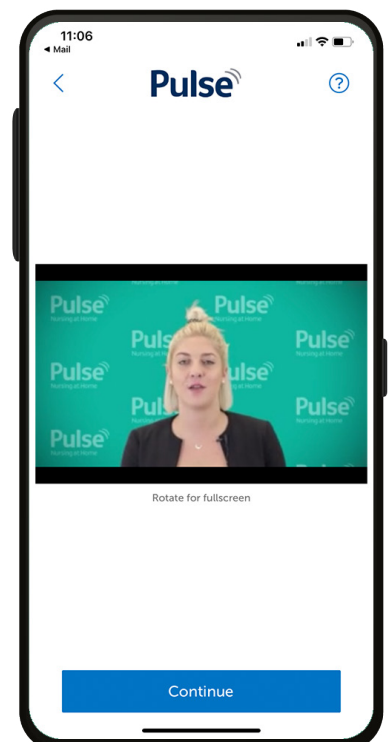
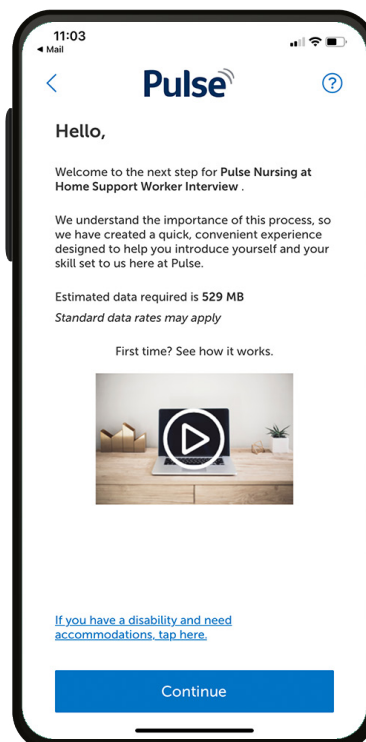
If you are using a phone or tablet you will need to download the HireView app. You can do this in Apple App Store, or Android Google Play, just click on the relevant button below to download. This is free of charge, please feel free to delete it once you have passed your interview. If you are on a laptop or desktop you do not need to download the app but make sure you do have a webcam and microphone on your laptop.

Step 3

Introduction

Once you have downloaded the app, refer back to your email and click the Practice or Interview button to access the interview.

You will be guided through, keep pressing continue until you come to the screen displaying the below video. Watch and pay attention to the video as this will give you an introduction and tell you what to expect in the interview.

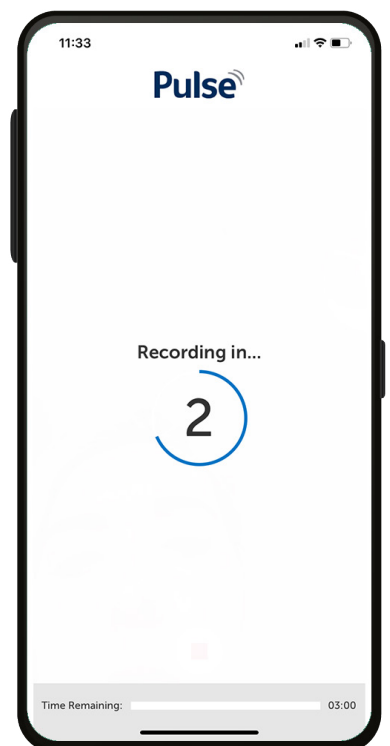
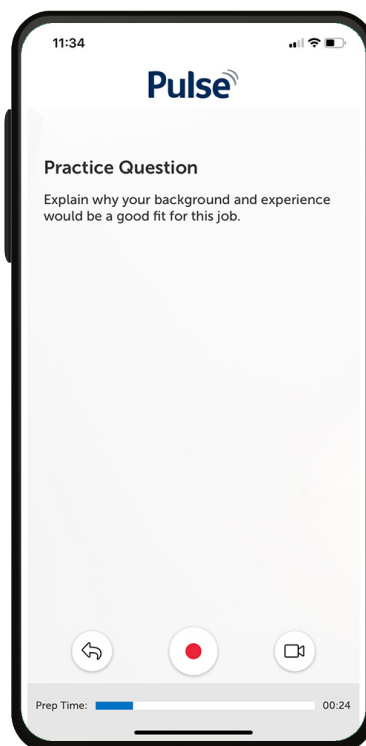
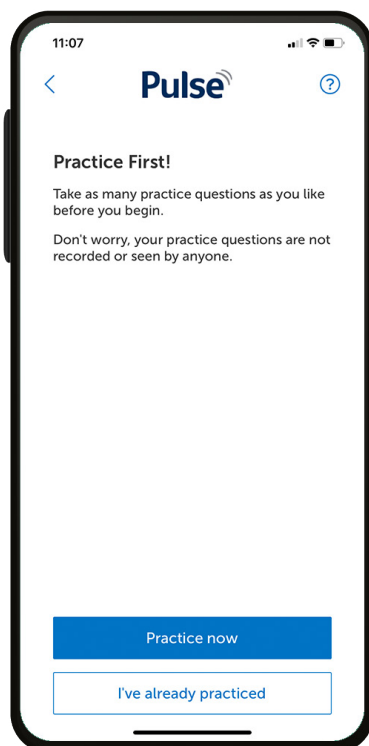


Step 4

Practice

Feeling nervous? Don't worry, there is an option to answer a practice question before you begin to make you more comfortable with the concept of the interview.

Some people prefer not to see themselves on screen whilst recording their questions. Stay rest assured, you have the option to hide the recording screen if this makes the interview process easier. To hide the live recording of yourself, press the camera icon in the bottom right of your screen as seen in the image below.



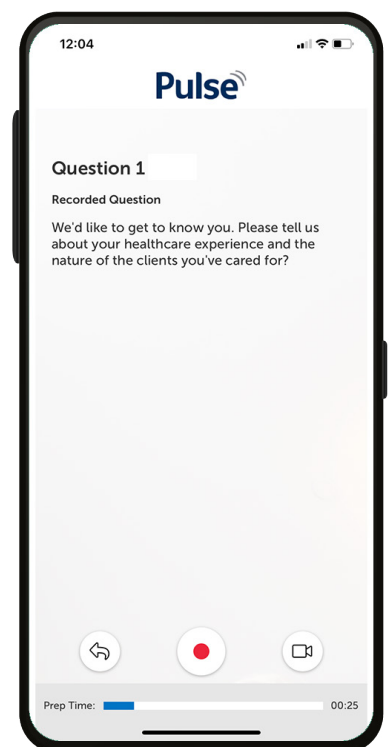
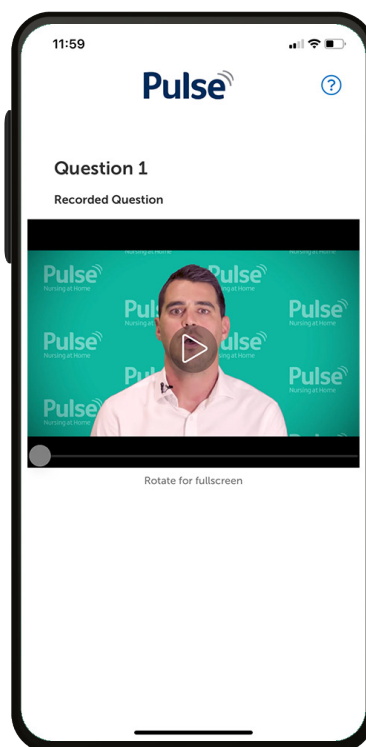
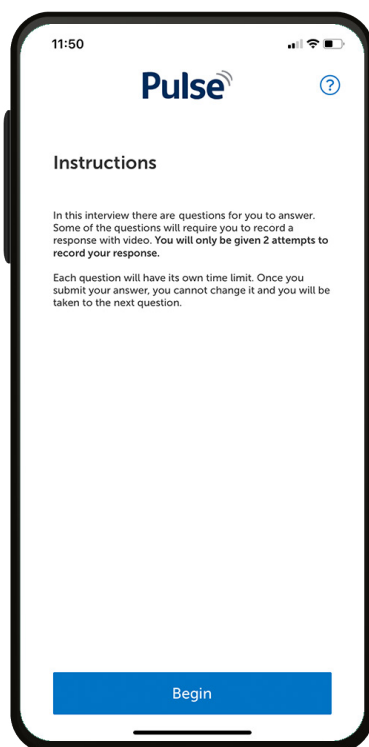
Step 5

Starting your interview

You will only be given 2 attempts to record your response, so take your time. It's important to note once you submit your answer, you cannot change it and you will be taken to the next question.

The verbal question will be asked first and will look like this:

You will then see a written version of the question:

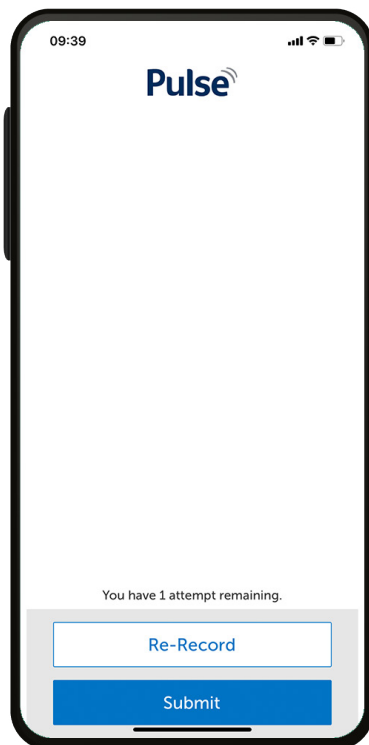


Step 6

Recording your interview

If you aren't happy with your first answer, just click Re-Record and you can do it again. Remember, you will only get 2 attempts to record your answer.

Happy with your answer? Hit submit!



Step 7

Completing the rest of your interview

Once your answer is submitted, the below screen will come up for you to go to the next question. Just click continue!

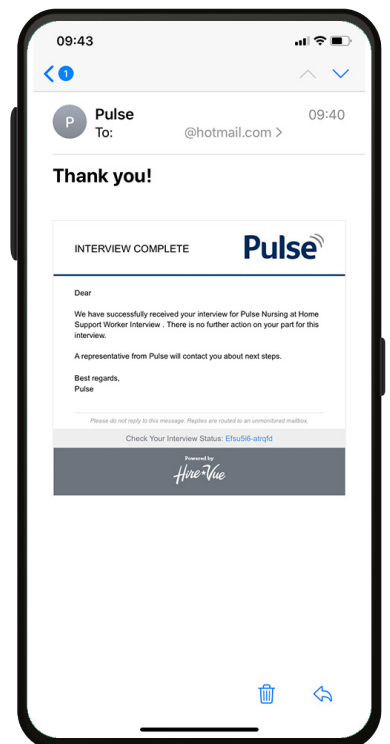
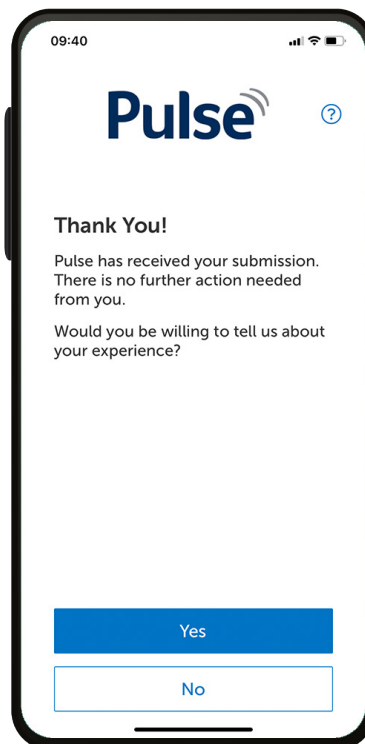
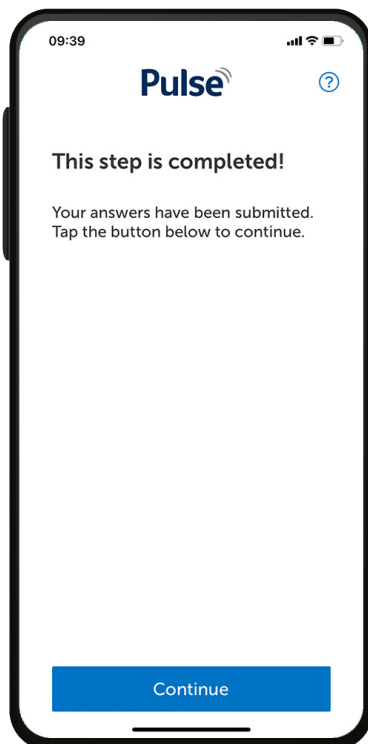


Step 8

Interview completed

Once you have answered all of the questions, you have completed your interview! Once all answers are submitted, you will see the below screen.

You will receive a thank you message on the screen and also in your emails confirming the completion of your interview. You are given the option to tell us about your experience and we would love to hear your feedback!



Step 9

Next steps

A member of the Pulse Nursing at Home resourcing team will be in touch once your interview has been evaluated. If you have any questions, do not hesitate to get in touch:

0333 323 3746

Joinus@pulsenursingathome.co.uk

pulsenursingathome.co.uk

Thank you for taking the time to complete your online interview, we look forward to working with you!

