

Beyond - Interview Questionnaire

Last Modified on 04/18/2024 3:41 pm CDT

Overview

Within Beyond™, users have the ability to conduct employee interviews with questions that have been tailored to your needs.

Note Interview Questionnaire functionality is backwards compatible between Enterprise and Beyond. This means when an employee interview is created, modified, or removed within Enterprise, the same take place within Beyond. The process is the same from Beyond to Enterprise.

Note At this time, the interview groups and questions must first be set up within Enterprise by your admin.

For more information, please see the following article: [Enterprise - Setting Up the Interview Questionnaire](#).

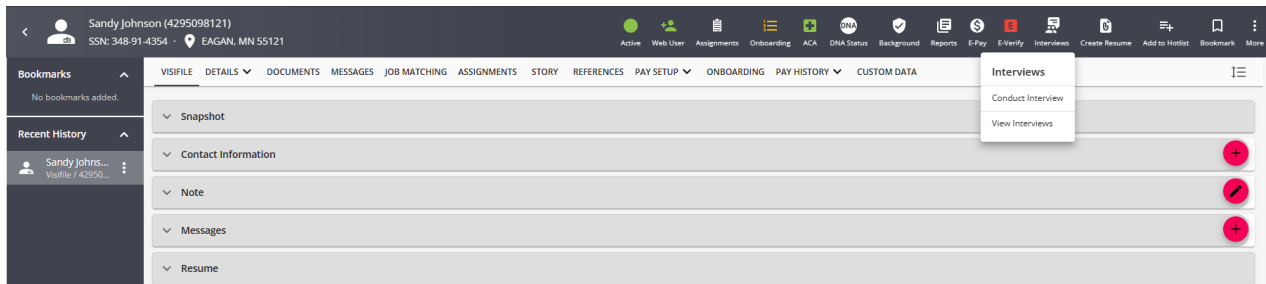
This article contains the following:

- [Creating an Employee Interview](#)
- [Completing an Employee Interview](#)
- [Viewing Employee Interviews](#)
- [Utilizing the Employee Interviews Report](#)
- [Editing Employee Interviews](#)

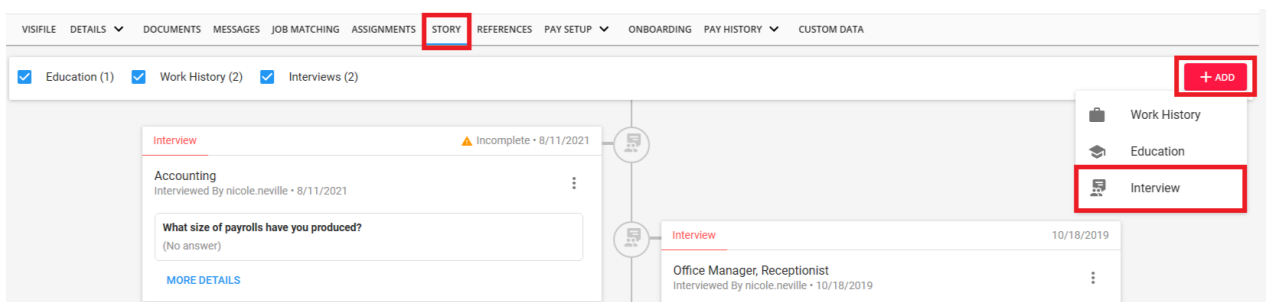
- Deleting Employee Interviews
- Searching Employee Interviews

Creating an Employee Interview

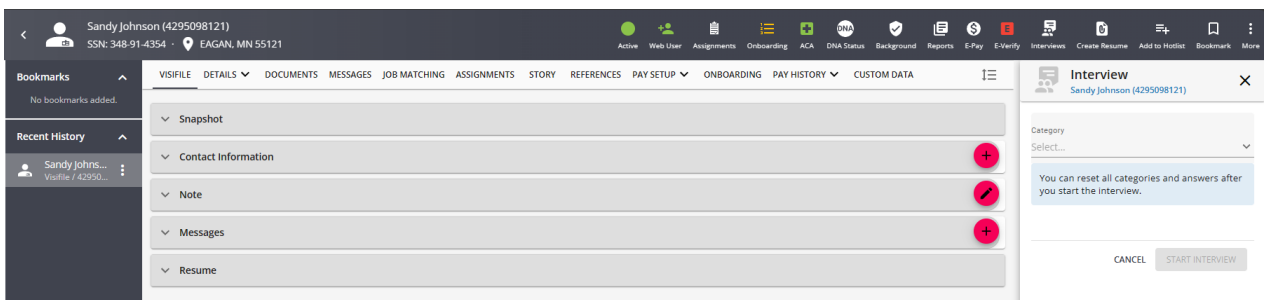
There are two methods to conduct an interview with an employee in Beyond. These methods include the Interviews Charm on the employee's Visifile by selecting the "Interviews" Charm, and selecting "Conduct Interview":



Or within the Employee's Story by selecting the "Story" tab, selecting the "+ Add" button, and selecting "Interview":



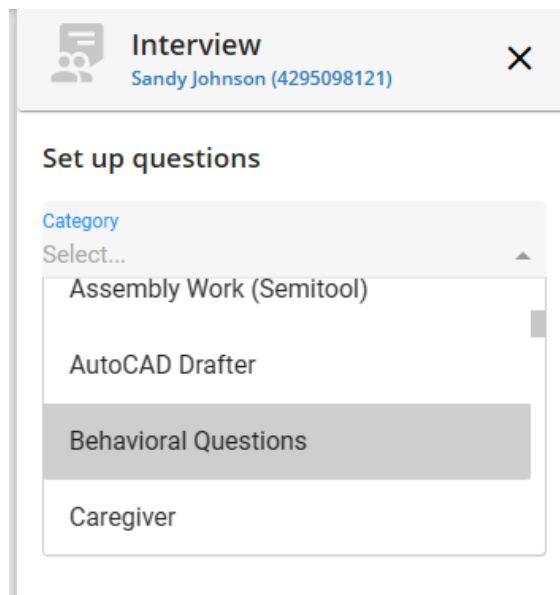
Once you have chosen your preferred method, the "Interview" sidebar will appear:



Note The Interview Sidebar will remain open even when navigating away from the Employee file.

To dismiss the Interview Sidebar, select the "X" at the top right corner of the Sidebar.

Within the Interview Sidebar, select the Categories of questions you would like to be presented to the employee for the interview:



Interview
Sandy Johnson (4295098121)

Set up questions

Category
Select...

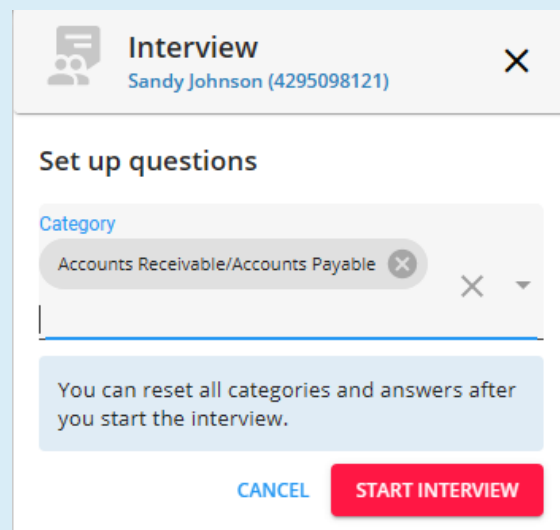
- Assembly Work (Semitool)
- AutoCAD Drafter
- Behavioral Questions**
- Caregiver

Note The question Categories in Beyond relate to the question Groups that will need to be created in Enterprise beforehand.

For more information on this process, please see the following article: [Enterprise - Setting Up the Interview Questionnaire](#).

Select the question Category (or multiple) that are required for the employee interview.

Note You are able to select more than one question Category for the employee to complete within the interview. By selecting one Category, it will be shown within the list:



Interview
Sandy Johnson (4295098121)

Set up questions


Category

Accounts Receivable/Accounts Payable

You can reset all categories and answers after you start the interview.

[CANCEL](#) [START INTERVIEW](#)

Select the Category dropdown again to add another:

**Interview**
Sandy Johnson (4295098121)×

Set up questions

Category

Accounts Receivable/Accounts Payable×

Achievements× |


You can reset all categories and answers after you start the interview.

[CANCEL](#) [START INTERVIEW](#)

Repeat the process until all required question Categories have been selected and are seen within the list.

To remove a question Category before the interview has begun, select the "X" to the right of the Category within the list.

Once all of the required question Categories have been chosen, select the "Start Interview" button:

**Interview**
Sandy Johnson (4295098121)×

Set up questions

Category

Accounts Receivable/Accounts Payable×

Achievements×

Behavioral Questions× |

You can reset all categories and answers after you start the interview.

[CANCEL](#) [START INTERVIEW](#)

[Back To Top](#)

Completing an Employee Interview

Once the interview has started, enter the answers to the questions presented:

Accounts Receivable/Accounts Paya...

Interviewed by joshua.kramer

ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE

Software Programs ^

What accounting software programs do you have experience with? How proficient are you with that/these programs?

Type answer

NEXT

Experience Level ▼

Disputes ▼

Collections ▼

Training ▼

Which part is your favorite ▼

Note When navigating through the list of questions, the following helpful points should be taken into consideration:

- Depending on the Category selected, questions may have Required answers. These answers must be entered before being able to save or exit the Employee interview:

* **Your word** ^

Which word best describes you?

Select... ▼

NEXT

- Once an answer is entered for a question, the answer will autosave with a green checkmark to prevent a loss of information:

Software Experience



Tell me about word processing, spreadsheet, and database management programs that you have experience with, explaining which one you like the best, and which ones you have had problems with, and why.

This is a test|

985

NEXT

- Answers to questions have a character limit of 1000, and once the limit has been reached for an answer, you will simply not be able to add any more characters within the field:

Software Experience



Tell me about word processing, spreadsheet, and database management programs that you have experience with, explaining which one you like the best, and which ones you have had problems with, and why.


This is a test.

985


NEXT

- Once an answer has been entered for a question, you can navigate to the next question quickly within the list by either clicking the "Tab" key on your keyboard, or selecting "Next" within the UI.

Note In the event the incorrect Categories were chosen when creating the interview, you can select the option to "Reset" the interview:

 **Interview** ×
Sandy Johnson (4295098121)


Accounts Receivable/Accounts Paya...
Interviewed by joshua.kramer
ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE


Software Programs 


What accounting software programs do you have experience with? How proficient are you with that/these programs?


This is a test.


985 NEXT

Experience Level 


Disputes 

Collections 

Training 

Which part is your favorite 

BEHAVIORAL QUESTIONS

Favorite 

RESET COMPLETE


By selecting this option, you will receive a prompt asking if this is what you would like to do:

Confirm Reset

All categories and answers will be lost on this interview. Are you sure you want to continue?

CANCEL CONTINUE AND RESET ALL

Upon selecting "Continue And Reset All", this will reset all Categories and questions of the interview, navigating you back to the creation window of the Sidebar:



Interview

Sandy Johnson (4295098121)

×

Set up questions

Category

Select...


You can reset all categories and answers after you start the interview.

CANCEL

START INTERVIEW

Continue entering answers for all of the questions presented until the interview has been completed.

Note Selecting the "X" at the top right corner of the interview Sidebar will save the interview, regardless of questions answered, within the Employees Story tab on their file:



Interview

Sandy Johnson (4295098121)

×

Accounts Receivable/Accounts Paya...

Interviewed by joshua.kramer

ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE

Software Programs

What accounting software programs do you have experience with? How proficient are you with that/these programs?

This is a test|

985

NEXT

Experience Level

Disputes

Collections

Training

Which part is your favorite



In the event there are unanswered Required questions, you will be prompted to completed them before being able to navigate away from the interview:

Missing required Information


All required questions must be answered before exiting the interview.


KEEP WORKING


Once all of the questions within the interview have been answered, select "Complete" to finish and save the interview:


 **Interview** 
Sandy Johnson (4295098121)


Accounts Receivable/Accounts Paya...
Interviewed by joshua.kramer
ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE


Software Programs 

Experience Level 


Disputes 


Collections 

Training 

Which part is your favorite 

BEHAVIORAL QUESTIONS

Favorite 

* Your word 

RESET

COMPLETE

The interview will be saved under the Employee's Story tab on their file.

Once an Employee interview is completed, the "Interviewed By" field on the Employee Details page will be updated as well:

VISIFILE DETAILS DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ONBOARDING PAY HISTORY CUSTOM DATA	
SUITE H EAGAN, MN 55121 United States of America	
Temporary Address (Inactive) 123 main st Blaine, MN 55121 United States of America	
^ Hiring	
Washed Status Familiar	Hire Status Eligible for Hire >
Job Order Type Direct Hire	Profession Clerical
Job Title Admin.support/receptionist	Vendor --
Orientation Date --	Anniversary Date --
Activation Date --	Deactivation Date --
Interviewed By joshua.kramer on 9/20/2021	I-9 Not On File
Entered By nicole.neville	Staffing Specialist nicole.neville
Numeric Rating 0	WOTC Eligibility Status --

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Viewing Employee Interviews

Employee interviews are able to be viewed by navigating to the Employee record > Story:

VISIFILE DETAILS DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ONBOARDING PAY HISTORY CUSTOM DATA	
<input type="checkbox"/> Education (1) <input type="checkbox"/> Work History (2) <input checked="" type="checkbox"/> Interviews (3) + ADD	
<div><div>Interview Incomplete • 8/11/2021</div><div>Accounting Interviewed By nicole.neville • 8/11/2021</div><div>What size of payrolls have you produced? (No answer)</div><div>MORE DETAILS</div></div>	<div><div>Interview 9/20/2021</div><div>Behavioral Questions, Accounts Receivable/Accounts Payable Interviewed By joshua.kramer • 9/20/2021 Modified By joshua.kramer • 9/20/2021</div><div>BEHAVIORAL QUESTIONS</div><div>Describe your favorite job in the past 5 years? (No answer)</div><div>MORE DETAILS</div></div>
<div><div>Interview 10/18/2019</div><div>Office Manager, Receptionist Interviewed By nicole.neville • 10/18/2019</div><div>OFFICE MANAGER</div><div>For what specific duties as an Office Manager have you been responsible? Answering phones, scheduling meetings, greeting guests, ordering supplies.</div></div>	

Interviews will be shown via a timeline format in descending order by the date the interview had been completed:

Interview Incomplete • 8/11/2021

Accounting
Interviewed By nicole.neville • 8/11/2021

What size of payrolls have you produced?
(No answer)

[MORE DETAILS](#)

Interview 10/18/2019

Office Manager, Receptionist
Interviewed By nicole.neville • 10/18/2019

OFFICE MANAGER

For what specific duties as an Office Manager have you been responsible?
Answering phones, scheduling meetings, greeting guests, ordering supplies.

Interview 9/20/2021

Behavioral Questions, Accounts Receivable/Accounts Payable
Interviewed By joshua.kramer • 9/20/2021
Modified By joshua.kramer • 9/20/2021

BEHAVIORAL QUESTIONS

Describe your favorite job in the past 5 years?
(No answer)

[MORE DETAILS](#)

Note Incomplete interviews that have been saved to the Employee Story are always sent to the top of the timeline:

Interview Incomplete • 8/11/2021

Accounting
Interviewed By nicole.neville • 8/11/2021

What size of payrolls have you produced?
(No answer)

[MORE DETAILS](#)

Interview 10/18/2019

Office Manager, Receptionist
Interviewed By nicole.neville • 10/18/2019

OFFICE MANAGER

For what specific duties as an Office Manager have you been responsible?
Answering phones, scheduling meetings, greeting guests, ordering supplies.

Interview 9/20/2021

Behavioral Questions, Accounts Receivable/Accounts Payable
Interviewed By joshua.kramer • 9/20/2021
Modified By joshua.kramer • 9/20/2021

BEHAVIORAL QUESTIONS

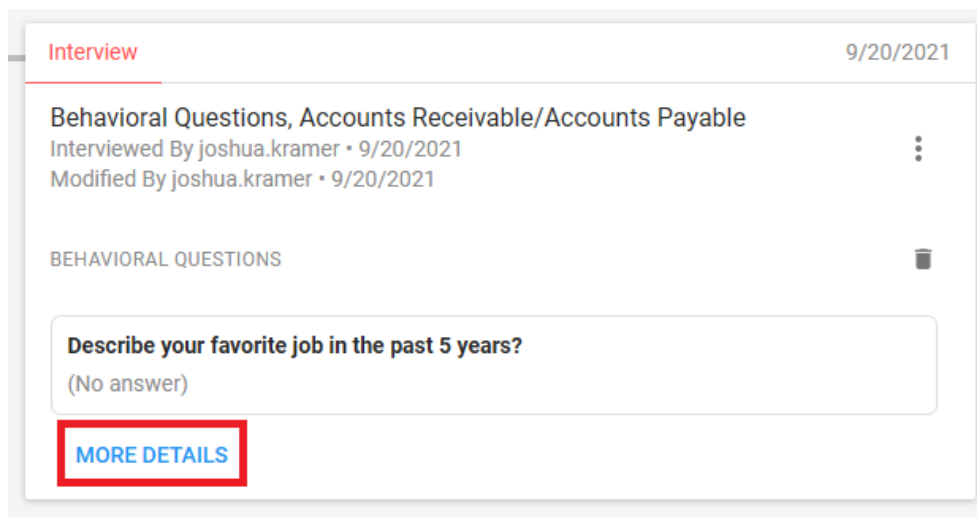
Describe your favorite job in the past 5 years?
(No answer)

[MORE DETAILS](#)

An interview will only show as "Incomplete" in the event the interview wasn't saved and/or completed. This includes a power outage or system shut down.

Once an incomplete interview has been completed, it will enter the timeline based off the date of completion.

To view an entire interview, select the "More Details" option within the interview card:



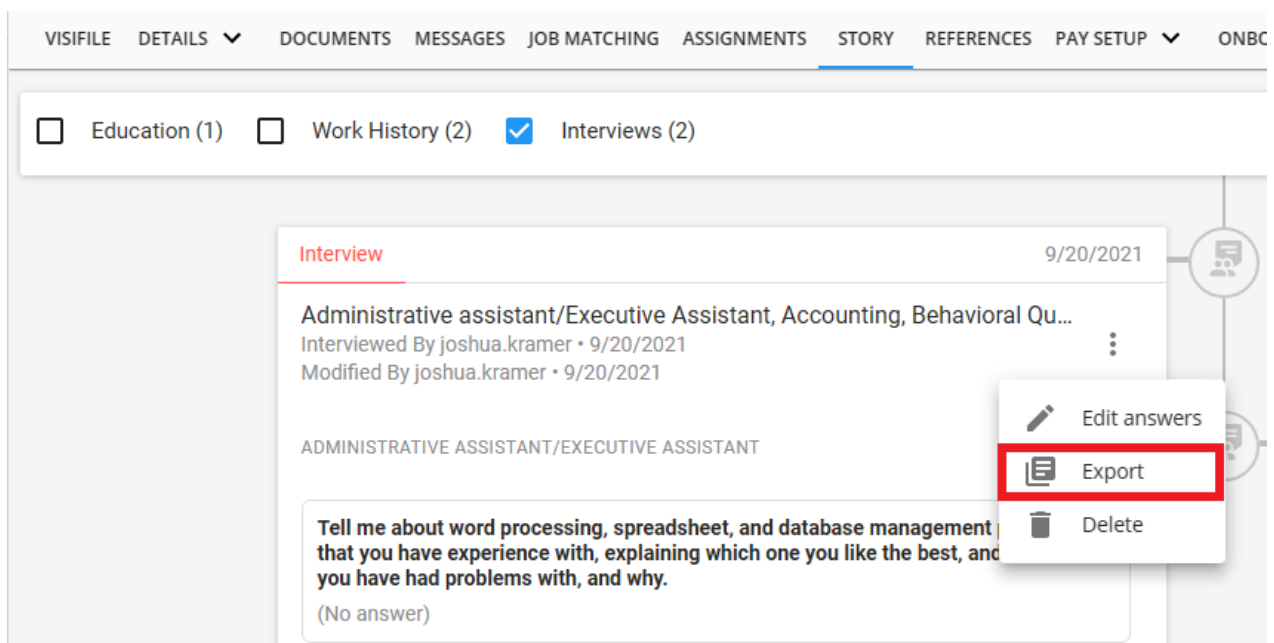
In the event more than one interview for an Employee has been completed in the same day, they will all appear within one timeline entry on the Employees Story.

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Utilizing the Employee Interviews Report

You have the ability to export Employee interview results by means of the Employee Interview Report within Beyond.

To begin, navigate to the Employee record > Story > the  icon of the Interview card > Export:



This will open the Employee Interview Report for that employee record:

Aident® 4295098121			
PAGE 1 OF 2			
VIEW REPORT			
Employee Interview Report High Tech Staffing Interview questions/answers			
Entity Level (Field 2) tempworks SOFTWARE			
Sandy Johnson - 4295098121			
Question Name	Question Text	Date	Interviewer
Group Name: Accounting			
Payroll Size	What size of payrolls have you produced?	9/20/2021	joshua.kramer
Test			
Software Programs	What accounting software programs do you have experience with?	9/20/2021	joshua.kramer
Test			
General Ledger	Tell me about your experience and skill level with general ledger accounting.	9/20/2021	joshua.kramer
Test			
Experience 1	What experience do you have with accounts payable? Accounts receivable? Payroll? How many years?	9/20/2021	joshua.kramer
1-2 years			
Favorite	What has been your favorite position?	9/20/2021	joshua.kramer
Test			
Accounting Reports	Have you created accounting reports? If yes, describe them.	9/20/2021	joshua.kramer
Test			
Accounting Coursework	What college accounting coursework have you completed?	9/20/2021	joshua.kramer
Test			
Words Per Minute	What is your words per minute?	9/20/2021	joshua.kramer
Test			
Group Name: Accounts Receivable/Accounts Payable			
Software Programs	What accounting software programs do you have experience with? How proficient are you with that/these programs?	9/20/2021	joshua.kramer
This is a test.			
Experience Level	What experience do you have with accounts payable? Accounts receivable? Payroll? How many years?	9/20/2021	joshua.kramer
This is a test.			
Disputes	Have you ever handled an invoice dispute?	9/20/2021	joshua.kramer
This is a test.			

Note At this time, the Employee Interviews report will generate all interviews for the entered Aident (Employee ID) and not just the single interview chosen within the Employees Story.

This report will show you the following information:

- **Question Name:** The title of the question being asked to the employee.
- **Group Name:** The Group or Category the question is within.
- **Question Text:** The question being asked to the employee.
- **Date:** The date the interview was completed.
- **Interviewer:** The Service Rep who conducted the interview.
- **Answer:** The answer to the question being asked.


Once the report has been generated, you have the option to Print and/or Download the report via the options to the top right:

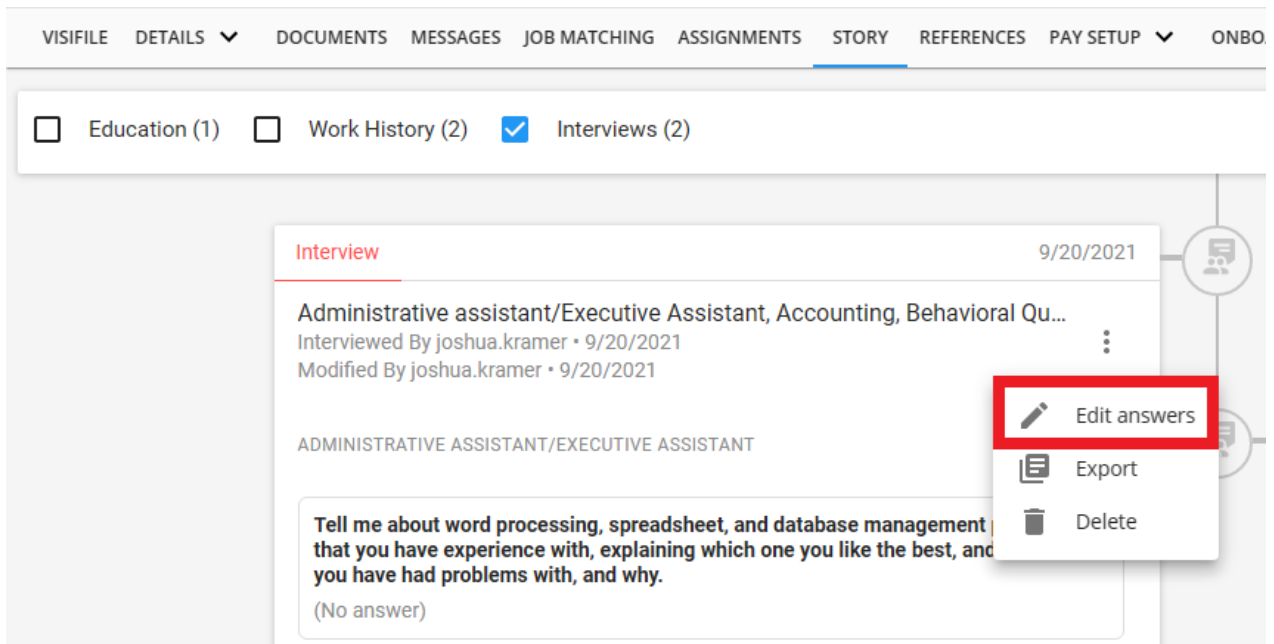
Aident® 4295098121			
PAGE 1 OF 2			
VIEW REPORT			
Employee Interview Report High Tech Staffing Interview questions/answers			
Entity Level (Field 2) tempworks SOFTWARE			
Sandy Johnson - 4295098121			
Question Name	Question Text	Date	Interviewer
Group Name: Accounting			
Payroll Size	What size of payrolls have you produced?	9/20/2021	joshua.kramer
Test			
Software Programs	What accounting software programs do you have experience with?	9/20/2021	joshua.kramer
Test			

This report is also accessible by navigating to the B Menu > Reports > Employee Interview Report.

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Editing Employee Interviews


To edit the answers to an Employees interview questions, navigate to the Employee record > Story > the  icon of the Interview card > "Edit answers":



The screenshot shows the 'STORY' tab of an employee record. At the top, there is a navigation bar with tabs: VISIFILE, DETAILS, DOCUMENTS, MESSAGES, JOB MATCHING, ASSIGNMENTS, STORY (selected), REFERENCES, PAY SETUP, and ONBOARDING. Below this, there is a filter bar with three items: Education (1), Work History (2), and Interviews (2) (checked). The main content area displays an interview card titled 'Interview' with a date of 9/20/2021. The card content includes the job title 'Administrative assistant/Executive Assistant, Accounting, Behavioral Qu...', the interviewer 'Interviewed By joshua.kramer • 9/20/2021', and the modifier 'Modified By joshua.kramer • 9/20/2021'. Below this, the job title 'ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT' is listed. The interview question is 'Tell me about word processing, spreadsheet, and database management that you have experience with, explaining which one you like the best, and you have had problems with, and why.' The answer is '(No answer)'. A dropdown menu is open on the right side of the card, showing three options: 'Edit answers' (highlighted with a red box), 'Export', and 'Delete'.

This will open the Interview Sidebar for the interview selected:

**Interview**



Sandy Johnson (4295098121)

Administrative assistant/Executive A...

Interviewed by joshua.kramer

ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT

Software Experience ^

Tell me about word processing, spreadsheet, and database management programs that you have experience with, explaining which one you like the best, and which ones you have had problems with, and why.

Type answer

NEXT

Proofreading v


Scheduling v

Business Letters v

Organization v

Continue to update the answers to the intended questions within the interview until complete.

Once complete, select "Save" for the changes to reflect on the interview:

 Interview

Sandy Johnson (4295098121)

×

Administrative assistant/Executive A...

Interviewed by joshua.kramer

ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT

Software Experience

✓

Proofreading

▼

Scheduling

▼

Business Letters

▼

Organization

▼

Motivator

▼

ACCOUNTING

Payroll Size

▼

Software Programs

▼

General Ledger

▼

* Experience 1

✓

Favorite

▼

SAVE

The Interview Sidebar will close and you will see the interview has a new "Modified By" entry on the interview record of the Employees Story:

[VISIFILE](#) [DETAILS](#) [DOCUMENTS](#) [MESSAGES](#) [JOB MATCHING](#) [ASSIGNMENTS](#) [STORY](#) [REFERENCES](#) [PAY SETUP](#) [ONBOARDING](#)

☐ Education (1) ☐ Work History (2) ☒ Interviews (2)

Interview9/20/2021

Administrative assistant/Executive Assistant, Accounting, Behavioral Questions

Interviewed By joshua.kramer • 9/20/2021

Modified By joshua.kramer • 9/20/2021

ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT

Tell me about word processing, spreadsheet, and database management programs that you have experience with, explaining which one you like the best, and which ones you have had problems with, and why.

This is a test.

MORE DETAILS

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Deleting Employee Interviews

When deleting interviews, you have the option to delete separate Categories of questions from an interview, or the interview in its entirety.

Both processes begin by navigating to the Employee record > Story > the Interview card.

Deleting a Category of Questions

To delete a single Category of questions from the Interview, select the Trash Can icon to the right of the Category name:

Interview

9/20/2021

Administrative assistant/Executive Assistant, Accounting, Behavioral Qu...

Interviewed By joshua.kramer • 9/20/2021

Modified By joshua.kramer • 9/20/2021

ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT

Tell me about word processing, spreadsheet, and database management programs that you have experience with, explaining which one you like the best, and which ones you have had problems with, and why.

This is a test.

Please rate your proofreading ability. What are the top 3 things for which you usually look?

This is a test.

What experience do you have with maintaining a manager's work schedule? What would you consider prior to committing your manager to a meeting? How would you handle the situation if a salesperson came in to talk to your boss without an appointment?

This is a test.

You will receive a prompt to confirm you want to delete this Category of questions (and answers) from the selected interview:

Confirm Delete

Delete Administrative assistant/Executive Assistant interview? This action cannot be undone.

CANCEL

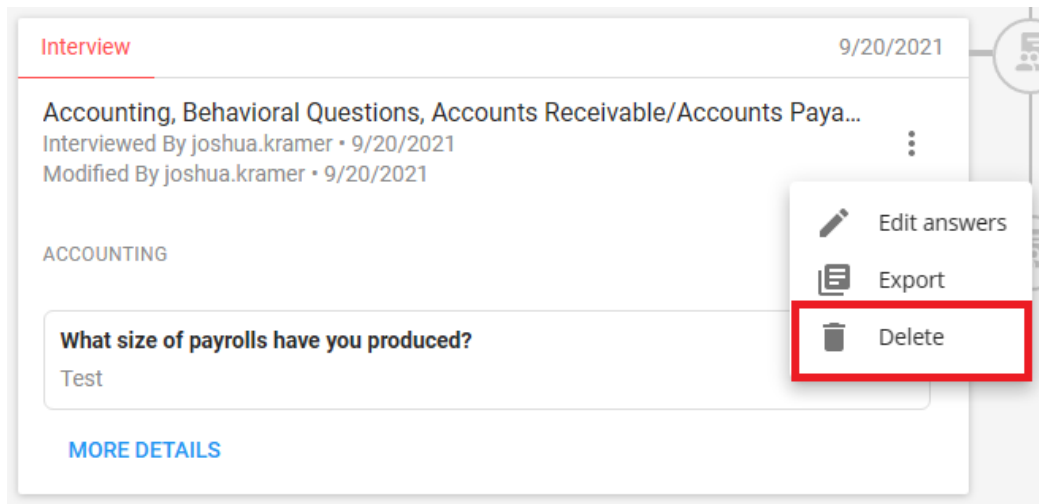
DELETE

To confirm, select "Delete". The interview will have been updated within the Employees Story to reflect the deletion of the Category of questions (and answers).

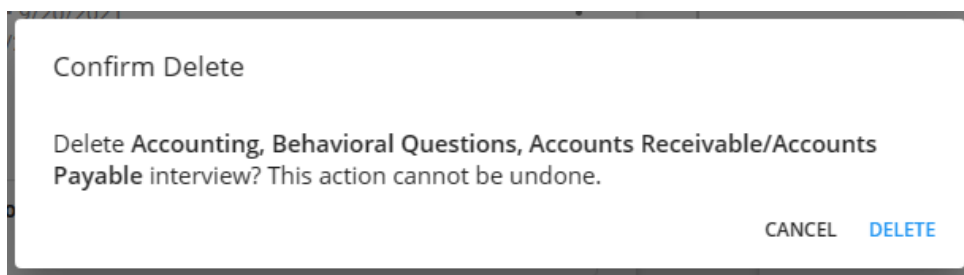
Note Once a Category of questions has been deleted from an interview, those questions (and answers) are gone forever. The same category is able to be re-added to the interview, but new answers will need to be provided.

Deleting an Entire Interview

To delete the entire interview, select the  icon to the right of the interview and select "Delete":



You will receive a prompt to confirm you want to delete the entire interview:



To confirm, select "Delete". The interview will be removed from the Employees Story.

Note Once an interview is deleted, it is gone forever.

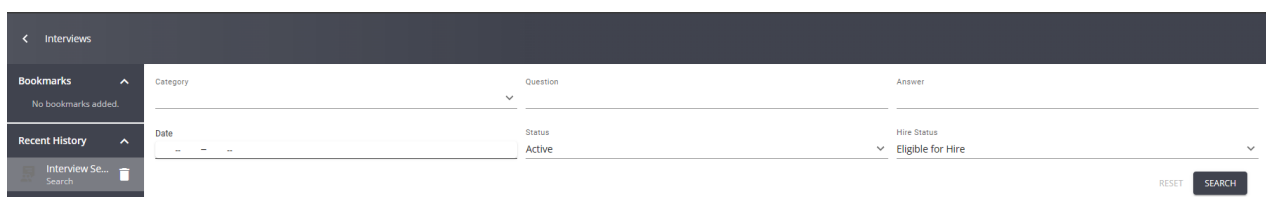
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Searching Employee Interviews

There are two sections within Beyond that allow for the searching of Employee interview information.

Interviews Search

Begin by navigating to the B Menu > Records > Interviews to navigate to the Interview Search:



The following search fields can be used within the Interview Questionnaire functionality:

- Category

- Question
- Answer
- Date
- Status
- Hire Status

Enter information within the fields and select "Search" to see the results:

The screenshot shows the 'Interviews' search interface. On the left is a sidebar with 'Bookmarks' (No bookmarks added), 'Recent History', and an 'Interview Search' button. The main area has search filters: Category (Accounting), Question, Answer, Date (9/14/2021 - 9/30/2021), Status (Active), and Hire Status (Eligible for Hire). There are 'RESET' and 'SEARCH' buttons. Below the filters, it says 'Search returned 2 results' with an 'Expand All' toggle. A table shows the results:

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Hire Status	Phone
<input type="checkbox"/>	4295098121	Johnson	Sandy	High Tech South East		Eligible for Hire	6514705250

Note When completing an Interview search, the following helpful points should be taken into consideration:

- Selecting the "Reset" option within the search will revert the search fields to their default values:

This screenshot shows the search filters with the 'RESET' button highlighted by a red box. The filters are: Category (Accounting), Question, Answer, Date (empty), Status (Active), and Hire Status (Eligible for Hire). The 'RESET' and 'SEARCH' buttons are at the bottom right.

- The Date filter can be set as either a range or an individual value.

With the search completed, you can expand the results by either selecting the dropdown to the left of the record, or by selecting the "Expand All" option:

This screenshot shows the search results with the 'Expand All' button highlighted by a red box. The search filters are: Category (Accounting), Question, Answer, Date (9/20/2021 - 9/20/2021), Status (Active), and Hire Status (Eligible for Hire). The 'RESET' and 'SEARCH' buttons are at the bottom right. Below the filters, it says 'Search returned 1 result' with an 'Expand All' toggle. A table shows the results:

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Hire Status	Phone
<input type="checkbox"/>	4295098121	Johnson	Sandy	High Tech South East		Eligible for Hire	6514705250

Below the table, there is a list of questions and answers:

QUESTION	ANSWER	CATEGORY	DATE
What size of payrolls have you produced?	Test	Accounting	9/20/2021
What accounting software programs do you h...	Test	Accounting	9/20/2021
Tell me about your experience and skill level ...	Test	Accounting	9/20/2021
What experience do you have with accounts p...	1-2 years	Accounting	9/20/2021
What has been your favorite position?	Test	Accounting	9/20/2021

Selecting a question within the list will open the Interview Sidebar with the selected question highlighted so the information can be viewed:

Category

Accounting

×

Question

▼

Answer

▼

Date

9/20/2021 - 9/20/2021

×

Status

Active

×

Hire Status

Eligible for Hire

×

RESET

SEARCH

Search returned 1 result

Expand All

Interview

Sandy Johnson (4295098121)

×

Accounting, Behavioral Questions, ...

Modified By Joshua.kramer • 9/20/2021

What size of payrolls have you produced?

Test

What accounting software programs do you have experience with?

Test

Tell me about your experience and skill level with general ledger accounting.

Test

What experience do you have with accounts payable? Accounts receivable? Payroll? How many years?

1-2 years

Note The information within this instance of the Interview Sidebar is not able to be edited.

To edit the information within the Employee Interview, select the Employee's name at the top of the Interview Sidebar to be navigated to the Employee's Story:

Category

Accounting

×

Question

▼

Answer

▼

Date

9/20/2021 - 9/20/2021

×

Status

Active

×

Hire Status

Eligible for Hire

×

RESET

SEARCH

Search returned 1 result

Expand All

Interview

Sandy Johnson (4295098121)

×

Accounting, Behavioral Questions, ...

Modified By Joshua.kramer • 9/20/2021

What size of payrolls have you produced?

Test

What accounting software programs do you have experience with?

Test

Tell me about your experience and skill level with general ledger accounting.

Test

Employee Advanced Search

Begin by navigating to Search Employees > Advanced to navigate to the Advanced Search of Employees:

BASIC

ADVANCED

Click to select a saved search...

NOT

AND

OR

Is Active

×

IS TRUE

✓

Show in results

×

RULE / GROUP

SAVE...

RESET

SEARCH

The following Advanced Search fields can be used with the Interview Questionnaire functionality:

- Interview Date
- Interviewed By
- Question Name
- Question Answer

BASIC

ADVANCED

Click to select a saved search...

NOT

AND

OR

>

Interview Date

×

EQUALS

Value

* Required

Show in results

×

>

Interviewed By

×

EQUALS

Value

* Required

Show in results

×

>

Question Name

×

EQUALS

Value

* Required

×

>

Question Answer

×

CONTAINS

Value

* Required

×

+ RULE / GROUP

SAVE...

RESET

SEARCH

Note For more information on Advanced Searching functionality within Beyond, please see the [Beyond - Advanced Searching](#) article.

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Related Articles