

Enterprise - Documenting an Interview

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What is an Interview Questionnaire?

The interview questionnaire allows users to design and organize interviews that are to be conducted by recruiters. There is no limit to how many interview questionnaires you can have and what those questionnaires look like--they are truly customizable and can include a myriad of groups and interview questions within one questionnaire. Employees can complete one or 100 questionnaires!

Note Before you can start, the interview groups and questions must first be set up by your admin. For more information, check out [Enterprise - Setting Up the Interview Questionnaire](#).

This Article Includes:

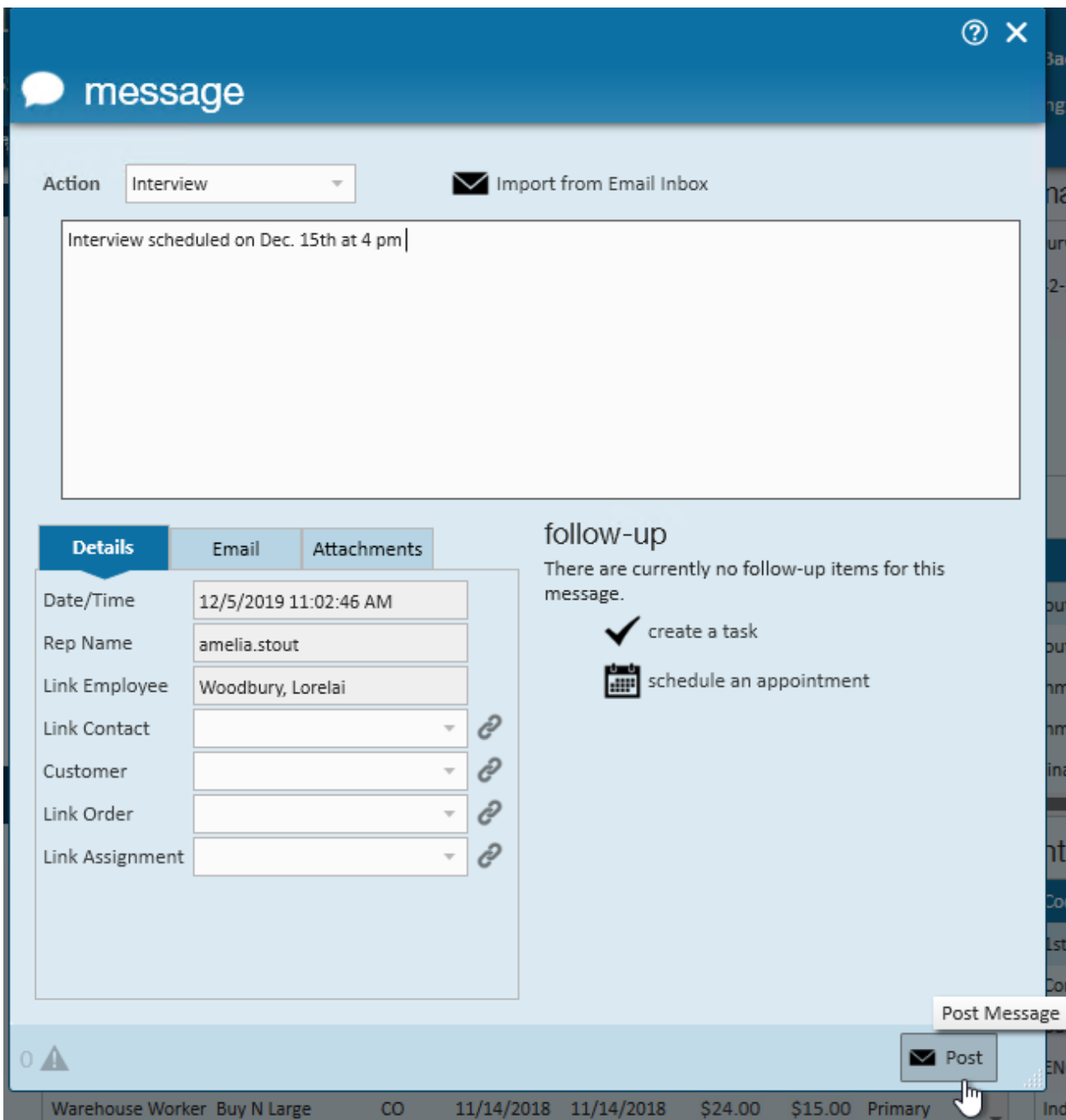
- [Before You Interview](#)
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- [Reviewing and Searching Interview Answers](#)

Before You Interview

Every company will have different processes and procedures around the interview process. Here are a few options to consider.

Logging a Message

Call to schedule an interview? Schedule one successfully? Anytime you talk to an employee, we recommend you log it as a message on their record.



Reasons to log a message:

- Let's you and your coworkers know who last contacted this employee and when
- Tracks your productivity (ex. number of interviews you scheduled today)
- Provides easy documentation for unemployment, hiring decisions, when employee's don't show, etc.

See [Tips for Message Logging](#), for more information.

Using the Candidate Worksheet

If you are considering an employee for a specific job or jobs, you can set them as a candidate to keep track of which jobs you are considering them for.

You can view all the orders an employee is a candidate for by navigating to the employee record > details > candidacy:

The screenshot shows the employee record for Lorelai "Leah" Woodbury. The header includes her name, address (123 Maple Lane, Saint Paul, MN 55123), ID (4295080432), SSN (xxx-xx-3753), and Branch (New Brighton). There are two red alert icons: "Call Andrea Back" and "Don't forget about lunch". The navigation bar includes "tasks" and "appointments". The left sidebar lists various sections, with "candidacy" selected. The main content area shows a table of orders with columns for Customer, Order, Status, and Date. A checkbox for "Show only active candidates" is visible above the table.

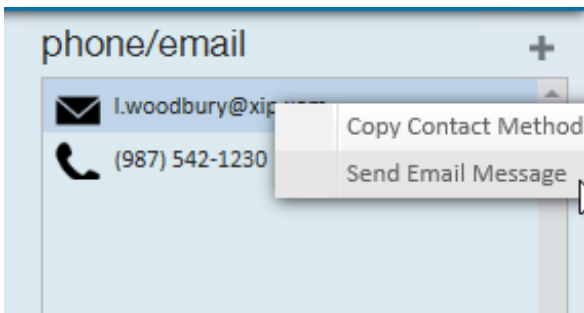
Customer	Order	Status	Date
Duluth Manufacturing...	4295078037	WCandidate	1/30/2019
Real Steel	4295088425	WCandidate	4/23/2019
Buzzys Cafe	4295090718	Candidate	2/12/2019
Angelucci's Flowers	4295091214	WCandidate	7/11/2019
Hartford Party Rental	4295091583	WCandidate	9/26/2019

To learn more about candidacy, check out [How to Create and Manage the Candidate Worksheet](#).

Email Interview Confirmation

If you have an email on file for the employee, you can quickly and easily email them from their employee record. This can be a great way to send them additional information or confirmation of the scheduled interview.

Right click on an employee's email to compose a new message.



For more information, check out [Email Functionality](#).

Documenting Interview Answers

Use the Interview Questionnaire to help guide you through the interview process and document answers employees have to different questions.

Looking for a video? Check out [*Employee Part 3: The Employee Details](#)

Add a Questionnaire to an Employee Record

1. Navigate to Employee Record details section
2. Select 'interview questionnaire'

Lorelai "Leah" Woodbury
123 Maple Lane ID: 4295080432
Saint Paul, MN 55123 SSN: xxx-xx-3753
Branch: New Brighton

visifile
▲ details
aca
activity tracker
assignment restrictions
contact methods
candidacy
direct hire
education
interpersonal
interview questionnaire
past jobs
required docs
test scores
transportation
unemployment
work experience
work interests

employee

Summary Interview

summary of questions
This area shows you all the questions and what has been
i There a

3. Select Interview tab
4. Use the drop down to select the questionnaire group(s)

Summary **Interview**

interview questions

Use the dropdown below to select what groups of question

0 group(s) selected

- Accounting
- Alix's Interview
- Basic Interview
- Basic Interview
- Basic Interview Questions
- Behavioral Interview
- Berke Assessment
- Cross Lake Questionnaire
- Direct Hire
- Dosey's Market
- ECW test
- General Interview Questionnaire
- General Questionnaire
- Hard Labor
- Hospitality
- In Office Interview Standard

5. Use the drop down under Interviewed by to select the interviewer

6. Select the interview Date

Summary **Interview**

interview questions

Use the dropdown below to select what groups of questions you'd like to ask the employee.

3 group(s) selected

- Basic Interview**
 - Boss Question
 - Work history 1
 - Dates
 - Supervisor
 - Work history 2
 - Dates
 - Supervisor
 - Work history 3
 - Dates
 - Supervisor
 - Work Style
- Life Experiences**
 - Missed work**
 - What is your highest level of e...
- Welder**
 - MIG Welding
 - TIG Welding

Interviewed By: amelia.stout

Interview Date: 12/5/2019

What best describes your work style?

Life Experiences

Have you been out of work for more than 3 years at a time? If so, please explain...

What is your highest level of education?

Welder

Tell me about your most recent project where you were MIG Welding?

Describe your TIG Welding experience.

7. Enter answers to applicable questions

Summary **Interview**

interview questions

Use the dropdown below to select what groups of questions you'd like to ask the employee.

3 group(s) selected

- Basic Interview**
 - Boss Question
 - Work history 1
 - Dates
 - Supervisor
 - Work history 2
 - Dates
 - Supervisor
 - Work history 3
 - Dates
 - Supervisor
 - Work Style
- Life Experiences**
 - Missed work**
 - What is your highest level of e...
- Welder**
 - MIG Welding
 - TIG Welding

Interviewed By: amelia.stout

Interview Date: 12/5/2019

What best describes your work style?

Life Experiences

Have you been out of work for more than 3 years at a time? If so, please explain...

N/A

What is your highest level of education?

High School Graduate

Welder

Tell me about your most recent project where you were MIG Welding?

Describe your TIG Welding experience.

8. Click 'Save' in the upper left

Reviewing and Searching Interview Answers

Reviewing Answers

Under the interview questionnaire section on the employee record, select the summary tab to see a view questions and answers

The screenshot displays an employee record for Lorelai "Leah" Woodbury. The header includes her name, address (123 Maple Lane, Saint Paul, MN 55123), ID (4295080432), SSN (xxx-xx-3753), and branch (New Brighton). There are two red alert icons: "Call Andrea Back" and "Don't forget about lunch", and another set: "Call Ben" and "Luke Dane Background check". A notification at the bottom right states "Currently viewing 4 of 494250 tasks. View". The main navigation bar contains "tasks", "appointments", "social", and "email". The left sidebar lists various categories, with "interview questionnaire" selected. The main content area shows the "Summary" tab for the interview questionnaire, titled "summary of questions". It contains the following text: "This area shows you all the questions and what has been answered for this employee." Under the heading "Basic Interview", there are three questions and their answers: "What do you look for in a boss?" with the answer "Not a Micro Manager"; "Tell me about your most recent position. Explain TASKS, RESPONSIBILITIES & LEVEL OF AUTHORITY you had/have when you started with (company) through today (or end). CONSULTANTS – DUTIES SHOULD INCLUDE how a person made Co. \$, saved Co. \$, increased production and/or decreased waste. (Enter Job title and duties)" with the answer "Warehouse Worker - did some assembly, etc."; and "What were your dates of employment?" with the answer "last 3 months". The final question is "Who was your supervisor?" with the answer "Georgina Anderson".

Searching for Employees Based on Answers to Interview Questions

1. Navigate to Employee Search
2. Select Enhanced Search
3. Select Interview Questionnaire Category on the left
4. Search Options
 - Search by question name to view employees who have been asked a specific question
 - Search by question answer to view employees who have answered a question with keywords entered

Last Name SSN All Records RepName All Reprs Document Text
First Name ID Active Branch All Branc Search

Enhance Search Saved Searches

Profile
Personal
Status
Assignments
Order Candidate
Document
Direct Hire
Job History
Employee EEO Infor...
Testing
Education
Financial
Bank Information
Custom Data
ACA

▼

Question Name

Question Answer Show in Results

Like not a micro manager ✕

+Add

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