Getting Started

This document is for recruiters and engineers who want to know more about using Remote Interview to conduct screening tests and programming interviews.

Remote Interview is a combination of two solutions:

**Screening Tests**, helps you create tests which shall be sent to your candidates. After that candidates solve your given test, the scores are automatically calculated and detailed reports are presented to you so to help you pick the best ones quickly.

The **Interviewing Tool** is for conducting interviews with programmers in the browser, like CollabEdit, or Stypi, with some major features which include: Code Compiler, Note Taking, Advanced Reporting etc.
Registering an Account

If your company has an organization-wide plan or trial, please make sure to follow the instructions you received from us or from head recruiter.

Before anything, you should sign up for an account. Head over to our website and click **Sign Up**. Fill in the details required in the following screen:

![Sign Up with LinkedIn](image)

After this you will be logged in automatically. Please remember your email and password for logging in the next time.
Conducting Tests

Ideally, you should create a separate test for each of your job positions.

Creating a new Test

1. Click **New Test** from the left menu.
2. **Test Title**: give a relevant name to the test (ex: Front End Developer, Jan). You can always come back and edit the title.
3. After you click **Create**, you will be taken to the newly created test. Change each of the settings, here is some explanation for each setting:
   a. **Test Time Limit**: Give a time limit to each test in minutes, you can always come back and edit (Ex: 120 minutes)
   b. **Recruiters**: You may add your team members into this test, note that they will have equal access rights to the test as you.

Adding Questions

Head over to **Questions** section from left sidebar. After that click the **New Questions** button on the right side of the screen.

You can either add questions from our questions library. Or if those don’t fit your need, you can create your own questions.
Adding From Library

You can pick question from library which holds our curated questions grouped by topics, languages, difficulty. Feel free to explore. Library also holds your previous questions from all tests (that you are part of), you can always re-use them in the new test.
Creating New Programming Task

The editor has three steps. Each is explained below:

1. **Title**: This is the title of the question, used to identify the question in library and reports.
2. **Content**: Use the WYSIWYG editor to format your question body.
3. **Tags**: These tags can be used to quickly search for this question in library.
The **Languages** section allows you to set default language snippet for this question. Candidate's code editor will be initiated with this code.

1. **Enabled Languages**: Enable or Disable the languages you want candidate to be able to code in.
2. **Language Selector**: All enabled languages are listed here.
3. **Code For Selected Language**: Enter the default code snippet for the selected language.
On the third screen of Question Editor, you can add **Test Cases**. One of the most important steps of the test challenge is to enter your test case for the question and give some scoring points depending on the question’s difficulty level. Scoring will help you autofilter candidates so make sure while giving out scoring points.

1. **Scoring Input** will be given to candidate’s code via STDIN.
2. Candidate’s Output is checked against the **Expected Output**.
3. If both outputs match, the candidate will be awarded the **Points**.
4. **Testcase Name** is the identifier for this test case in reports.
5. **Sample Test case** is visible to candidate, to help him test his code while solving the problem.
Creating New MCQ Question

After choosing **Create New MCQ** from New Question dropdown.

1. Fill in the MCQ content by editing mandatory fields like **Question Description** and **Score**.

   **MCQ Question Content**

<table>
<thead>
<tr>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

   **Question Description**

   Question comes here.

2. Enter choices for this MCQ. You can Add/Remove choices based on the context of the MCQ.

   **Choices**

   - **Option A**
   - **Option B**

3. Click ‘Save’ to commit changes and cancel to opt out.
Inviting Candidates

Now that you have created your test, it's finally time to invite your candidates. There are two ways to do that.

Inviting by Email

You can start entering email addresses here and invite them all. Candidates will get an email invite with link to their test rooms.

Inviting by Public Link

You can avoid entering email addresses and invite your candidates by just giving them the URL to the room. Copy this URL and send them via Skype, Email, IM, etc.

**Warning:** This URL is multi-use. So your candidate can solve test as many times as they want using fake identities. If you do not want that, please invite them using the email option.
After your candidates are with the test, you can view their results by choosing one of the Candidates buttons inside your test dashboard:

1. This tab lists all of your candidates regardless of their status.
2. This tab lists only the candidates who have completed the test and are awaiting your decision. Check this tab most often.
3. This tab holds all the approved candidates, who preferably should go to the next phase of your hiring process.
Other elements of the candidate list screen are explained below:

1. Use this dropdown to choose the sorting method. You can sort your candidates either by Date Added, Names, Total Score, or Status.
2. This area shows the Candidate’s name, email address, his status, and his total score (if any). Clicking this item will show the Detailed Report of this candidate.

What are different status?
- When you invite the candidate into your test, his status becomes Invited.
- After the candidate starts the test, the status changes to In Progress.
- When the candidate submits the test, his status changes to Completed.
- If you want to move candidate to next phase of your hiring process you can change his status to Accepted.
- If the candidate is not up to your requirements, you can mark him Rejected.

3. You can change a candidate’s status by selecting the candidates and then using these buttons.
Detailed Candidate Report

If you click one of your candidate’s name, you will be taken to his detailed report with score breakdown for each of his solved tasks and all the notes associated with him.

Below is the explanation of all the elements inside this view:

1. This is basic information entered by the candidate himself. Use this to contact him later.
2. These are some facts about his test attempt including his status and score.
3. These are all the tasks this candidate was supposed to solve in his attempt. Click one of these will expand the details about the task.
Individual Task Details
Each task here can be clicked to reveal more details:

1. **Problem Description:** The original text of this task.
2. **Test Cases:** If this is a programming task, candidate's output is checked against the saved expected outputs against the given input. Each row here shows a test case with achieved score and approximate execution time. Click any row to show candidate's output.
3. **Code Playback:** Candidate's code can be played back at each keystroke, to see his thought process.
4. **Given Answer:** If this is a MCQ, candidate's selected answer is shown here.

Consider the following code snippet:
```javascript
var scope = "global scope";
function checkscope() { var scope = "local scope";
    Score: 0/30
```

Reverse Words
Score: 80/80
Test Cases Completed: 3/3

**Problem Description**
Given a list of space separated words, reverse the order of the words. Each line of text contains L letters and W words. A line will only consist of letters and space characters. There will be exactly one space character between each pair of consecutive words.

**Test Cases**
- simple: 20/20, 0.77 secs
- single word: 30/30, 0.08 secs
- simple 2: 30/30, 0.10 secs

Input

There will be a line of letters and space characters indicating a list
Notes Section
Use this area to take notes about this candidate along with an Upvote or a Downvote. All Recruiters can view these notes and use this area to discuss the current candidate.

Reverse Words
Test Cases Solved: 3/3
Score: 80/80

Notes

Enter your notes about the candidate...

Jenny Shen
▲ Lets interview her.
Candidate’s View

When the candidate uses his test URL to login and attempt his test, he is presented with the following Welcome Screen:

![Welcome Screen Image]

Candidate can read the basic information about the test like **Time Limit, Allowed Languages, Number of Programming Tasks and MCQs, etc.**

**About Time Limit:** The allocated time does not start at this screen, time starts ticking after the candidate click **Begin Test** button.
After the candidate has filled in the basic details required, he can begin the test. He will then be shown the main candidate view similar to this:

1. This is the description of the currently active task.
2. This is the main code area where the candidate can solve the current programming task.
3. This toolbar holds the following options:
   a. Language Selector: The candidate the switch to a different language (if allowed in current task).
   b. Run: Code can be executed and tested.
   c. Zoom In/Out: Increases or Decreases the font size of code area.
4. Input: Candidate can enter some input here. Which will be given to his program via STDIN.
5. Output: When the candidate clicks Run. His code is executed and output is displayed here for each of the test cases of this task.
6. After the candidate is satisfied with his answer on current task, he should mark this question as completed by clicking Mark Done. His entry will not be tested automatically if he does not do this.
7. These tabs show all the tasks of this test. If the task is Green and has Tick, it has been successfully submitted. Otherwise the task is yet to be attempted and submitted.
8. This area shows the remaining time this candidate has before the test is locked, after which he will not be allowed to modify his attempt.
9. Finally, when the candidate is done with his test, he can click Submit Test to submit his attempt. He may re-attempt if he wants to, and if there is time left.
Conducting Interviews

After you have pre-screened your candidates, you would want to interview them over the phone or Skype. Our interview tool helps you do exactly that.

Before creating a quick interview, please make sure you are in the Interview mode. If not, you can go to interview mode by clicking Interviews in this dropdown menu:

Creating a new Interview Room

1. Click New Interview to create a new empty quick interview room.
2. Enter the title of the interview, this can be job post + candidate’s name etc.
3. Click Create to go to your interview room.
After the room has been created, you will be presented with following popup:

Send this URL to your candidate and other interviewers to invite them to this new interview room. Interviewers also need to enter the Admin Password, so they can access features not visible in candidate view like private chat and interview summary.

Close this dialog after you have copied URL and Admin Password.
The Interview Room
Following are the main features of the interview room, many of them are not visible to candidate when he logs in.

1. This is the main code area, it is visible to everyone in the room in real-time. Candidate is supposed to solve any code here.
2. This toolbar holds the following options:
   a. **Language Selector**: The candidate the switch to a different language (if allowed in current task).
   b. **Run**: Code can be executed and tested.
   c. **Zoom In/Out**: Increases or Decreases the font size of code area.
   d. **Code Playback**: This can be used to play the code back at later time.
3. **Output**: When the candidate clicks **RUN**, His code is executed and output is displayed here.
4. You can edit this to the current question assigned to the candidate. Use your own or choose a question from our Question Library.
5. These are all the tasks, Clicking the “eye” icon will make this task tab visible to the candidate. Clicking it again will hide it from the candidate. You can use these to unveil other tasks as the interview progresses.
6. Add more task tabs by click the + (**Plus**) button.
7. You can call this candidate on his computer OR his phone by clicking the **Call** button.
8. **Notes**: All interviewers can add notes about this candidate using the **Add Note** button. These notes are available later in **Summary** tab and can be emailed to anyone if needed.
9. The chat area has two tabs:
   a. Candidate chat is visible to everyone in the room including the candidate.
   b. Private chat is only visible to other interviewers (who used the Admin Password to enter this room). You can use it to discuss the candidate in private.