



## Getting Started

### VoiceScreener™ How-To

Getting started on VoiceScreener™ takes just minutes. After logging in to the website, you may “Create A New Campaign.” First, you must enter some standard information such as your name, your company and contact information. The next step is recording your questions.

When you enter your phone number, VoiceScreener calls you immediately. When you answer you are prompted to record a greeting and a closing message for your interview, followed by the actual interview questions. You may listen to your questions, re-record them or confirm them by simply following the menu prompts.

Returning to the website, you select the recorded questions you would like to have included in the interview; you can also select previously recorded questions from other campaigns. Next, there is an option to create a pre-qualifying questions page, which must have a yes, no or numerical answer. You may also select a setting that prohibits a candidate from continuing with the telephone interview if they do not answer the pre-qualifying questions correctly.

VoiceScreener allows you to customize the landing page that each candidate sees when they arrive at the site for their interview. You may include your company logo, URL address, job title, department and a personalized message that the candidate will see in the body of the invite email. There is also an option to setup a custom rejection email. If the candidate is not suited for the job, there is a button to reject that person which prompts the system to automatically send your rejection message.

Once the campaign is ready, you can enter individual contacts on the “Send Invites” page or you can import a simple data file containing all of your candidates from excel or your ATS. Once in the system, you send the invites and candidates receive your custom email with an invite to participate in the interview.

For the candidates, answering the interview questions is also a quick and simple process. Once candidates receive an email inviting them to the interview, they follow a link to your customized page on the VoiceScreener website. The candidates will be prompted to enter a telephone number and upon submitting it, VoiceScreener will immediately call that number and the interview will begin. The candidates may start recording their answers after they hear the “beep,” pressing # after recording each answer to get to the next question. Once they hang up the interview will be submitted.

As soon as the candidates complete the interview you are able to review the answers on the website. VoiceScreener also has several features to facilitate group hiring or hiring on behalf of a client. A five-star rating system and candidate commenting system allows you to quickly track the candidates that other members of the hiring team are favoring.