

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:

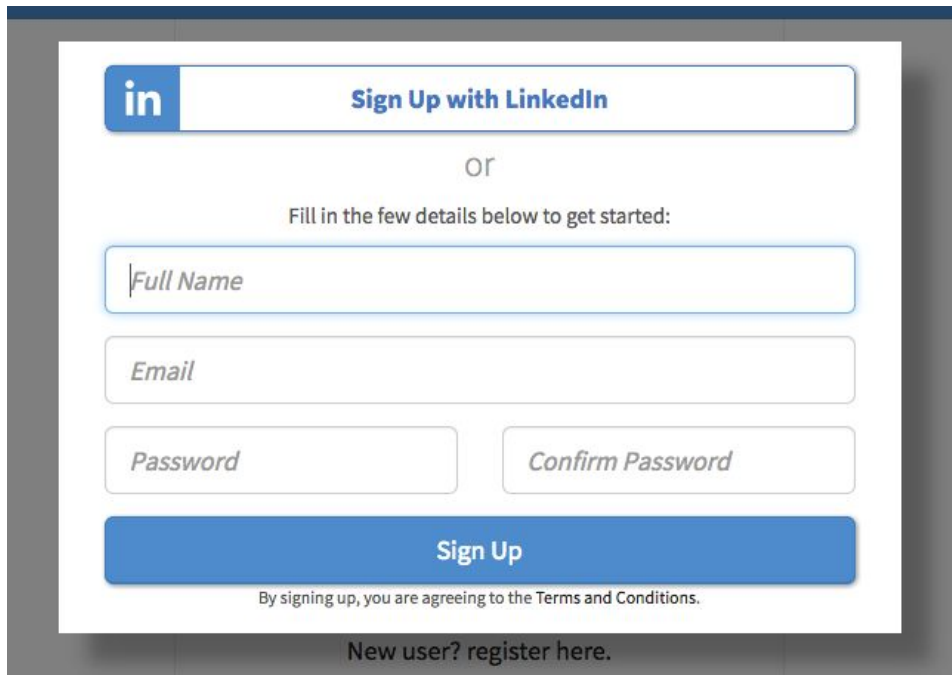
Screening Tests, helps you create tests which shall be sent to your candidates. After that candidates solve your given test, the scores are automatically calculated and detailed reports are presented to you so to help you pick the best ones quickly.

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:



The image shows a screenshot of the LinkedIn sign-up form. At the top, there is a blue button with the LinkedIn logo and the text "Sign Up with LinkedIn". Below this, the word "or" is centered. Underneath, the text "Fill in the few details below to get started:" is displayed. The form consists of several input fields: a "Full Name" field, an "Email" field, a "Password" field, and a "Confirm Password" field. At the bottom of the form is a large blue "Sign Up" button. Below the button, there is a small line of text: "By signing up, you are agreeing to the Terms and Conditions." At the very bottom of the form, there is a link that says "New user? register here."

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

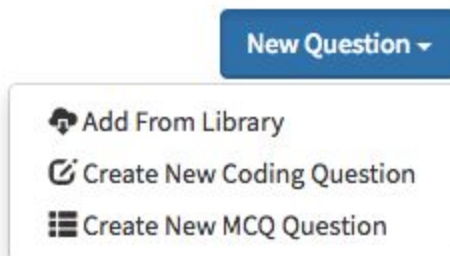
1. Click **New Test** from the left menu.
2. **Test Title:** give a relevant name to the test (ex: Front End Developer, Jan). You can always come back and edit the title.



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.

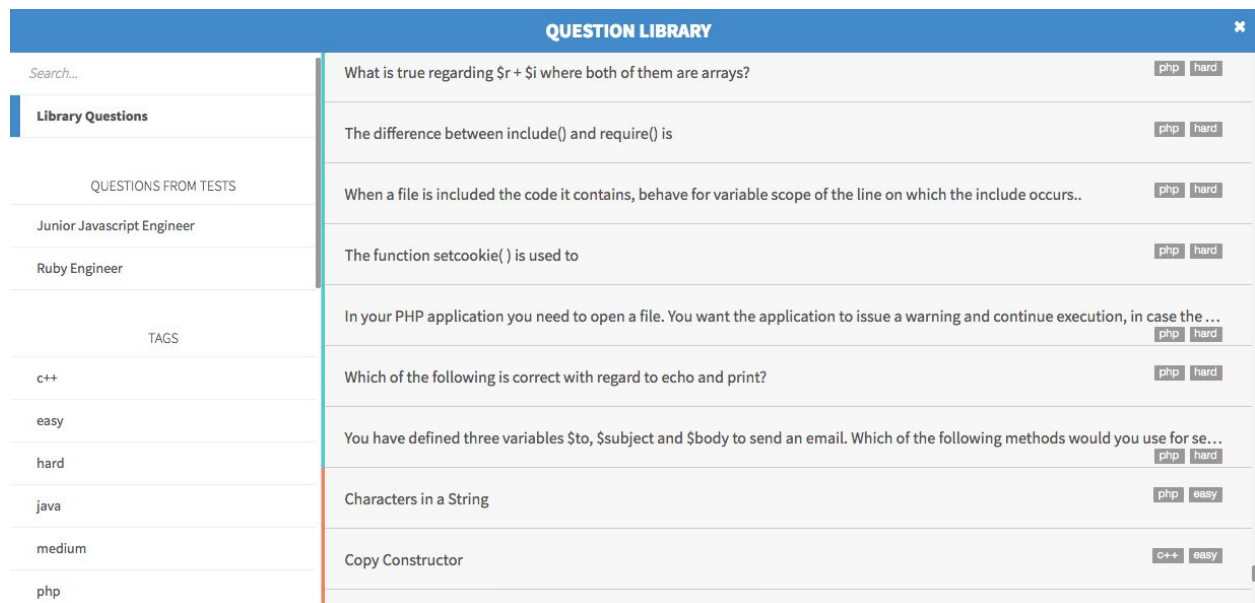
Adding Questions

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



The screenshot shows a 'QUESTION LIBRARY' interface. On the left is a sidebar with a search bar and filters. The main area displays a list of questions with their text, language, and difficulty level.

Filter Category	Filter Value
Library Questions	Library Questions
QUESTIONS FROM TESTS	QUESTIONS FROM TESTS
Junior Javascript Engineer	Junior Javascript Engineer
Ruby Engineer	Ruby Engineer
TAGS	TAGS
c++	c++
easy	easy
hard	hard
java	java
medium	medium
php	php

Question Text	Language	Difficulty
What is true regarding \$r + \$i where both of them are arrays?	php	hard
The difference between include() and require() is	php	hard
When a file is included the code it contains, behave for variable scope of the line on which the include occurs..	php	hard
The function setcookie() is used to	php	hard
In your PHP application you need to open a file. You want the application to issue a warning and continue execution, in case the ...	php	hard
Which of the following is correct with regard to echo and print?	php	hard
You have defined three variables \$to, \$subject and \$body to send an email. Which of the following methods would you use for se...	php	hard
Characters in a String	php	easy
Copy Constructor	c++	easy

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:

The screenshot shows a web-based editor titled "Question Content". It features a "Title" input field at the top. Below it is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and lists. The main content area contains the placeholder text "Question comes here.". At the bottom, there is a field for adding tags with the prompt "Add tags to this question for better searching.". On the right side, there are "Cancel" and "Next >" buttons.

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.

Enabled Languages

1 C# C/C++ Clojure Java Go JavaScript (Node) PHP Plain Text

You can modify the starting code for each selected language below.

2

```
1 import sys
2
3 line = sys.stdin.readline()
4 print line
```

3

Cancel

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 step of the test challenge is to enter your test case for the question and give some scoring points depending on question's difficulty level . Scoring will help you autofilter candidates so make sure while giving out scoring points.

Enter your test case for this question and give it some points depending on its difficulty:

Standard Input	Expected
<i>e.g. ABCD</i>	<i>e.g. DCBA</i>
Testcase Name	Points
<i>e.g. Test 1</i>	<i>e.g. 10</i>

Is this a sample test case? (sample test cases are visible to candidate.)

Save Test case

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

Score

Question Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, insert code snippet, and source code.

Question comes here.

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

Choices

Enable Rich Text Editor

Option A

Is this the correct answer?

Option B

Is this the correct answer?

+ Add A Choice

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

Invite Candidates

Invite your candidates by entering their email addresses below. Separated by space, comma, or semi-colon. Each of these candidates will be sent an email with the URL to their test area.

[✉ Invite Candidates](#)

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.

You can also use a public link, which you can share with all your candidates without having to enter each candidate's email address.

Share this URL with your candidates to give them access to this test.

[Disable Link](#)

<https://v2.remoteinterview.io/tests/#?roomid=-JgeVPkF0SjnM9FBau6r&roompublickey=c0r0wbFDTgIAJ7r19kLk>

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.

Viewing Candidate Reports

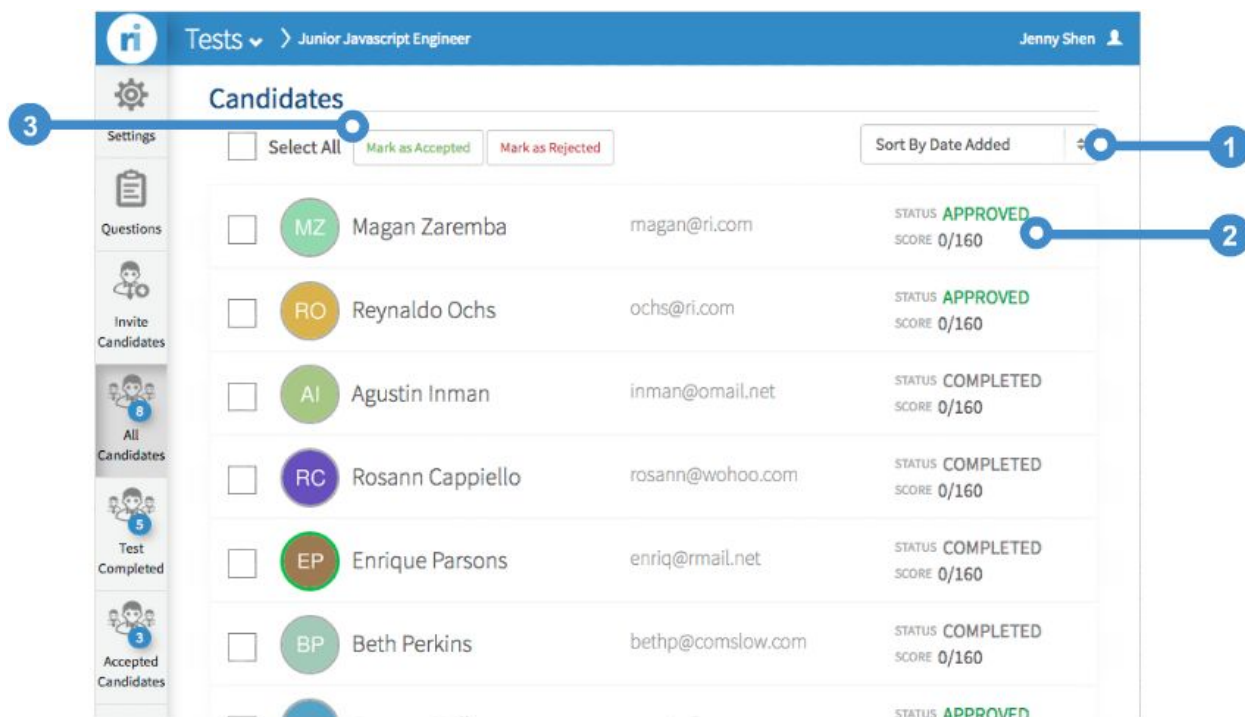
After your candidates are done with the test, you can view their results by choosing one of the **Candidates** buttons inside your test dashboard:

The screenshot shows a dashboard for a test titled "Junior Javascript Engineer". The "Candidates" section is active, displaying a list of candidates. The sidebar on the left has three tabs: "All Candidates" (8), "Test Completed" (5), and "Accepted Candidates" (3). Three numbered callouts (1, 2, 3) point to these tabs. The main area shows a table of candidates with columns for selection, name, email, status, and score.

<input type="checkbox"/>	Initials	Name	Email	Status	Score
<input type="checkbox"/>	MZ	Magan Zaremba	magan@ri.com	APPROVED	0/160
<input type="checkbox"/>	RO	Reynaldo Ochs	ochs@ri.com	APPROVED	0/160
<input type="checkbox"/>	AI	Agustin Inman	inman@omail.net	COMPLETED	0/160
<input type="checkbox"/>	RC	Rosann Cappiello	rosann@wohoo.com	COMPLETED	0/160
<input type="checkbox"/>	EP	Enrique Parsons	enriq@rmail.net	COMPLETED	0/160
<input type="checkbox"/>	BP	Beth Perkins	bethp@comslow.com	COMPLETED	0/160
<input type="checkbox"/>				APPROVED	

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:

The screenshot shows a user interface for a candidate report. At the top, a blue navigation bar contains a logo, a dropdown menu labeled 'Tests', and a breadcrumb path: 'Junior Javascript Engineer > Coretta Cirillo'. On the right of the bar is the name 'Jenny Shen' with a profile icon. Below the navigation bar, there are three buttons: a blue 'Back' button, a green 'Mark as Accepted' button, and a red 'Mark as Rejected' button. The main content is divided into two sections. The first section, 'Candidate Details', is marked with a blue circle '1' and contains a circular profile picture with the initials 'CC', the name 'Coretta Cirillo', a phone number '+1000000000123', and an email address 'coretta@xyz.com'. To the right of this information, the test status is 'APPROVED' in green, the start time is '11:11 AM, JAN 21ST, 2015', and the score is '130/160', with a blue circle '2' pointing to the score. The second section, 'Test Results', is marked with a blue circle '3' and contains a list of three tasks. Each task has a blue vertical bar on the left and a score on the right. The tasks are: 'Is 'false' == false?' with a score of 10/10, 'What is a closure?' with a score of 20/20, and 'Which of the following are examples of closures?' with a score of 20/20.



Task	Score
Is 'false' == false?	10/10
What is a closure?	20/20
Which of the following are examples of closures?	20/20

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.

 Tests > Junior Javascript Engineer > Coretta Cirillo Jenny Shen 

Consider the following code snippet :`var scope = "global scope";function checkscope() {var scope = "local scope";`

Score: 0/30

Reverse Words Score: 80/80

Test Cases Solved: 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.

Input

There will a line of letters and space characters indicating a list

Test Cases

simple	20/20	0.77 secs
single word	30/30	0.08 secs
simple 2	30/30	0.10 secs

Show Code Playback

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.




 Tests ▾ > Junior Javascript Engineer > Coretta Cirillo Jenny Shen 

Reverse Words Score: 80/80

Test Cases Solved: 3/3

Notes

Enter your notes about the candidate...

 0  4  Save Note




Jenny Shen
▲ Lets interview her.

Jan 21st

Candidate's View

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

 remoteinterview.io

Instructions

Welcome to Remote Interview based Screening Test.

- If this is your first time at Remote Interview, we recommend you try our sample test first to get familiar with the test environment: **Demo Test**.
- The screening test has **1 programming questions** to be solved in **Python, Java, Ruby, C#, PHP, Scala, C/C++, Objective-C, VB.NET, Clojure, JavaScript (Node), Go or Plain Text** and **4 MCQs**.
- You have up to **37 minutes** to complete the test. Once you start, you should complete the test in a single attempt.
- Your websession will be maintained if you recieved the automated email invite, you can use that link to resume your test but please try not to close the window/tab during the test.
- Make sure that your solution handles all possible corner cases and handles large inputs efficiently. Assume nothing, trust no one.
- May the force be with you!

Please enter the following information correctly.

Full Name

Email Address

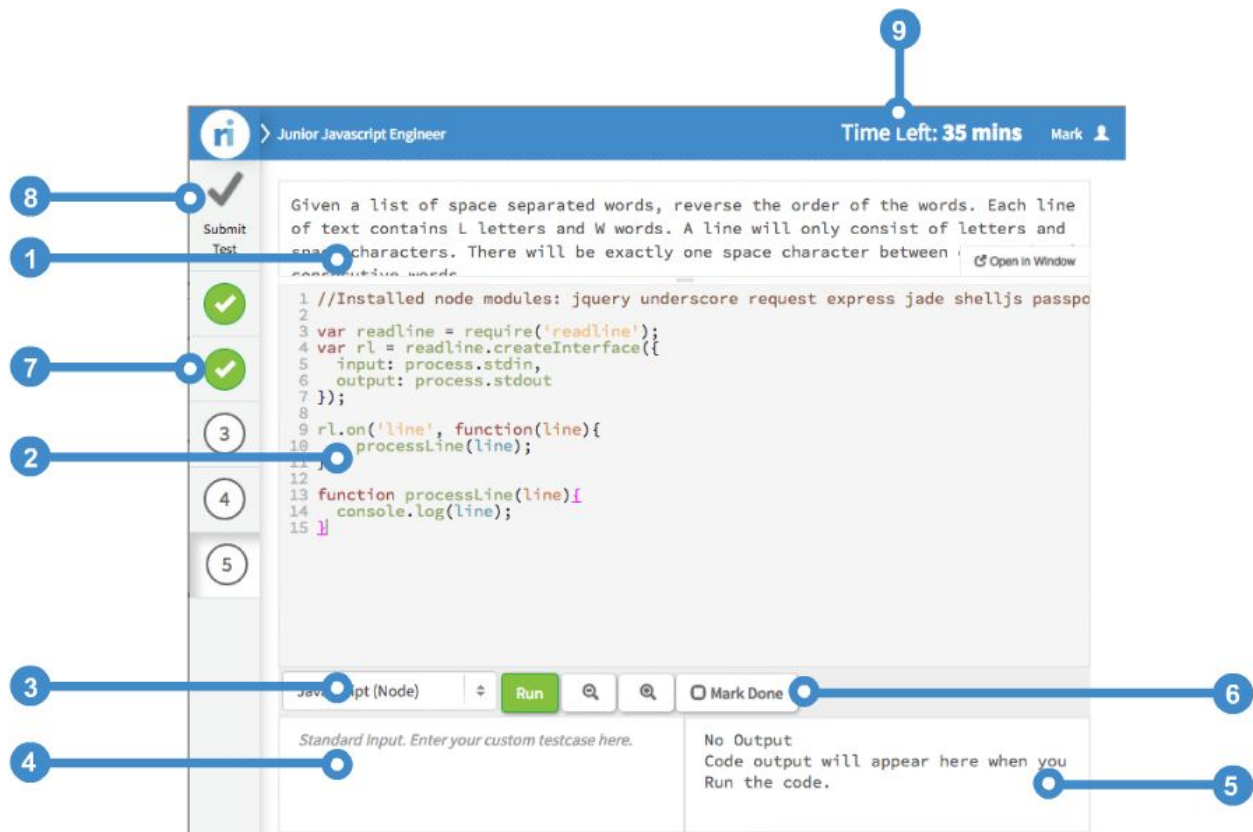
Phone Number

[Begin Test >](#)

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:

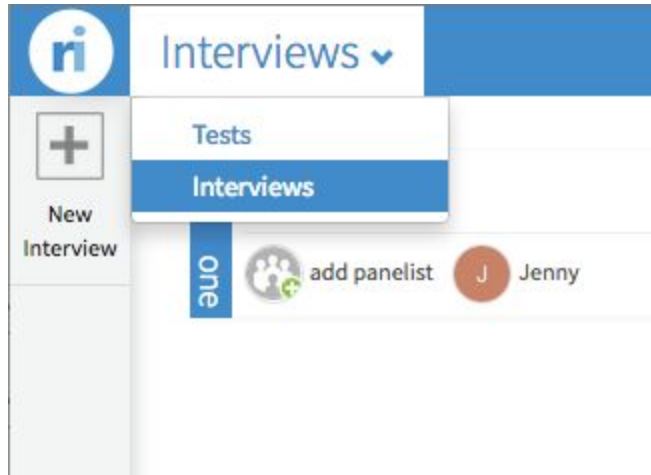


1. This is the description of the currently active task.
2. This is the main code area where the candidate can solve the current programming task.
3. This toolbar holds the following options:
 - a. **Language Selector:** The candidate the switch to a different language (if allowed in current task).
 - 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

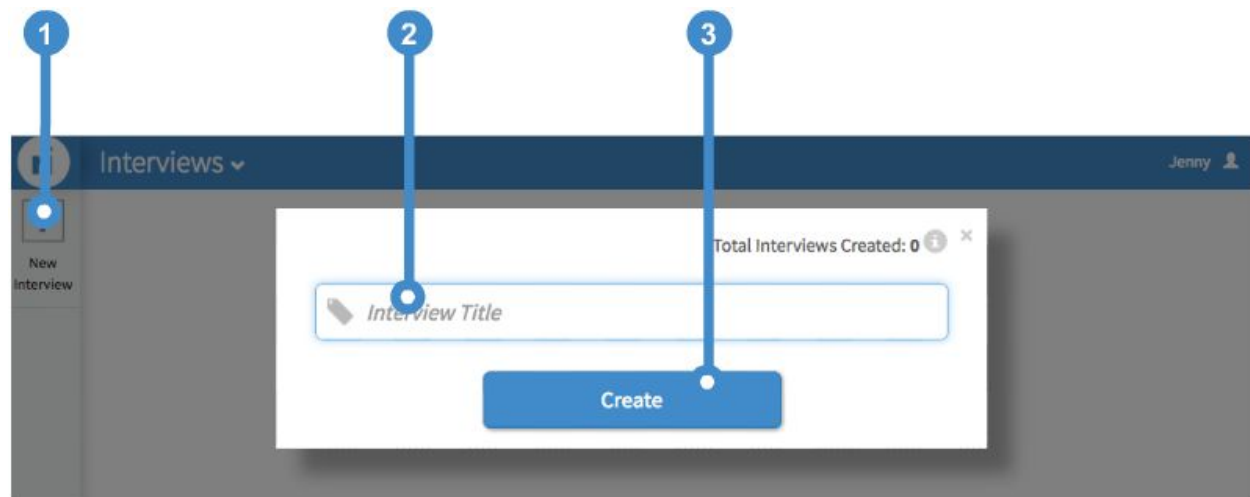
After you have pre-screened your candidates, you would want to interview them over the phone or Skype. Our interview tool helps you do exactly that.

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:

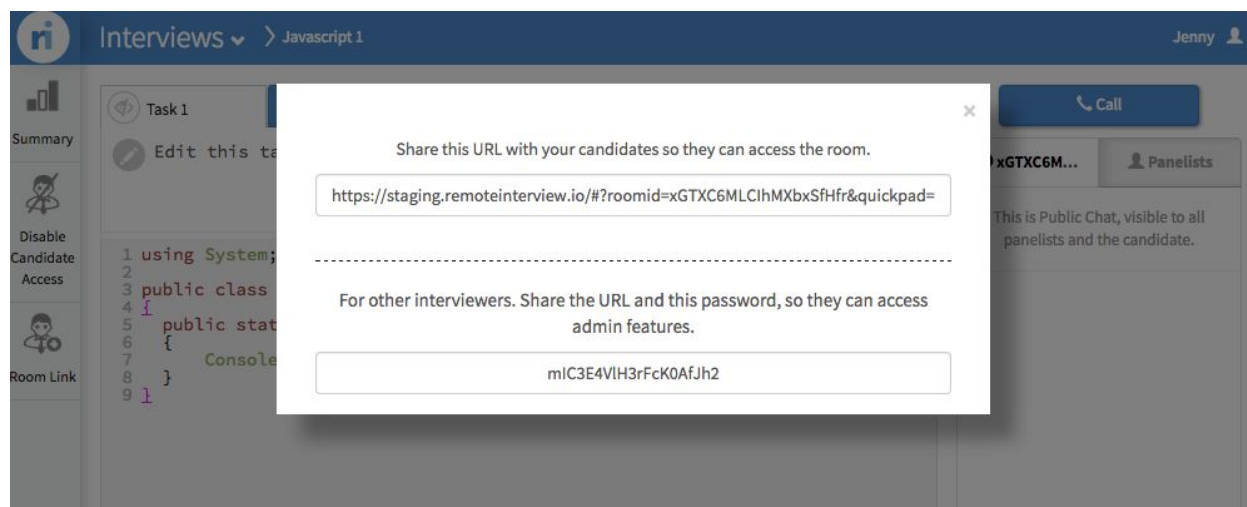


Creating a new Interview Room

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:

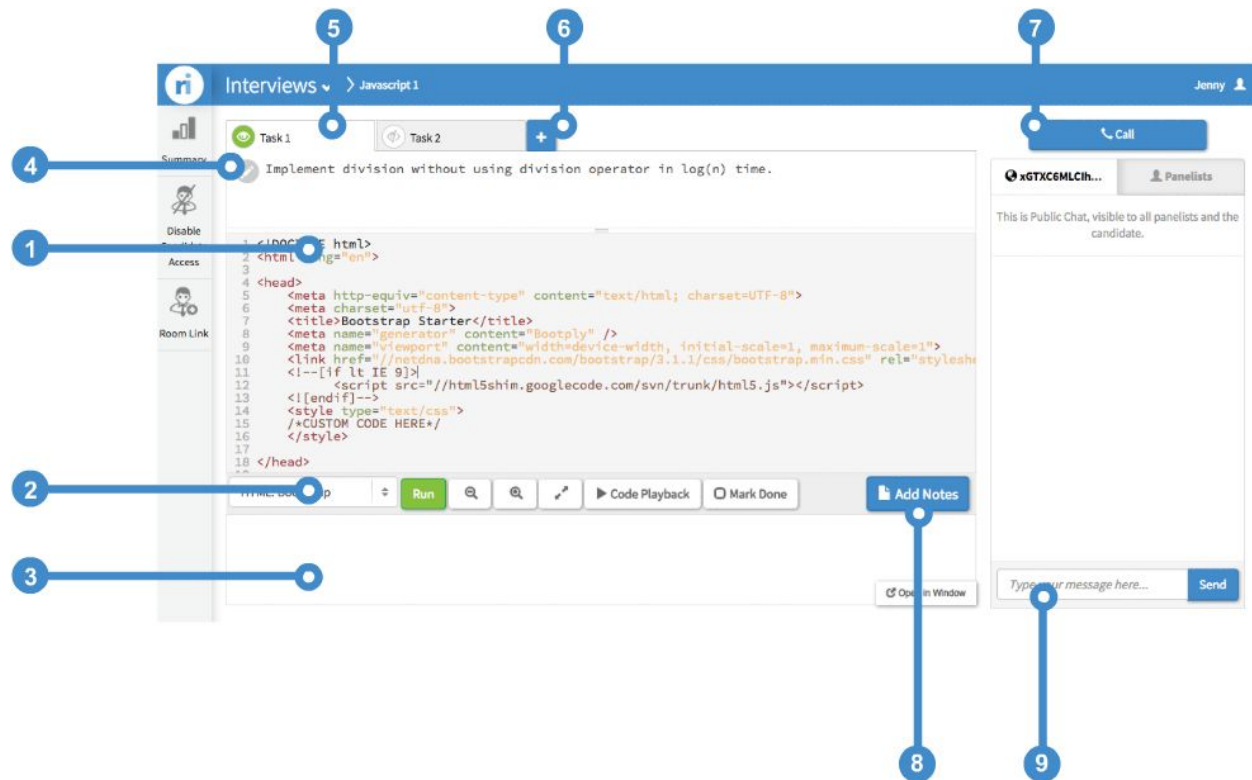


Send this URL to your candidate and other interviewers to invite them to this new interview room. Interviewers also need to enter the **Admin Password**, so they can access features not visible in candidate view like private chat and interview summary.

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.