

Wepow Admin/Owner Settings Guide

Make interviewing simple



© 2017 Wepow, Inc.
PROPRIETARY - DO NOT SHARE



Welcome to Wepow! Now let's ensure all account settings are configured.

Owners and Administrators of the accounts have additional privileges regarding the setup of the overall account.

An owner is typically the primary point of contact for an account, with special access to control Organizational Settings such as Multiple Teams, Privacy Preferences, and Single Sign-On.

There can be multiple Administrators assigned to an account who have the ability to modify settings that control the workflow and processes of your team.

Accessing Settings



The screenshot shows the Wepow user interface. At the top is a blue navigation bar with the 'W' logo and links for Insights, Pre-recorded, Live, Candidates, and Resources. On the right of this bar, it says 'Team: Corporate' next to a dropdown arrow, a help icon, and a user profile icon. The user profile icon is highlighted with a red box. A dropdown menu is open from this icon, showing options: My Preferences, Settings (highlighted with a red box), Switch Account, Sign out, and Go to AdminSite. On the left side of the main content area, there are three settings categories, each with a red border: 'My Preferences' (containing My Preferences and Notifications), 'Team Settings' (containing Account, Pre-recorded Interviews, Users, Branding, and Email Templates), and 'Organization Settings' (containing Organization Information, Teams, Privacy, and Single Sign-on). The main content area displays 'Default time zone' as '(GMT-08:00) Pacific Time (US & Canada)' and 'Default language' as 'English'. Below these is a note: 'Default settings apply to candidates and new users.' and a green 'Save' button. Two blue callout boxes with arrows point to the 'Team Settings' and 'Organization Settings' sections, labeled 'Admin Settings' and 'Owner Settings' respectively.

W

Insights Pre-recorded Live Candidates Resources

Team: Corporate

My Preferences

Settings

Switch Account

Sign out

Go to AdminSite

My Preferences

Notifications

Team Settings

Account

Pre-recorded Interviews

Users

Branding

Email Templates

Organization Settings

Organization Information

Teams

Privacy

Single Sign-on

Default time zone

(GMT-08:00) Pacific Time (US & Canada)

Default language

English

Default settings apply to candidates and new users.

Save

Admin Settings

Owner Settings



Owner Settings

Organization Information Tab



Ability to update organization name.

Organization Settings

Organization Information

Teams

Privacy

Single Sign-on

Organization Information

Organization Name

The W Company

Subdomain

icorporation

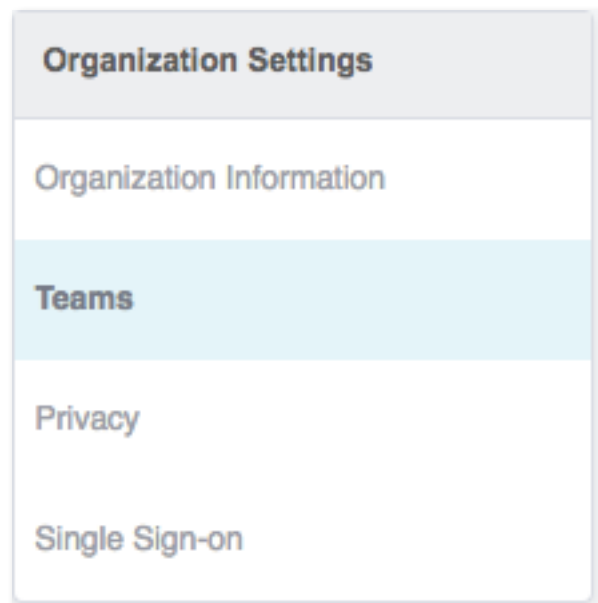
Save

Teams Tab



Depending on your Enterprise package, you can create additional “Teams” within Wepow which will function autonomously from each other (as if each were a separate account).

This allows you to have dedicated insights into talent acquisition metrics within various business units, regions, departments/functions, seniority, etc.



+ Add team		
Team name		
Executive		
Western Region		
Eastern Region		
Sales		
Marketing		
Internship		
New College Graduate		
Creative Use Cases		

Privacy Tab



Enable/Disable Interviewers from requesting candidates' mobile phone numbers from Public Links

Organization Settings

Organization Information

Teams

Privacy

Single Sign-on

Privacy preferences

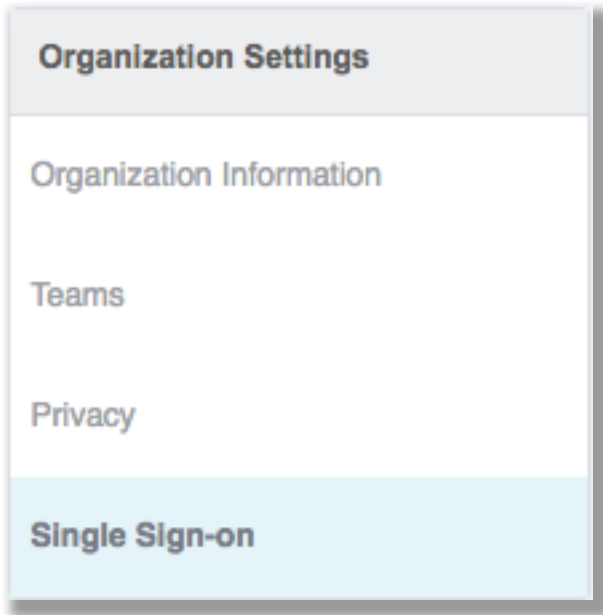
☒ **Mobile phone numbers from candidates**

When candidates register through a public link allow interviewers to request a candidate's mobile phone number. Interviewers will have to turn on the "Request mobile phone number" option from Interview Settings.

Save

Single Sign-On Tab

In case your organization uses an Identity Access Management tool, you can configure your settings here.

A screenshot of the 'Single Sign-on' configuration page. The page has a title bar 'Single Sign-on' and a list of settings. The 'Social Login' section is selected, showing options for Google, LinkedIn, and Facebook, all of which are checked. The 'SAML 2.0' section is also visible, with fields for X.509 Certificate, SAML 2.0 Endpoint (HTTP), SLO Endpoint (HTTP), Single Sign-on URL, and Single Logout URL. The 'Allow email/password login' and 'Auto-provision users and teams' sections are also visible, both with checkboxes checked. A 'Save' button is located at the bottom right of the page.

Single Sign-on

☐ Deactivate single sign-on
Account owners and admins can invite other users to join. Users log into Wepow using email and password.

☒ Social Login
Account owners and admins can invite other users to join. Users log into Wepow using email and password or they authenticate via their Google, LinkedIn or Facebook accounts.

☒  Google ☒  LinkedIn ☒  Facebook

☐ SAML 2.0
Wepow can be configured for SSO by Identity Providers such as OneLogin, Okta, Ping Identity and others using SAML 2.0 protocol.

X.509 Certificate

SAML 2.0 Endpoint (HTTP)

SLO Endpoint (HTTP)

Single Sign-on URL

Single Logout URL

☒ Allow email/password login
Turn this off when you have completed testing login via your Identity Provider

☒ Auto-provision users and teams
Automatically creates users and teams that match those on your Identity Provider

Save



Administrator Settings

***Any changes made to these settings will affect all users on the account**

Account Tab - Localization



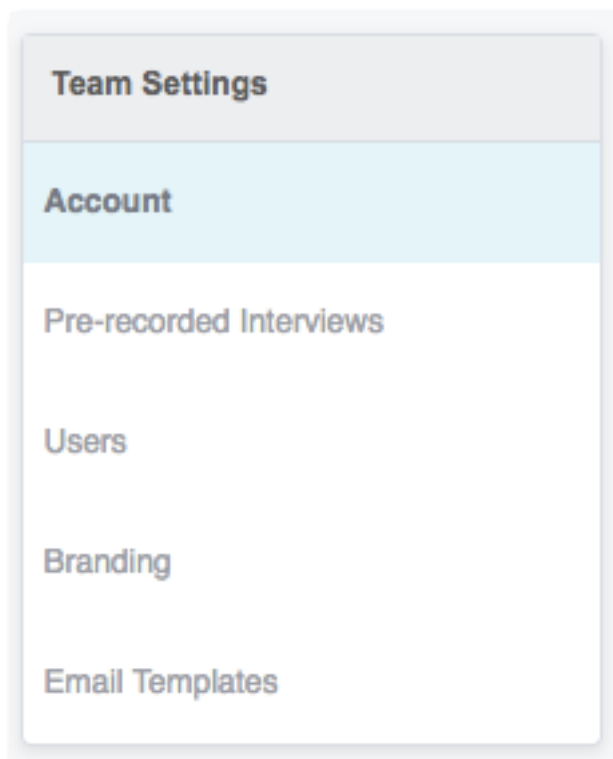
Adjust default time zone and language settings.

The screenshot displays the 'Account Tab - Localization' settings page. On the left is a sidebar with navigation links: 'Team Settings' (highlighted in light grey), 'Account' (highlighted in light blue), 'Pre-recorded Interviews', 'Users', 'Branding', and 'Email Templates'. The main content area has three tabs: 'Localization' (active), 'Sharing', and 'Feedback'. Under the 'Localization' tab, there are two sections. The 'Default time zone' section features a dropdown menu currently showing '(GMT-08:00) Pacific Time (US & Canada)' with a downward arrow, and a note below stating 'Default settings apply to candidates and new users.' The 'Default language' section shows a dropdown menu with a list of languages: 'English' (checked with a green checkmark), 'Español', 'Português', 'Deutsch', 'Français', 'Français (Canada)', and '日本語'.

Account Tab - Sharing



- Give Hiring Managers the ability to rate candidate responses, use custom evaluation forms, and view each others' comments
- Limit the amount of times a candidate response can be viewed within a specified timeframe
- Activate/Deactivate Document Sharing & Reminder settings for Hiring Managers



Localization **Sharing** Feedback

Reviewer Access Level ☒ Full ☐ Intermediate ☐ Limited

	Full	Intermediate	Limited
Pre-recorded			
Watch video responses	✓	✓	✓
Rate candidate responses	✓	✓	
Evaluate candidates using custom evaluation forms	✓	✓	
Recommend / not recommend candidates	✓	✓	✓
Comment on candidates' video interviews	✓		
☐ Allow reviewers to see other evaluators' comments			
Live			
Watch recordings	✓	✓	✓

Turn on Easy Access
When sharing candidate links give evaluators **Full** access without signing in.
Choose how many times and days an evaluator can use a shared link.

3 Times 15 Days

After the link stops working we'll invite evaluators to register or sign in.

Pre-recorded: Turn on Document Sharing
Candidate support documentation can be shared with reviewers.

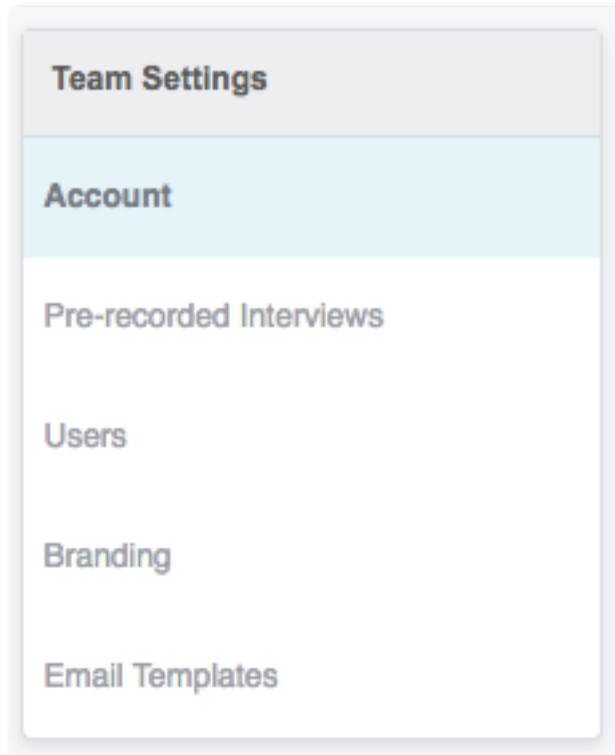
Pre-recorded: Turn on Reminders
When sharing a candidate we'll remind evaluators to evaluate them.
We'll send reminders after one day of inactivity along with a weekly summary of candidates waiting for evaluation.

Save

Account Tab - Feedback



Request feedback from candidates. Add up to three custom questions, and candidates can respond in multiple choice format.



Localization

Sharing

Feedback

User Questions Customization (Max. 3 questions)

Below are the survey questions that Wepow asks candidates after their interview. You may add up to three custom survey questions. The aggregate results will display in your analytics dashboard.

Question 1 How would you rate your video interview experience?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Very Bad

Question 2 Your feedback is very important for us, tell us what you liked or disliked.

Hide fixed questions

Question 3

☐ Yes

☐ No

Add Question (2 left)

Save

Pre-recorded Interviews Tab



Activate/Deactivate the ability to send SMS / Text reminders

Team Settings

Account

Pre-recorded Interviews

Users

Branding

Email Templates

Pre-recorded Interviews

SMS

☒ I want candidates to receive interview reminders via SMS.

Save

Users Tab



Add or delete users. You can also re-send an invitation to anyone who hasn't activated their account, and alter existing user roles between Admin, Interviewer, and Observer*

Team Settings

Account

Pre-recorded Interviews

Users

Branding

Email Templates



Add User

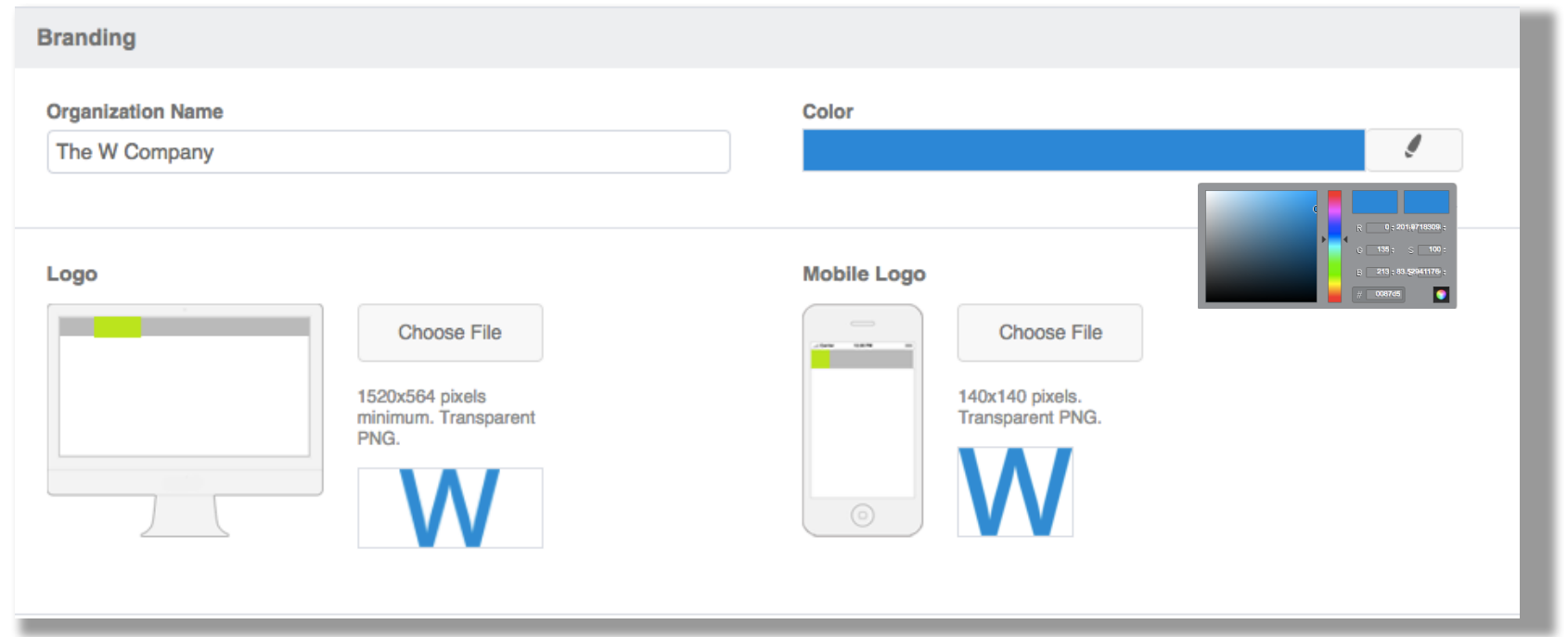
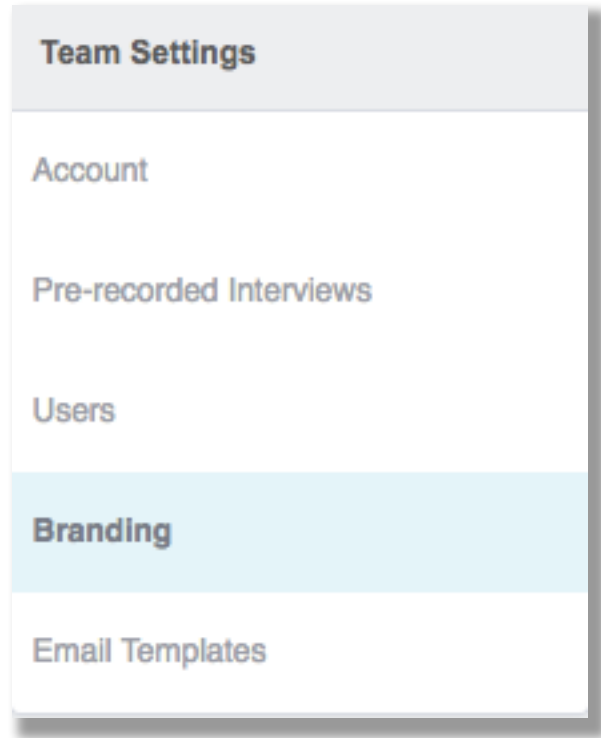
☐	User name ▾	Email address ▾	Role
☐	Walsh, Premie	premie@wepow.com	Administrator ▾
☐	Birch, Idris	ishanwepow@gmail.com	Administrator ▾
☐	Brown, Isaac	ishansbhide@gmail.com	Administrator ▾
☒	Pending	ian@wepow.com	Interviewer ▾

*Observers are limited to a read-only view of the platform

Branding Tab



Ability to change your organization name to reflect your specific business unit or regional location. You can also update colors/logos that carry through to the candidate experience.



Email Template Tab



Control outbound candidate communication with customizable templates. All templates have modifiable inserts which personalize them towards each candidate.

Team Settings

Account

Pre-recorded Interviews

Users

Branding

Email Templates

Email Templates

From Name

Restore

The W Company

Reply-to Email

Restore

talentacquisition@wepow.com

Save

Interview Invitation	>
Public Interview Invitation	>
Interview Reminder	>
Completed Interview	>
Candidate Acceptance	>
Candidate Rejection	>
Candidate Hired	>
Live Interview Invitation	>

Available Inserts

[] Use the inserts to auto-insert corresponding information

[interview]

Interview title

[interview link]

Interview link

[interview deadline]

Interview deadline

[interviewer first name]

Interviewer first name

[interviewer last name]

Interviewer last name

[interviewer full name]

Interviewer full name

[interviewee first name]

Interviewee first name

[interviewee last name]

Interviewee last name

[interviewee full name]

Interviewee full name

[organization]

Organization

[getting started]

Getting started

Top Tips



Click Save

Click "Save" after making any changes to ensure they go into effect.

Email Templates

Change the reply-to email address to a generic talent acquisition email address in order to receive candidate responses to your interview invitations.

Teams

Adding recruiters to each team you'd like for them to have access to.

Single Sign-On

Activate SSO integrations such as Okta, Ping Identity and OneLogin to increase end user efficiencies.

Best of luck!

Feel free to contact your Client Relationship Manager for additional best practices and tips!



Make interviewing simple.