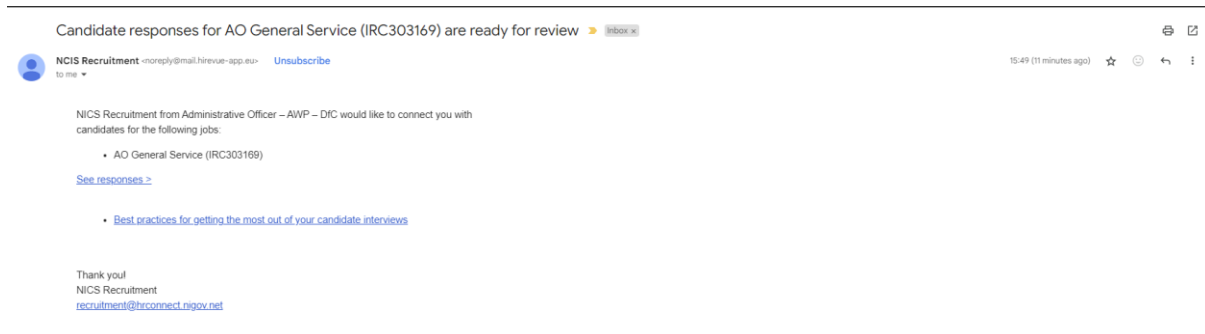


Administrative Officer Panel Notes (IRC303169)

When you have been allocated the candidates who submitted an interview for the AO competition (IRC303169) you will receive an email from noreply@mail.hirevue-app.eu with a subject of **Candidate Responses for AO General Service (IRC303169) are ready for review**



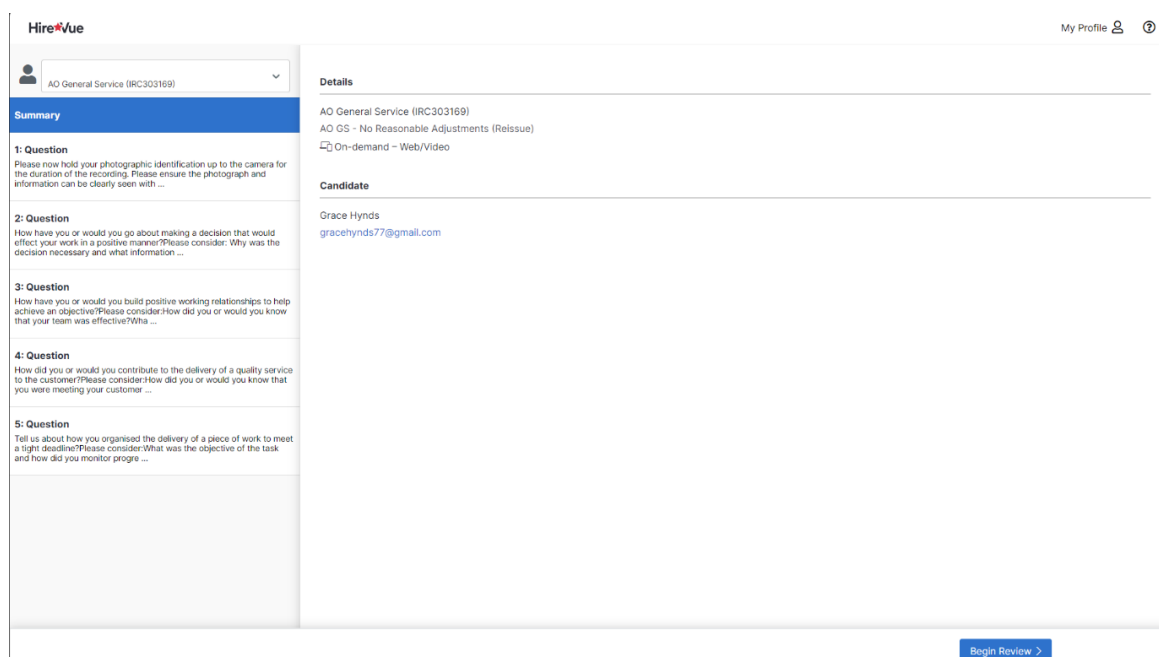
View Responses

Click on **See responses >** in the email to open the HireVue application to begin the process of reviewing the candidates responses.

The first time you access this page you will be presented with the **Consent** screen.

To progress to the list of candidates that you have been allocated click on the **Accept** button.

The screen will open at the first interview (name and competition information will in top left-hand corner), see below example



The questions are listed in order on the left hand side of the screen and you can choose any of these at any time

Navigation

To review a candidate, click on the **Begin Review** button

To move to the next question, click on the **Next Question** button

The player can be paused and restarted at any time and the volume can also be adjusted from this window.

To change candidates, choose the drop down arrow to the left of the candidate details box and navigate as required.

Notes

If after you receive your first group of interviews to score you are allocated subsequent, additional candidates you will receive further emails from noreply@mail.hirevue-app.eu to notify you that additional / new interviews are available to you.