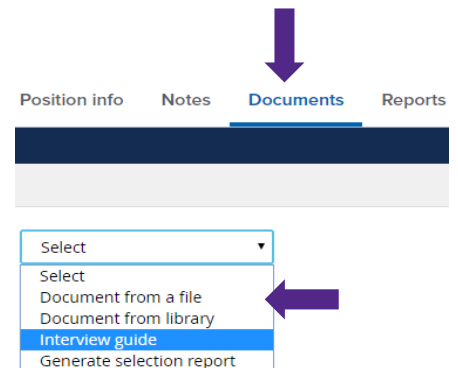


Did you know?

Research has shown behavioral based interviewing is one of the most effective interviewing styles to determine if a candidate possesses the skills necessary to fulfill the job duties. PageUp offers an interview guide builder tool to aid in effective behavioral based interviews.

How to build an Interview Guide as a HCS Liaison User:

1. On the drop down menu select **Manage jobs**.
2. From the list of jobs select the position
3. On the requisition click on the **Documents** tab.
4. Click on the **Select** drop down and select **Interview Guide**
5. Click on **Create a new interview guide for this job**
6. **Name** your guide after the position, then select **Interview type** and **Interview Question Guide Template**.



The screenshot shows the 'Interview Guide Builder' form. It includes fields for 'Name:*' (Program Coordinator Interview Guide), 'Interview type:*' (1st Interview), and 'Interview guide template:*' (Interview Questions Guide Template). There are two dropdown menus on the left: one for 'Select' (with options: Phone screen, 1st Interview, 2nd Interview, 3rd Interview) and another for 'Select' (with options: Interview Questions Guide Template). A 'Competency library' section lists various competencies, and a 'Selected competencies' section shows selected items with 'Remove' buttons. A 'Save' button is at the bottom.

7. Once you have added all of your desired questions from the competency library, click **Save**.

8. To use the guide, click **download**.

For the full guide on Building Behavioral Interview Guides, [please learn more here](#).

Hiring Highlight – Naming Offer Documents!

When uploading Offer Documents, please title the documents as **“Offer Letter”** and **“Initial Appointment”** (if applicable).

The screenshot shows a document upload form. It includes a 'File:*' field with 'Upload file' and 'Dropbox' buttons. Below it, a 'Document category:*' dropdown menu is set to 'Offer Card Documents (Offer Letter, Contract, etc.)'. The 'Title:' field is set to 'Offer Letter'.

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