



Association of
American Law Schools

VidCruiter

**Hiring Chair and
Panelists Guide**

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After the Interview: Hiring Chair Only

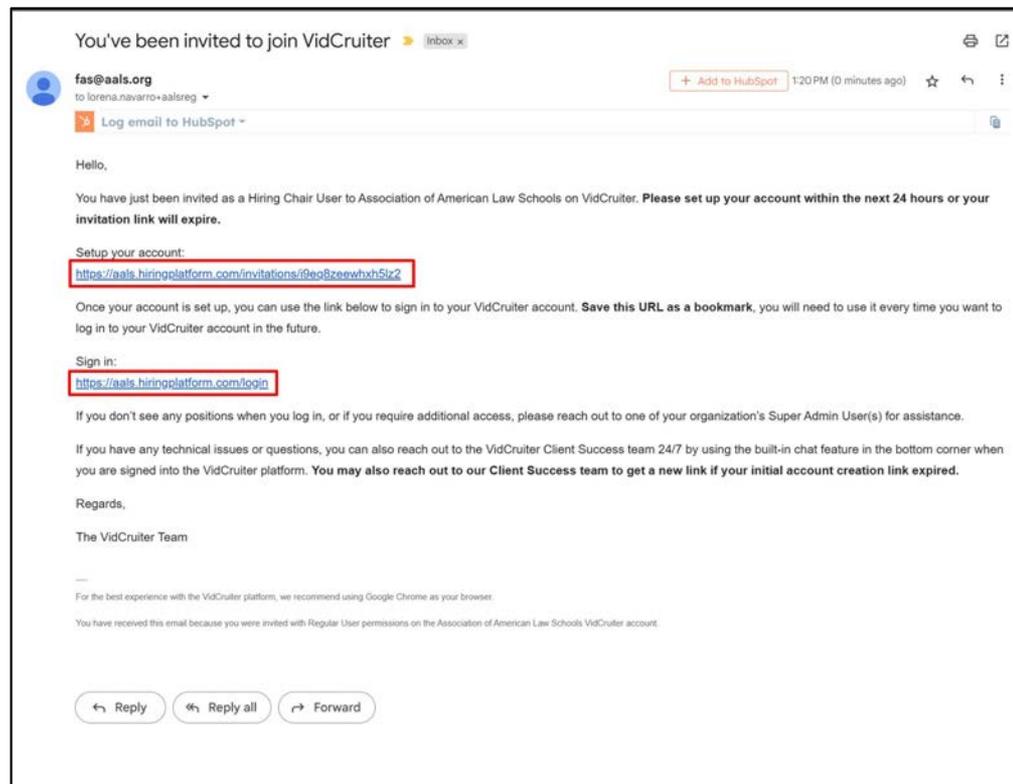
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Logging into VidCruiter

Logging into VidCruiter

1. If you are a hiring chair or admin, you will receive an email to set up your account. You should do this within **24h** of receiving the invitation.

Bookmark the 2nd link for future access.

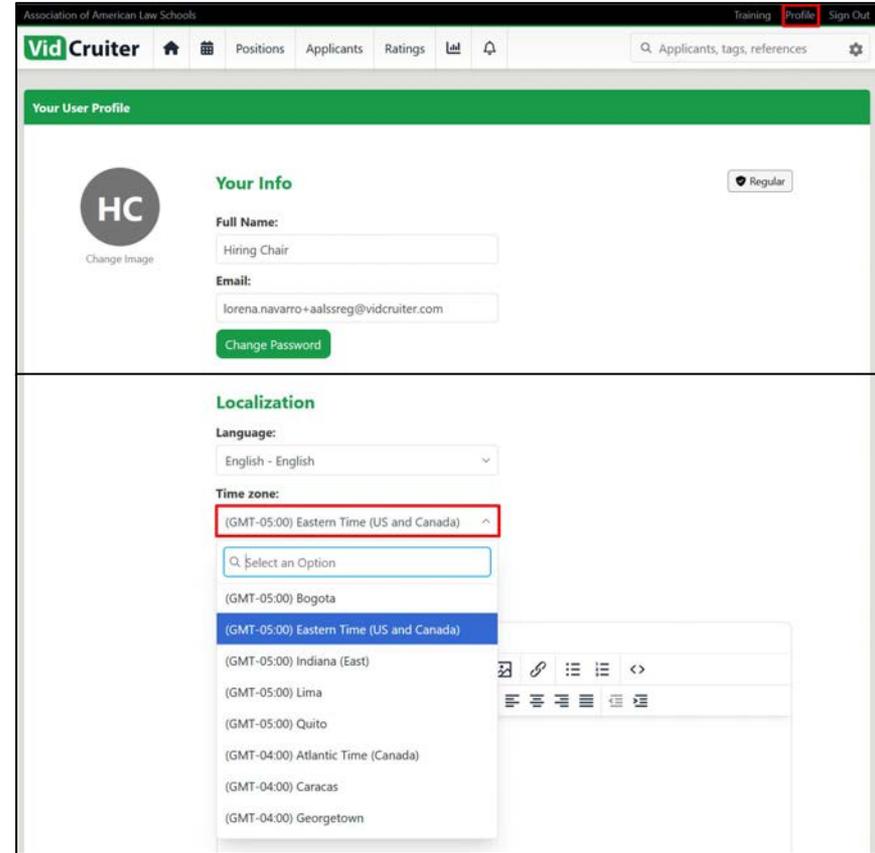


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Updating Your Time Zone

Updating Your Time Zone

1. To update your time zone, go to **Profile** on the top most part of the vidcruiter page once you're logged in.
2. Choose the time zone you want to set from the dropdown and then click **Update Profile** at the bottom of the page to save your changes.



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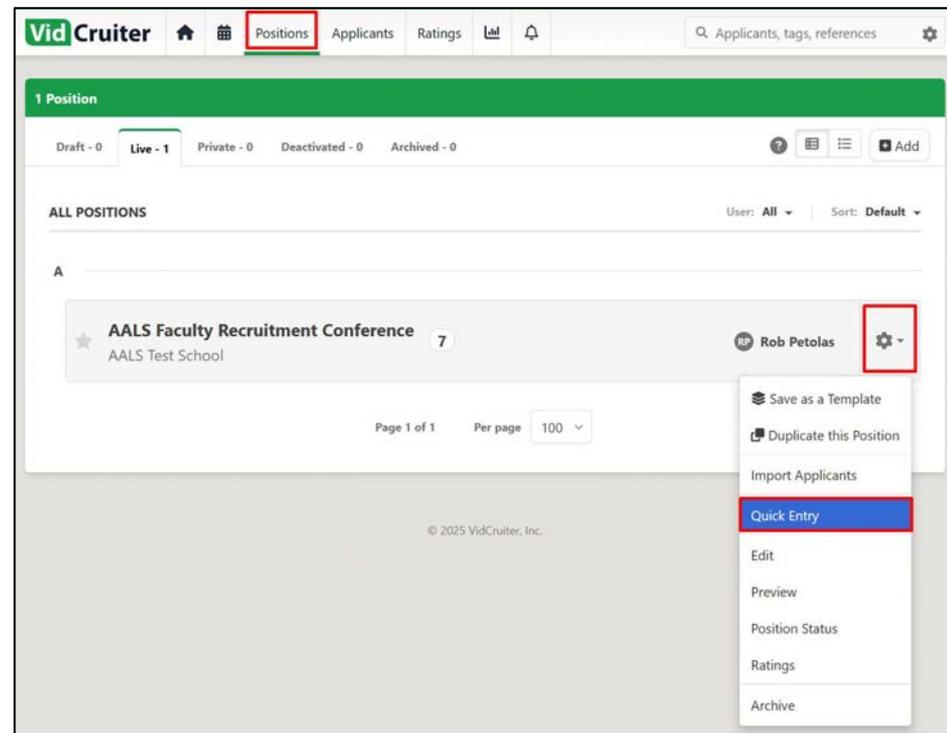
Inviting Candidates to Schedule an Interview

Inviting Candidates to Schedule an Interview - Quick Entry

1. There are 2 ways to add candidates.

The first method is **Quick Entry**, which is used to add candidates one at a time.

To use Quick Entry, go to the **Positions** tab. Click the **gear icon** next to the position name. Select **Quick Entry**.



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Inviting Candidates to Schedule an Interview - Quick Entry

2. Enter the candidate's **First Name**, **Last Name**, and **Email Address**.
Confirm the email, then click **Submit Quick Entry** to add the candidate.

The screenshot shows the VidCruiter interface for scheduling an interview. The main content area displays '1 Position' with filters for Draft (0), Live (1), Private (0), Deactivated (0), and Archived (0). Below this, there is a section for 'ALL POSITIONS' with a search bar and a list item for 'AALS Faculty Recruitment Conference' at 'AALS Test School' with 7 applicants. The right-hand side features a 'Quick Entry' modal window with a 'Schedule an Interview' radio button and four input fields: 'First Name', 'Last Name', 'Email', and 'Confirm Email'. A green 'Submit Quick Entry' button is located at the bottom of the modal. The footer of the page includes the VidCruiter logo and the text '© 2025 VidCruiter, Inc.'

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Inviting Candidates to Schedule an Interview - Spreadsheet Import

3. The 2nd method is to use **Import Applicants** via a spreadsheet.

To do this, go to the **Positions** tab. Click the **gear icon** next to the position name. Select **Import Applicants**.

The screenshot displays the VidCruiter web interface. At the top, the 'Positions' tab is highlighted with a red box. Below the navigation bar, the '1 Position' section shows a list of positions. The position 'AALS Faculty Recruitment Conference' is selected, and a gear icon next to it is highlighted with a red box. A dropdown menu is open, showing the 'Import Applicants' option highlighted with a red box. Below the main interface, the 'Import Applicants' dialog box is open, showing a file selection area with a red box around the file icon and an 'Upload' button highlighted with a red box.

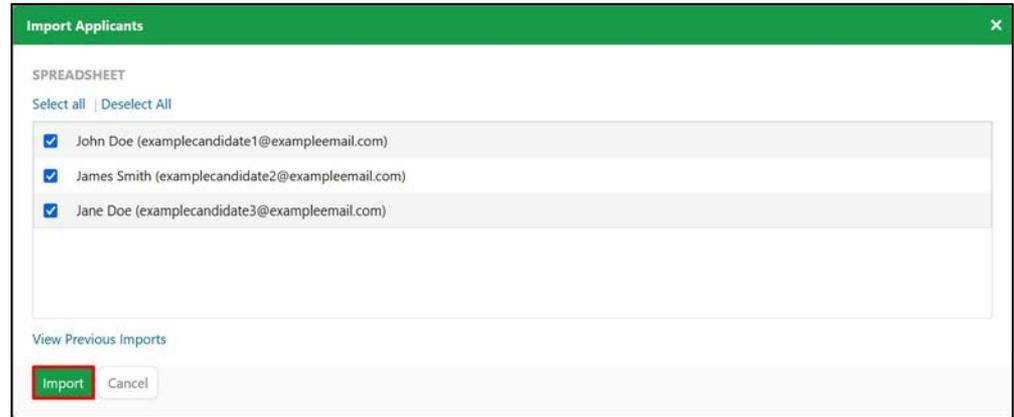
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Adding Candidates

4. Your spreadsheet should be formatted as shown, without column headers. Save your spreadsheet.

After uploading your spreadsheet, select all applicants. There's no need to worry about uploading duplicate entries, the system will automatically prevent duplicates based on email addresses.

	A	B	C
1	John	Doe	examplecandidate1@exampleemail.com
2	James	Smith	examplecandidate2@exampleemail.com
3	Jane	Doe	examplecandidate3@exampleemail.com

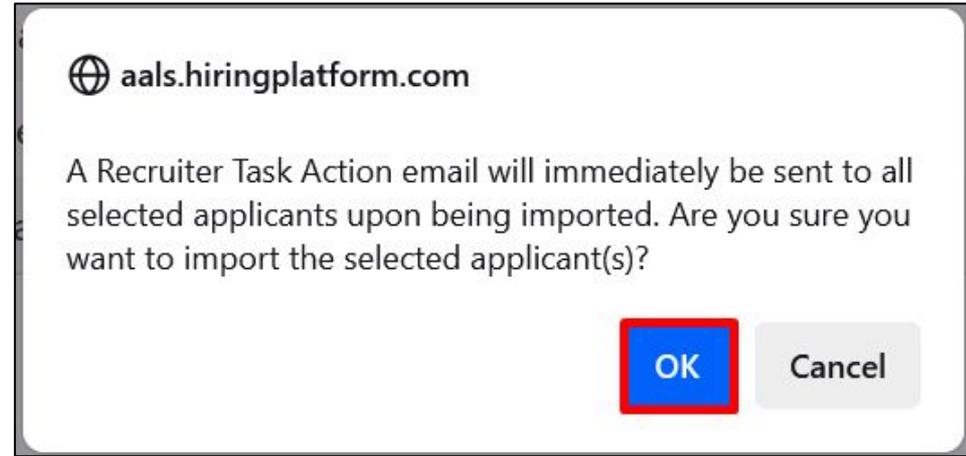


The screenshot shows a dialog box titled "Import Applicants" with a close button (X) in the top right corner. Below the title bar, the word "SPREADSHEET" is displayed. Underneath, there are two links: "Select all" and "Deselect All". A list of three applicants is shown, each with a checked checkbox and their name and email address: "John Doe (examplecandidate1@exampleemail.com)", "James Smith (examplecandidate2@exampleemail.com)", and "Jane Doe (examplecandidate3@exampleemail.com)". At the bottom of the dialog, there is a link "View Previous Imports" and two buttons: "Import" (highlighted with a red border) and "Cancel".

Adding Candidates

5. You will receive a warning before proceeding. This indicates that once candidates are added to the position, they will automatically receive an invitation to schedule their interview. Click **OK**.

You will receive a notification of successful/unsuccessful imports.

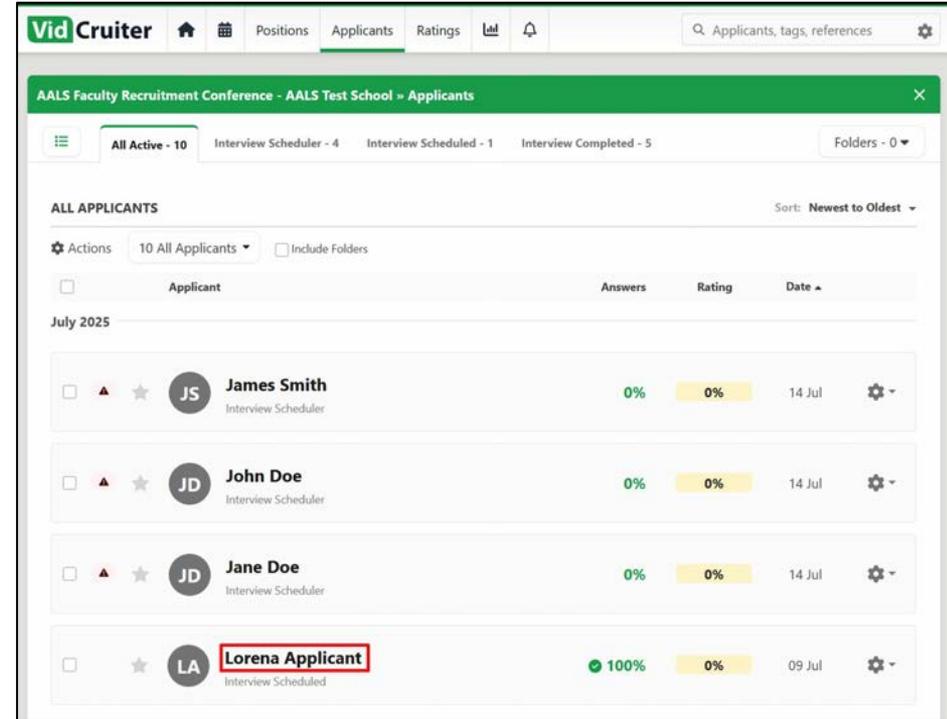
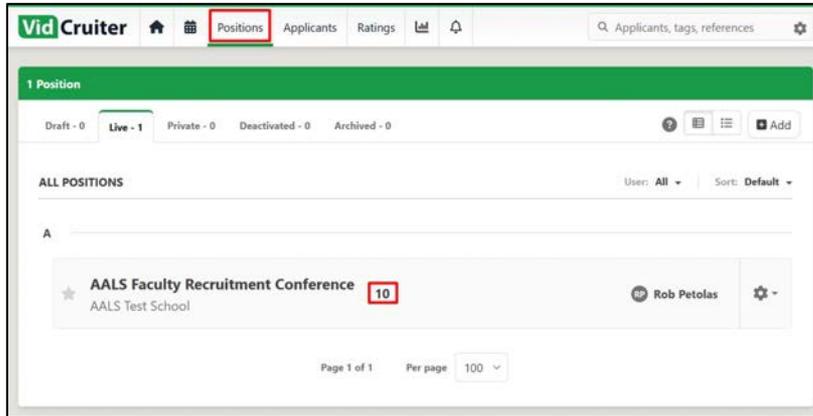


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Adding Additional Attachments to Candidate Profiles

Adding Additional Attachments to Candidate Profiles

1. To access the list of candidates. Click on the **number** next to the position name. Click on the **candidate's name** to access their private profile.



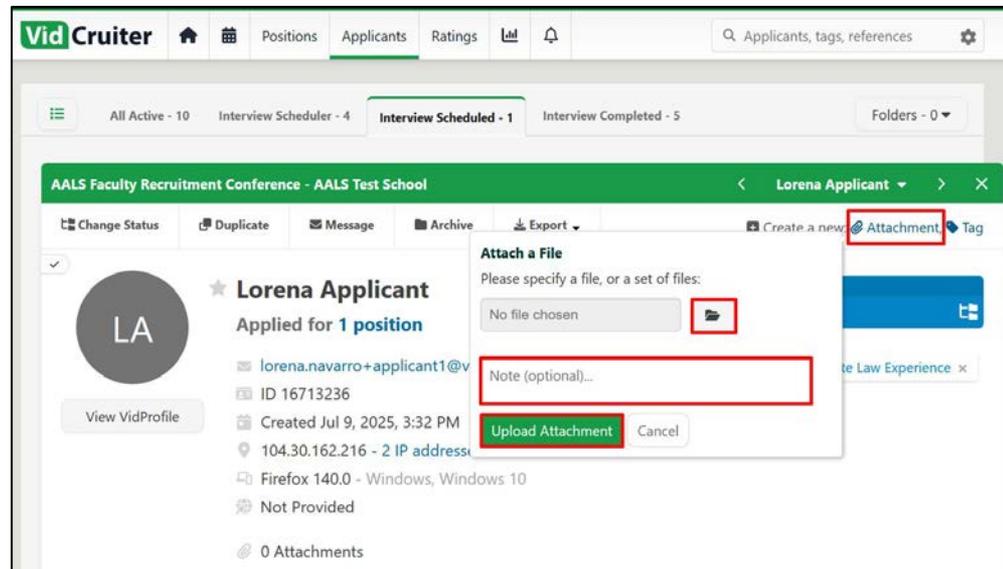
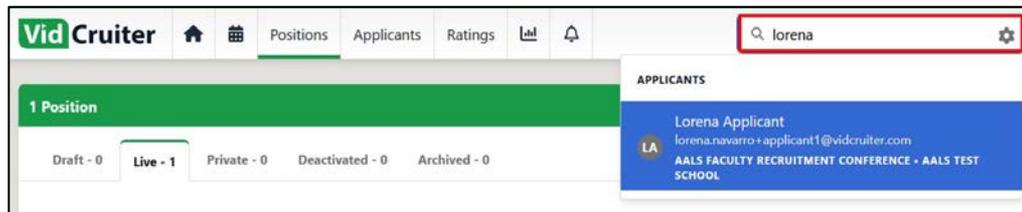
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Adding Additional Attachments to Candidate Profiles

2. If you want to search for a specific applicant, you can use the **search bar** to find them and go directly to their private profile.

Once in the candidate's private profile, click **Attachments** at the top to upload your file. You may also **add notes** if needed.

Click **Upload Attachment**.



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Reviewing Interview Schedules

Reviewing Interview Schedules

1. Log in to your VidCruiter account, then click the **Calendar icon**. Under the **Dashboard tab**, ensure your name is selected, set the date range to include the event dates, and choose the interviews to show.

Then click **Update** to view your scheduled interviews.

You can then review your scheduled interviews for the 2-day event.

The screenshot displays the VidCruiter interface. At the top, the navigation bar includes 'VidCruiter', a home icon, a calendar icon (highlighted with a red box), and tabs for 'Positions', 'Applicants', 'Ratings', and a search bar. Below the navigation bar, the 'Calendar' section is active, with sub-tabs for 'Dashboard', 'Report', 'Schedule', 'Availability', 'Settings', and 'Users'. The 'Dashboard' tab is selected. Under 'Showing events for:', the 'Selected Users' radio button is chosen, and a dropdown menu shows 'Lorena Navarro' (highlighted with a red box). Below this, the 'Showing dates:' section has a 'Custom' dropdown (highlighted with a red box) and a date range selector set to '2025-09-18 12:00 am' to '2025-09-19 12:00 am' (highlighted with a red box). The 'Showing:' dropdown is set to 'All Active Interviews' (highlighted with a red box). An 'Update' button (highlighted with a red box) is located at the bottom of the settings section. Below the settings, the 'MY SCHEDULE' section is visible, with an 'Export to Excel' button. A note states 'All events are shown in Eastern Time (US and Canada)'. The schedule is organized by day: Thursday, September 18, 2025, and Friday, September 19, 2025. On Thursday, there is a 6:00 PM - 7:00 PM event for 'Lorena Applicant'. On Friday, there are two events: a 3:00 AM - 4:00 AM event for 'Jane Doe' and a 4:00 PM - 5:00 PM event for 'James Smith'. Each event card includes a video icon, time slot, event name, location, applicant name, and email, along with 'Join Video', 'Ratings', and a settings icon.

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Joining Interviews

Joining Interviews

Once the interview scheduling period is finalized, Hiring Chairs and Panelists will receive an Excel file containing the interview schedule and corresponding interview links, which can be used for reference during the 2-day event.

In addition to using the Excel file, there are three other options to join the interviews.

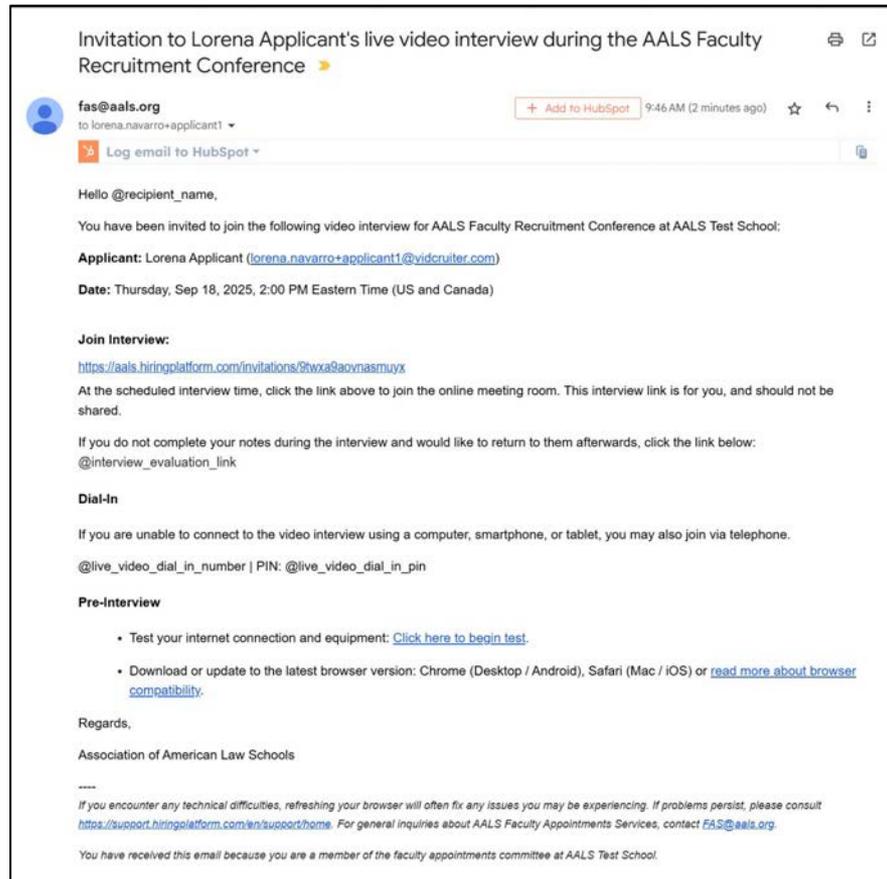
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Option 1: Once the interviews are scheduled, you will receive invitation emails to join the interview.

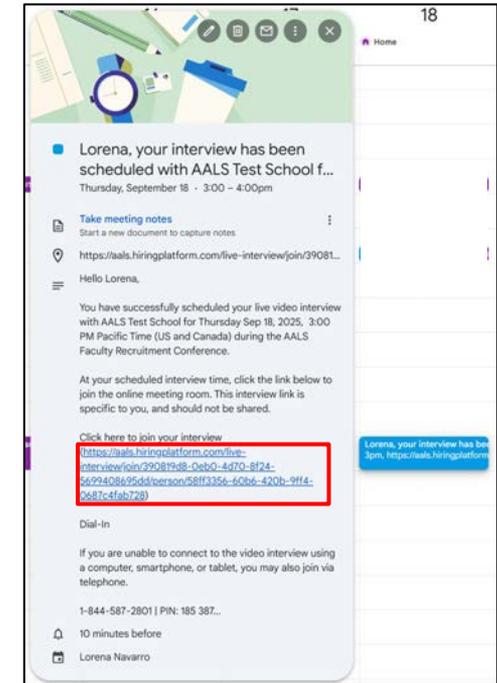
You will also receive the following emails:

- If an interview is rescheduled
- If new interviewers are added to the interview
- If an interview is cancelled

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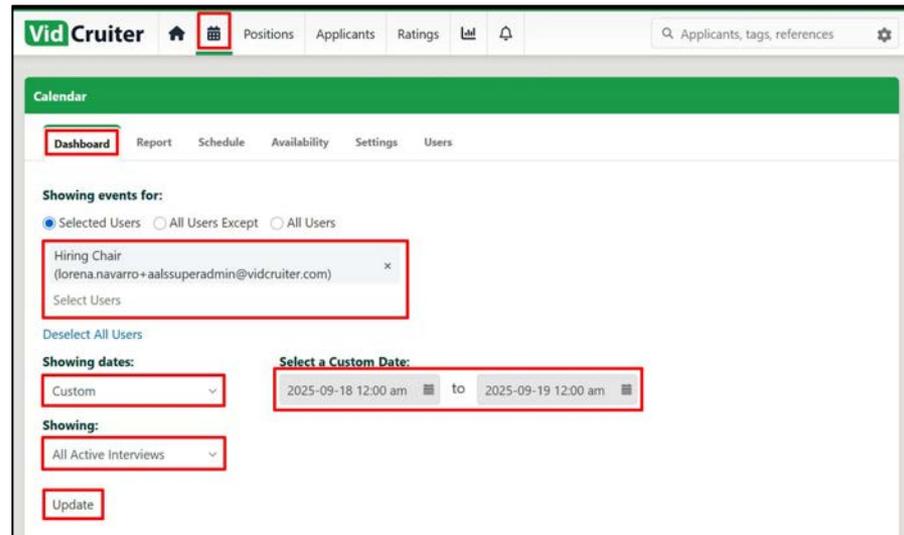
Option 2: You have the option to **add the interview to your calendar** as soon as you receive the invite, where the link will be available.



Option 3: If you have a VidCruiter account (as a Hiring Chair), you can also access your interview links through your VidCruiter Dashboard.

Log in to your VidCruiter account, then click the **Calendar icon**. Under the **Dashboard tab**, select your name, set the date range to include the event dates, and choose the interviews to show.

Then click **Update** to view your scheduled interviews.



Joining Interviews via Dashboard (Hiring Chair Only)

You will then see a list of interviews you have scheduled. Click **Join Video** to enter the interview room.

The screenshot displays the 'MY SCHEDULE' interface. At the top right is an 'Export to Excel' button. Below the title, a note states 'All events are shown in Eastern Time (US and Canada)'. The schedule is organized by day: Thursday, September 18, 2025, and Friday, September 19, 2025. Each day lists scheduled interviews with their respective times and applicant names. The 'Join Video' button for the first interview on Thursday is highlighted with a red box.

Day	Time	Applicant	Action
Thursday	6:00 PM - 7:00 PM	Lorena Applicant lorena.navarro+applicant1@vidcruiter.com	Join Video (highlighted), Ratings, ⚙️, ▼
Friday	3:00 AM - 4:00 AM	Jane Doe examplecandidate3@exampleemail.com	Join Video, Ratings, ⚙️, ▼
Friday	4:00 PM - 5:00 PM	James Smith examplecandidate2@exampleemail.com	Join Video, Ratings, ⚙️, ▼

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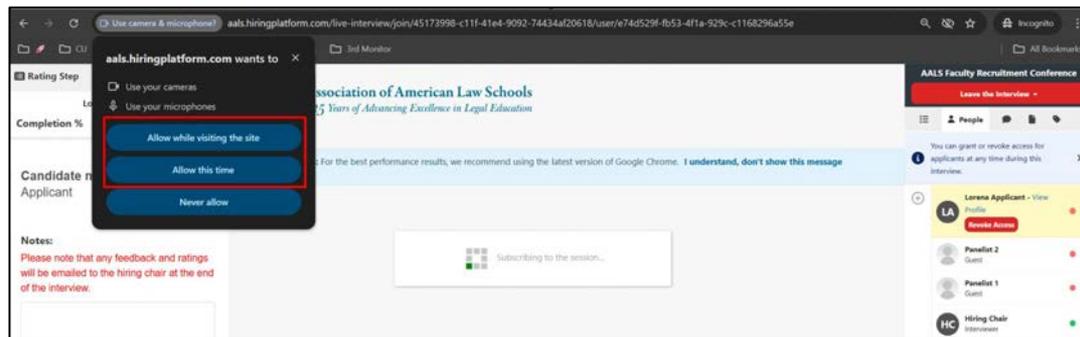
Interviewer's Guide

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Interviewer's Guide

1. It is recommended that you enter the interview room with a few minutes to spare, as you will need to set up your microphone and camera.

Click on **Allow while visiting the site** or **Allow this time** when prompted, to enable your browser to access the microphone and camera.



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2. You can watch the video tutorial on tips for the live video interview.

Check the box stating that the video interview might be recorded, then click on **Go to Setup**.

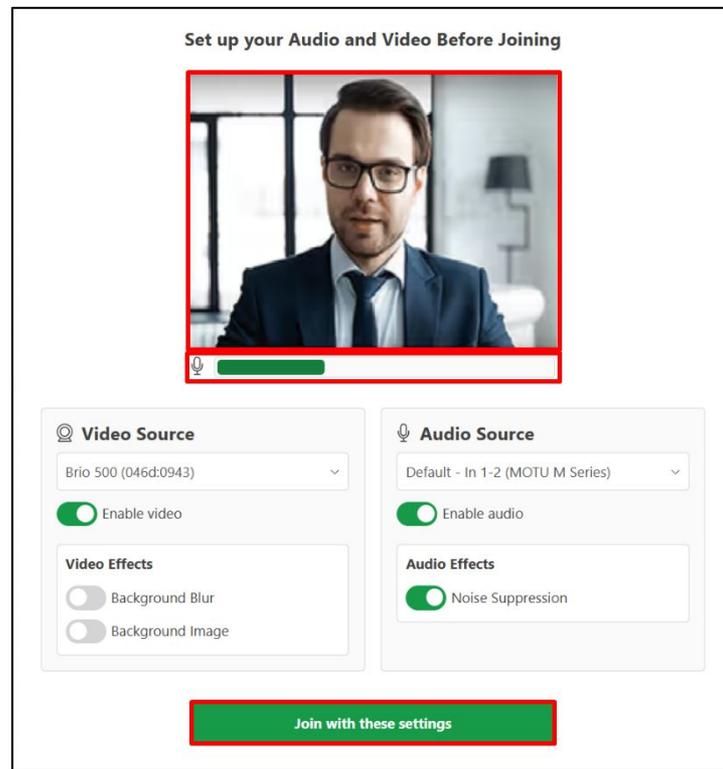
Note: Both Guest Interviewers and Applicants must agree to the AALS Privacy/Disclosure Consent to proceed.

The screenshot displays the 'Rating Step' interface for the Association of American Law Schools (AALS). The candidate name is Lorena Applicant, and the completion percentage is 100%. The interface includes a 'Notes' section with a red warning: 'Please note that any feedback and ratings will be emailed to the hiring chair at the end of the interview.' Below this is a 'Please score this candidate' section with three radio button options: '1 - Below Expectations', '2 - Meets Expectations', and '3 - Exceeds Expectations'. A central video player shows a tutorial titled 'Preparing for your Live Video Interview' with a 'Watch on YouTube' button. A 'Go to Setup' button is visible at the bottom right. A 'Privacy/Disclosure Consent' form is highlighted with a red box, containing the text: 'The AALS recognizes its responsibility to treat with care the information it collects about individuals and to respect their privacy relative to personal information concerning them. The AALS has put in place internal policies and practices to support the promises made in this Privacy Statement and enforces those policies with its employees, contractors, and service providers. Please view the [link]'. Below the text are two checkboxes: 'I agree to the terms of use and privacy policy.' and 'I accept that I may be recorded during this interview.' A 'Go to Setup' button is located at the bottom of the consent form.

3. Set up your audio and video. Make sure your camera is working and that the audio gauge confirms your microphone is picking up sound.

You can adjust settings such as enabling background blur or selecting a background image, if desired.

Once you're ready, click **Join with these settings**.



Interviewer's Guide: Interview Room Features

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Some things you need to know about the Interview Room:

- Rating Step Section** - detailed explanation on the [next slide](#)
- A pop-up notification will appear when the candidate has joined the interview
- Menu, chat, and other features** - [explained in this slide](#)
- Quick Menu** - [explained in this slide](#)

The screenshot displays the Interview Room interface for the Association of American Law Schools. The interface is divided into several sections:

- Rating Step Section (a):** Located on the left, it shows the candidate's name (Lorena Applicant), completion percentage (100%), and a section for providing scores. The score options are: 1 - Below Expectations, 2 - Meets Expectations, and 3 - Exceeds Expectations.
- Pop-up Notification (b):** A notification in the top right corner states: "Lorena Applicant is waiting to join. Click 'Grant Access' to allow access to the interview." An arrow points to the "Grant Access" button.
- Menu, Chat, and Other Features (c):** A sidebar on the right contains a "People" section with a "Leave the Interview" button, a list of participants (Lorena Applicant, Panelist 1, Hiring Chair, Panelist 2), and a "General Tips" message.

At the bottom center, a "Hiring Chair" video feed is visible, showing a placeholder icon. A control bar at the bottom includes icons for mute, video, chat, and a timer set to 00:00:00.

Rating Step Section

Use this section to write your **notes** and provide your **rating** for the candidate. Please note that all your comments will be emailed to the Hiring Chair at the conclusion of the interview.

The screenshot shows the 'Rating Step' interface for a candidate named Lorena Applicant. At the top, there is a 'Close' button and a navigation arrow. The completion status is shown as '100%' in a green box. Below this, the candidate's name 'Lorena Applicant' is displayed. A 'Notes' section contains a red warning message: 'Please note that any feedback and ratings will be emailed to the hiring chair at the end of the interview.' Below the notes is a large text area for entering comments. At the bottom, there is a section titled 'Please score this candidate' with the instruction 'Provide values for the item(s) below.' This section includes a 'Score' label and three radio button options: '1 - Below Expectations', '2 - Meets Expectations', and '3 - Exceeds Expectations'. On the right side of the interface, there is a vertical sidebar with a 'General T' and 'understar' label and a blue icon.

If you've already left the interview room without completing your notes and rating, you can still access them by **clicking the highlighted link** in your invitation email.

Join Interview:

<https://aals.hiringplatform.com/live-interview/join/390819d8-0eb0-4d70-8f24-5699408695dd/invitation/f74382e7-0288-41f3-b487-cb841c9197f6>

At the scheduled interview time, click the link above to join the online meeting room. This interview link is for you, and should not be shared.

If you do not complete your notes during the interview and would like to return to them afterwards, click the link below:

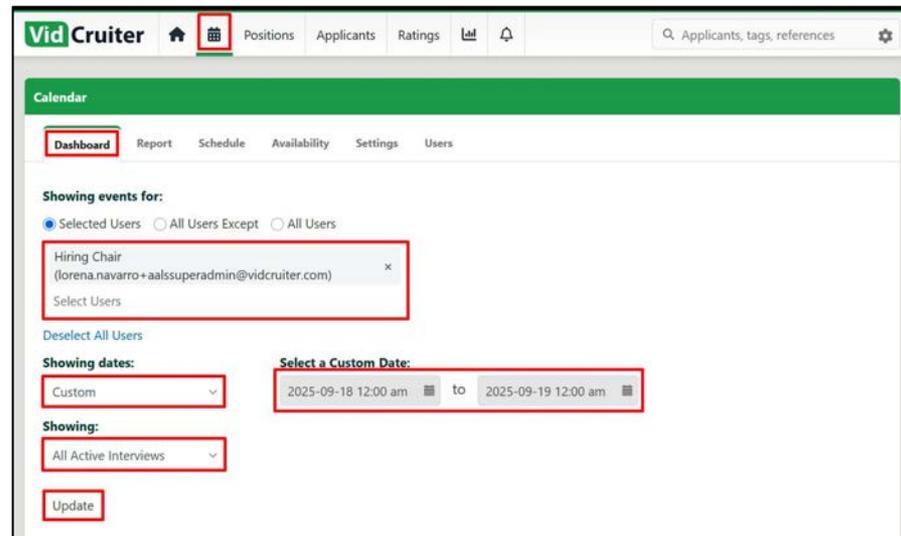
<https://aals.hiringplatform.com/live-interviews/390819d8-0eb0-4d70-8f24-5699408695dd/invitations/f74382e7-0288-41f3-b487-cb841c9197f6/ratings>

Interviewer's Guide: Interview Room Features

If you have a VidCruiter account (as a Hiring Chair), you can also access your ratings link through your VidCruiter Dashboard.

Log in to your VidCruiter account, then click the **Calendar icon**. Under the **Dashboard tab**, select your name, set the **date range** to include the event dates, and choose the interviews to show.

Then click **Update** to view your scheduled interviews.



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Interviewer's Guide: Interview Room Features

You will then see a list of interviews you have scheduled. Click **Ratings** to continue adding your notes or rating.

MY SCHEDULE Export to Excel

All events are shown in Eastern Time (US and Canada)

Thursday September 18, 2025

- 6:00 PM - 7:00 PM**
AALS Faculty Recruitment Conference • AALS Test School
LA Lorena Applicant
lorena.navarro+applicant1@vidcruiter.com
Join Video **Ratings** ⚙️ ▼

Friday September 19, 2025

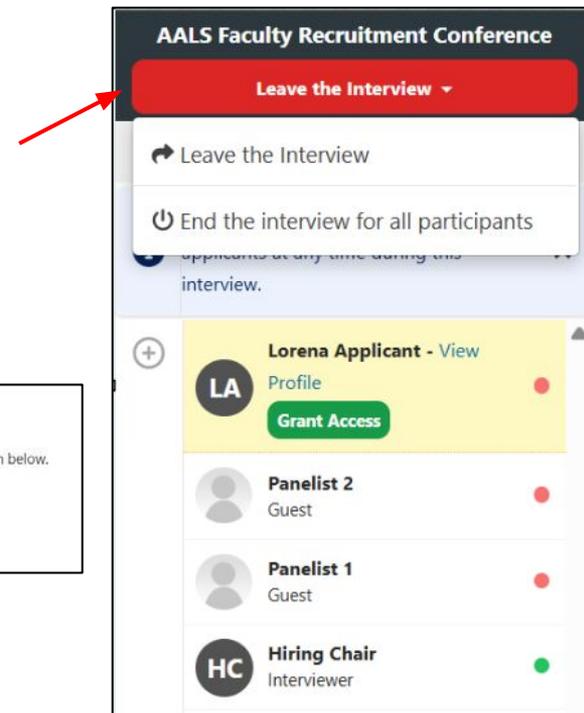
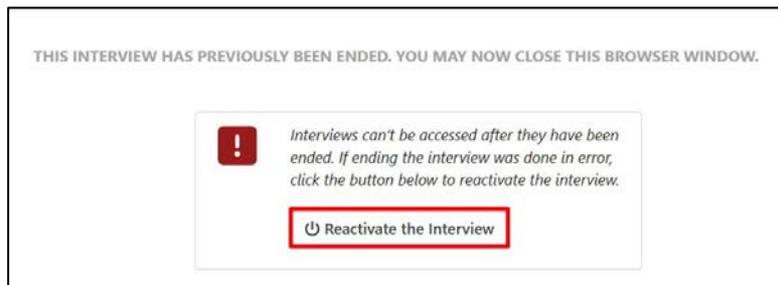
- 3:00 AM - 4:00 AM**
AALS Faculty Recruitment Conference • AALS Test School
JD Jane Doe
examplecandidate3@exampleemail.com
Join Video Ratings ⚙️ ▼
- 4:00 PM - 5:00 PM**
AALS Faculty Recruitment Conference • AALS Test School
JS James Smith
examplecandidate2@exampleemail.com
Join Video Ratings ⚙️ ▼

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Leave the Interview

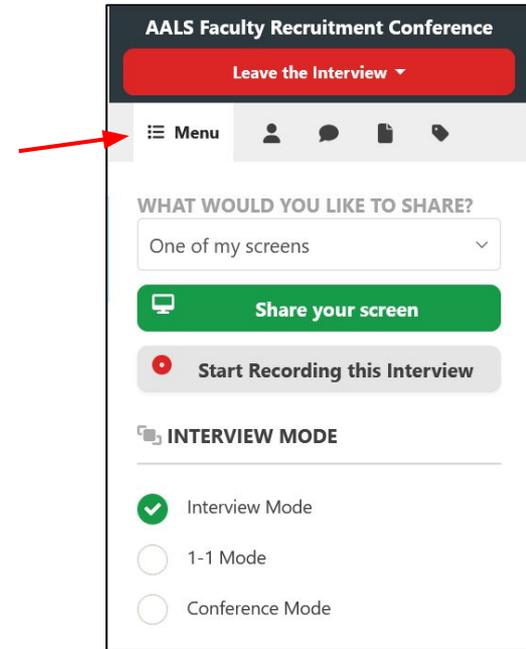
Clicking this gives you the option to either **leave the interview** yourself or **end the interview for all participants**. Depending on your choice, you may still be able to **Rejoin** or **Reactivate** the interview afterward.



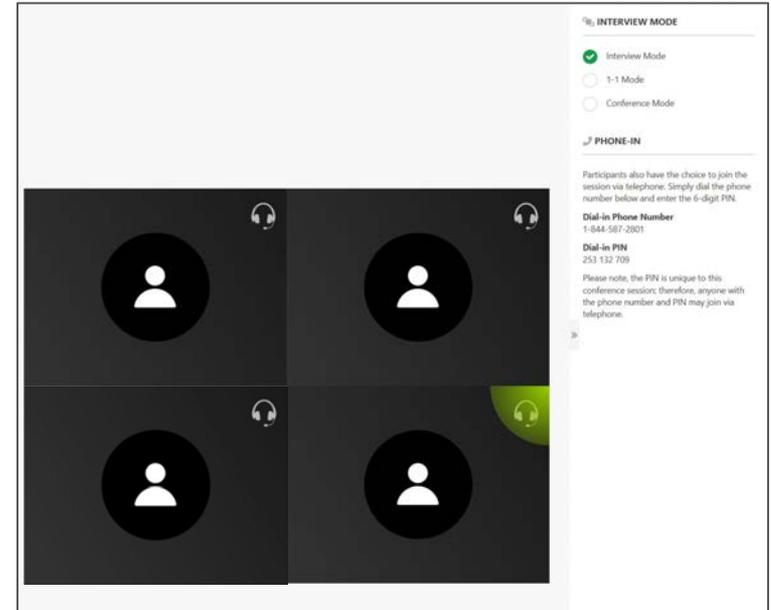
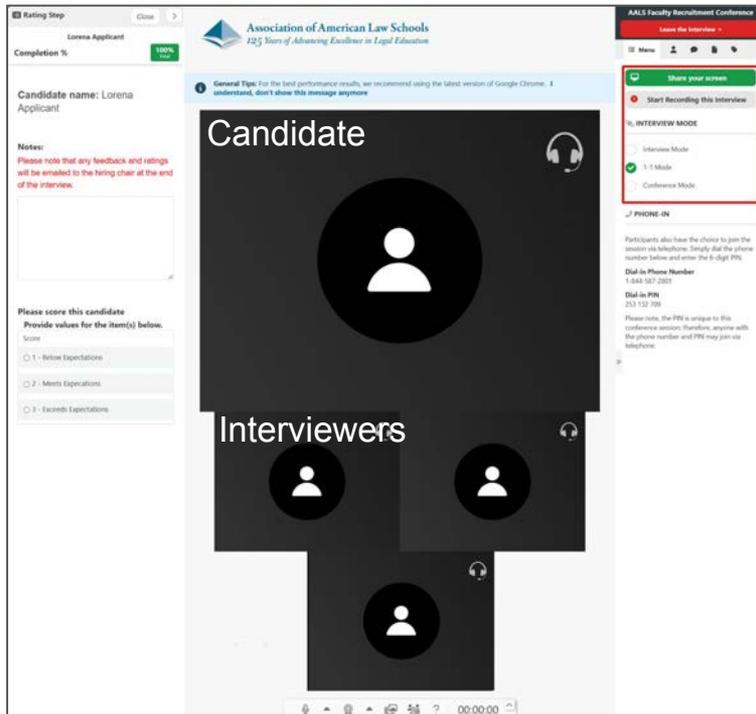
Menu

The menu allows any participant to **share their screen**, and enables interviewers to **start recording the interview**.

You can also select the **Interview Mode**—choose between enlarging the candidate's video at the top or displaying equal-sized video tiles for both interviewers and the candidate.



Interviewer's Guide: Interview Room Features



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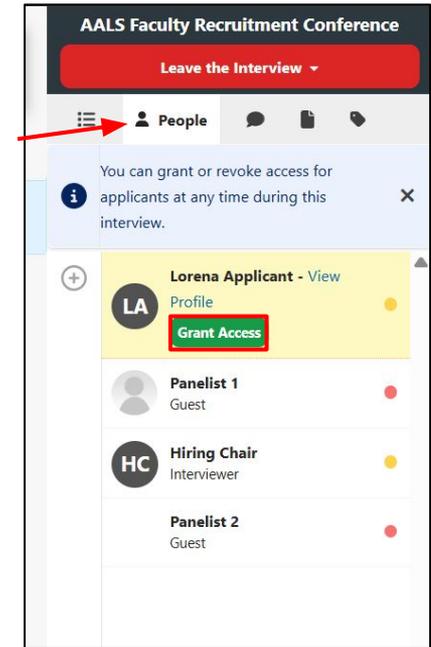
People

This section displays the list of individuals invited to the interview, including:

- **Candidate** – You'll need to grant them access to enter the interview room.
- **Interviewer** – A participant with a VidCruiter account.
- **Guests** – Additional interviewers or panelists.

The colored circles indicate each person's status:

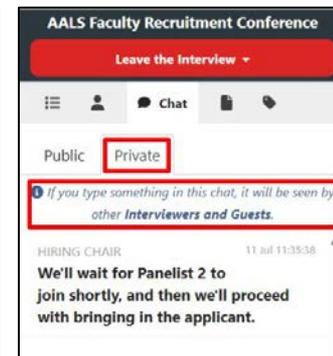
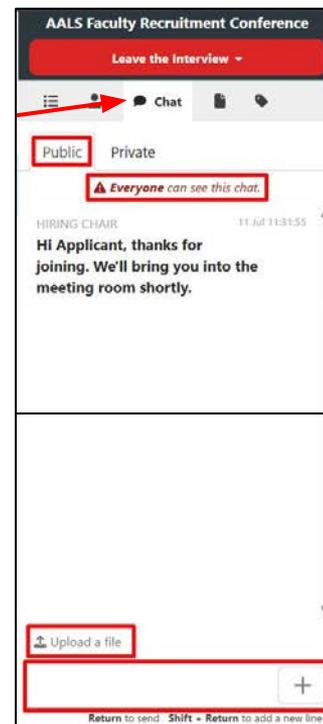
-  **Green** – In the interview room
-  **Yellow** – Waiting or in setup
-  **Red** – Offline



Chat

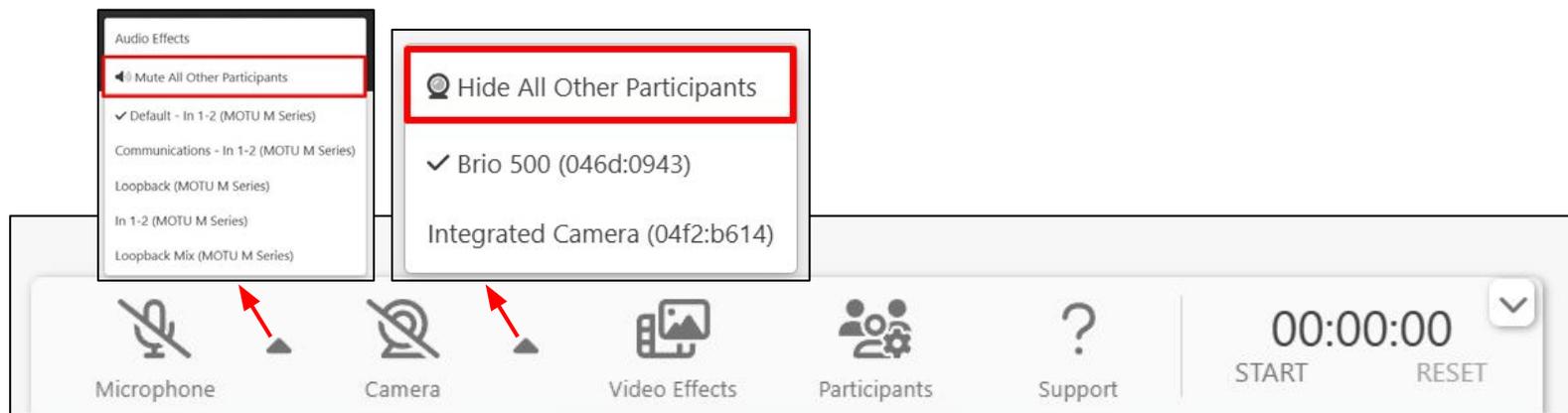
The **Public Chat** allows you to send messages visible to all participants. The **Private Chat** is only visible to Interviewers and Guests.

You can also **upload files** directly through the chat window.



Quick Menu

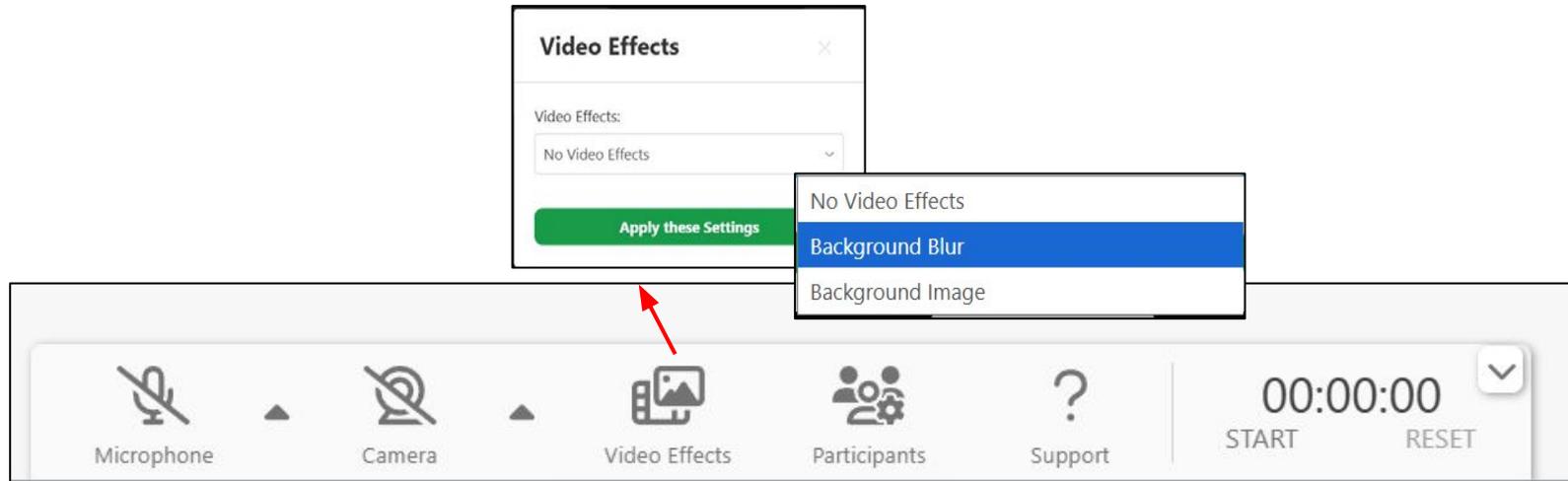
The Quick Menu allows you to mute or turn off your own camera, as well as mute or disable the cameras of other participants.



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Quick Menu

The Quick Menu allows you to add video effects. Participants is just another way to see the participant list.

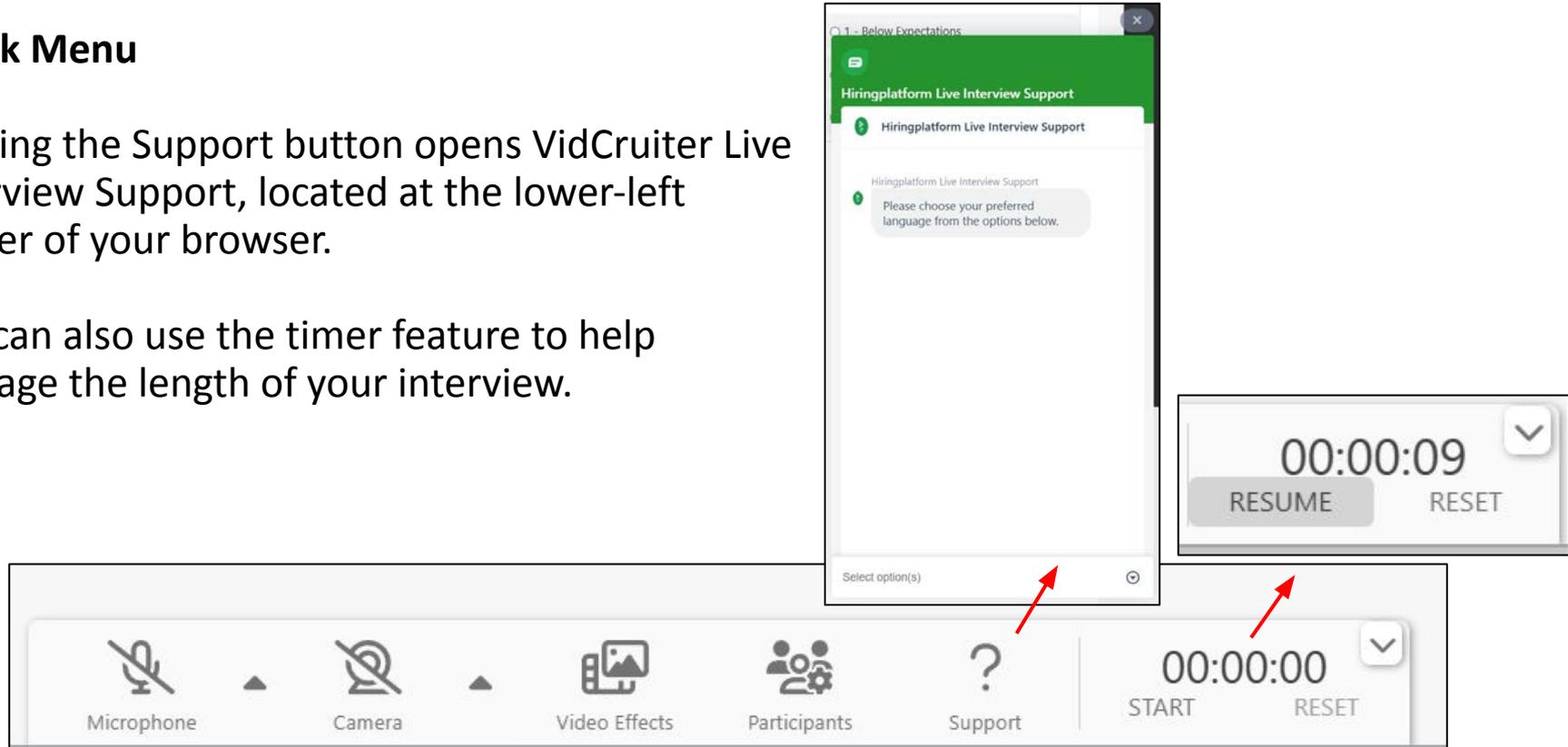


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Quick Menu

Clicking the Support button opens VidCruiter Live Interview Support, located at the lower-left corner of your browser.

You can also use the timer feature to help manage the length of your interview.



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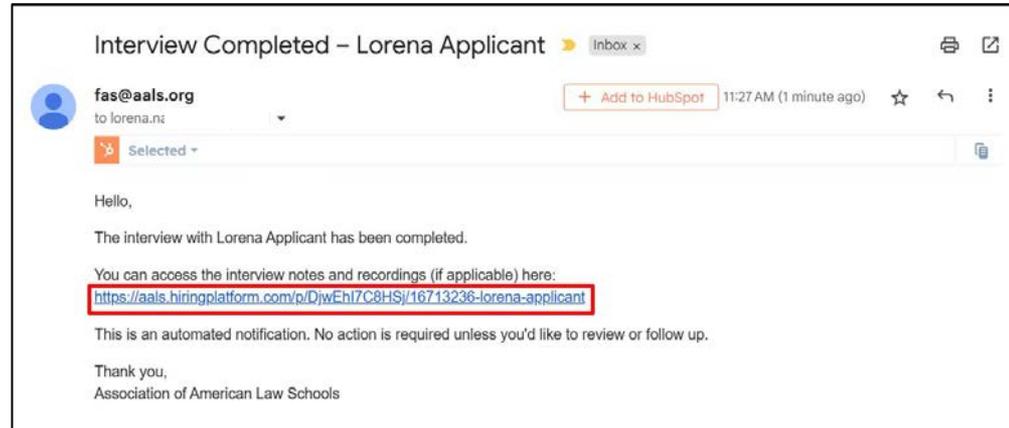
Downloading Interview Notes and Recording

Downloading Interview Notes and Recording

1. Once a candidate's interview is completed, the Hiring Chair will receive an automated email notification.

The email will include a **link** to access the candidate's shareable profile.

Please note: The link will expire 30 days from the date the email is received.



Downloading Interview Notes and Recording

2. The link will direct you to a form displaying all notes and ratings from the interviewers (if available).

Click **Download** to save a PDF copy.

The screenshot displays the AALS Faculty Recruitment Conference interface. At the top, the Association of American Law Schools logo is visible with the tagline "125 Years of Advancing Excellence in Legal Education". Below this, the event title "AALS Faculty Recruitment Conference" is shown. The candidate's profile includes a circular icon with "ET", the name "Erick TestCandidate", email "ebrown@aals.org", and a timestamp "16 Jun - 3:07 PM Eastern Time (US and Canada)". A "Download" button is highlighted with a red box. The interface is divided into sections for "Interview Scheduled", "Ratings", and "Interview Event History".

Interview Scheduled

Ratings

Ratings for Ratings - VidCruiter Admin

Notes: These are my notes

Please score this candidate

Provide values for the item(s) below.

	1 - Below Expectations	2 - Meets Expectations	3 - Exceeds Expectations
Score	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Ratings for Ratings - klondon@aals.org

Notes: This is a good candidate

Please score this candidate

Provide values for the item(s) below.

	1 - Below Expectations	2 - Meets Expectations	3 - Exceeds Expectations
Score	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Interview Event History

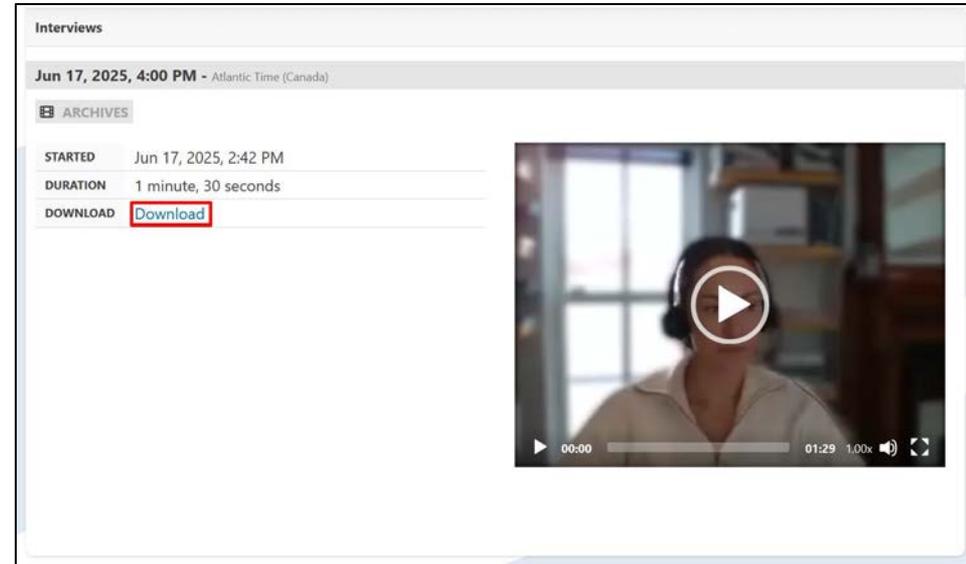
Interview Type	Date and Time	Scheduled Duration	Interviewers Invited	Interviewers Attended
Live Video	Jun 17, 2025, 4:00 PM Atlantic Time (Canada)	30 minutes	VidCruiter Admin cmcquitty@aals.org klondon@aals.org	VidCruiter Admin cmcquitty@aals.org klondon@aals.org

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Downloading Interview Notes and Recording

3. Scroll down to the **Interviews** section to watch the video recording.

Click **Download** to the left of the video; this will open the recording in a new tab.



The screenshot displays a user interface for viewing an interview recording. At the top, the title "Interviews" is visible. Below it, the recording details are shown: "Jun 17, 2025, 4:00 PM - Atlantic Time (Canada)". A tab labeled "ARCHIVES" is active. The recording information includes: "STARTED Jun 17, 2025, 2:42 PM", "DURATION 1 minute, 30 seconds", and a "DOWNLOAD" button which is highlighted with a red box. To the right of the text is a video player showing a person wearing a headset. The video player has a play button in the center and a progress bar at the bottom indicating 00:00 / 01:29 at 1.00x speed.

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Thank You