

Spark Hire Requests

The Clemson University HR Talent Acquisition team is excited to offer the Spark Hire video interviewing platform as a new applicant screening tool that will save you and other hiring managers a significant amount of time. Those who have used Spark Hire have commented on how much time has been saved in reviewing candidates. We hope that your experience is similar, and we appreciate your support of this change.

What is SparkHire?

Spark Hire is a one-way video interview platform that allows candidates to complete interviews on their own time, eliminating the need for hiring committees to coordinate schedules for the initial candidate screening. The platform also affords hiring committees the ability to view and rate video interviews individually and at their convenience. You can view a sample interview [here](#).

Special Note - *Spark Hire interviews should only be used for initial screening purposes after your job posting has closed and you have reviewed all candidate applications. Spark Hire is typically used in lieu of phone interviews and should not replace face-to-face interviews.*

How do I request a SparkHire?

Using this tool in your next search is simple! **Just send an email to your [Talent Acquisition Partner](#) with the information located below in the orange box.**

- 1) **POSITION INFORMATION:** Position Title and Job ID
- 2) **CANDIDATE CONTACT INFORMATION:** Names and Email Addresses of the candidates you would like to interview (4-8 total candidates).
 - [Download this template](#) by clicking the link and selecting "Download" in the top right hand corner. Fill out the spreadsheet with the candidate's Full Name and Email Address. Save the spreadsheet as a CSV file and attach it to the email to your Talent Acquisition Partner.
- 3) **QUESTIONS:** Questions you would like your candidates to answer.
 - The first question is usually "Thank you for your interest in the _____ position. Tell us about yourself and why you are interested in this role." If you would like to see sample behavioral questions, go to page 28 [here](#).
- 4) **DEADLINE:** The date by which interviews must be completed
- 5) **COMMITTEE CONTACT INFORMATION:** Names and Email Addresses of the Committee Members who should receive a link to review the completed SparkHire interviews.
 - If you would like your search committee members to be able to rate the candidates' interviews, please provide us with the request information. Otherwise, as the Hiring Manager, you will receive a general link to view the interviews that you can share with other members of your search committee after the interviews are completed. Please note, when you use the general link no committee members will have the ability to rate the candidates interviews.

What do I communicate to the candidates I would like to complete a SparkHire Interview?

Prior to submitting the above information to [Talent Acquisition Partner](#), please contact the candidates you wish to interview letting them know to expect an email with the Spark Hire link enclosed. Below in the purple box is an example email template you can use that details what information to relay to the candidates.

Candidate Spark Hire Invite
(Sent by Hiring Manager)

*Hi **[Candidate's name]**,*

*I'm emailing to let you know that we have reviewed your application for the **Position Title (Job ID)** and are excited to move forward with you to the next step of the interview process.*

The next step is a one-way video interview via a platform called Spark Hire.

*Please expect to receive an email from Spark Hire that was initiated by Clemson University's Office of Human Resources with information about this process as well as the link to interview. Your interview can be completed on your own time, but we are asking that you provide your interview by **DATE at 11:55 PM**.*

*If you have any questions about this process, you may correspond with the HR representative, **Talent Acquisition Partner Name (Talent Acquisition Partner Email)**.*

We are looking forward to meeting you!

I have more questions. Who do I reach out to?

Please contact your [Talent Acquisition Partner](#) for any questions regarding Spark Hire.