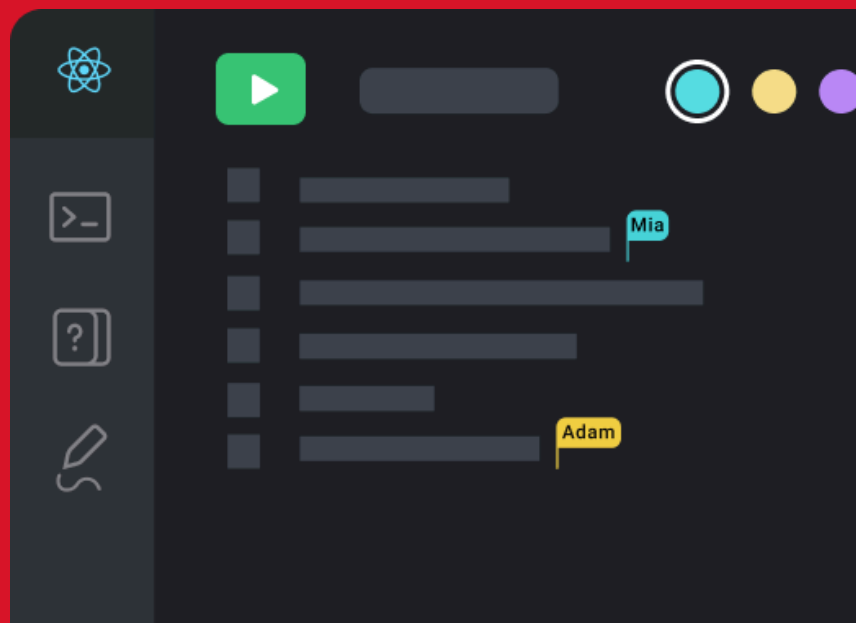




Interview Onboarding Checklist



support@coderpad.io
Version 1.1



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■ Getting started for administrators and team leads


- [Create a team](#)
- [Invite other team members](#)


1. Create a team

As part of the initial sign-up process, you'll be taken to the *Create a Team* window. Fill in your *Team Name*, select the default programming language for your account, and decide if you want others in your company to automatically be added to your team when they first log in.

Create a Team

Once your team is setup, you can share pads, create and save interview questions, and invite other engineers and recruiters who are part of the interview process.

Any new sign up with a **coderpad.io** email will automatically be added to your team. 

 You can enable or disable the automatic team addition at anytime in [your organization's settings](#).


2. Invite other team members

In the next window, add the email addresses of your team members.


Invite Your Team

With Team features, you can share pads, interview questions, and more with the engineers and recruiters in your company.

[+ Add More](#)

Don't have them all right now? No worries, you can easily add more people on the [Users page](#), which you can access under the settings  icon.

That's it. You're done setting up your account!

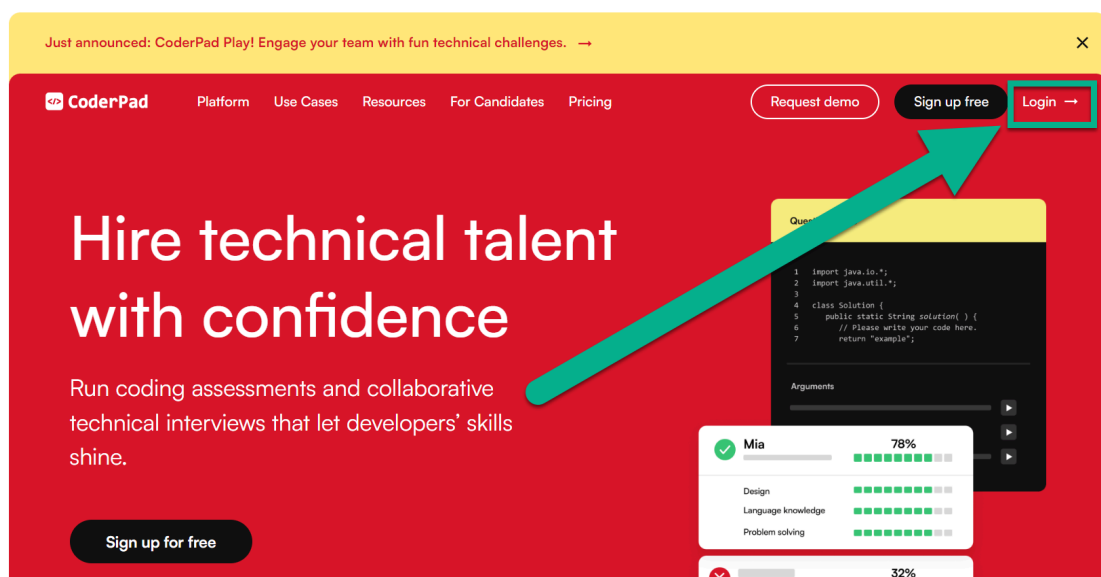
 For details on additional account configurations, you can check out the complete [getting started documentation guide for admins](#).

■ Getting started for interviewers

- [Login to your account](#)
- [Create a pad](#)
- [Add a question from the question bank](#)
- [Invite the candidate](#)
- [Enable Focus Time \(optional\)](#)
- [Start collaborative coding](#)
- [Use drawing mode for diagrams \(optional\)](#)
- [Add more questions \(optional\)](#)
- [End the interview](#)

1. Login to your account

Once your account administrator has added you to the account or enabled you to log in via SSO, you can log in to CoderPad using [this link](#) or by clicking the **Login** link at the top right of the [CoderPad.io](#) website.



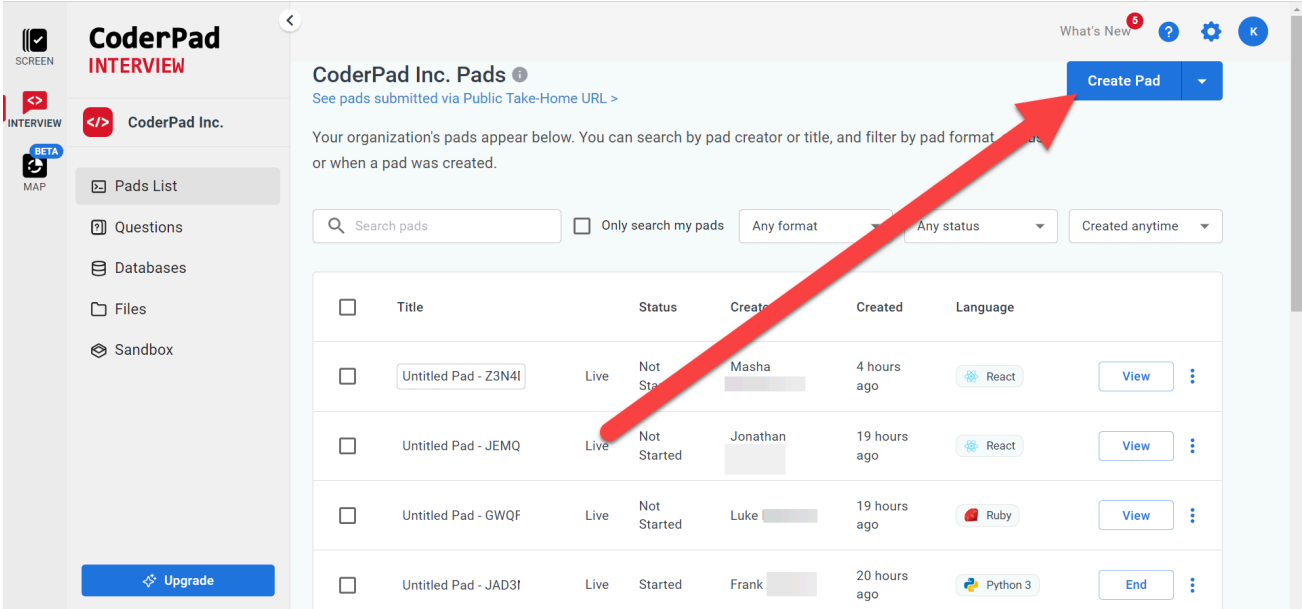
- You can configure your account settings, like your display name and default pad language, on the [My Settings page](#).

2. Create a pad

i This path is for live interview pads only. For instructions on creating take-home tests, check out the [Add a question to the question bank](#) instructions below or view the full take-home test instructions in the [Take-home quick start guide](#).

Once logged into the dashboard, ensure that you have the *Pads List* left navigation item selected, and then choose **Create Pad** in the top right corner of the page.

✓ You can also quickly create a pad by typing `pad.new` into your browser bar.



The screenshot shows the CoderPad dashboard for 'CoderPad Inc. Pads'. The left sidebar has 'Pads List' selected. The main content area shows a table of pads with columns for Title, Status, Creator, Created, and Language. A red arrow points to the 'Create Pad' button in the top right corner.

Title	Status	Creator	Created	Language
Untitled Pad - Z3N4I	Live Not Started	Masha	4 hours ago	React
Untitled Pad - JEMQ	Live Not Started	Jonathan	19 hours ago	React
Untitled Pad - GWQF	Live Not Started	Luke	19 hours ago	Ruby
Untitled Pad - JAD3I	Live Started	Frank	20 hours ago	Python 3

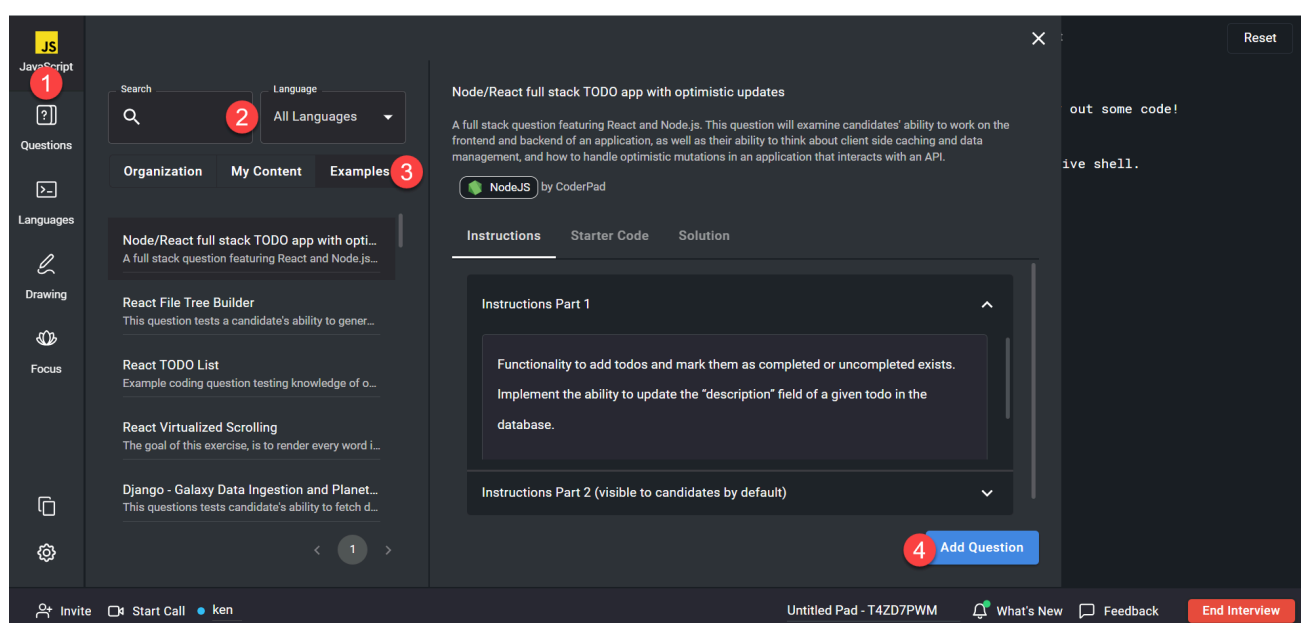
i For more information on navigating the pad and all its features, check out the [Pad feature guide](#).

3. Add a question from the question bank

One of the best ways to reduce bias in your interviews is to use the same question with all your candidates for a particular position.

CoderPad offers [a bank of questions ready for use](#); alternatively, you can [create your own questions](#) for use across your team.

To add a question to your open pad, click on the **Questions** tab in the pad (1) and use the search bar and filters (2) to find a question that suits the job role you're interviewing for. If you want to use one of our example questions, make sure the **Example** tab (3) is selected. Once you've found a question you'd like to use, click on the **Add Question** button (4).



Your question will then load into the pad for you to edit and use as needed.

4. Invite the candidate

The pad URL is the link that both interviewer(s) and the candidate will use to access the pad. There are a few different ways to access this:

- You can take the link directly from your browser URL bar and send it to the candidate.
- Or you can click the Invite button in the bottom left of the pad to utilize three additional options:
 - Send an email invite to the pad
 - Generate a temporary short link
 - Copy permanent link (same as URL in the URL bar)

Send Email Invite

We'll email the recipient directly with a link from CoderPad, so you don't have to give away your email address.

Recipient's email address Send

or

Phone-Friendly Temporary Link

Read this **temporary** shortlink out loud to invite someone to this pad. It only lasts an hour!

Generate A Shortlink

or

Permanent Link

If you need a permanent link to email for a future interview, use this **full URL**.

`https://coderpad.io/T4ZD7PWW` 📄

👤 Invite 🗣️ Start Call ● ken

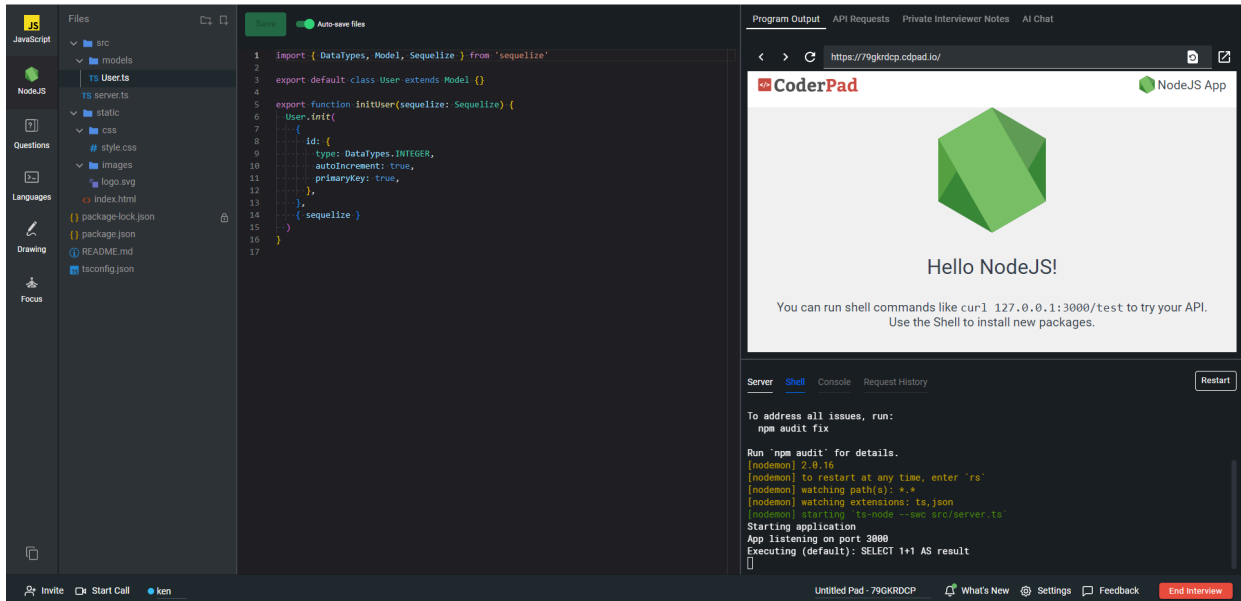
✓ If you have the pad waiting room turned on by default, you'll have to admit candidates into the pad. You can do this by clicking the **Admit** button in the blue banner at the top of the pad:

👤 Tabitha Plant has joined the waiting room. To let them join the pad: Admit

5. Start collaborative coding

Once you've connected with the candidate using the [in-pad video calling feature](#), you can then start the interview.

The pad operates like [a standard IDE](#) – you have your code editor in the left pane and the output in the right pane. If you're utilizing one of our multi-file environments, you'll also see a file tree to the left of the code editor.



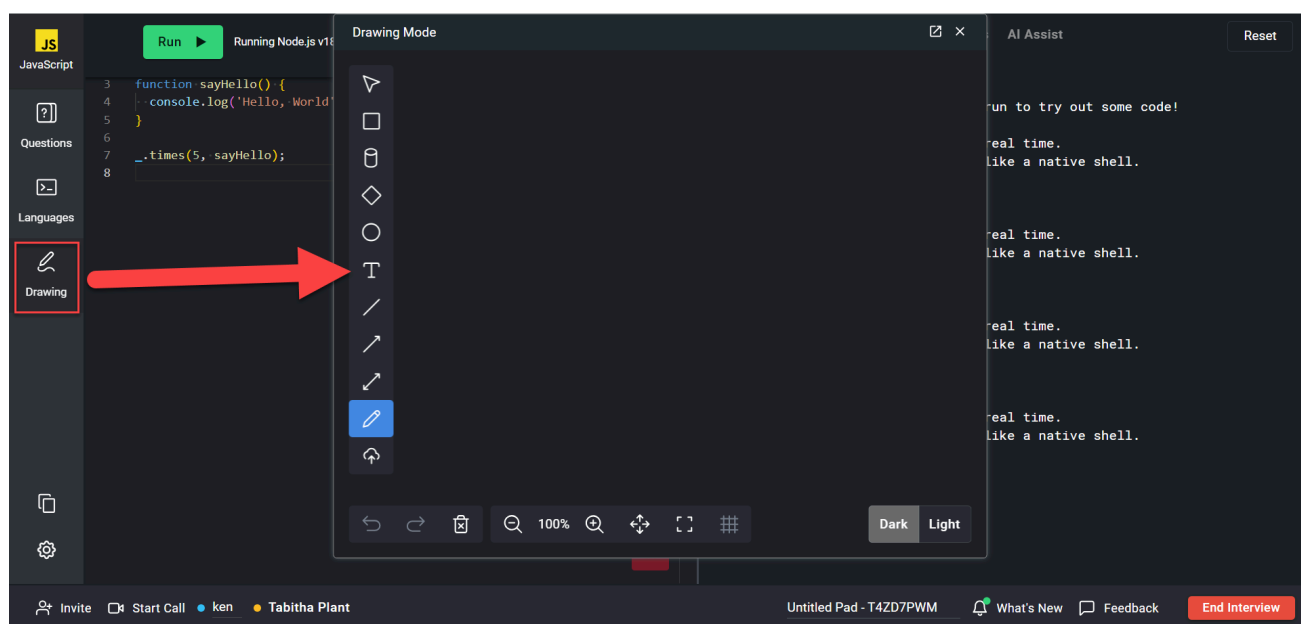
We offer lots of features to make your collaborative coding exercise successful. Check out the table below and click on a feature to learn more about it.

Feature	Available to candidates	Available to interviewers
Rendered UI (multi-file frameworks only)	✓	✓
API Requests	✓	✓
ChatGPT assistance	✓	✓
Private interviewer notes	✗	✓
Personalized editor settings	✓	✓
Interactive shell	✓	✓
Console & server logs	✓	✓
In-pad audio & video chat	✓	✓
Iterative question creation	✗	✓
Language info	✓	✓
Language switching	✓	✓
Drag & drop files into the editor (multi-file languages only)	✓	✓
Add custom databases	✗	✓
Add custom files	✗	✓
Closed-captioning	✓	✓
Transcripts	✗	✗
Focus time	✓	✗

6. Use drawing mode for systems design interviews or diagrams (optional)

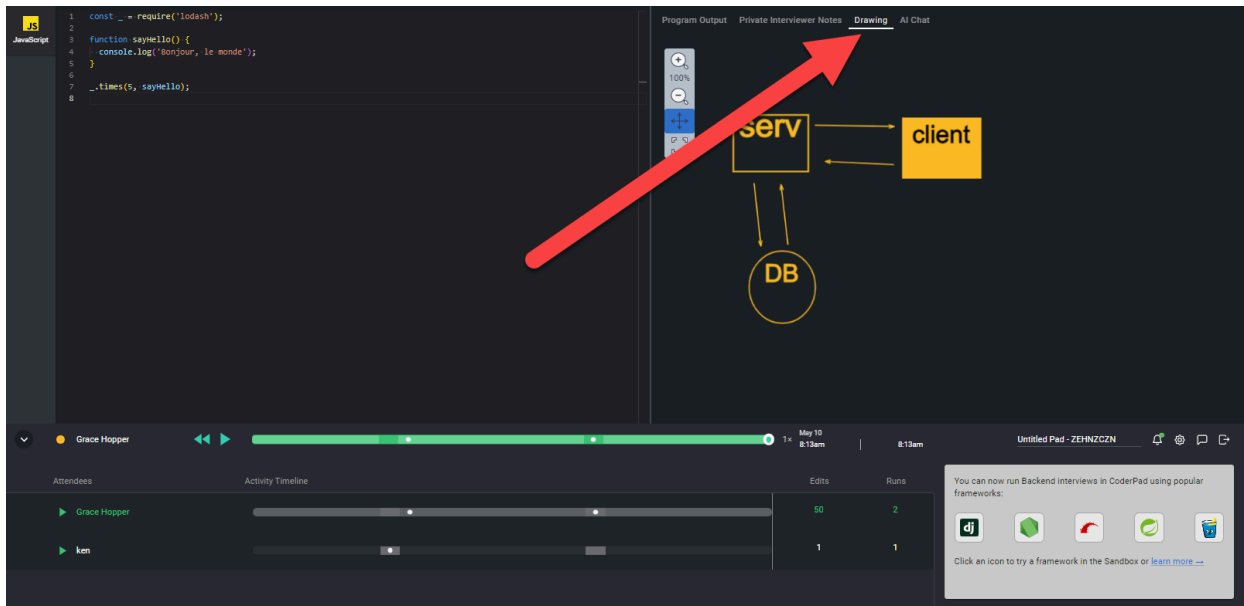
During technical interviews, you may need to sketch out a system or describe technical architecture, which you can do within the pad with Drawing Mode. You can conduct the interview entirely in Drawing Mode or toggle between the IDE and Drawing Mode.

You or your candidates can access Drawing Mode inside any live interview pad. To open, click the **Drawing** button located in the left navigation menu:



In Drawing Mode, you have access to different tools. You'll see options like adding shapes, lines, text, etc. There is also the ability to upload your own photos (great for UX/UI design discussions), erase parts of the drawing, undo and redo, and pan around depending on your view.

After the interview, you can review the image in playback mode by selecting the **Drawing** tab in the top right corner of the output window:

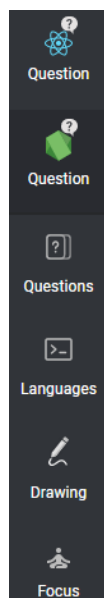


For more information on Drawing Mode, check out the [feature guide](#).

7. Add more questions (optional)

You can add additional questions to your pad to better assess the full range of your candidate's skills.

Simply follow the instructions on [adding a question we mentioned above](#). Your new question will appear below the previous one in the left tab menu:

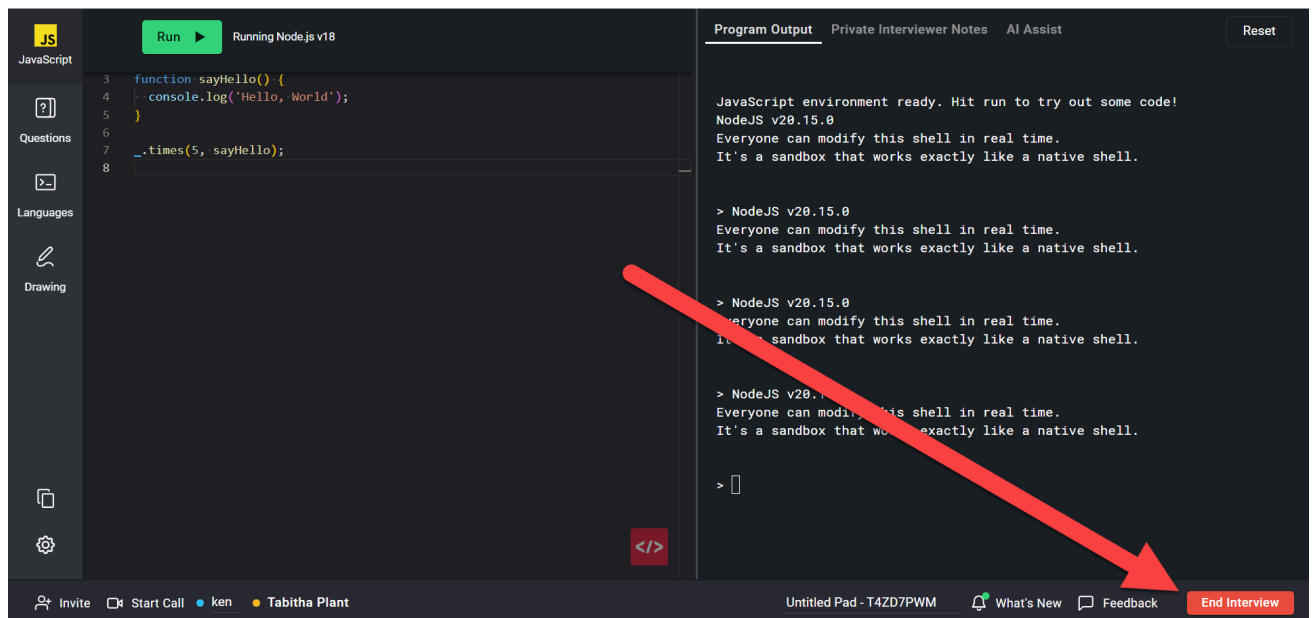


✓ Rather switch languages than add another question? Simply click the Languages button in the left tab menu, and a new pad will open with the selected language.

8. End the interview

You can only end the interview by clicking the **End Interview** button at the bottom right-hand corner of the pad – it won't end if you exit out of your browser.

You won't have access to the playback for live interviews until you hit the **End Interview** button. Leaving the pad open also means the candidate can go in and continue to edit their code even after the interview has concluded.



✓ You can also have all your pads automatically end after a set period by default; however, you'll need an account administrator to do this. You can find the instructions for auto-ending pads in the [Account Admin quickstart guide](#).

i For more details, check out the complete [getting started documentation guide for interviewers](#).

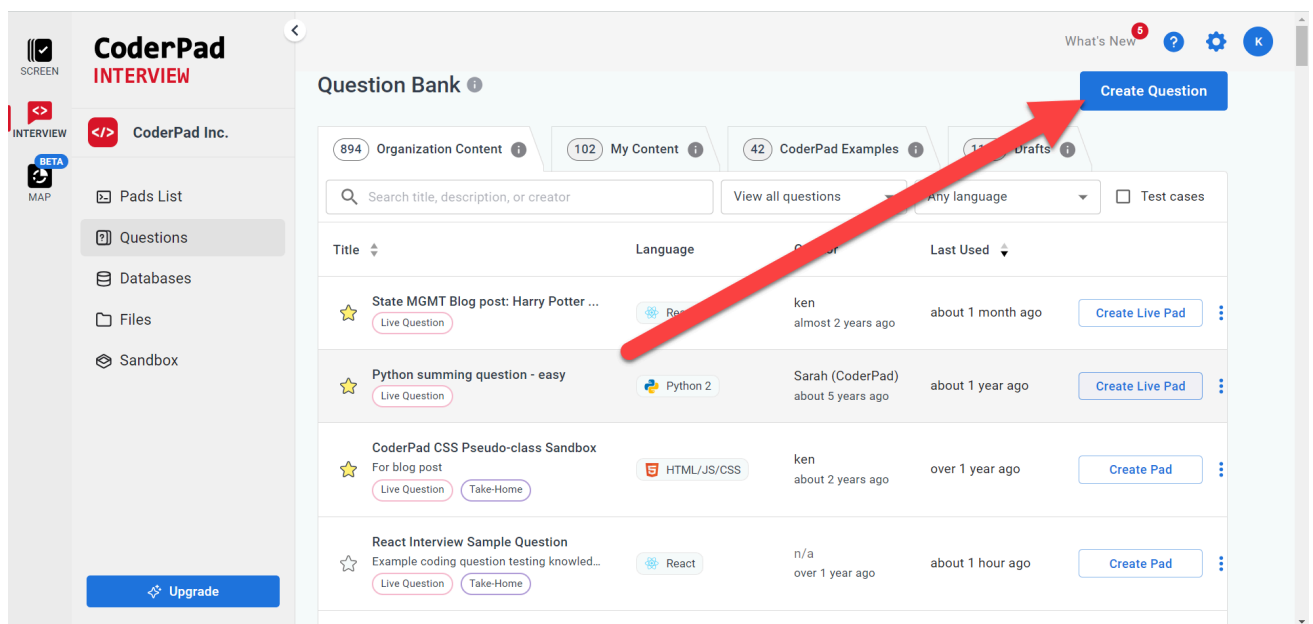
■ Add a question to the question bank

This checklist will help you navigate setting up the question bank by showing you how to create your first question.

- [Open the question wizard](#)
- [Setup interview context](#)
- [Add test cases \(optional\)](#)
- [Add supporting information](#)
- [Add starter code and publish the question](#)

1. Open the question wizard

Navigate to the *Question Bank* by clicking on the **Questions** link in the left navigation menu. Then click **Create Question** in the top right of the dashboard:



This will open up the question wizard.

2. Setup interview context

The first page of the question wizard lets you input the:

- Test type
- A starter diagram or drawing
- Language
- Title
- Difficult
- An internal description for your coworkers (this won't be seen by the candidate)

You can also choose to allow test cases (for take-home questions only) and to allow others on your team to edit your question.

Step 1 - Setup Interview Context

Select which types of interviews this question can be used for.

Live Question

Take-Home

Include Take-Home test cases?
Test cases are not available for Live questions ⚠

Include Starter Drawing?

Title *

Environment *

JavaScript

Difficulty

Internal Description

Additional description for this question. Only visible in the Question Bank. ⓘ

Allow viewing and editing of this question by your colleagues?

* required field

Next

Click **Next** to continue.

3. Add supporting information

On the *Add Code Elements* screen, you'll add:

- The question instructions for the candidate (note that you can build on your question by adding follow-on instructions that you can gradually reveal to your candidates as they progress through the interview)
- An internal interview guide or instructions to help you or coworkers evaluate candidates with that question (candidates won't see this text)
- Custom databases that you can attach to the question
- Custom files that you can attach to the question

The screenshot shows the 'Step 2 - Add Code Elements' screen. It features a progress bar at the top with three steps, where step 2 is active. The main content area is organized into sections: 'Candidate Instructions' (with a text input field and a '+ Add Follow-On Instructions' button), 'Interviewer Guide and Solution' (with a text input field), 'Custom Database' (with a dropdown menu), and 'Custom Files' (with a dropdown menu and an 'Upload New File' button). At the bottom, there are 'Previous' and 'Next' navigation buttons. A small asterisk indicates that the 'Candidate Instructions' field is required.

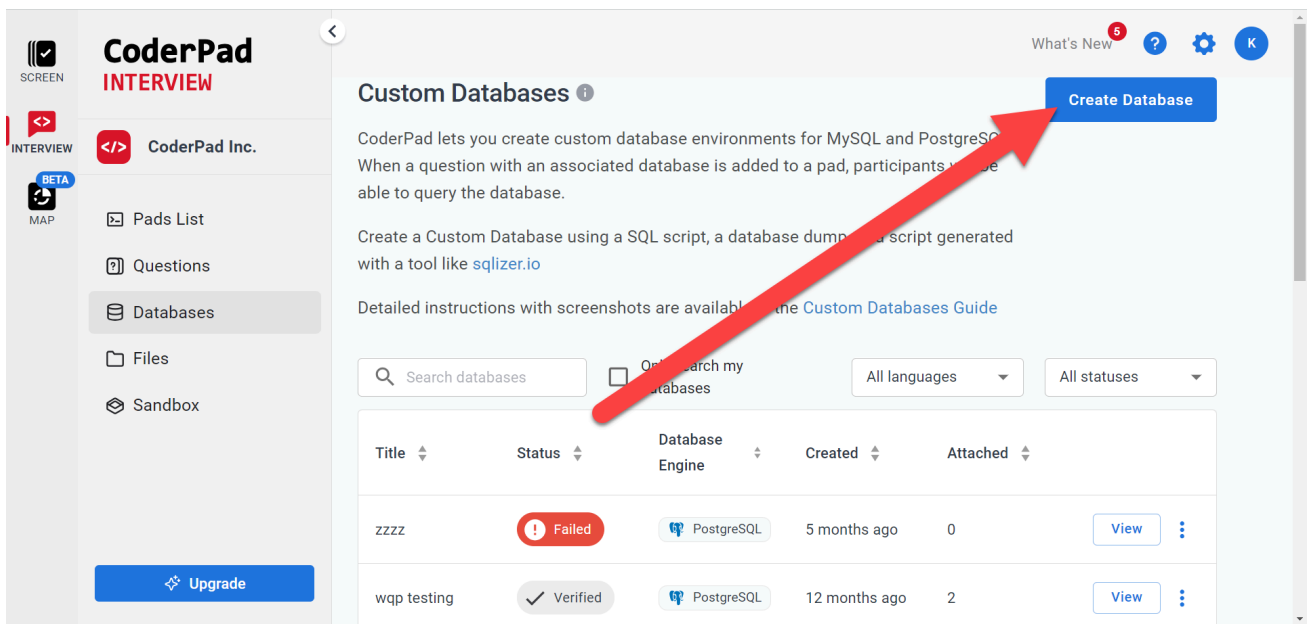
✓ Make sure you fill out the *Candidate Instructions* section! Having instructions available for the candidate to reference during an interview is crucial for the candidate's success.

Adding a custom database

If you're using a non-multifile language, you can attach a custom database to your question by selecting it from the *Custom Database* dropdown. The candidates can access these databases in the pad environment to help you assess their data processing capabilities.

✓ For multi-file framework environments, [you can add the database file directly to the file directory when you create the question.](#)

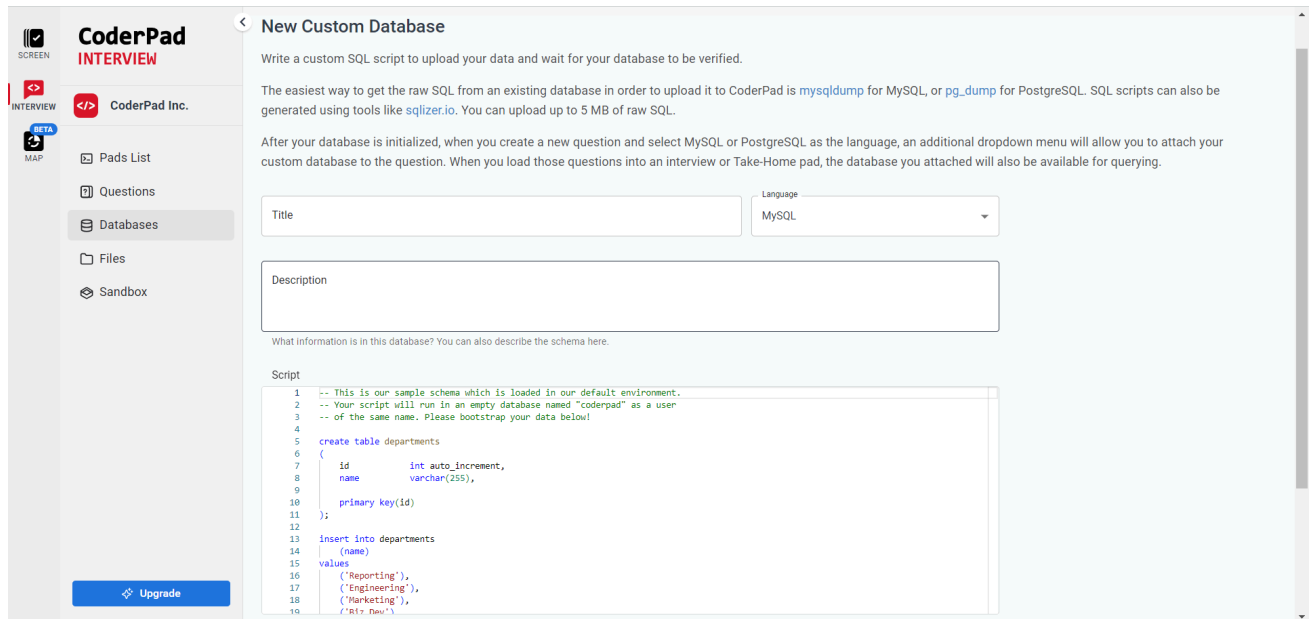
But before you do this, you must first [add your database to your account](#). To do this, click the **Databases** link in the left navigation bar and select **Create Database** in the top right of the dashboard.



The screenshot shows the CoderPad dashboard with the 'Custom Databases' section active. A red arrow points to the 'Create Database' button in the top right corner. The dashboard includes a left navigation bar with options like 'Pads List', 'Questions', 'Databases', 'Files', and 'Sandbox'. The main content area displays a table of custom databases with columns for Title, Status, Database Engine, Created, and Attached. The table contains two entries: 'zzzz' with a 'Failed' status and 'wqp testing' with a 'Verified' status.

Title	Status	Database Engine	Created	Attached
zzzz	Failed	PostgreSQL	5 months ago	0
wqp testing	Verified	PostgreSQL	12 months ago	2

Then just follow the instructions in the dashboard to add the required information to build your database:

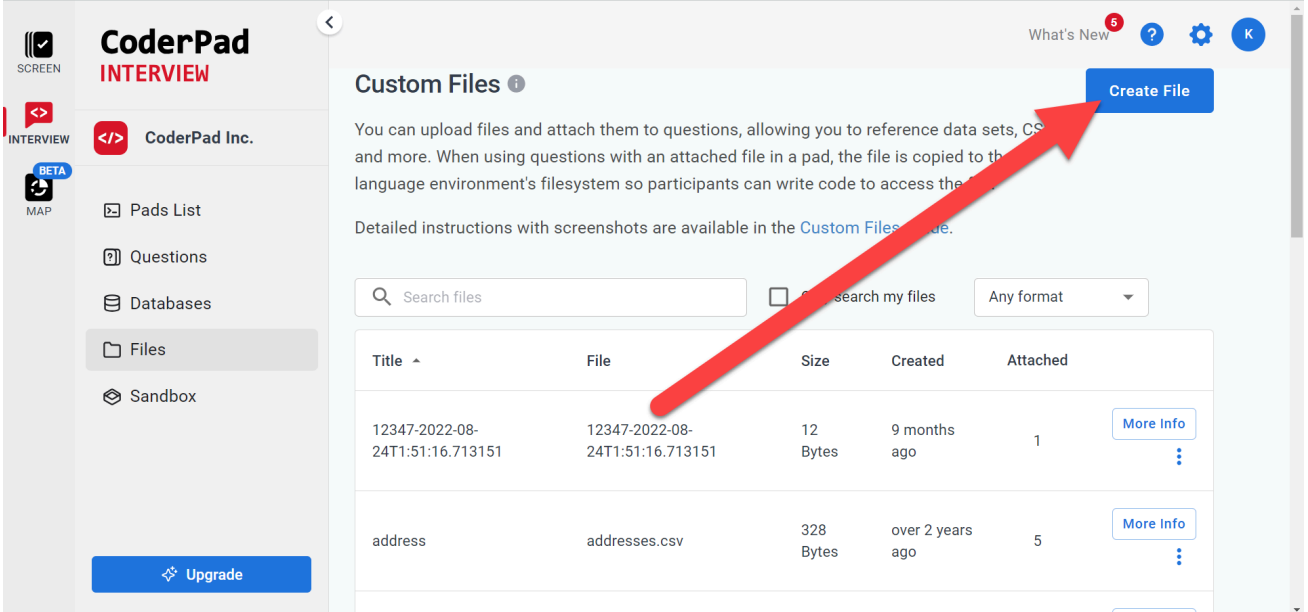


Once done, you can access your custom database in the question wizard.

Adding a custom file

This works similarly to the custom database where you [add files in the Custom files dashboard](#) and then add them to a in the question wizard drop-down. Custom files can help you assess how your candidates process the file in a realistic interview environment.

To add a custom file, first, click on the **Files** link in the left navigation bar, and then click **Create File** in the top right of the dashboard.



The screenshot shows the CoderPad interface. The left sidebar has a 'Files' menu item highlighted. The main area is titled 'Custom Files' and features a 'Create File' button in the top right corner, indicated by a red arrow. Below the button is a search bar and a table of files.


Title	File	Size	Created	Attached	
12347-2022-08-24T1:51:16.713151	12347-2022-08-24T1:51:16.713151	12 Bytes	9 months ago	1	More Info
address	addresses.csv	328 Bytes	over 2 years ago	5	More Info

You'll then see a pop-up to upload your file. Drop it into the box, give it a title, and then click **Upload File** to add it to your file library.

New Custom File



Choose the file you would like to use, set a title, and click the Upload file button. After the file has been uploaded, it will be added to the files list and can be attached to the question.



Drag and drop your file here

OR

Browse

20MB max file size

* required field

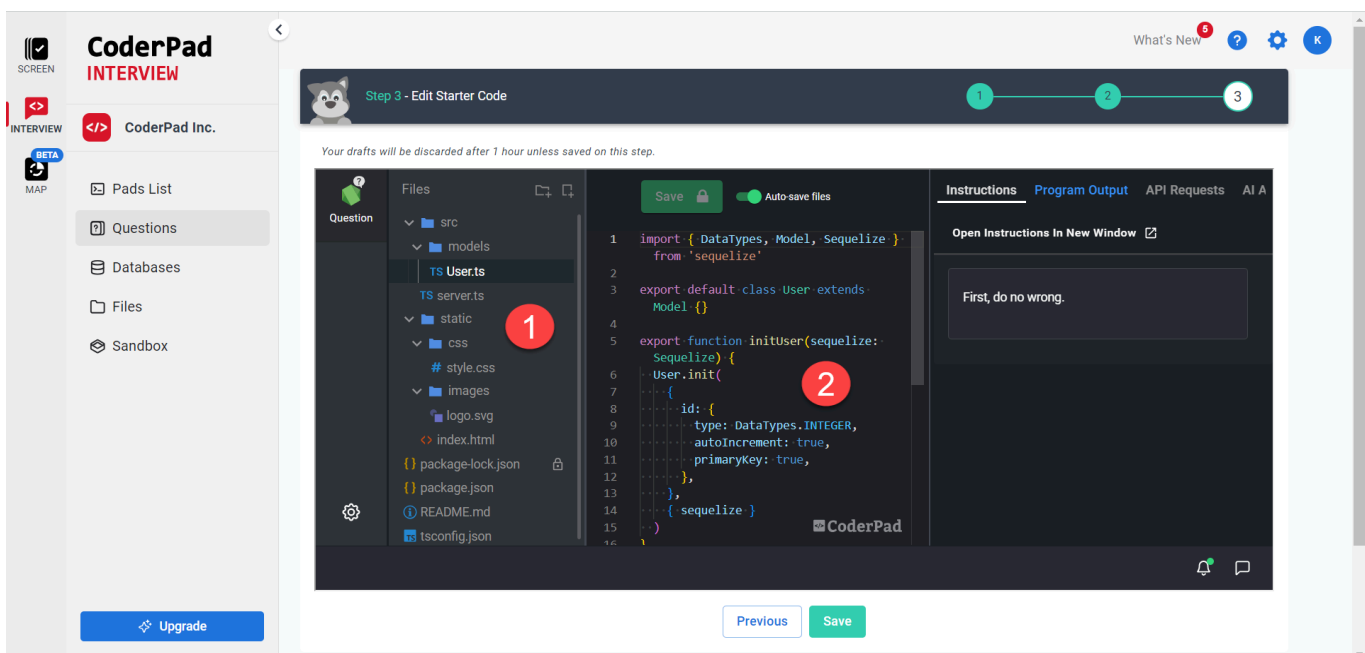
Upload File

Your file will then appear in the question wizard for you to add to the pad.

4. Add starter code and publish the question

You have two options to add code in this step:

- 1) Drag and drop files and folders into the file directory (multi-file only)
- 2) Make the changes directly in the editor



Once you get your start code set up, click **Save**. Next, you'll see a pop-up giving you the option to **Promote to Active Question** – click the button to publish your question to use in a pad.

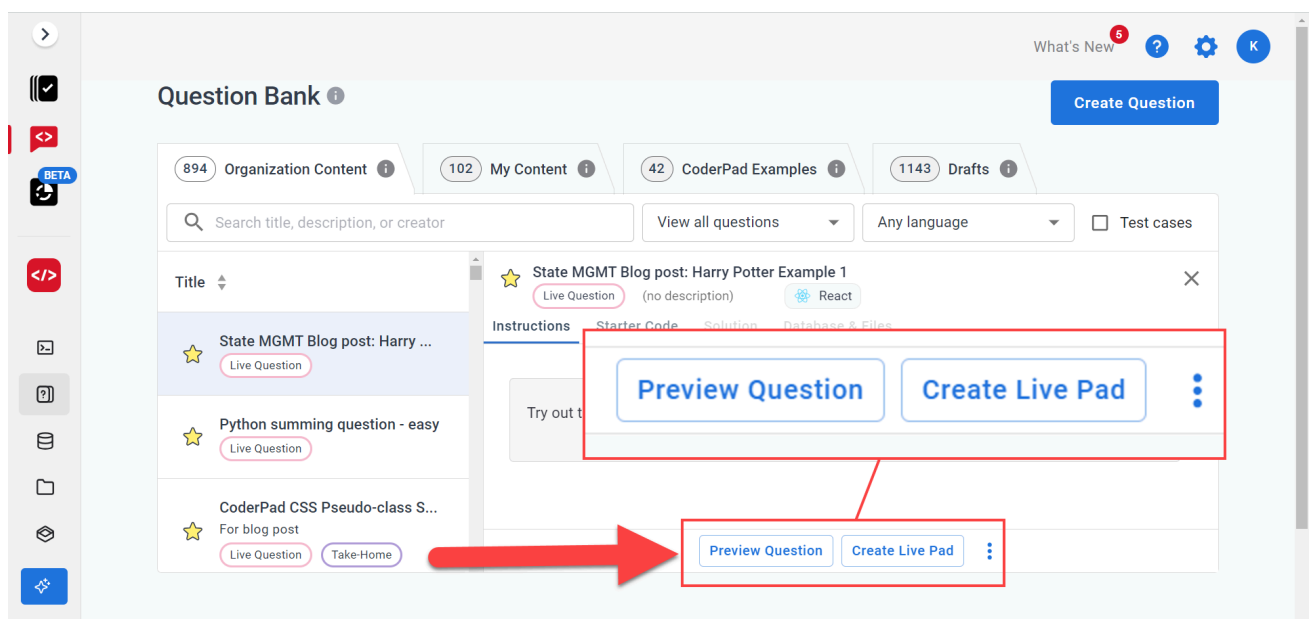
Question saved as a draft!




[View in Drafts tab](#)

Congratulations, you've made your first interview question!

To use it in a pad, you can either [add the question in a Live pad](#), or you can create a take-home or live interview pad from the question bank by selecting the question and clicking on the **Create Live Pad** or **Create Take-Home** buttons at the bottom of the screen.



 For more details on question-related features, check out the [Question Bank feature guide](#).

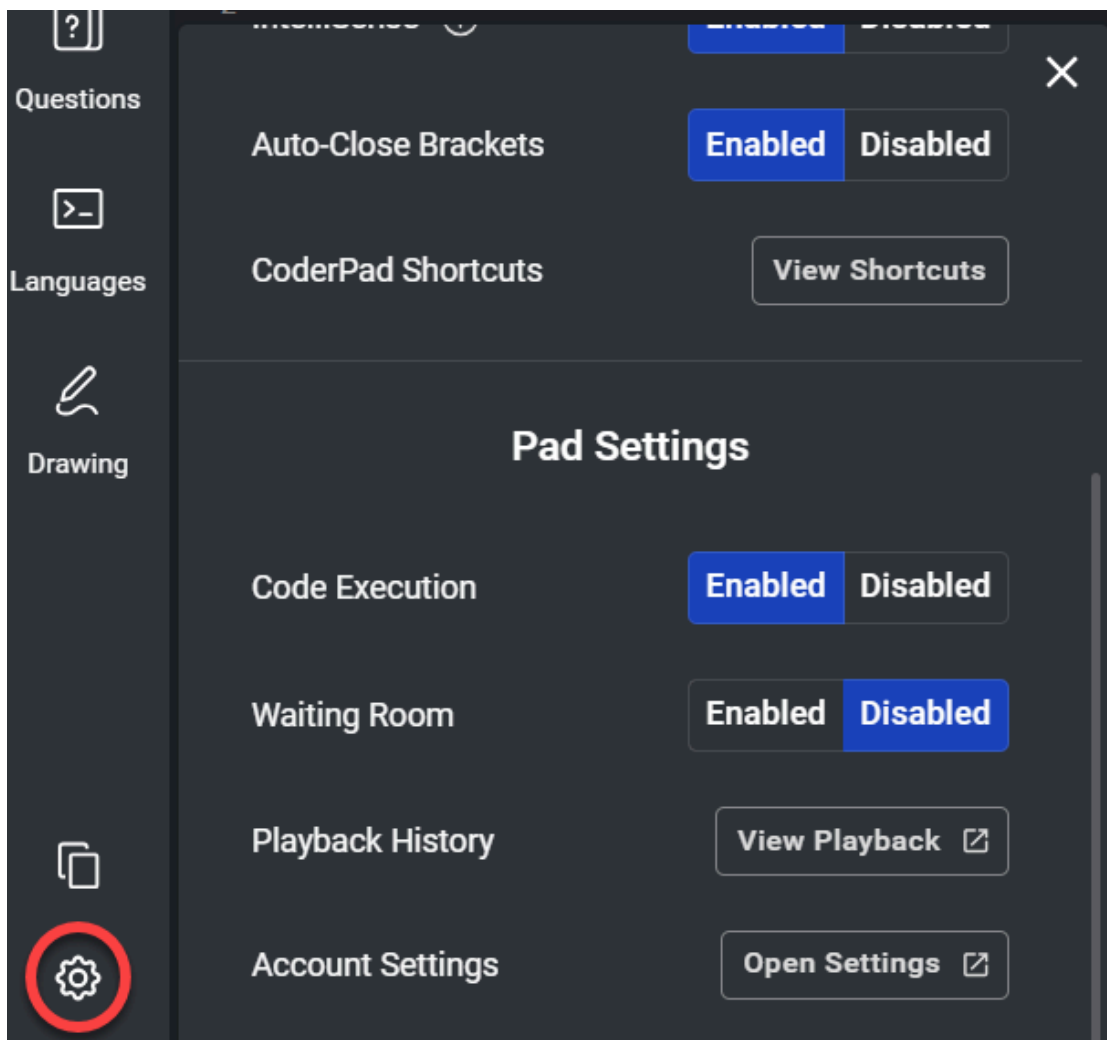
■ Best Practices: Dos and Don'ts

✓ Do take advantage of pad settings

Interviewers and candidates can change their individual pad settings to set up the pad and the IDE in a way that works best for them. Note that your *Editor Settings* won't affect the *Editor Settings* the candidates have chosen for themselves.

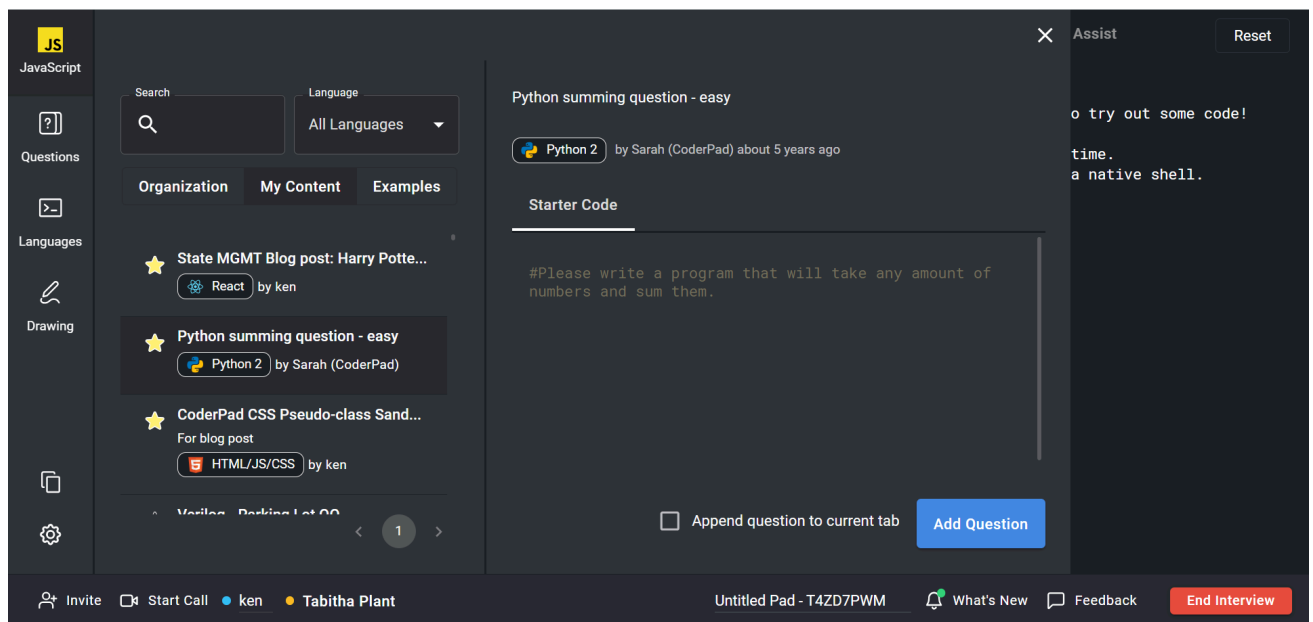
✓ The *Pad Settings* are only available to interviewers.

You can access your settings by clicking the settings gear icon ⚙️ on the bottom left-hand side of the screen.



✗ Don't create questions at the last minute

Define good questions ahead of time and [add them to your question bank](#) – and use them during the interview! Not only will it save you time during the interview, but it's an excellent way to be consistent and reduce bias when all candidates for a role are asked to complete the same tasks. Note that candidates won't be able to see the questions until you've selected one.



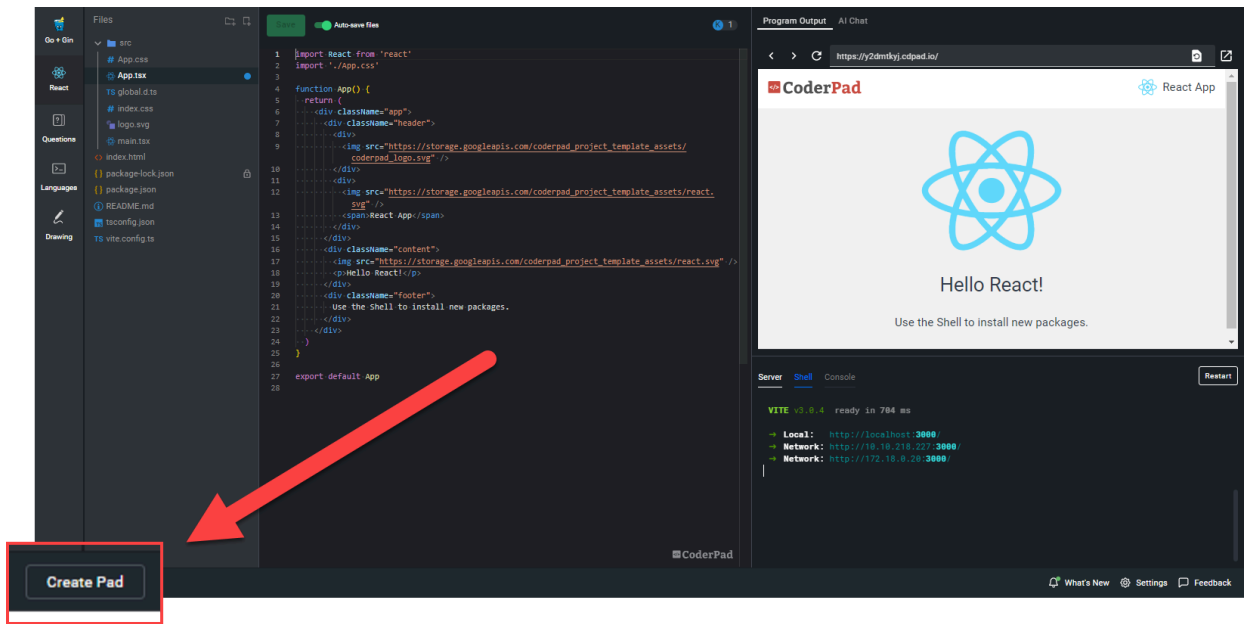
✓ Do use the sandbox to test pads and questions

If you create a new pad every time you want to test a new interview question, you'll quickly run through your pad quota.

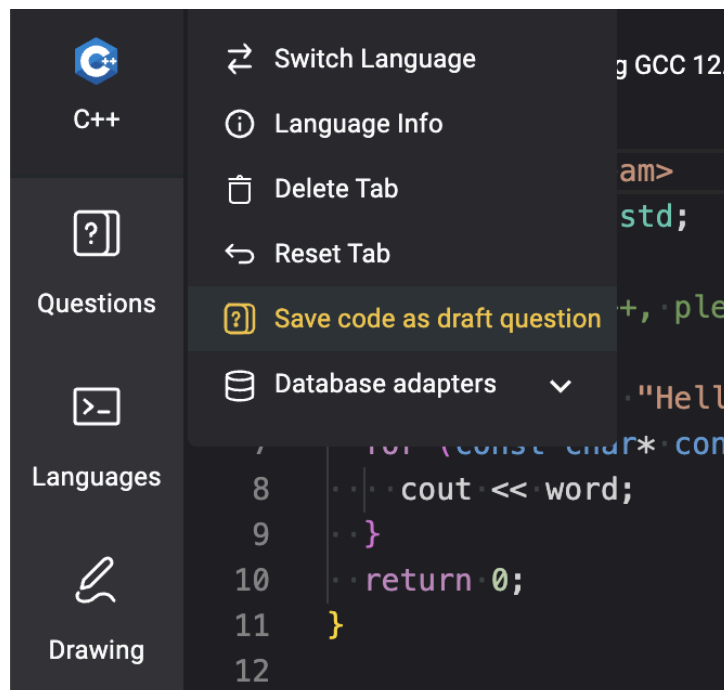
✓ What counts as a used pad? A pad is counted as "used" depending on the type of subscription you have. For Enterprise Flex and monthly credit card plans, pads are counted when two people join the pad and write code. A Take-Home interview pad, is counted when the candidate joins the pad and spends a couple minutes coding.

If you're on an annual credit card plan or a non-Enterprise invoiced plan, pads are counted when created. Unstarted pads or tests that are deleted within 28 days from creation are re-credited to your quota.

Instead, [use our sandbox environment](#) to do all your testing. As soon as you get some code you'd like to use, simply click the **Create Pad** button, and it'll create a pad within your account for you to use in an interview:



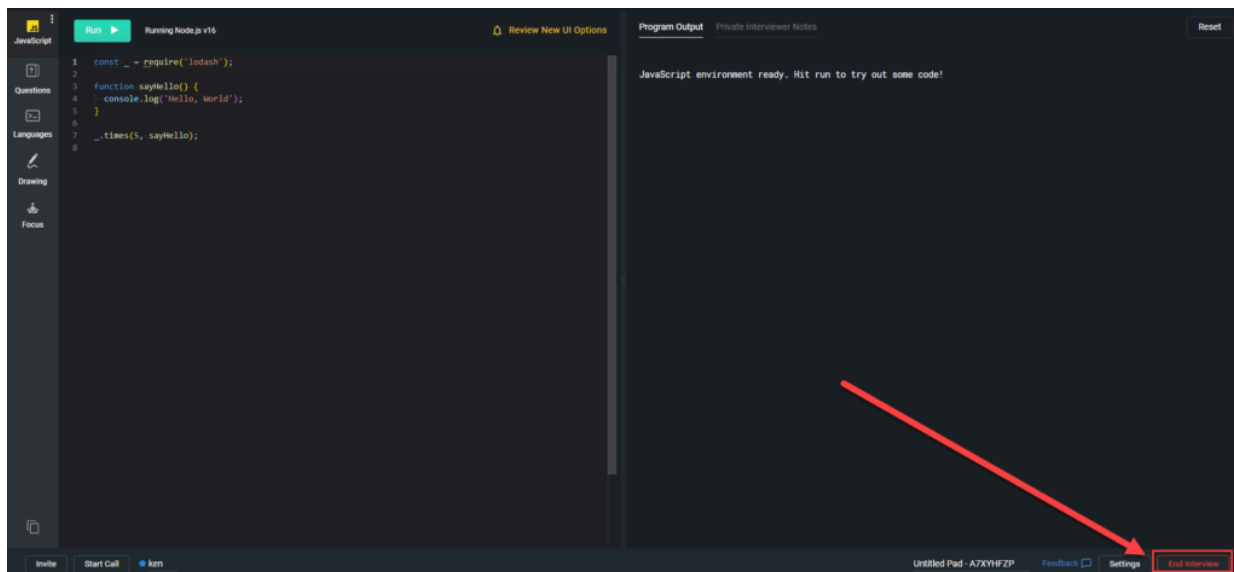
Once you've set up the pad as you want it, simply hover over the environment tab and select **Save code as draft question**, and you can then edit and publish the code in the question wizard.



✗ Don't forget to end the interview

You can only end the interview by clicking the **End Interview** button at the bottom right-hand corner of the pad – it won't end if you exit out of your browser.

You won't have access to the [playback – the play-by-play review of the interview](#) – until you hit the **End Interview** button. Leaving the pad open also means the candidate can go in and continue to edit their code even after the interview has concluded.



✓ Do send candidates the link to the sandbox to practice before an interview

Letting your candidates become familiar with the CoderPad IDE will help immensely improve their experience during the interview.

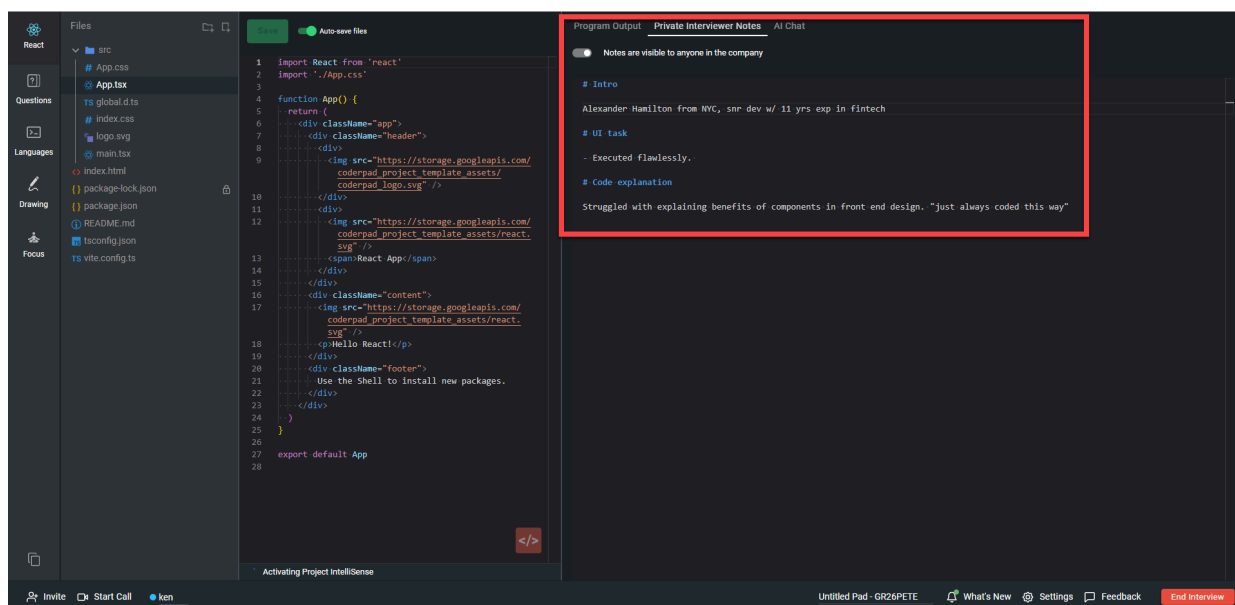
You can also share our [candidate guide](#), which includes a [link to the sandbox](#) for them to prepare with.

✗ Don't take notes outside of the pad

Unless you have a well-integrated note-taking process, we highly recommend using the *Private Interviewer Notes* to keep track of your thoughts on a candidate during the interview.

Not only will this reduce the time you have to click around your desktop trying to find a note-taking app, but these notes are automatically saved with the interview, so you can go back and review them at any time, along with the [code playback](#) and the candidate's solution.

To use private interviewer notes in a pad, simply click the **Private Interviewer Notes** tab at the top left of the output window:

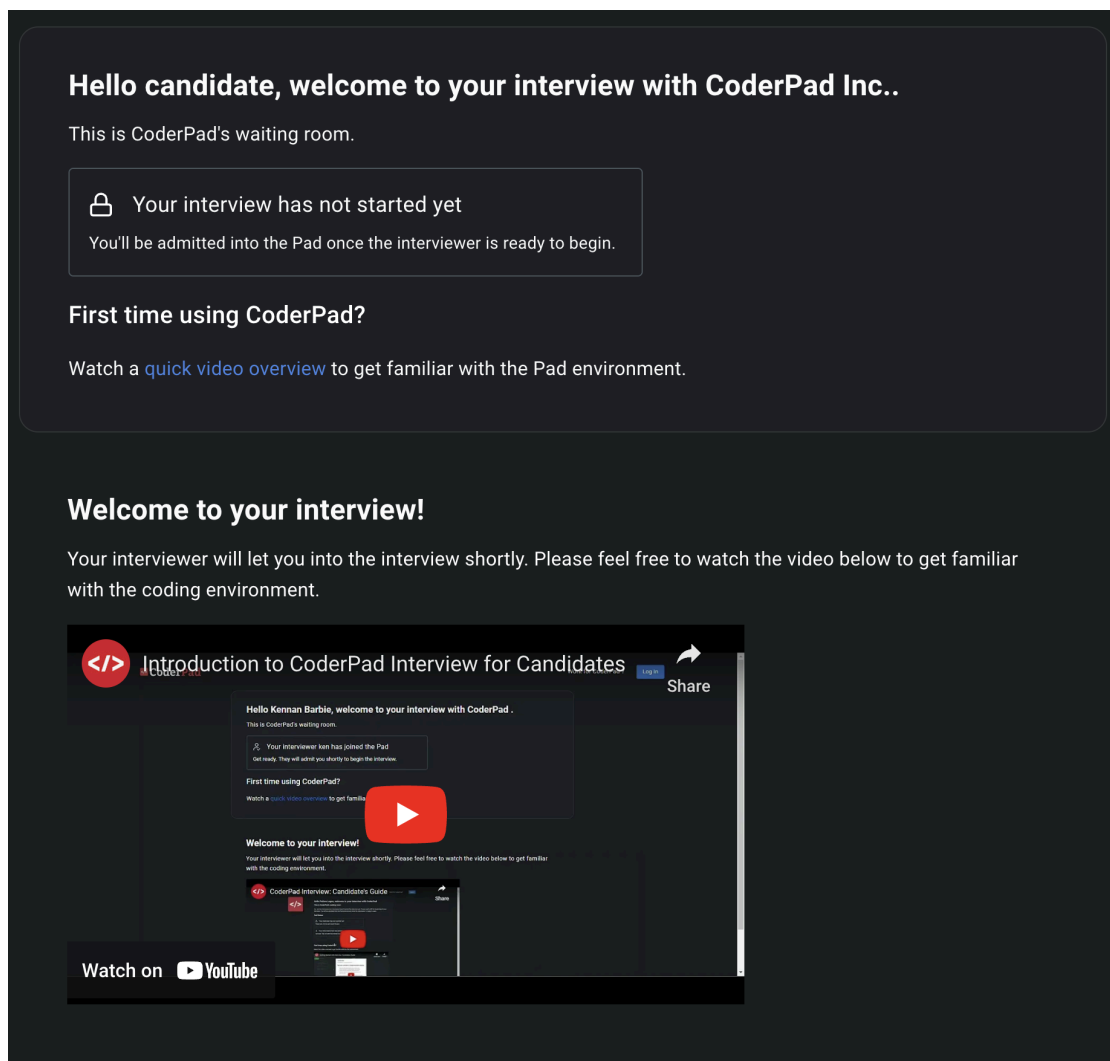


These notes are NOT visible to candidates. You can control if they're available to others in the company by toggling the 'Notes are visible to anyone in the company' toggle at the top of the notes window.

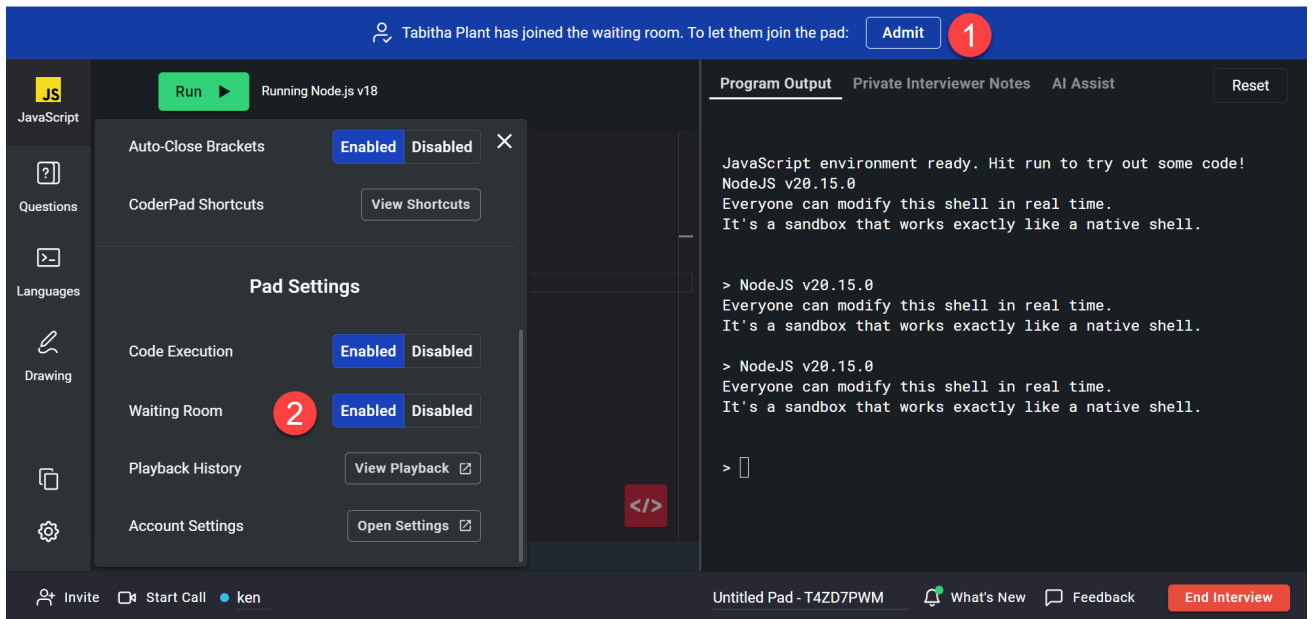
✓ Do use the candidate waiting room

You want to ensure that candidates have the URL to their interview pad ahead of time, but you don't want them to access the pad before the interview starts.

In this case, we recommend enabling the candidate waiting room, which will look similar to this:



If a candidate attempts to access the pad before the interview starts, they'll be sent to the waiting room until the interviewer clicks the **Admit** button at the top of the pad (1) or disables the waiting room in the settings menu (2):



✓ Account administrators can enable the waiting room automatically for all pads. Instructions for that can be found in our [Account Admin Getting Started guide](#).

For more questions, contact support@coderpad.io

   · sales@coderpad.io



SCREEN

Assess with fair & accurate tests.



INTERVIEW

Code together in a realistic editor.