



State of Rhode Island Process for ID Verification and Candidate Interviews

All suppliers who receive interview requests from Rhode Island agencies will be required to submit a *Realtime Screenshot of the candidate's bid upon accepting the interview. **The photo must be attached to accept an interview. You will not be able to accept an interview request unless you upload the Realtime Screenshot to the interview request in dotStaff.**

Note: Photos cannot be uploaded until an interview has been requested.

The photo needs to show the candidate's full face, be in a well-lit room, etc. Please do not attach PII (Personally Identifiable Information). The photo needs to be from your interaction with the candidate.

How to add the Realtime Screenshot photo in dotStaff

Uploading a Realtime Screenshot and accepting an Interview Request in dotStaff:

1. Log in to your dotStaff account and navigate to Opportunity Management -> Approve Interviews.
2. **Double click** on the requested interview to review the request details
3. Select the button next to the **date/time**
4. Provide the **Candidate Number** and/or **Candidate Email** for your candidate *if applicable*
5. Upload **Realtime Screenshot photo** attachment by clicking the orange **Browse** button.

Attachment Instructions

Please attach realtime screenshot photo

Attachment *
Browse
File name
Edit
Delete

No records to display.

6. Your Realtime Screenshot photo will be visible once you've successfully attached it.

Attachment Instructions

Please attach realtime screenshot photo

Attachment *
File name
Edit
Delete
Realtime screenshot photo - John Smith.docx



7. Click **Accept Interview**



8. A message appears asking if you wish to proceed. Click **Yes**.
 - a. Upon clicking **Yes**, an email is sent to the client informing them the interview has been confirmed
 - b. The attachment will be visible to both the Client and Vendor in the Approve Interviews screen.
 - c. Once you accept the interview, you cannot change, edit or remove the attachment.
Please ensure you attach the correct Realtime Screenshot photo at the time of interview acceptance.

Thank you for your cooperation with this process change.

State of Rhode Island MSP Team