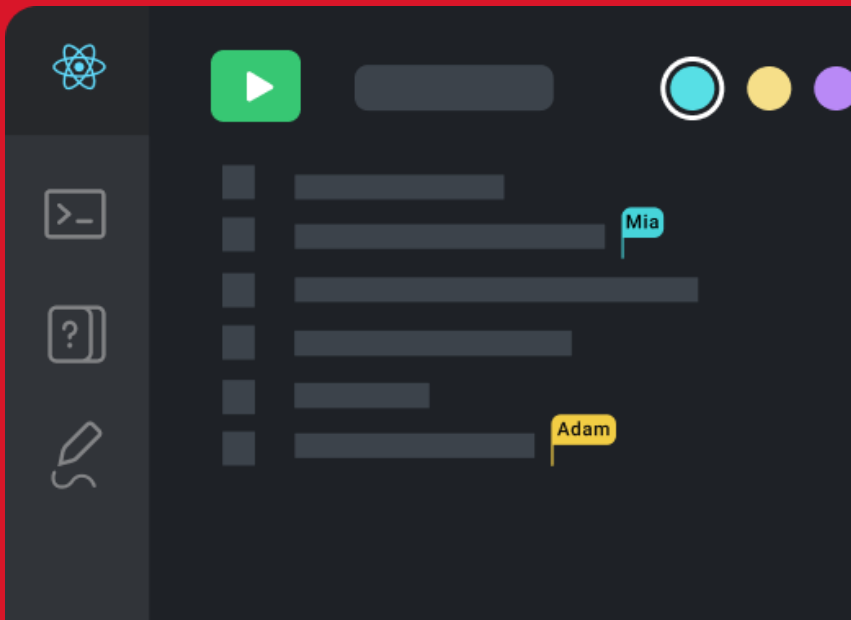
CoderPad

Interview Onboarding Checklist



support@coderpad.io

Version 1.1

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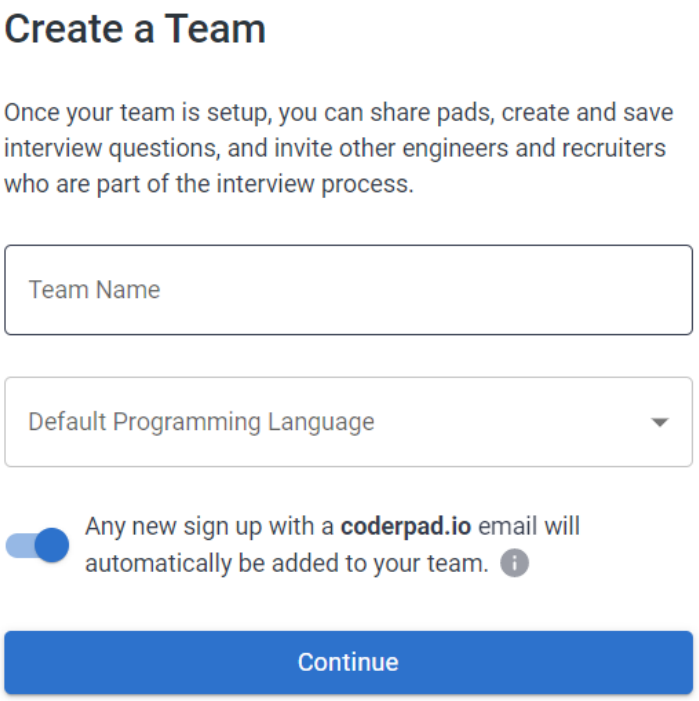
Getting started for administrators and team leads

- [ ] Create a team
- [ ] Invite other team members

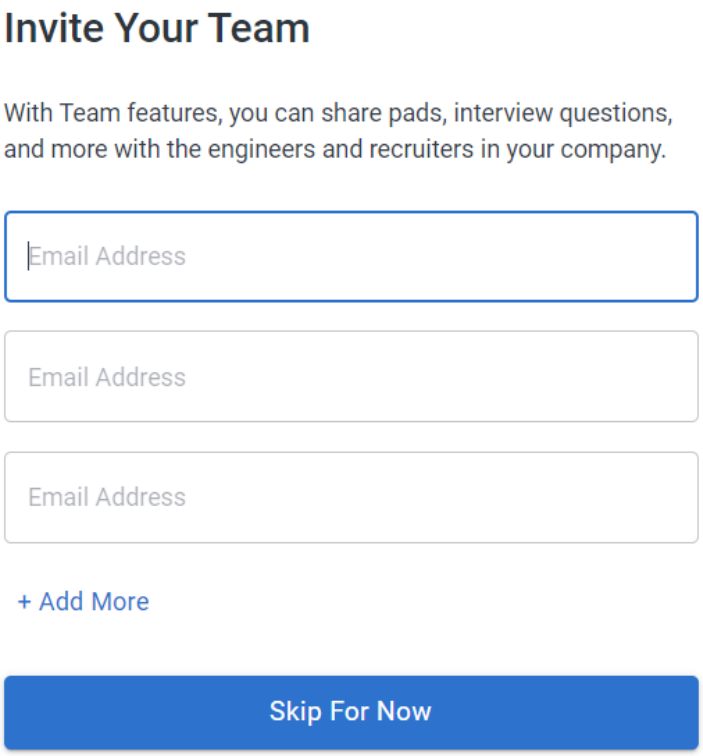
1. Create a team

Once you complete 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.



2. Invite other team members

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



Don't have them all right now? No worries, you can easily add more people – and assign their roles – on the Users page, which you can access under the settings⚙️ icon.

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

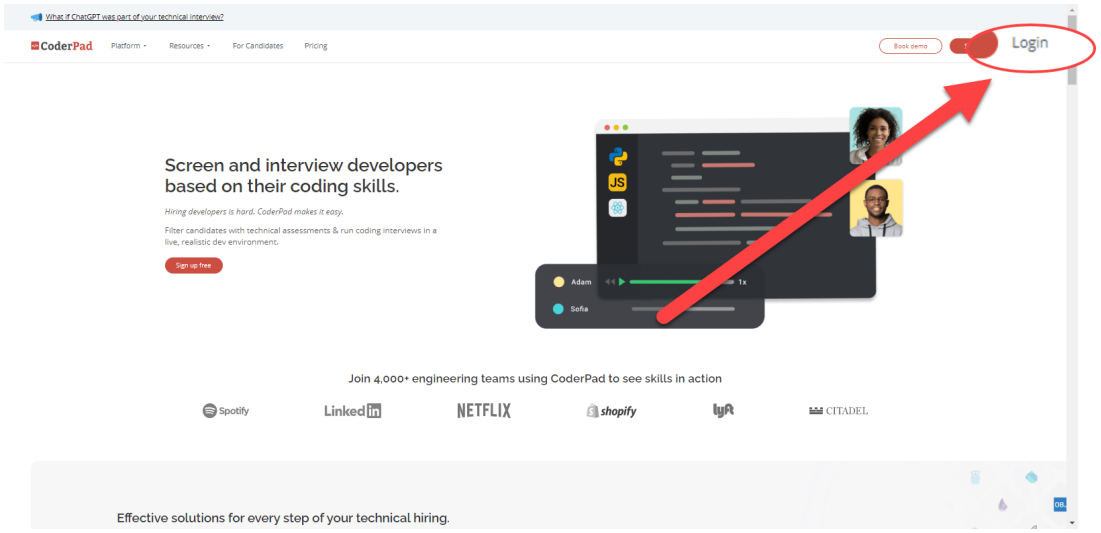
ℹ️ For details on additional account configurations, you can check out the complete getting started documentation guide for admins.

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.



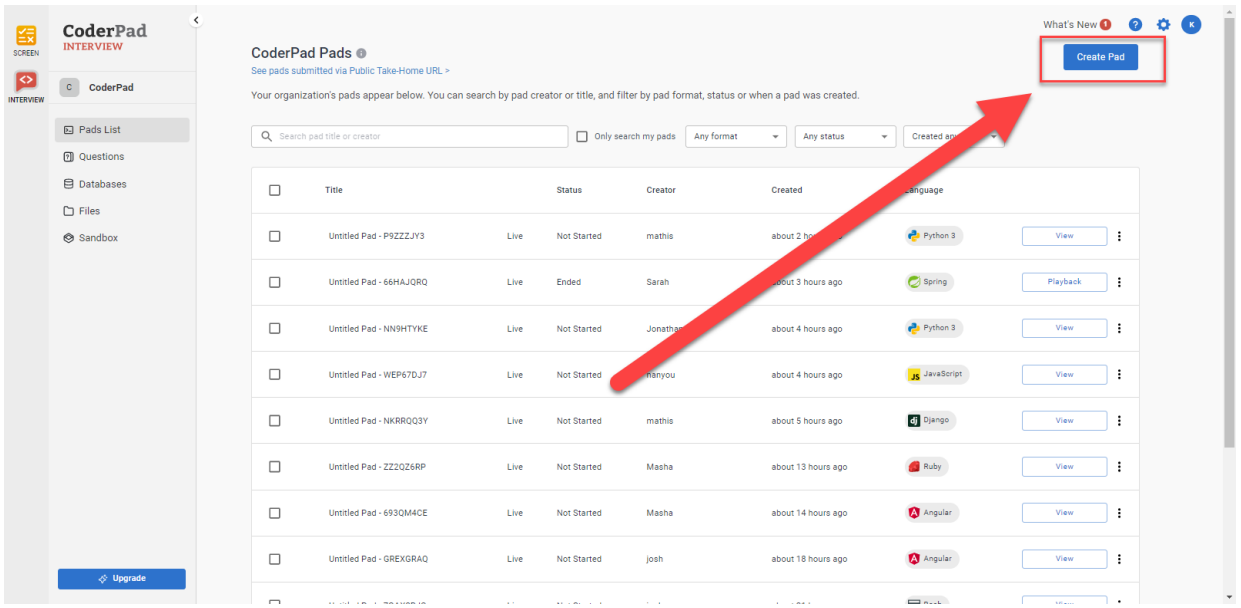
✅ You can configure your account settings, like your name and default pad language, on the My Settings page.

2. Create a pad

ℹ️ 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.



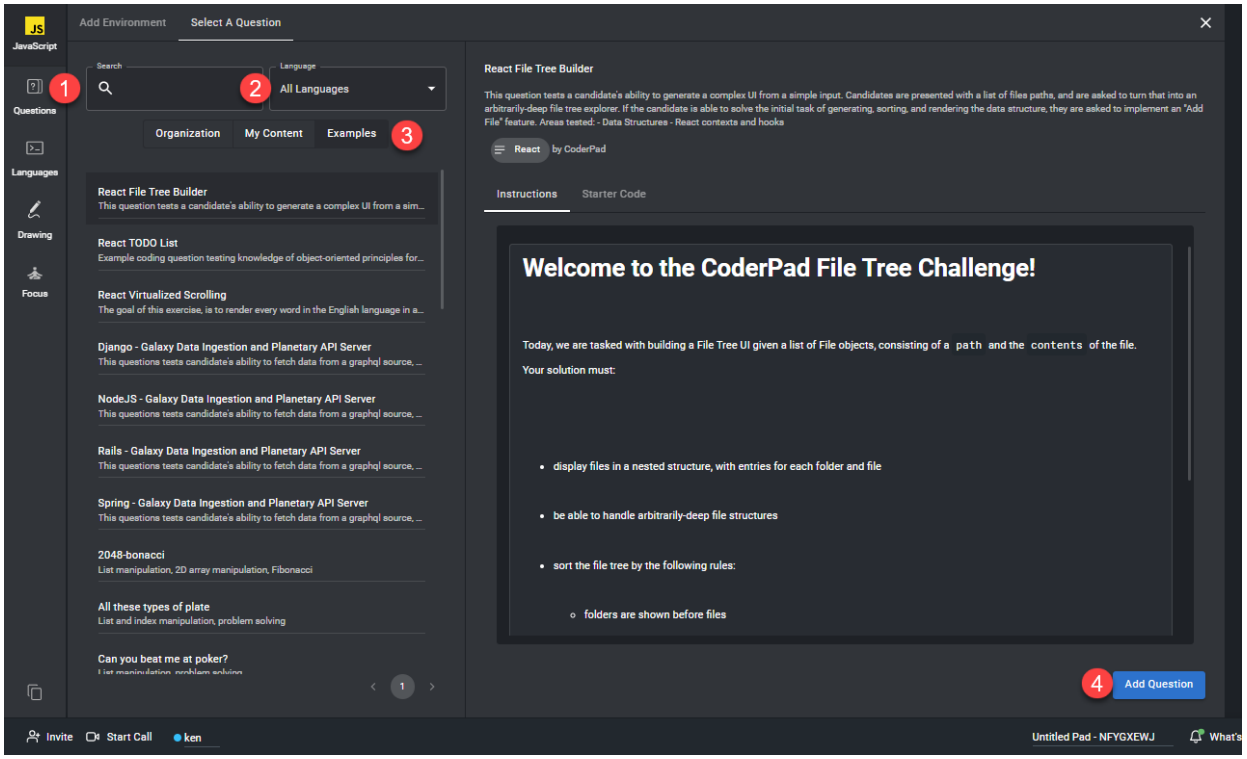
ℹ️ For more information on navigating the pad and all its features, check out the Pad feature guide.

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).

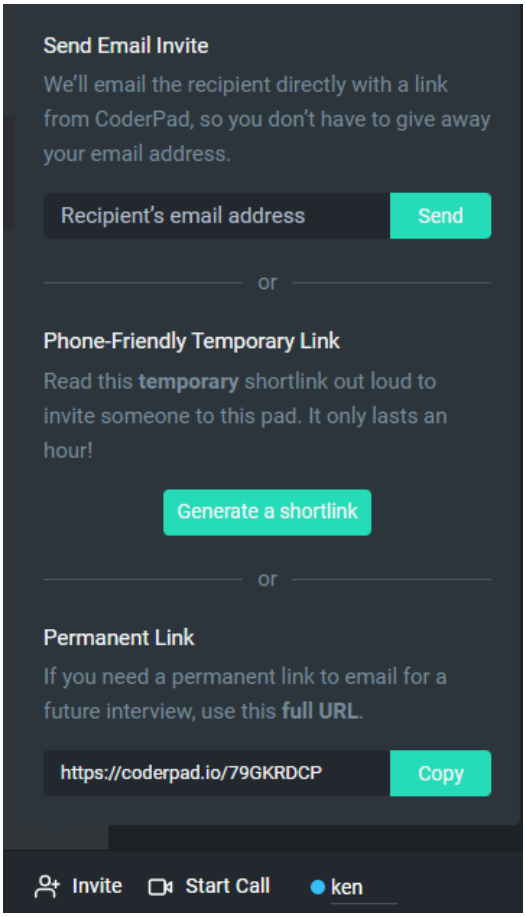


Your question will then load into the pad for you to edit and use as needed.

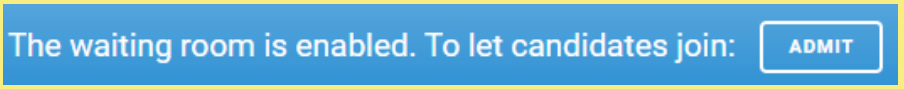
4. Invite the candidate

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)



✅If you have the pad waiting room turned on by default, you'll have to make them public for candidates and other interviewers to access them. You can do this by clicking on the Admit button in the blue banner at the top of the pad:

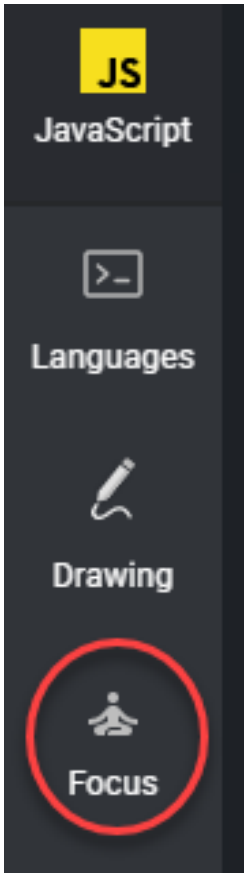


5. Enable Focus Time (optional)

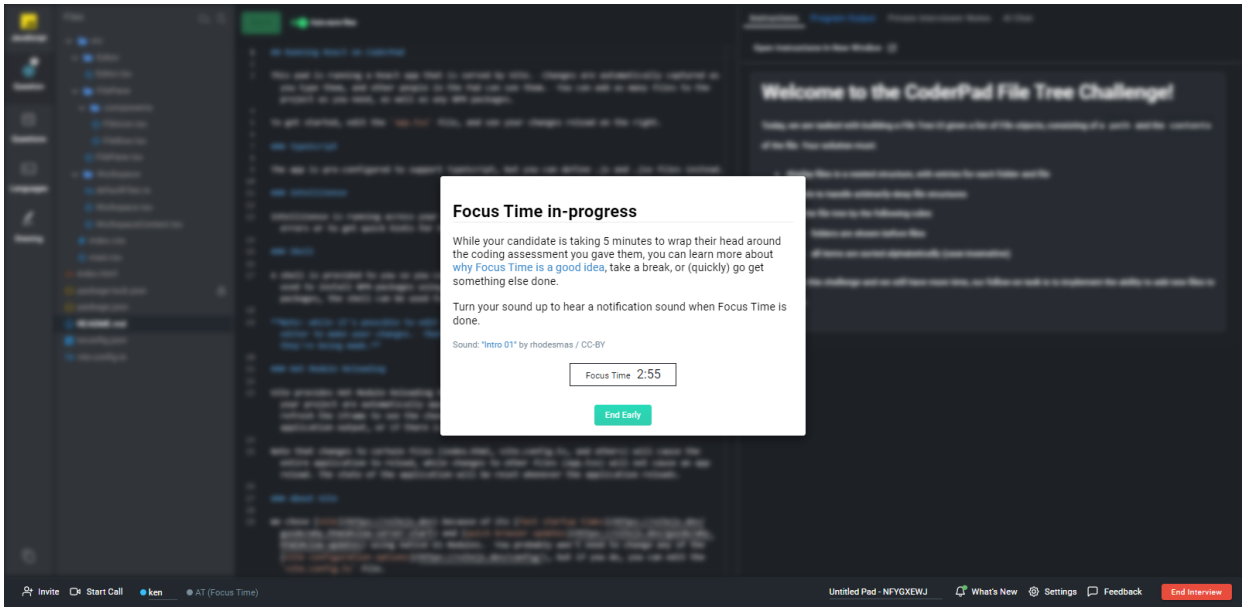
If you'd like to give candidates the ability to code in private for five minutes at the beginning of the interview to collect their thoughts and mentally prepare for the question, we recommend utilizing the Focus Time feature.

To enable this in your pads, an account admin must navigate to the Team Settings page, scroll to the bottom, and toggle the Focus Time button to the right.

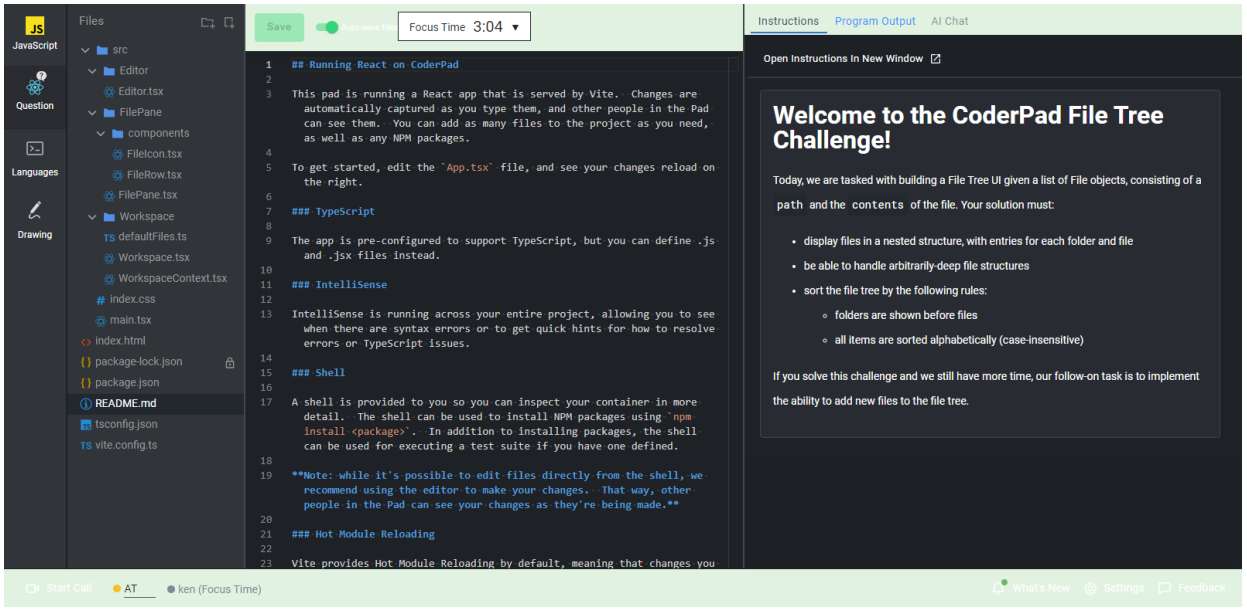
To use it in an interview, all you or your candidate need to do is click on the Focus tab in the left tab menu.



You'll then notice your screen blur, and a pop-up will be displayed notifying you of how much Focus Time the candidate has left:



On the candidate's screen, they will see a countdown timer at the top:

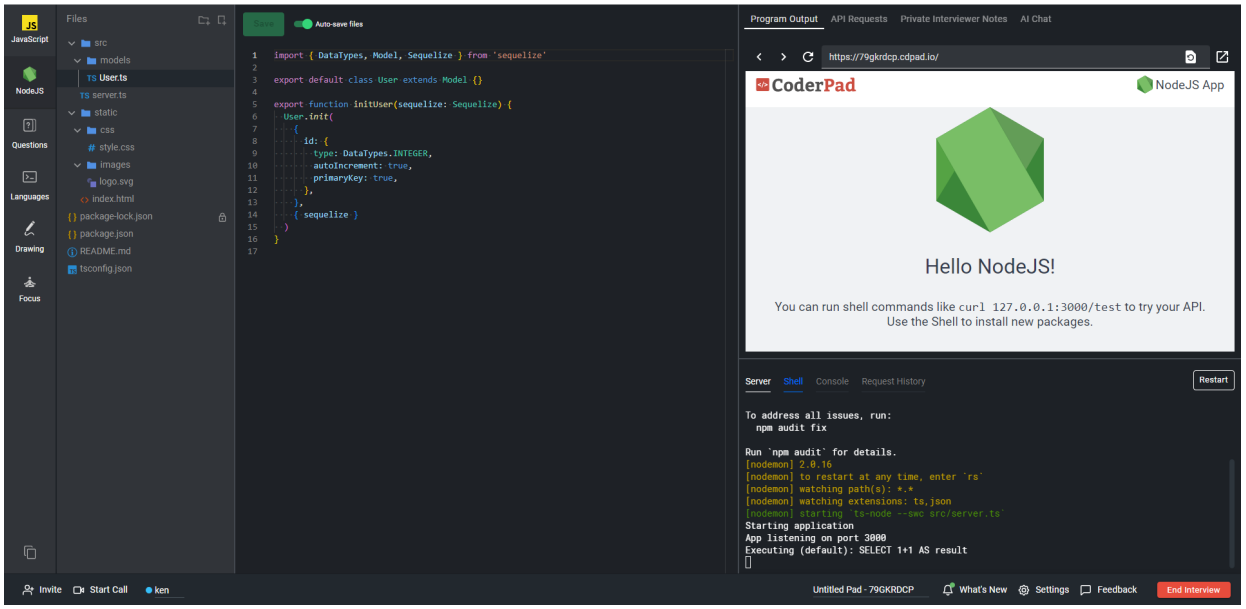


Once the time ends (or if you or the candidate ends Focus Time early), your screen will unblur, and you can continue collaborating with the candidate.

✅ You will be able to see the candidate's work that they completed during Focus Time unblurred in the code playback mode.

6. Start collaborative coding

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 frameworks, you'll also see a file tree to the left of the code editor.



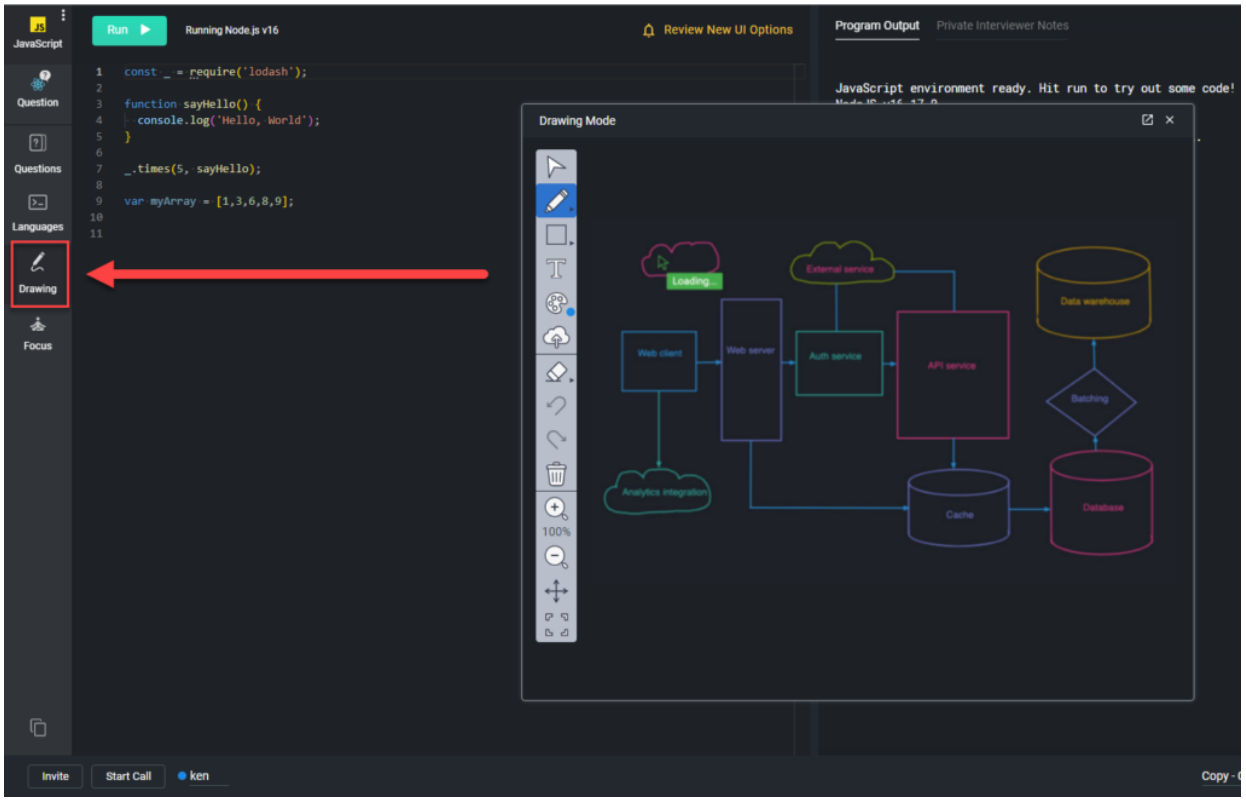
We offer lots of features to make your collaborative coding exercise successful. Check out the table below and click on a feature to learn more about it.

Feature	Available to candidates	Available to interviewers
Rendered UI (multi-file languages 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	❌	✅

7. Use drawing mode for diagrams (optional)

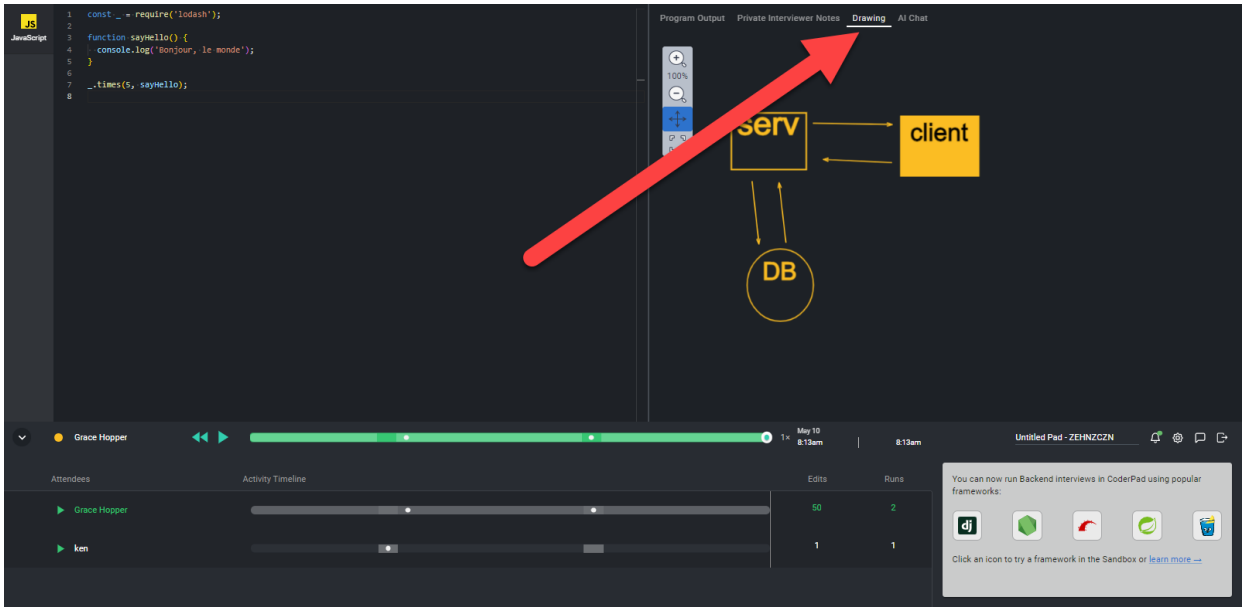
During technical interviews, you may need to sketch out a system or describe technical architecture, which you can do within the pad with Drawing Mode. You can conduct the interview entirely in Drawing Mode or toggle between the IDE and Drawing Mode.

You or your candidates can access Drawing Mode inside any live interview pad. To open, click the Drawing Mode button located in the top left-hand corner:



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:

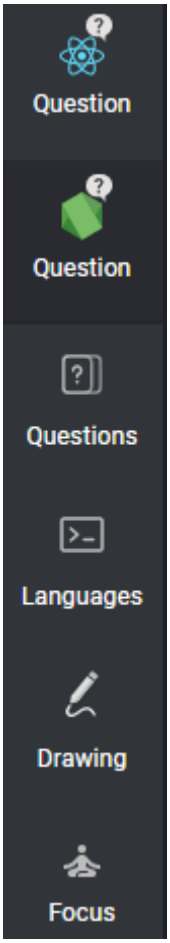


ℹ️ For more information on Drawing Mode, check out the feature guide.

8. 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:

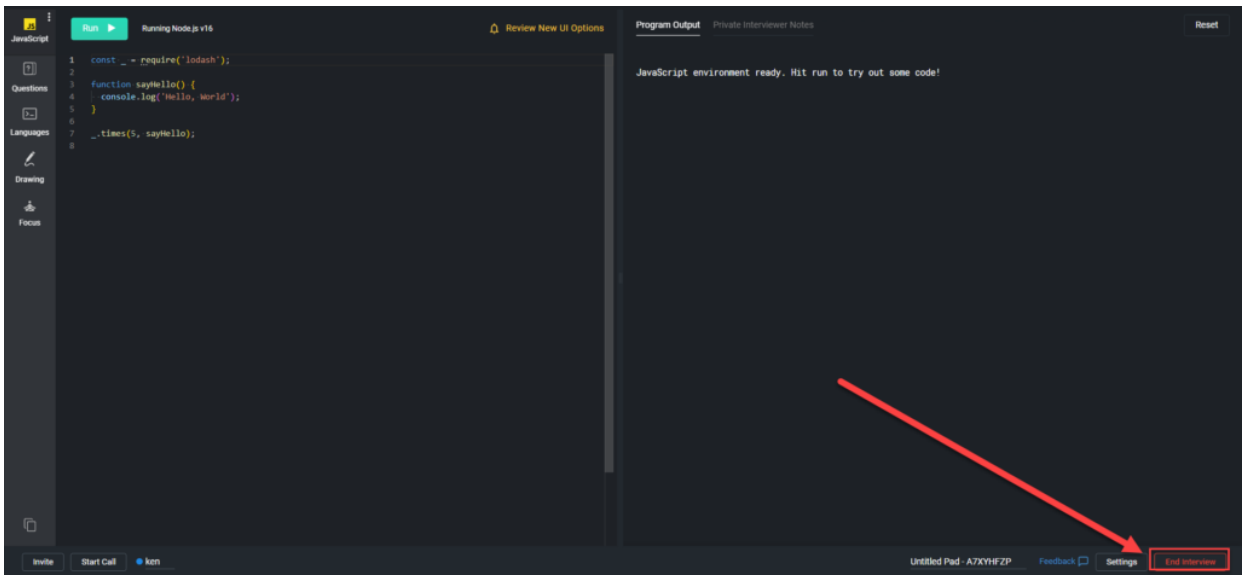


✅ Rather switch languages than add another question? Simply click the Languages button in the left tab menu, and a new pad will open with the selected language.

9. 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.

ℹ️ For more details, check out the complete getting started documentation guide for interviewers.

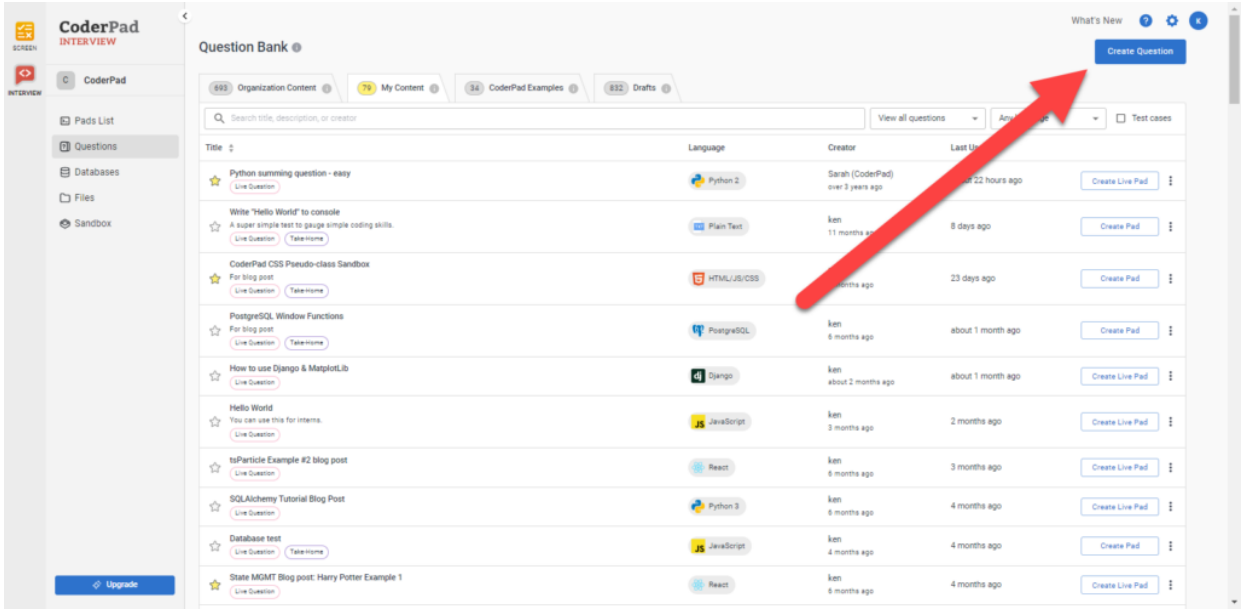
Add a question to the question bank

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
- [ ] 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:



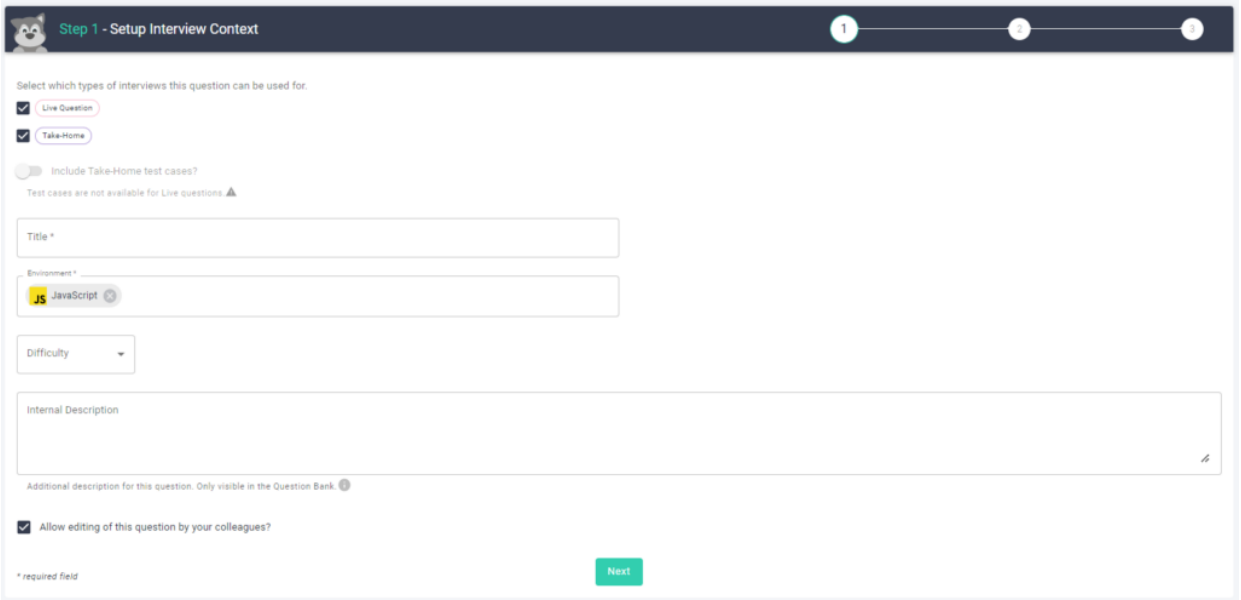
This will open up the question wizard.

2. Setup interview context

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

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

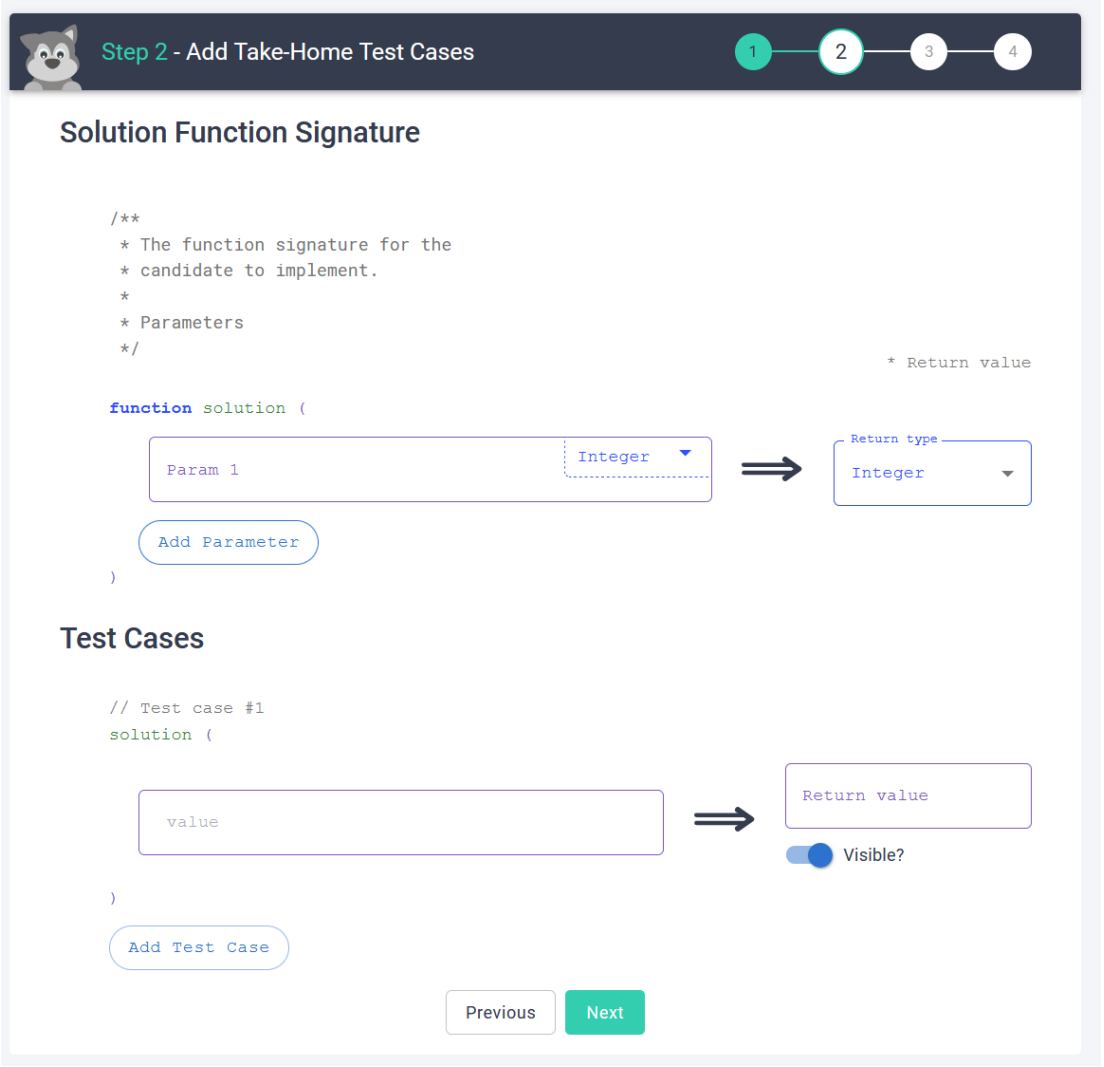
You can also choose to allow test cases (for take-home questions only) and to allow others on your team to edit your question.



Click Next to continue.

3. Add test cases (optional)

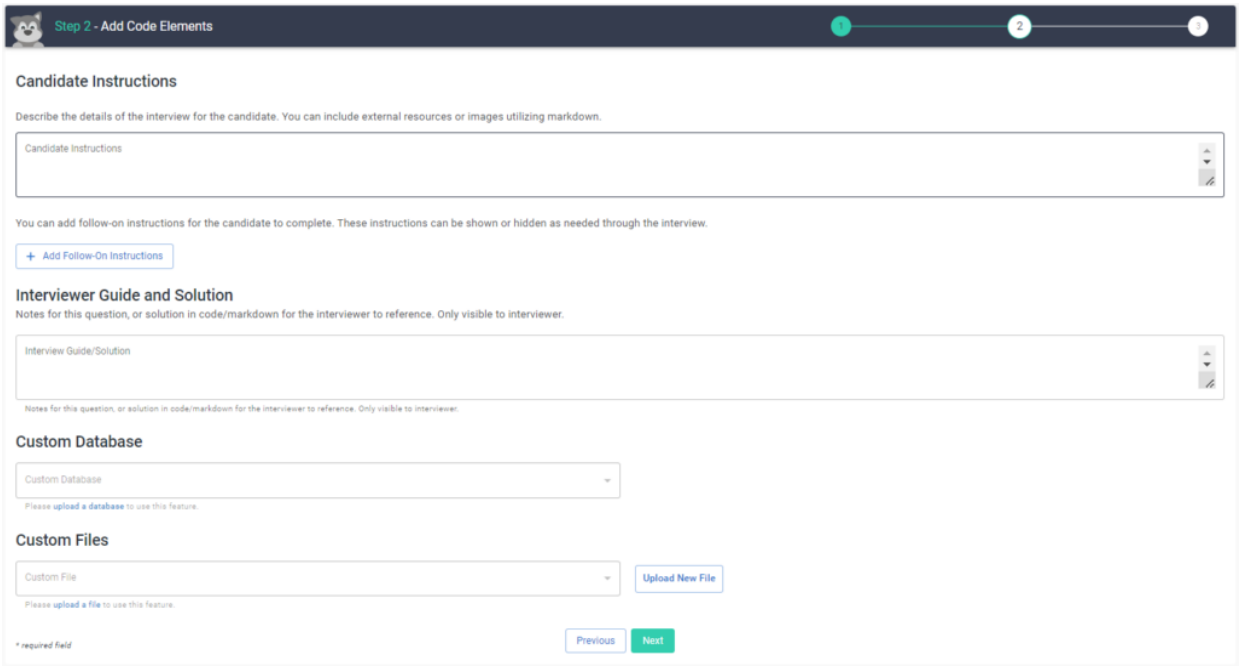
If you have a take-home question and choose to add test cases, you'll do that here. After filling out the solution function signature, simply enter in the input parameters and expected results for as many test cases as you like, and then click Next to move to the wizard's next screen.



4. 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



✅ Make sure you fill out the Candidate Instructions section! Having them available for the candidate to come back and reference is crucial for the candidate's success.

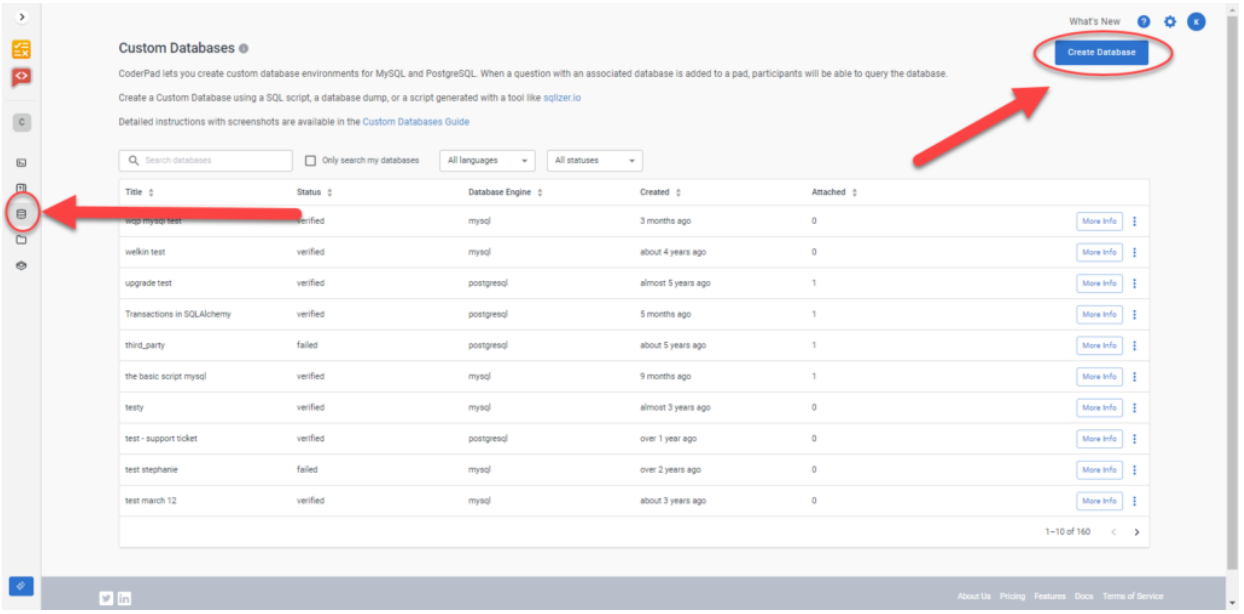
Adding a custom database

If you're using a non-multifile framework language, you can attach a custom database to your question by selecting it from the Custom Database dropdown. The candidates can

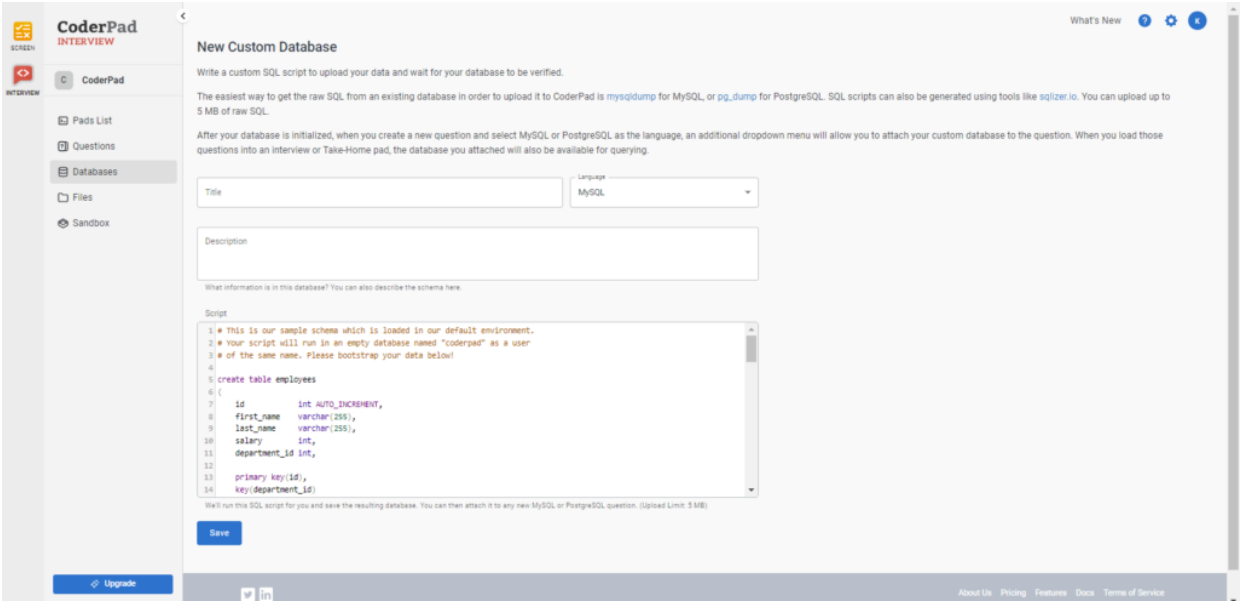
access these databases in the pad environment to help you assess their data processing capabilities.

✅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.



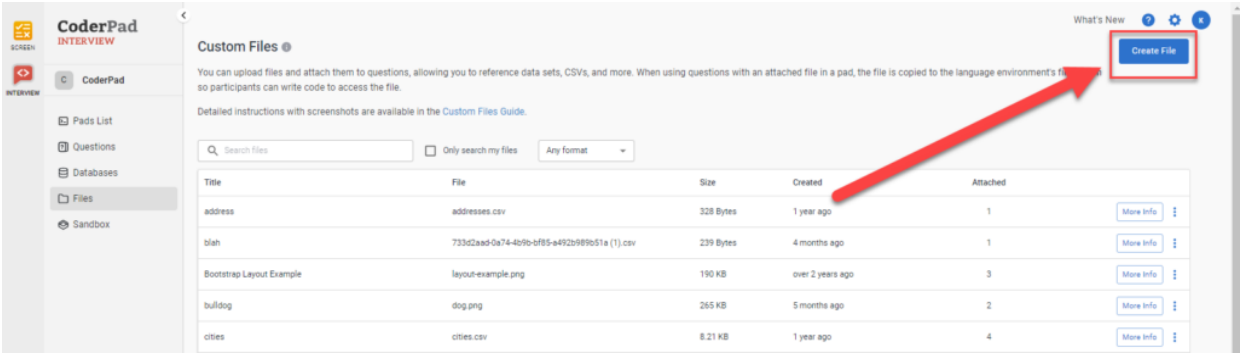
Then just follow the instructions in the dashboard to add the required information to build your database:



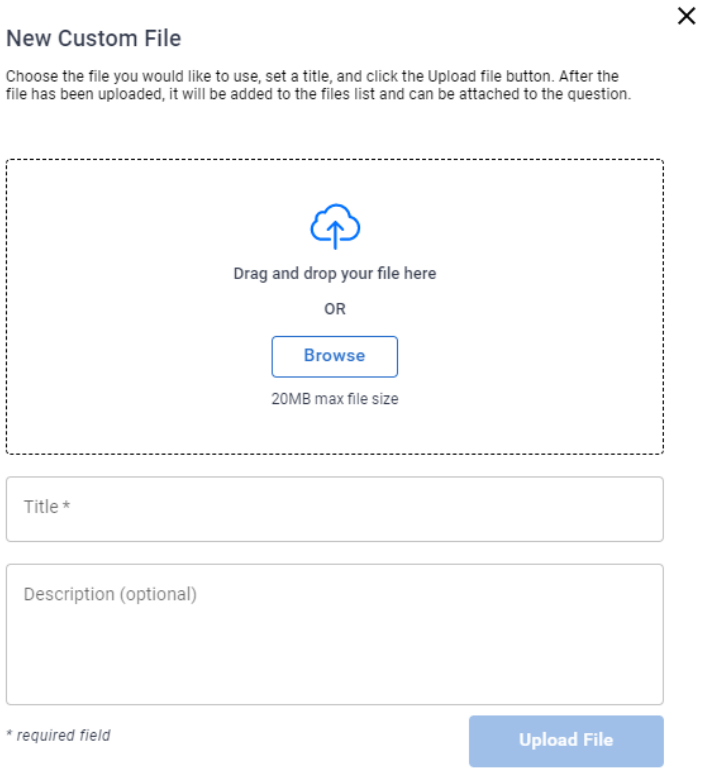
Once done, you can access your custom database in the question wizard.

Adding a custom file

This works similarly to the custom database where you add files in the Custom files dashboard and then access it 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.



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.

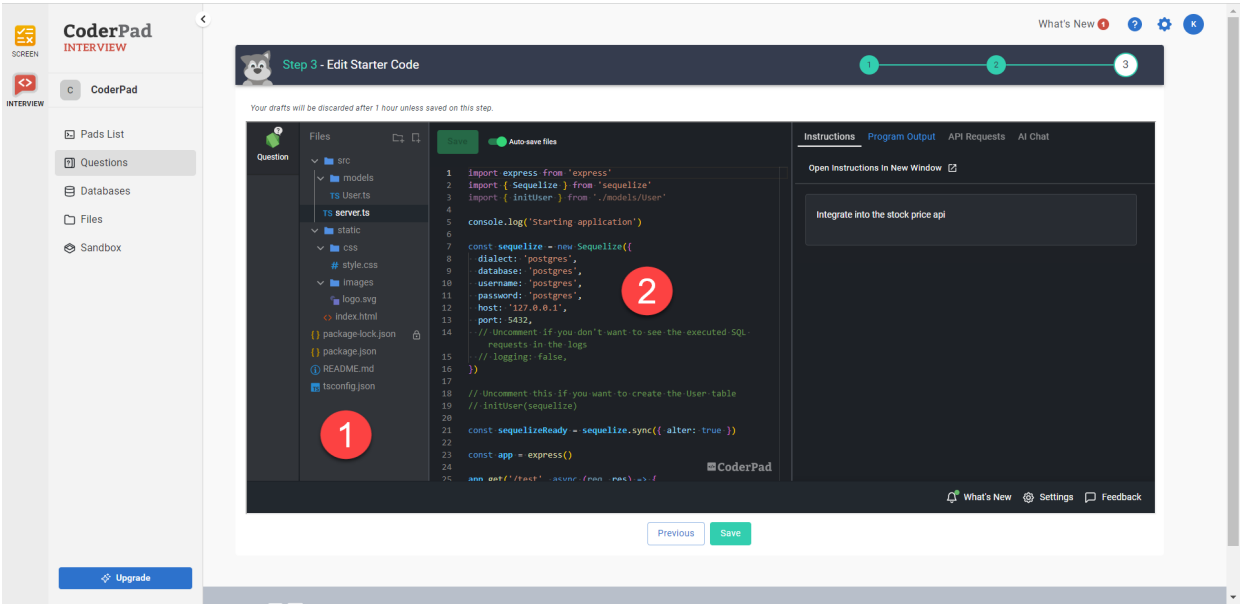


Your file will then appear in the question wizard for you to add to the pad.

5. Add starter code

You have two options to add code in this step:

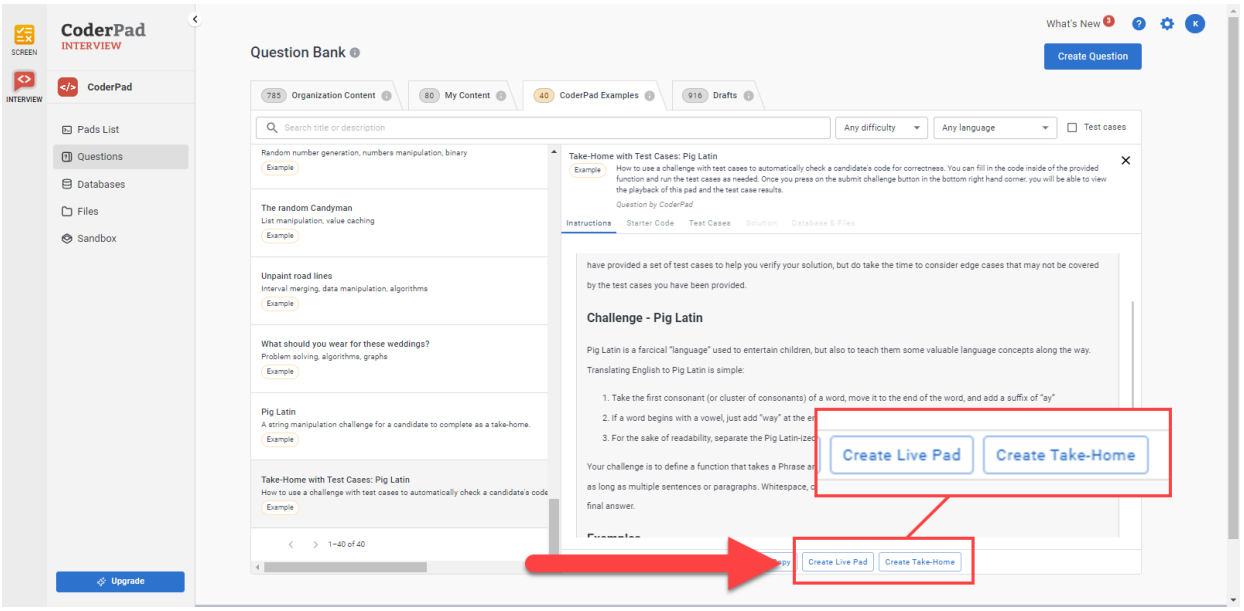
1) Drag and drop files and folders into the file directory (multi-file frameworks only)
2) Make the changes directly in the editor



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.

Congratulations, you've made your first interview question!

To use it in a pad, you can either add the question in an open pad (for live interview pads only), 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.



ℹ️ For more details on question-related features, check out the Question Bank feature guide.

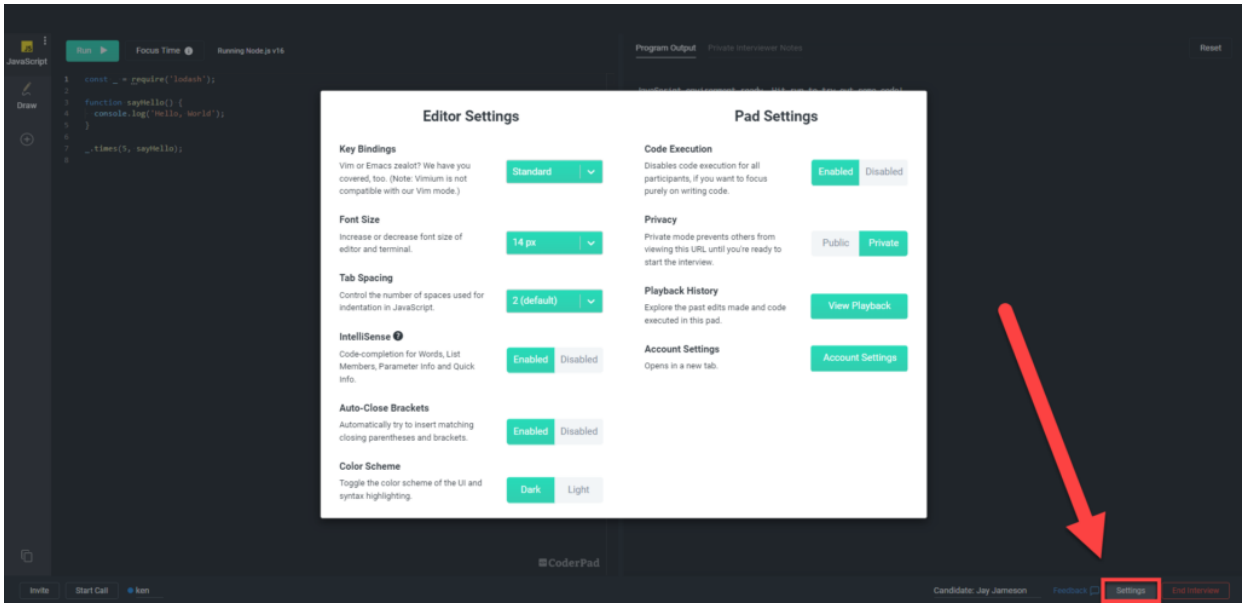
Best Practices: Dos and Don'ts

✅ Do take advantage of interviewer 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.

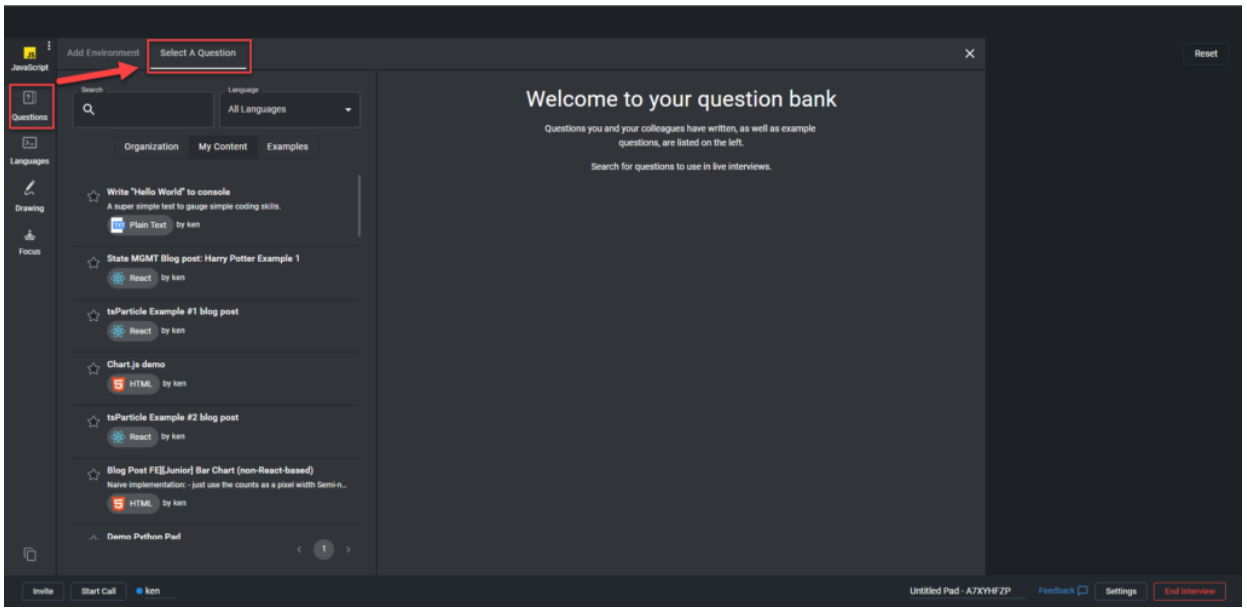
✅ The Pad Settings are only available to interviewers.

You can access your settings by clicking the Settings button on the bottom right-hand side of the screen.



❌ Don’t create questions at the last minute

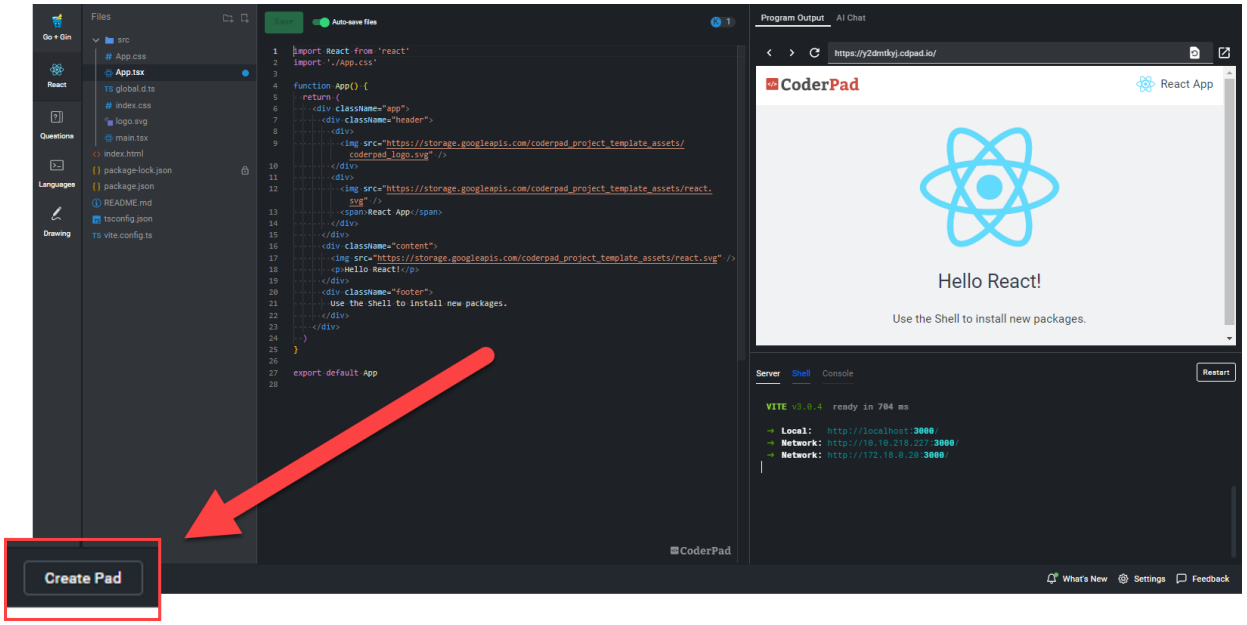
Define good questions ahead of time and add them to your question bank – and use them during the interview! Not only will it save you time during the interview, but it’s an excellent way to be consistent and reduce bias. Note that candidates won’t be able to see the question until you’ve selected it.



✅ 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.

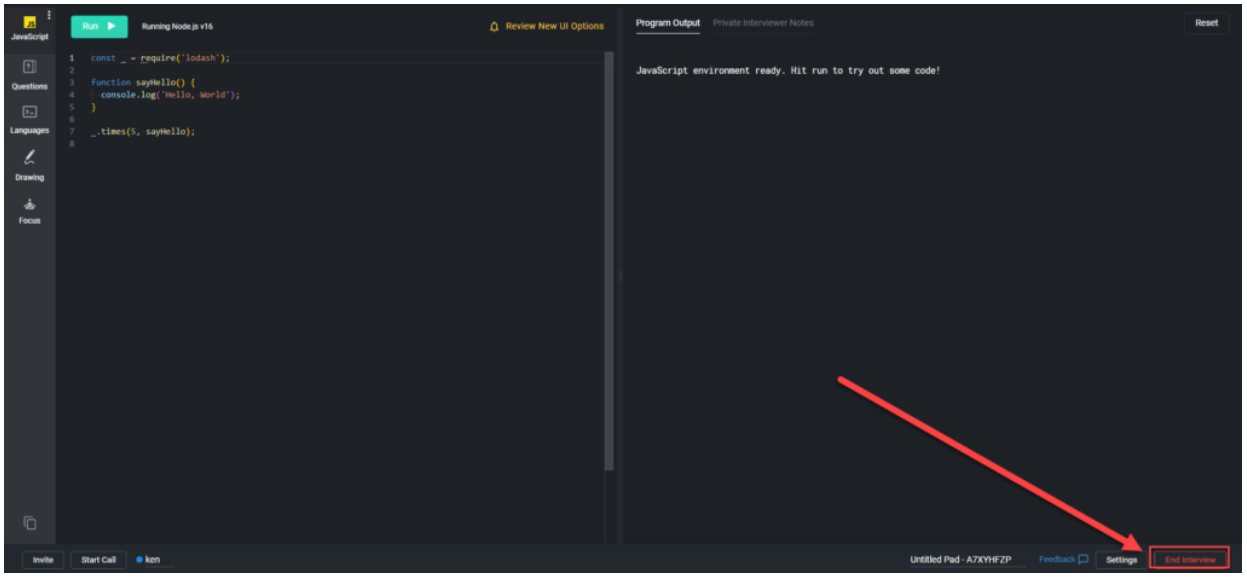
Instead, [use our sandbox environment] to do all your testing. As soon as you get something you'd like to use, simply click the Create Pad button, and it'll create a pad within your account for you to use in an interview:



❌ 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

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

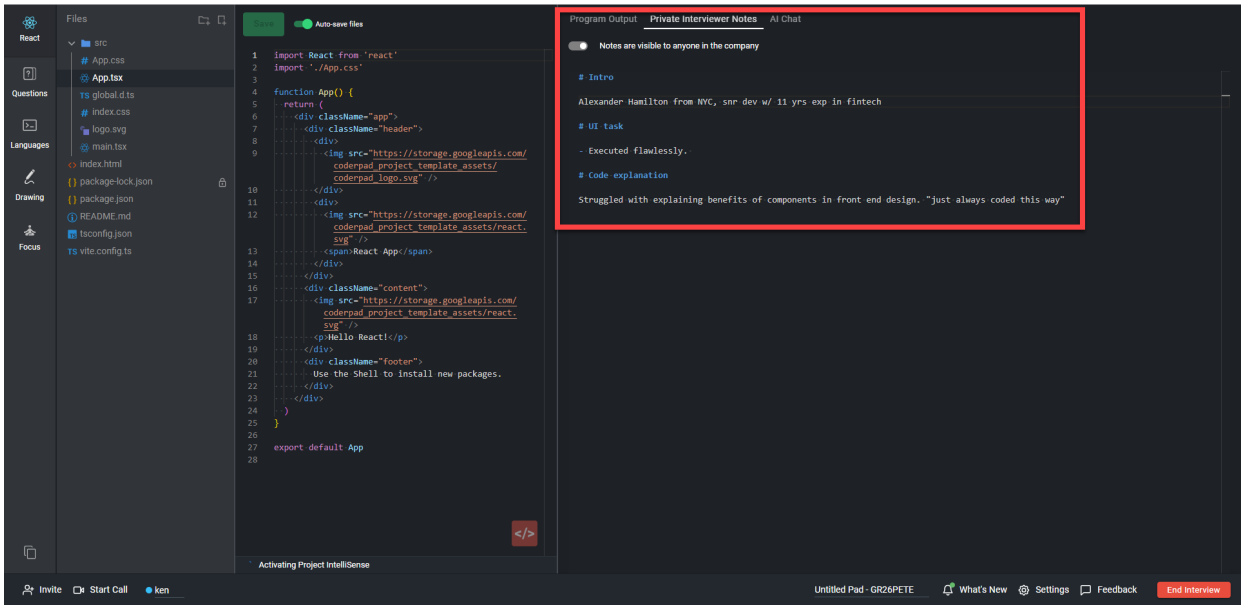
We make a candidate guide available which you can send them, it includes a link to the sandbox for them to prepare with.

❌ 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 attached to the interview, so you can go back and review them at any time, along with the code playback and the candidate's solution.

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

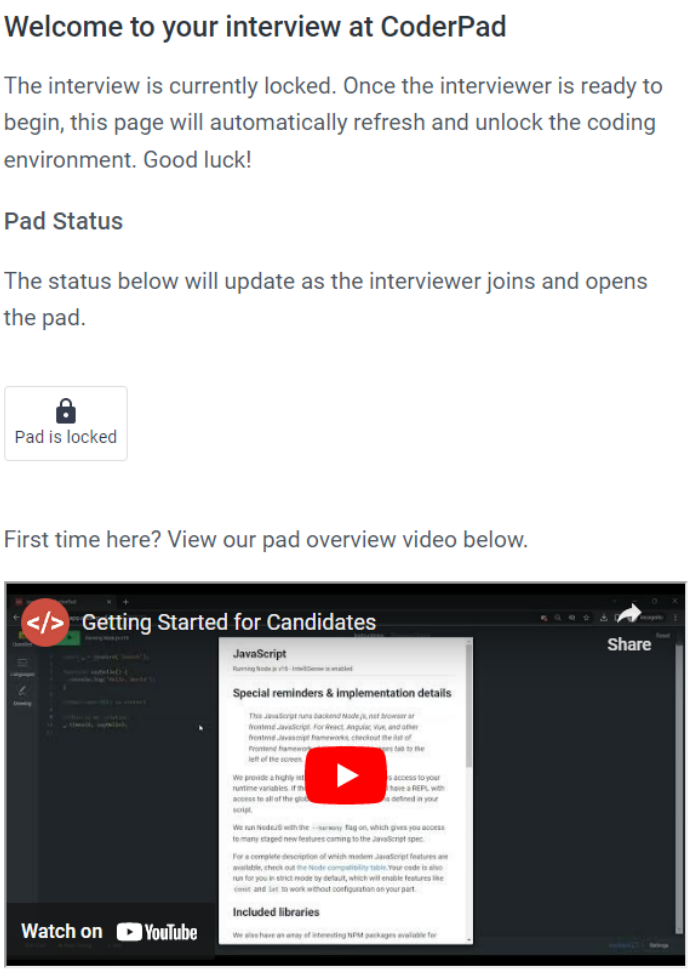


These notes are NOT visible to candidates. You can control if they're available to others in the company by toggling the Notes are visible to anyone in the company toggle at the top of the notes window.

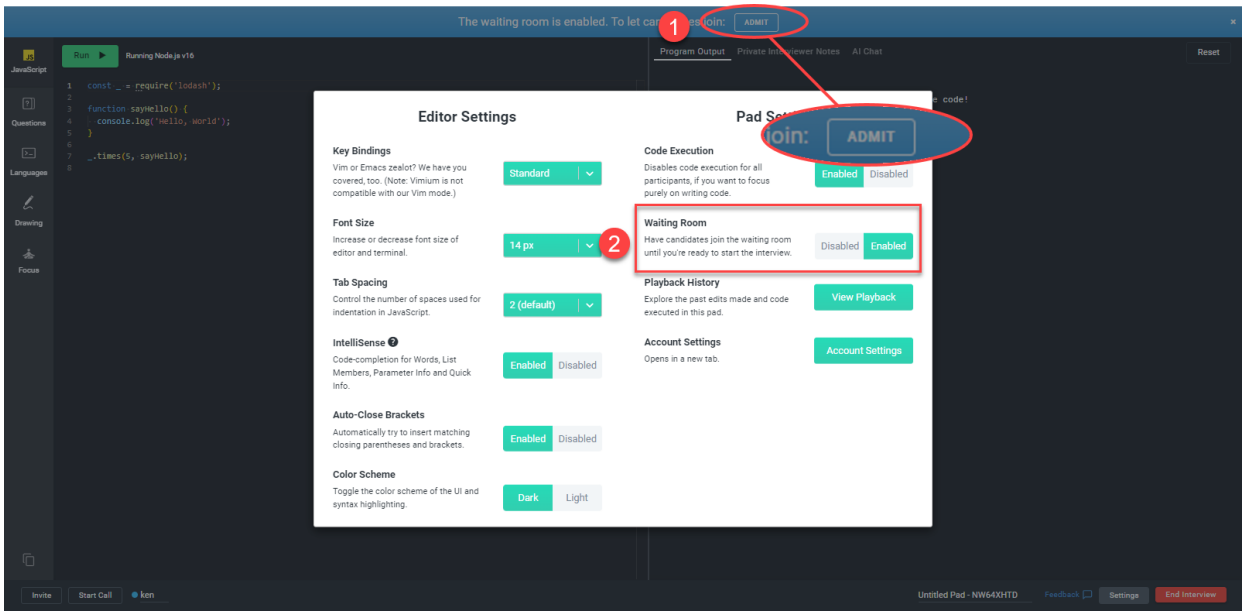
✅ Do use the candidate waiting room

There may be instances where you want to ensure that candidates have the URL to their interview pad, 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 for all pads. Instructions for that can be found in our Account Admin Getting Started guide.

⚠️ If you do not want to enable the waiting room feature, you'll need to ensure you do not send the pad URL to the candidate until you want them to access the pad and its contents.

ℹ️ For a full list of CoderPad Interview Dos and Don'ts, check out our best practices guide.

For more questions, contact support@coderpad.io

· sales@coderpad.io

SCREEN

Assess with fair & accurate tests.

INTERVIEW

Code together in a realistic editor.

CoderPad