

Become an interviewer, step by step

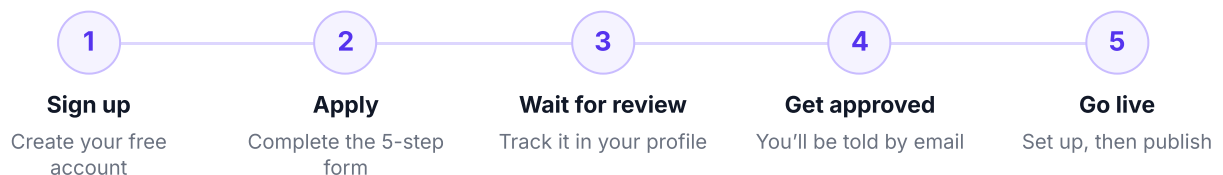
Everything you need to apply, get approved and start taking bookings — with screenshots of every screen you'll see.

Free to apply

5-step application

Reviewed within 3–5 business days

YOUR JOURNEY



Have these ready before you start

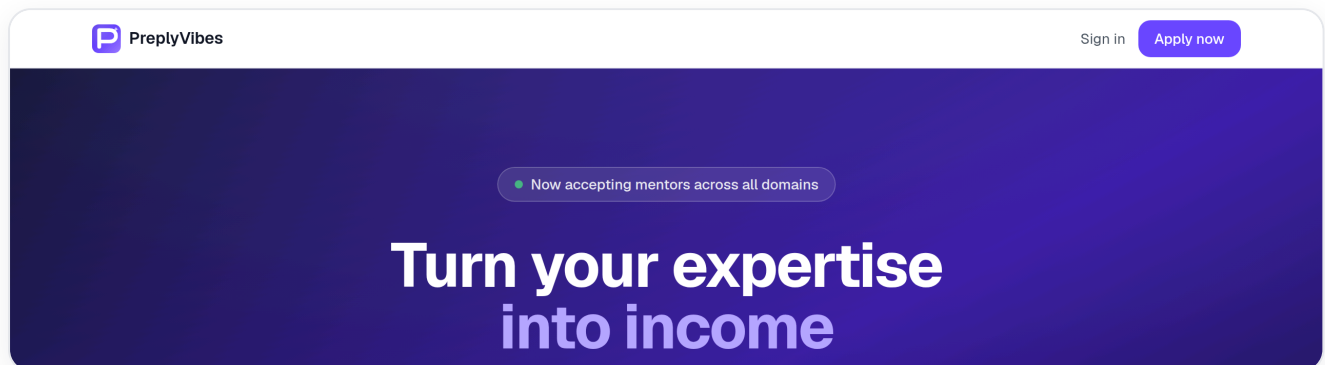
- ☐ Your phone number
- ☐ Current organisation, role and years of experience
- ☐ Your LinkedIn link optional
- ☐ Your main domain, and the skills you can coach
- ☐ Languages you can mentor in
- ☐ The session types and price you want to offer
- ☐ A few lines about yourself optional — samples provided
- ☐ An email address you check regularly

GETTING STARTED

Create your account

You need a PreplyVibes account to apply. It takes a minute and applying is free.

- 1 Open the **Become a mentor** page and click **Apply now** (top right) or **Apply to become a mentor**.
- 2 Sign up with Google, or with your name, email and a password. Already registered? Choose **Sign in** instead.
- 3 You're taken straight to the application form — there's nothing else to set up first.



The “Become a mentor” page — use **Apply now** in the top-right corner.

Create your account with Google or email.

Tip: Use an email address you check often. Your confirmation and the decision on your application are both sent there.

Personal information

Tell us who you are and where you work. Fields marked * are required.

Full name *

Filled in from your account — change it if needed.

Phone number ***Current organisation / institution ***

For example SBI, UPSC, IIT Bombay, or Self-employed.

Current role / designation ***Years of relevant experience ***

Teaching, coaching and professional experience in your domain all count.

LinkedIn URL optional

Used to verify your background.

Website / GitHub / Portfoliooptional

Tip: Match your organisation and role to your LinkedIn profile — it makes verification quicker.

Stuck? If a required field is empty, **Continue** takes you to it and shows what's missing.

Interviewer Application

Autosaved

1 Personal

2 Expertise

3 Pricing

4 Pitch

5 Review

Step 1 of 5

Personal information

Tell us about who you are and your professional background.

Full name *

Priya Sharma

Phone number *

+91 98765 43210

Current organisation / institution *

Northwind Bank

Current role / designation *

Probationary Officer

Years of relevant experience *

6+ years

Includes teaching, coaching, or professional experience in your domain

LinkedIn URL

Optional. Used to verify your background.

Website / GitHub / Portfolio (optional)

Optional. Used to verify your background.

Back

Continue >

Step 1 — Personal information

Beginner to Expert — choose the levels you're comfortable with.

Price per session *

Earnings breakdown

Session duration

Booking approval

You can change this later. After approval you can update your rate from your interviewer dashboard. A new rate applies to new bookings only.

Step 3 — Pricing preferences

Tell us about yourself

This step is optional, but thoughtful answers significantly improve approval rates.

Professional bio

Appears on your public profile. Up to 1,000 characters.

Why do you want to be a mentor?

Up to 800 characters. Be genuine.

Sample guidance feedback

Imagine a candidate who knew the content but struggled to structure their answers. Write the feedback you'd give them. Up to 1,200 characters.

Not sure what to write? Under each box, tap a sample to fill it in — the samples use the role, company and skills you entered earlier. Edit the text to make it yours, or tap **Undo** to get your own words back.

If a bio sample shows **[bracketed]** parts, replace them with your own details before continuing.

Interviewer Application

Autosaved

✓

Personal

✓

Expertise

✓

Pricing

4

Pitch

5

Review

Step 4 of 5

Tell us about yourself (Optional)

This is your chance to stand out. Thoughtful answers significantly improve approval rates.

Professional bio

I mentor aspirants preparing for competitive exams, group discussions and personal interviews. Drawing on 6+ years of experience in Quantitative Aptitude, English Grammar, Current Affairs, I focus on clear thinking, concise expression and steady practice. Expect mock rounds under real conditions, detailed feedback on what to fix, and a personalised plan for your next few weeks of preparation.

Optional. This appears on your public profile. 395/1000

✦ Not sure what to write? Pick a sample to start from

Industry professional

Supportive coach

Resume & career

Exam & GD mentor

Short & simple

Samples use the role, company and skills you've entered — edit the text to make it yours.

Why do you want to be a mentor?

Mentors made a real difference at key points in my own career, and I'd like to do the same for others. With 6+ years in Quantitative Aptitude, English Grammar, Current Affairs, I know what actually moves the needle in preparation, and I enjoy turning that into clear, practical guidance for someone who is still finding their footing.

334/800

✦ Not sure what to write? Pick a sample to start from

Giving back

Like teaching

Seen both sides

Flexible & focused

Keep it genuine — rewrite any sample in your own words.

Sample guidance feedback

Imagine an aspirant just attempted a mock interview or test in your domain. They performed reasonably well on knowledge but struggled to structure their answers clearly and concisely. Write the feedback you'd give them.

Your knowledge is solid. You clearly understand the subject, but your answers came out as a stream of points rather than a structure, so the interviewer had to work to follow you. Next time, open with a one-line answer, then give two or three supporting points, and close with a short summary. Try it on the question about your biggest challenge: say the outcome first, then how you got there. Practise this on three questions a day and record yourself. You'll notice the difference within a week.

Optional. This helps us evaluate guidance quality. 497/1200

✦ Need a starting point? See an example of good feedback

Structured & specific

Warm & encouraging

Short & direct

Use an example for the tone and structure, then adapt it to your own domain.

Back

Continue >

Step 4 — Sample chips under each box

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Review & submit

Check everything one last time.

- 1 Read through **Personal**, **Expertise**, **Pricing** and **Pitch**.
- 2 Need to change something? Click a completed step in the progress bar at the top — or press **Back**.
- 3 Read the declaration, then click **Submit application**.

You can't edit after submitting.

The review screen says so — take a moment to check your phone number, prices and skills.

Keep the tab open until you see the "Application submitted" screen.


Interviewer Application
Autosaved

✓ Personal

✓ Expertise

✓ Pricing

✓ Pitch

5 Review

Step 5 of 5

Review your application

Please review everything before submitting. You won't be able to edit after submission.

PERSONAL

Name	Phone
Priya Sharma	+91 98765 43210
Company	Role
Northwind Bank	Probationary Officer
Experience	LinkedIn
6+ years	https://linkedin.com/in/priya-sharma-de...
GitHub	
—	

EXPERTISE

Skills	Companies
Quantitative Aptitude, English Grammar, ...	Northwind Bank, Contoso Finance
Languages	Session types
English, Hindi	Mock Interview, Group Discussion, Behav...
Levels	
BEGINNER, INTERMEDIATE	

PRICING

Price per session	Your earnings (85%)
₹200	₹170
Session duration	Approval mode
60 min	Instant

PITCH

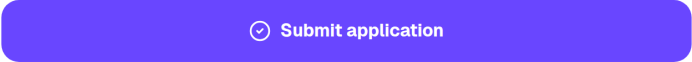
Bio

I mentor aspirants preparing for competitive exams, group discussions and personal interviews. Drawing on 6+ years of experience in Quantitative Aptitude, English Grammar, Current Affairs, I focus on clear thinking, concise expression and steady practice. Expect...

Motivation

Mentors made a real difference at key points in my own career, and I'd like to do the same for others. With 6+ years in Quantitative Aptitude, English Grammar, Current Affairs, I know...

By submitting, I confirm that all information provided is accurate and that I have at least 3 years of software engineering experience. I understand that false information will result in permanent disqualification.



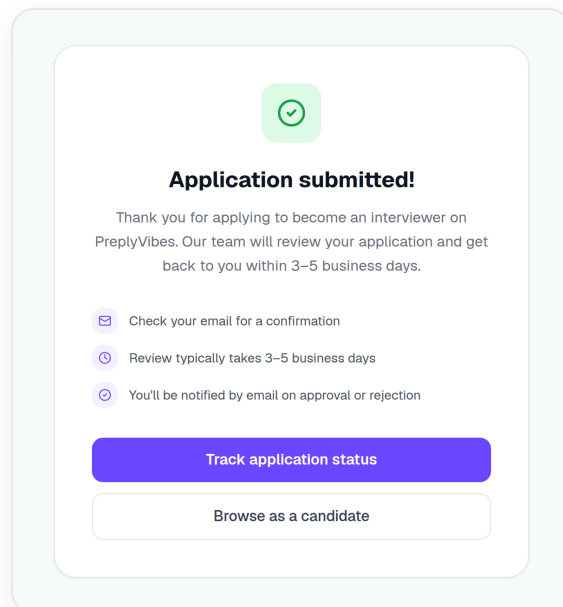
Step 5 — Review your application

What happens next

Your application goes to our team for a manual review. You don't need to do anything while you wait.

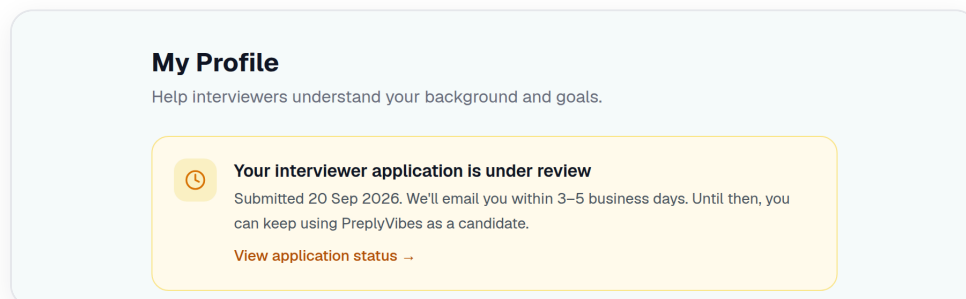
- 1 You'll see **Application submitted!** and receive a confirmation email that includes your application ID.
- 2 Reviews typically take **3–5 business days**.
- 3 We email you when your application is approved or not approved.

Use **Track application status** at any time, or keep exploring PreplyVibes as a candidate.



Your Profile page shows where you stand

While your application is pending, **My Profile** shows an “under review” banner, followed by everything you submitted — for reference. Your candidate profile is right below it and is pre-filled with the details you already gave us.



My Profile while your application is under review

Possible outcomes

OUTCOME	WHAT IT MEANS
Approved	Your interviewer profile is created and you get access to the interviewer dashboard. It stays hidden until you publish it.
Not approved	You'll see feedback on your application status page. You can apply again after 90 days.

Finish & publish your profile

Congratulations! Your details from the application are already in your interviewer profile. It starts out **hidden**, so only you can see it until you publish.

- 1 Open **Your Profile** in the interviewer dashboard.
- 2 Review your title, tagline and bio. The bio needs at least 50 characters — the sample chips work here too.
- 3 Check expertise, session types and links.
- 4 Save, then click **Publish** when you're ready for candidates to find you.

Add a tagline. It's the one-line summary shown on your card.

Publish after you've set your availability (next page) — otherwise candidates will see you but have nothing to book.

Your Profile

This is shown to candidates on your public profile page.

Profile is hidden

Only you can see your profile

Publish

Basic information

Professional title *

Probationary Officer @ Northwind Bank

Current company

Northwind Bank

Current role

Probationary Officer

Tagline

Bank PO interview coach — 6 years on the inside

Bio *

I work as Probationary Officer at Northwind Bank and have 6+ years of experience in Quantitative Aptitude, English Grammar, Current Affairs. After every session you'll get specific written feedback and a short list of what to work on next.

Not sure what to write? Pick a sample to start from

Industry professional Supportive coach Resume & career Exam & GD mentor Short & simple

Samples use the role, company and skills you've entered — edit the text to make it yours.

Expertise

Companies (comma separated)

Northwind Bank, Contoso Finance

Skills / expertise (comma separated)

Quantitative Aptitude, English Grammar, Current Affairs

Languages spoken (comma separated)

Your Profile — hidden until you click Publish

Set your availability & rate

Availability

Add the times candidates can book you. Each row is one time window on one day; add as many as you like, then save.

- 1 Click **Add time window** and choose the day and start/end time.
- 2 Untick a row to pause it, or use the bin icon to remove it.
- 3 Click **Save availability**. Times are in the timezone shown at the top.

Availability

Set the times when candidates can book sessions with you.

Your timezone: Asia/Kolkata

☒ Monday 06:00 PM to 09:00 PM

☒ Tuesday 06:00 PM to 09:00 PM

☒ Wednesday 06:00 PM to 09:00 PM

☒ Thursday 06:00 PM to 09:00 PM

☒ Friday 06:00 PM to 09:00 PM

Availability — weekday evenings as an example

Session rate

Change your price from the dashboard whenever you like. Sessions already booked keep the price they were booked at.

Session rate

Applies to new bookings only — sessions already booked keep their original price.

current rate **₹200**

Price per session

Session fee ₹200

Other charges - ₹30

Your earnings ₹170

Session rate — pick a price, then click Update rate

Go-live checklist

- ☐ Application approved and confirmed by email
- ☐ Profile title, tagline and bio filled in
- ☐ Expertise, session types and languages are correct
- ☐ Availability saved for the days and times you want
- ☐ Session rate confirmed
- ☐ Profile **published**

Common questions

Does it cost anything to apply?

No. Applying is free.

How long does the review take?

Typically 3–5 business days. We email you with the decision.

Can I edit my application after submitting?

No — that's why the last step is a review. Once you're approved, you can edit everything on your interviewer profile.

Can I keep using PreplyVibes while I wait?

Yes. You can browse and book sessions as a candidate. Your **My Profile** page shows an "under review" banner until a decision is made.

What if my application isn't approved?

Your application status page shows feedback from our team. You can apply again after 90 days.

Can I change my price later?

Yes. Update your rate from the interviewer dashboard — it applies to new bookings only.

Screenshots in this guide use sample data.