
How Should You Send an Interview Task?

Over the past few months, I have completely changed how I think about interview task submissions. Not because I dislike take-home tasks, but because I have experienced first-hand how little control candidates have once their work is sent.

I understand why companies use interview tasks. A CV only tells part of the story. A good task shows how somebody thinks, solves problems, communicates, and approaches real situations.

The problem is not necessarily the task itself.

The problem is how candidates are expected to send their work.

My own experience

The first task I completed was a full SEO strategy presentation for a recruitment company in the US.

"What would your strategy be to get our Miami pages ranking?"

I produced:

- A six-month strategy
- Technical findings
- Stakeholder recommendations
- Agency recommendations
- Competitor analysis
- Tooling suggestions

I originally built the presentation in Google Slides and exported it before sending it.

After progressing to the final stage, the role was suddenly closed.

A few days later, one of the major issues I had identified had been fixed on the website.

The second experience was similar.

Another interview. Another task. Another strong conversation with the hiring manager.

This time I was more cautious. I exported the work as a PDF from Google Slides before sending it across.

Again, the role disappeared.

Why attachments are risky

Once you send an attachment, you lose almost all control.

It does not matter whether the file is:

- PDF
- PowerPoint
- Google Slides export
- Word document
- JPG
- PNG
- ZIP file
- Code archive
- Design file

The moment it lands in somebody's inbox:

- It can be downloaded
- Forwarded internally
- Stored indefinitely
- Reused later
- Presented elsewhere

Usually without your knowledge.

I have also found that sending tasks directly to a hiring manager alone is rarely a good idea.

These days, I always try to:

- CC somebody in HR
- CC another manager involved in the process
- Ensure more than one person is aware the task exists

Accountability changes behaviour.

Notify somebody else at the company

Another habit I have developed is notifying another person at the company separately, usually through LinkedIn.

"Hi, I've just submitted my interview task. Looking forward to hearing your thoughts and feedback."

That simple message creates another timestamp, confirms the work was submitted, and increases visibility internally.

If you want additional guidance on interview assignments and how candidates should approach them, this article from [Breakroom Buddha](#) is also worth reading.

Why I now prefer PDFs

If I absolutely have to send an attachment, I now prefer exporting work as a PDF.

PDFs:

- Preserve formatting
- Reduce accidental edits
- Look more professional
- Feel more final

Even then, PDFs can still be downloaded, copied, screenshotted, or shared internally.

Why I built TaskLock

After hearing similar stories from others, I realised there was a gap.

Candidates needed a better way to share interview tasks.

Not to make copying impossible, because no platform can realistically promise that, but to introduce:

- Controlled access
- Visibility
- Expiry controls
- Audit history
- Accountability

Instead of sending attachments, TaskLock allows candidates to upload work and share it through controlled viewing links.

Conclusion

Most candidates spend far more time on interview tasks than employers probably realise.

Sometimes hours. Sometimes entire weekends.

At minimum, that work deserves:

- Visibility
- Structure
- A safer way of being shared

For me personally, simply changing how I send interview tasks has completely changed how I think about the recruitment process.

Open TaskLock to protect your next interview task