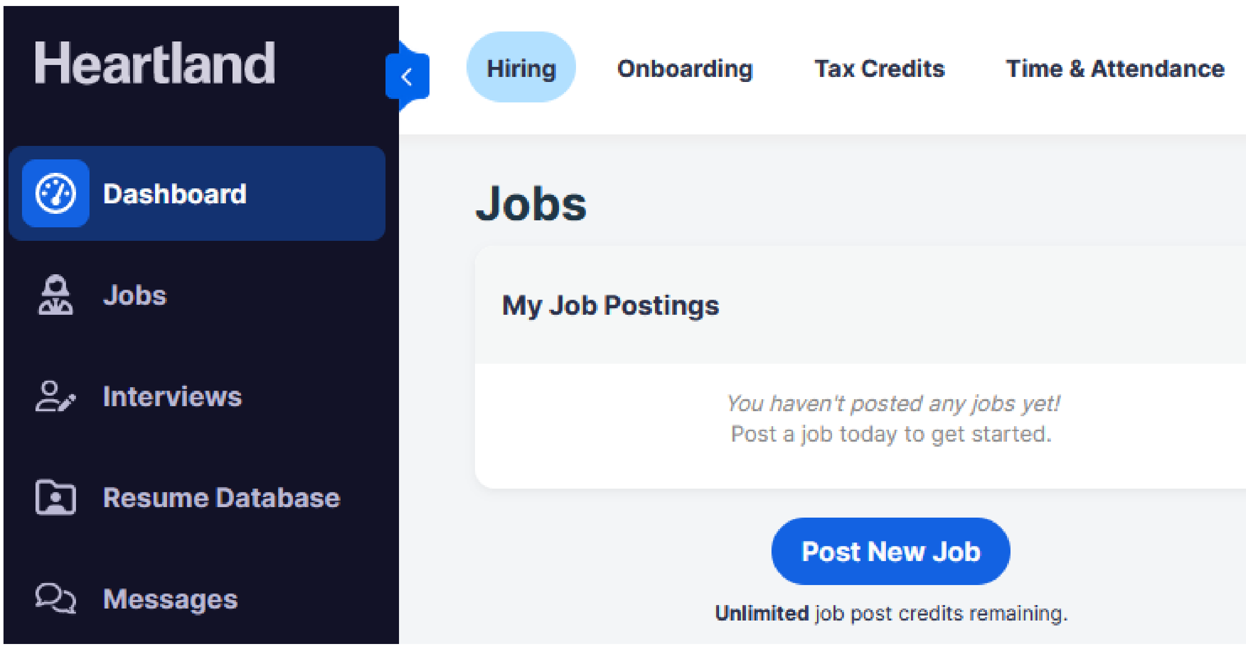
Hiring Quick Start Guide

Dashboard

When you log in to the site, you will see the dashboard. If you are not already on this tab, select **Hiring** from the menu on the top of the page.



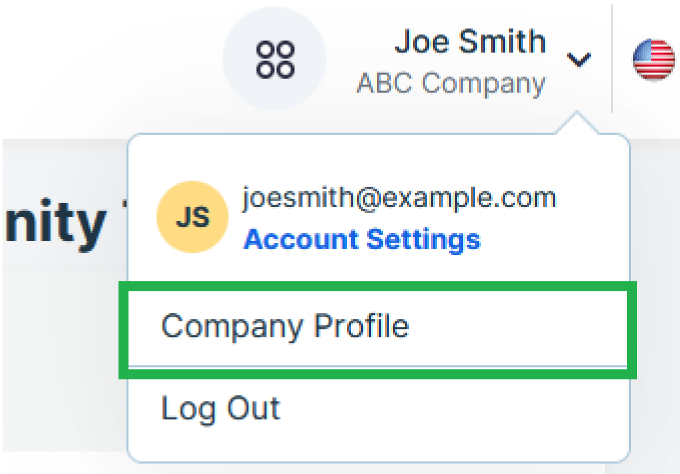
Here you can see a high-level overview of what you need to recruit and hire new employees.

To get started, complete the following steps in order.

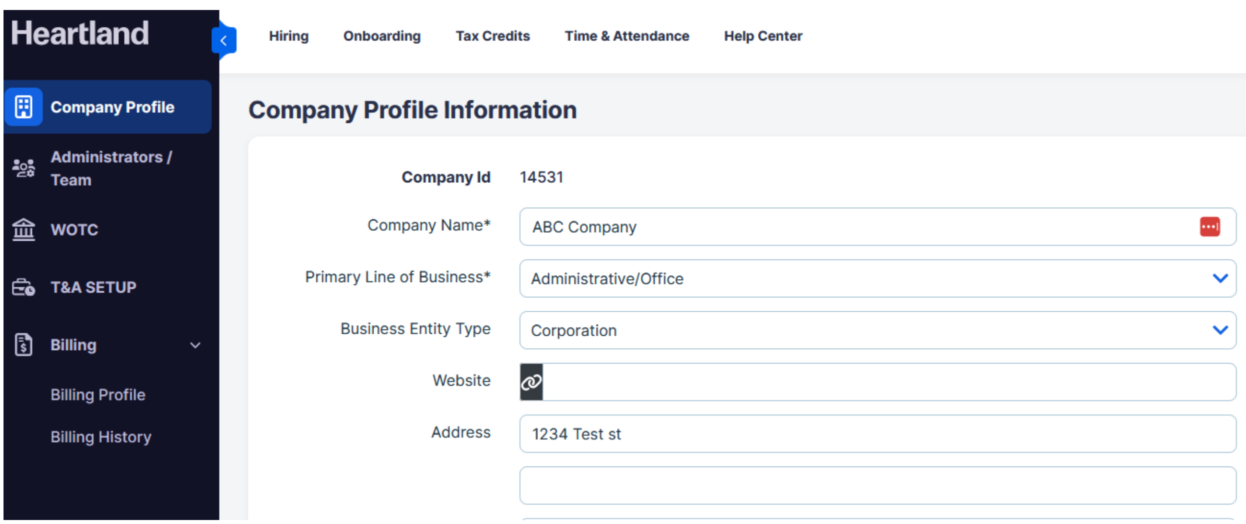
Company Profile

First you will need to set up your company profile.

1) At the top right corner of the page, select the down arrow next to your user name, and then select **Company Profile**.



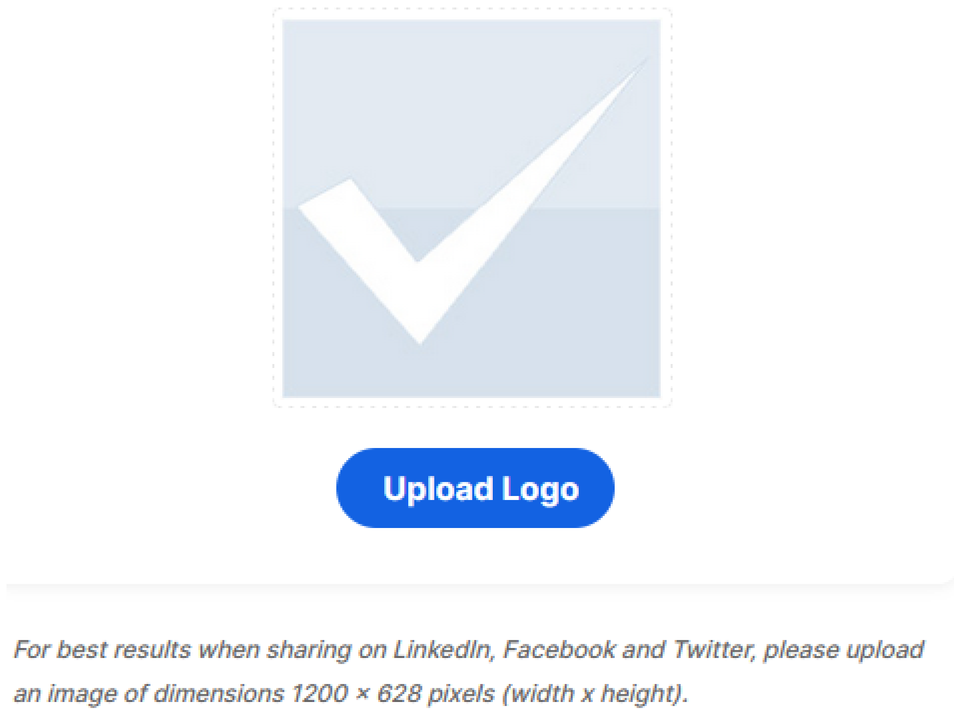
The Company Profile Information page opens.



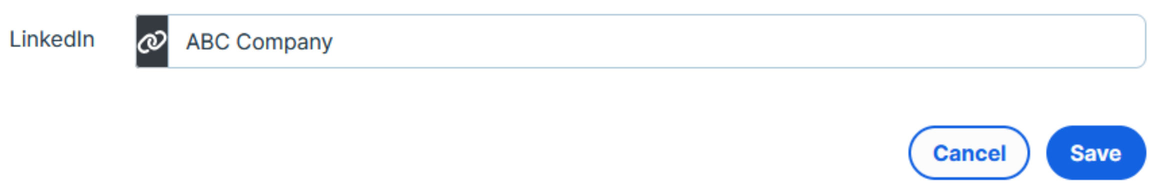
2) Complete the required fields (indicated with an asterisk).

Tip: Complete as many of the social media fields (Twitter, Facebook, Instagram, Linkedin) as possible, as this can help your job posts reach more candidates.

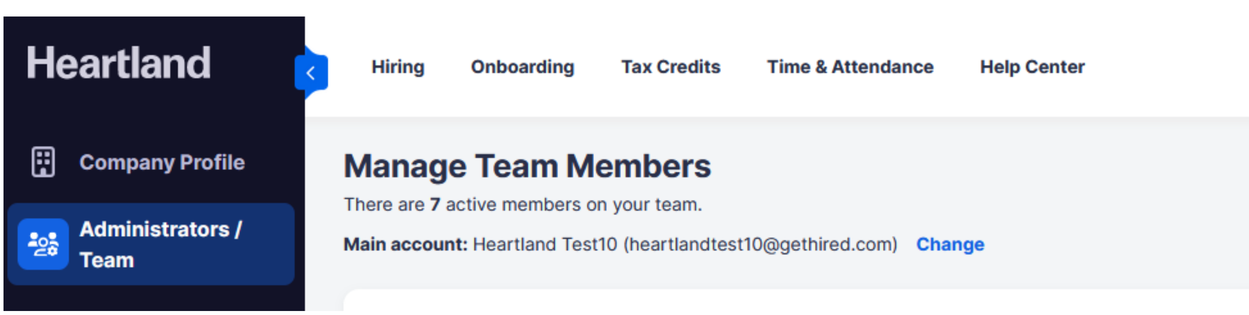
3) Select **Upload Logo** and then locate and select the company logo to upload.



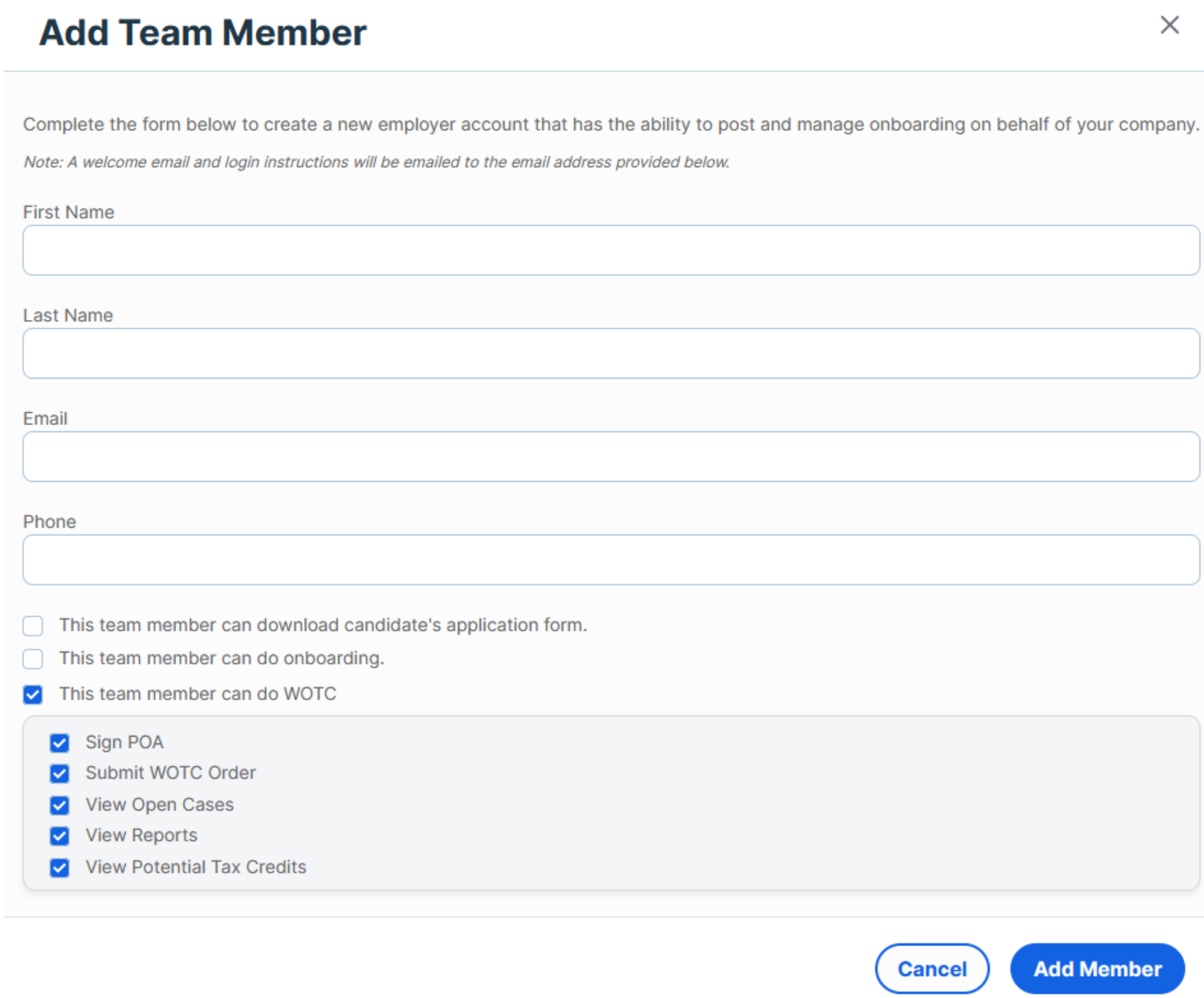
4) Select **Save**.



5) If you want to enable additional administrators or users to access your account:
   1. **Select Administrators/Team** to open the Manage Team Members page.



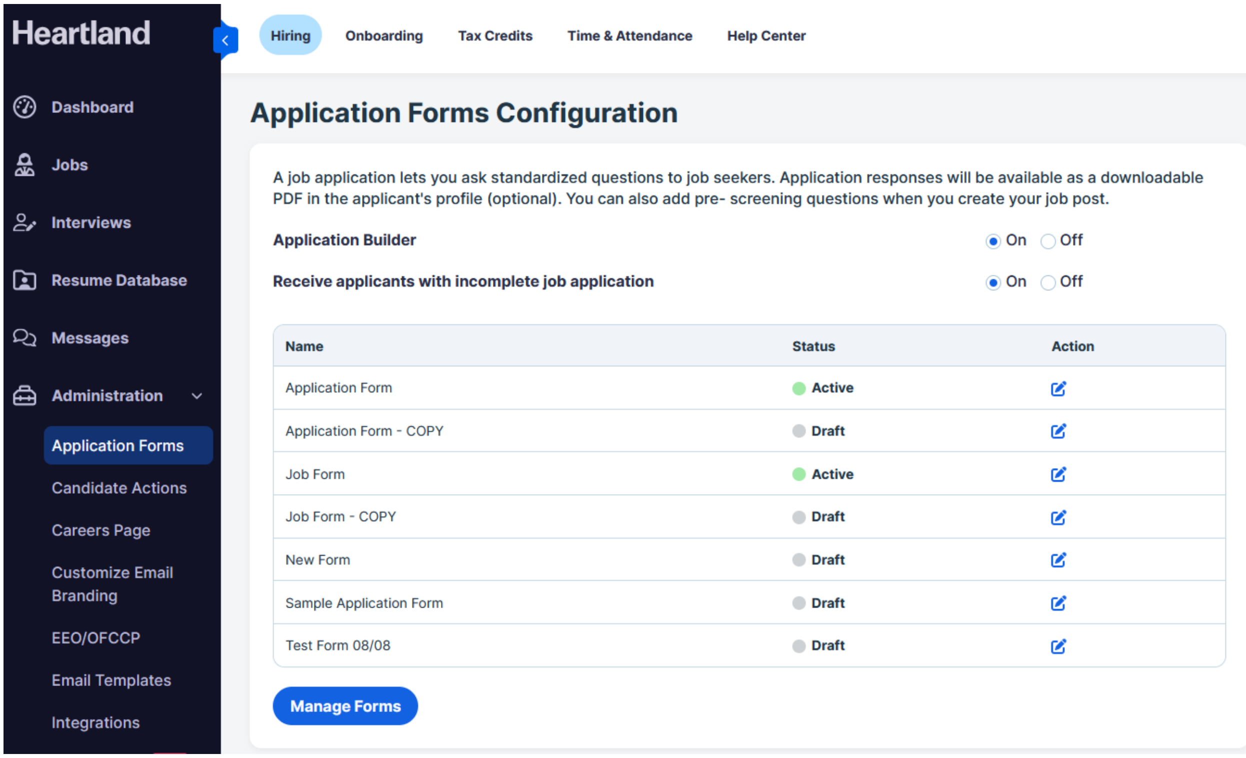
2. For each member you want to add and set privileges for, select Add Team Member to open the Add Team Member box, then enter the team member's details, and then select Add Member.



Application Forms

To create an application form:

1) From the top menu, select **Hiring**, and then select **Administration - Application Forms**.from the menu on the left.



2) Create an application form either by copying an existing form or using the **Manage Forms** button:

   Copy an existing form: From the forms listed, locate the one you want to copy, and then select its edit icon to open its editing page.

   Manage Forms: Select this option to open the to open the Application forms page, and then:

   1. Select Add New Form to open the Add New Form box.
   2. Enter your new form name, and then select Continue to open the new form's editing page.

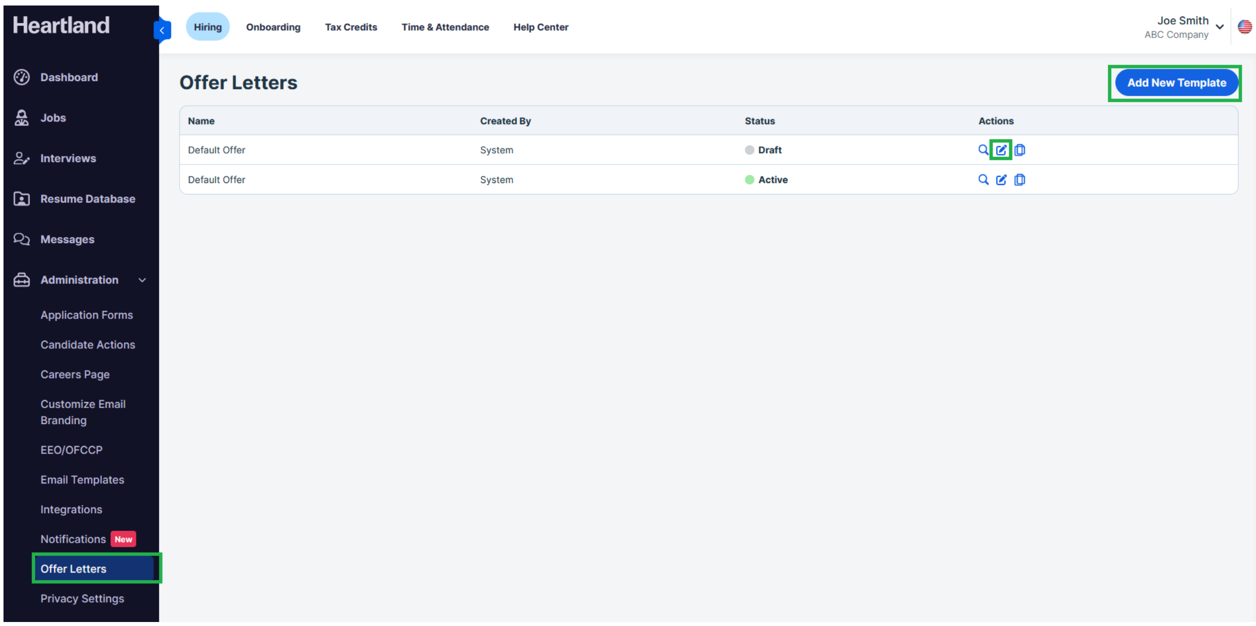
3) Update or complete the required fields (indicated with an asterisk), and drag and drop form elements from the left side of the page into the form editing area.

Tip: Use one or two knockout questions that can quickly filter out unsuitable candidates and identify those that are qualified for the job.

4) As you build and complete your form, use the options at the bottom of the page:
   Preview
   Save As Draft (if the form Status is Draft)
   Publish Form

Offer Letters

To create an offer letter:
1) From the main menu, select Hiring, and then select **Administration - Offer Letters**.



2) Create an offer letter by selecting either:
   The **Add New Template** option to create an offer letter from scratch.
   An existing letter's copy icon  to copy and then edit and publish it as a new letter.

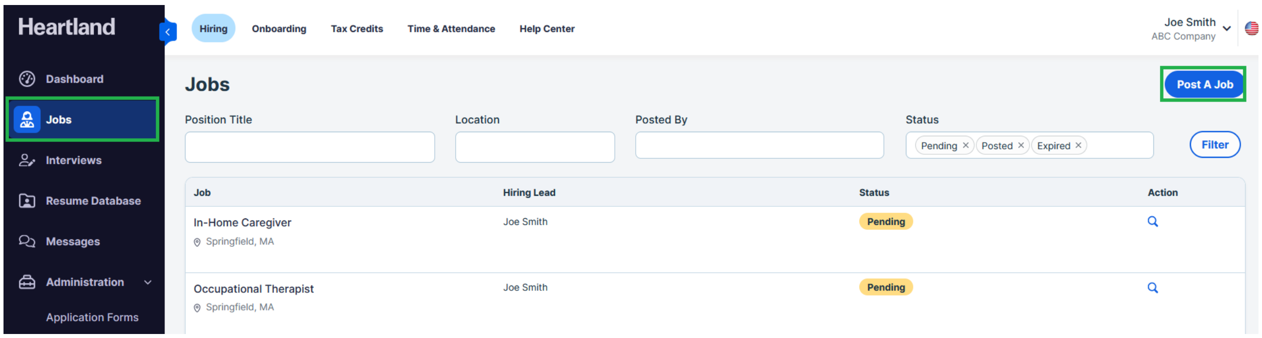
Job Posts

At the Jobs page, you can create and manage pending and active job posts, reassign posts to different admin users, and close out posts to remove them from all job sites.

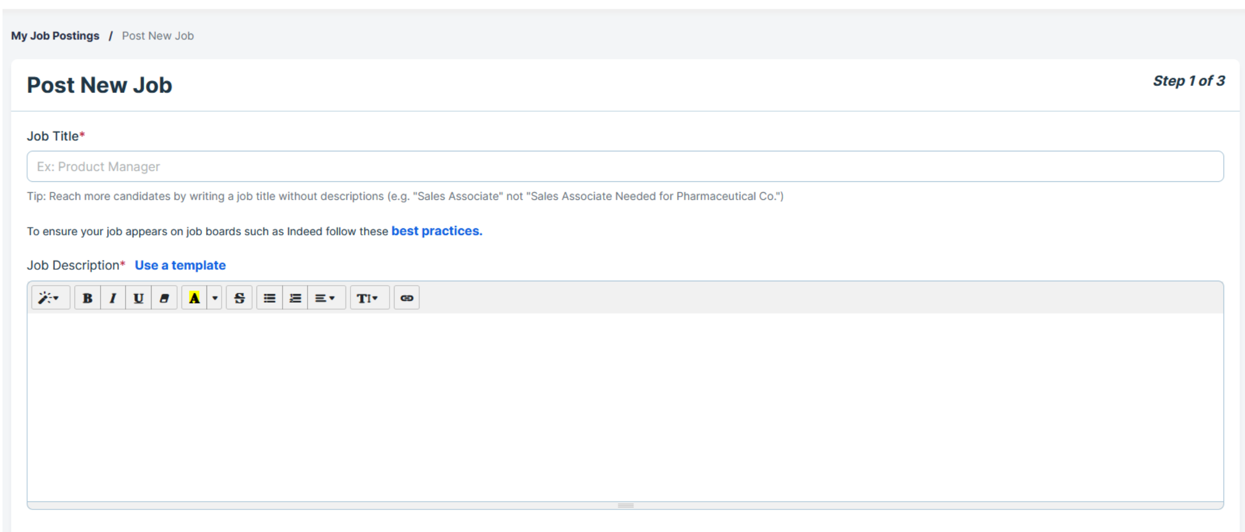
Note: A job post remains active for 30 days (unless it is closed out earlier), after which you can reactivate or repost it. Reposting a job might yield more applications than reactivating it, as the job board processes a reposted job as a new post.

To create a job post:

1) From the main **Hiring** menu, select **Jobs**, and then select **Post A Job**.



The **My Job Postings / Post New Job** page opens.



2) Complete the job information on each of the three step pages:

Step 1 of 3: Enter information regarding the position, the more the better.

Step 2 of 3: Select any existing or enter new pre-screening questions, and then select the option to allow candidates to answer via **Video (via Webcam)**, **Audio (via Phone)**, **Written Answer**, or **Multiple Choice**.

Step 3 of 3: Review your post, and if everything looks good, select **Publish This Job Post** to syndicate your job post to Indeed, Facebook Jobs, and more.

Interviews

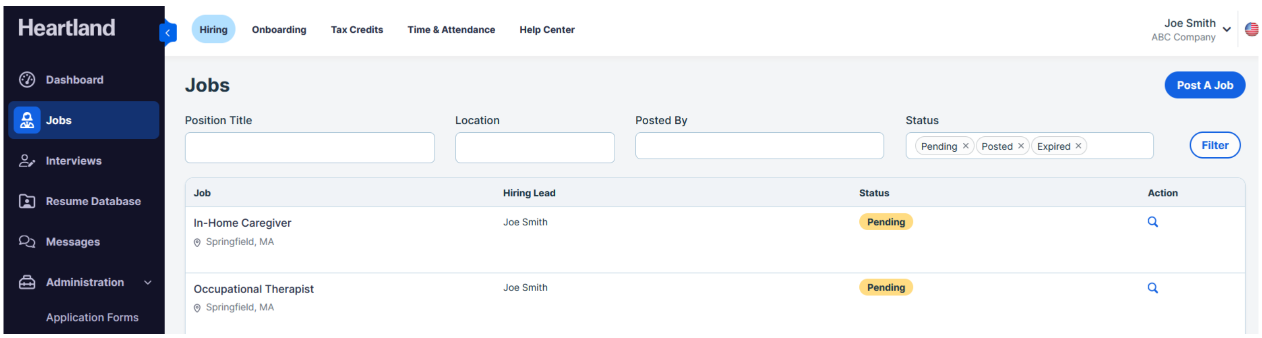
Set up interviews at the Jobs page, and manage interviews at the Interviews page.

Interview Setup

To set up an interview:

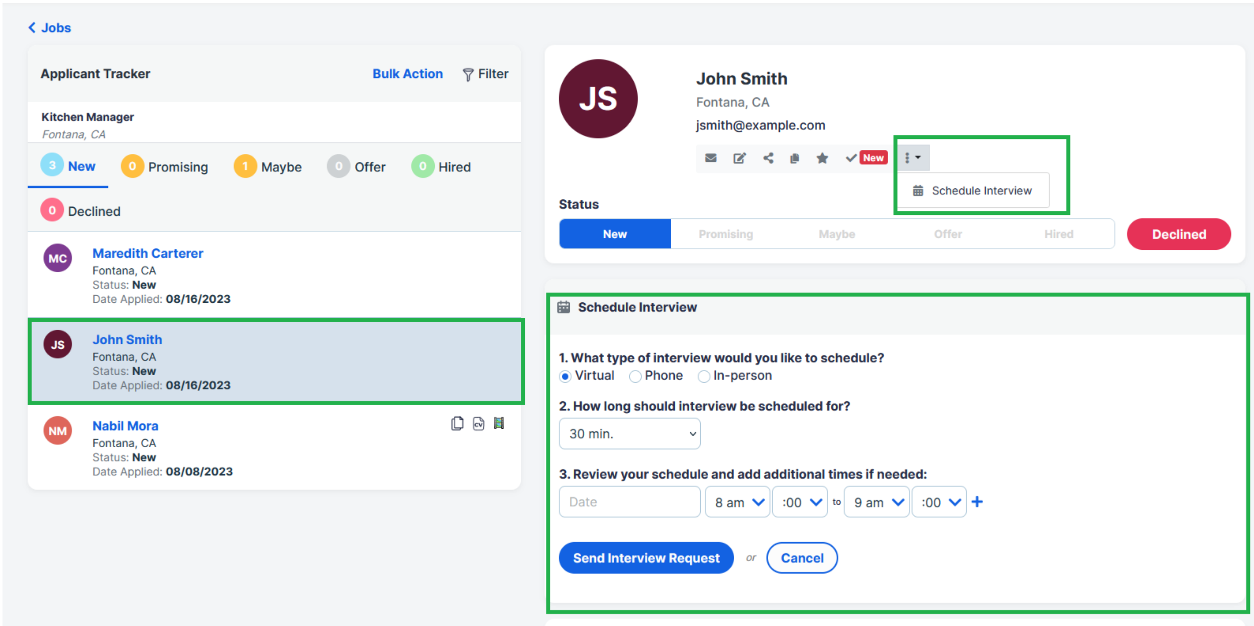
1) From the **Hiring** menu select **Jobs**.

The Jobs page opens.



2) From the jobs listed, locate the one you want to set up an interview for, and then in the **Action** column, select the view icon to open the Jobs page for that job.

3) From the Applicant Tracker column on the left, select the applicant for whom you wish to schedule an interview to display their details.



4) Select Schedule Interview from the dropdown on the right just below their name.

The Schedule Interview panel opens.

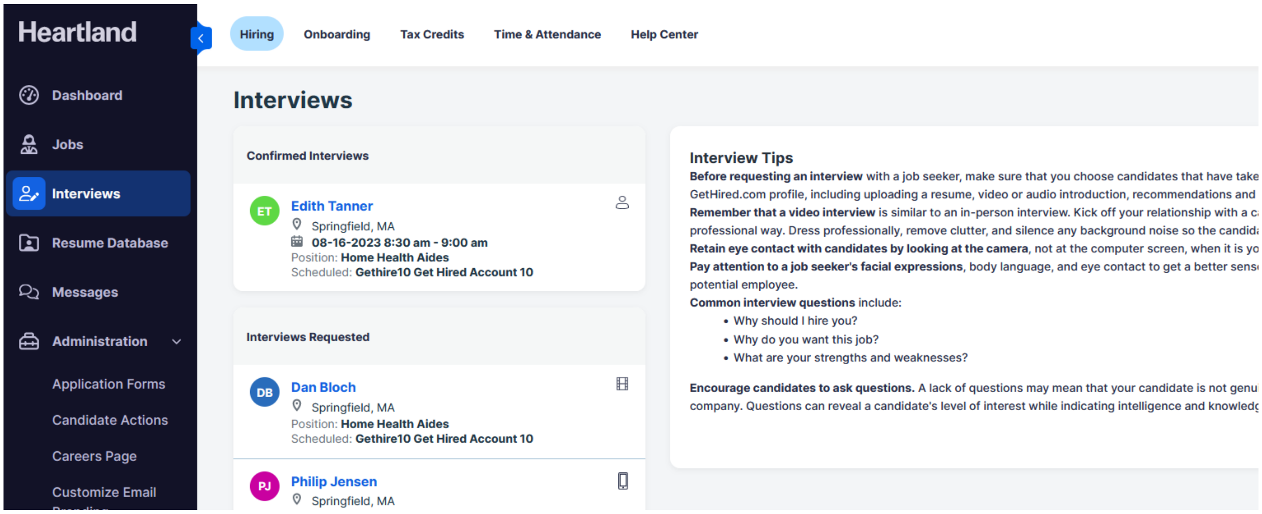
5) Complete the interview schedule details, and then select Send Interview Request to email the request to the applicant.

Once the applicant has responded to the request and selected their preferred date and time, you will receive an email confirming the interview, which you can sync with many calendar applications.

Manage Candidates and Schedule Interviews

At the Interviews page, you can manage all interviews.

1) From the **Hiring** menu, select **Interviews**.



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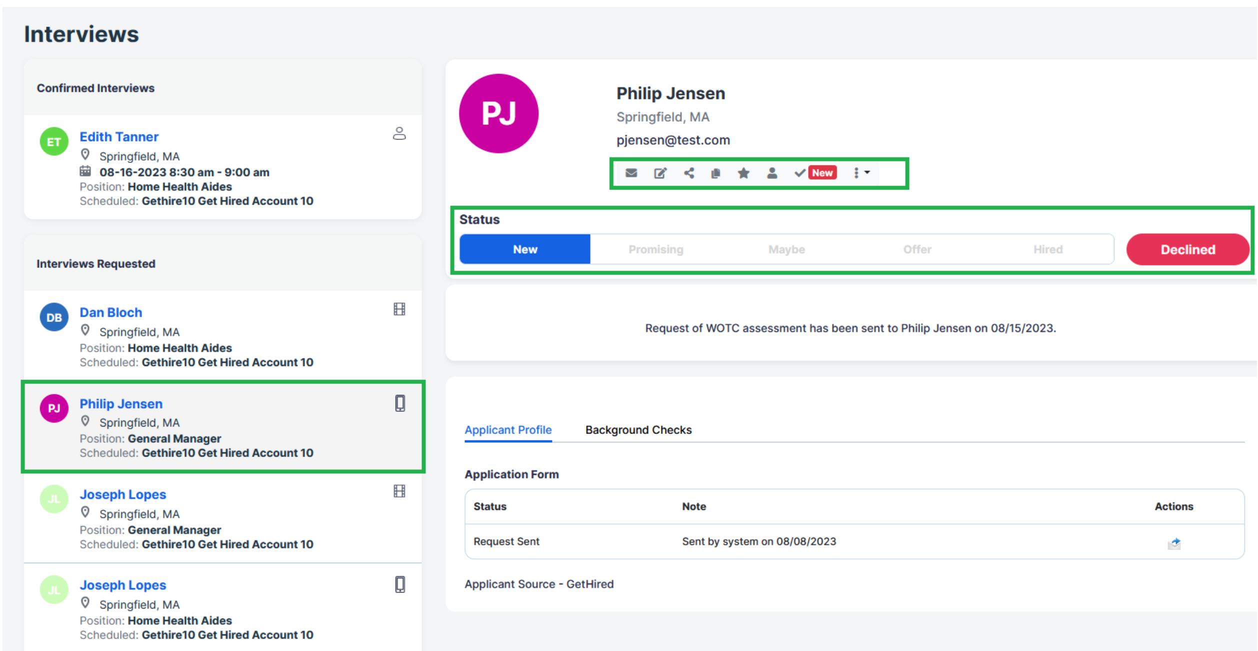
2) From the interviews listed, select the one you want to view or manage.



3) Select the required option for the interview:

Add Notes: This becomes **View Notes** once a note is added to the interview.

Message Candidate: Send an email or text message directly to the candidate.

Note: Additional rates apply to opt-in for text messaging.

Schedule: This becomes **Reschedule** once the interview is scheduled.

View Resume: If available, this displays the candidate's resume as PDF.

Cancel Interview: If available, this enables you to cancel a scheduled interview and select a reason.

Share Candidate: Share the candidate's application with a colleague.

Rate Candidate: Apply 1-5 star ratings to the candidate for **Aptitude**, **Experience**, **Pre-screening response**, and **Overall Assessment**.

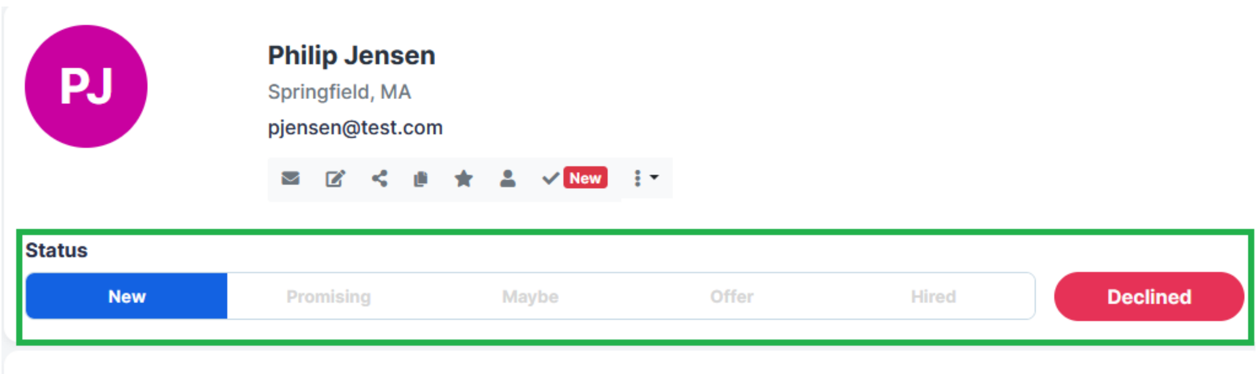
Copy/Move: Copy or move the candidate to another open position.

Begin Interview: Begin the interview process during which you can rate the candidate, make notes, and then end the interview.

4) Update the **Status** as required.

Applicant Status

When you are ready to take action with an applicant, update their **Status**.



Typical **Status** options you might select include:

- **Offer**: Opens the **Send Offer Letter** box where you can select an existing offer letter, complete the offer details, and then send it to the applicant.
- **Hire**: Opens the **Onboarding Request** box prompting you to verify whether to send an onboarding request to the applicant. If you select **Yes**, the Add Employee page opens prompting you to select an existing onboarding package (created in the Onboarding module) to send to the applicant.
- **Decline**: Reveals the **Candidate Decline Reason** details, where you can select or enter a reason to decline the applicant, and then select **Decline Candidate**.