



Mobile Guide: Hiring Managers

Using the Workable mobile app
for ios or android



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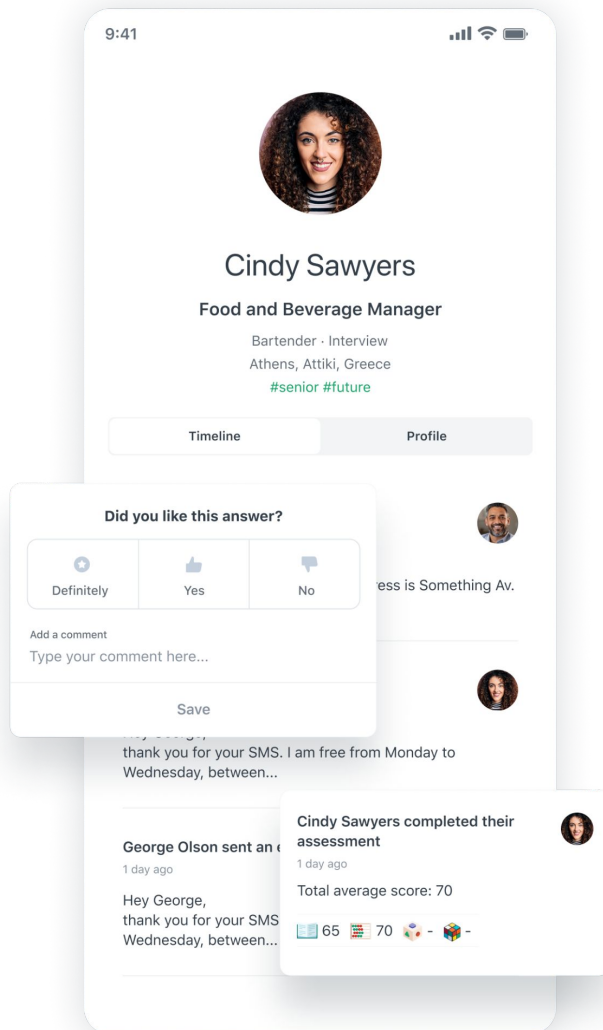
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1. Download Workable Mobile

Download the Workable mobile app for free on [iOS](#) and [Android](#) phones to:

- Review resumes and profile info
- See upcoming events
- Complete evaluations/interview scorecards





2. Navigate the mobile app

Use the buttons to navigate the main sections of the app.

Home

See upcoming events. Navigate to your jobs or candidates. View your time off requests or create a new request, if applicable

Employees

This tab will only be available for accounts with [Employee Onboard and Manage](#) enabled. All employees will be listed in alphabetical order based on their last names. Information displayed will vary based on user permissions.

Inbox

The [Workable Inbox](#) will update with notifications about the candidates you've been working with.

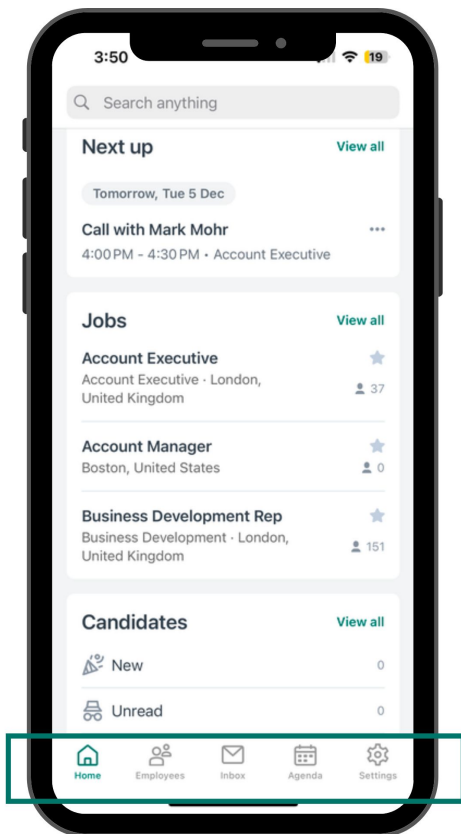
Agenda

The [Agenda](#) will show events that are coming up or are in the recent past.

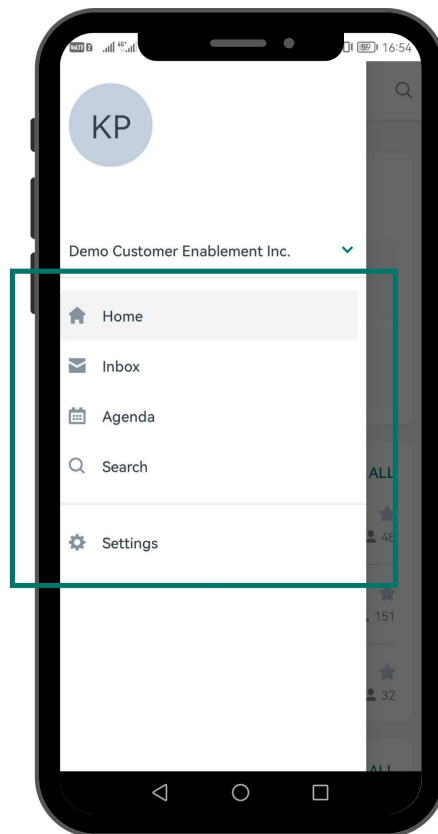
Settings

Edit or manage your account settings. Switch between companies.

iOS view



Android view



3. Setting up your account

Once you log in to your account start with setting up your profile, notifications, and timezone.

Profile, Timezone, & Notifications

Click **'Settings'** on the bottom right.

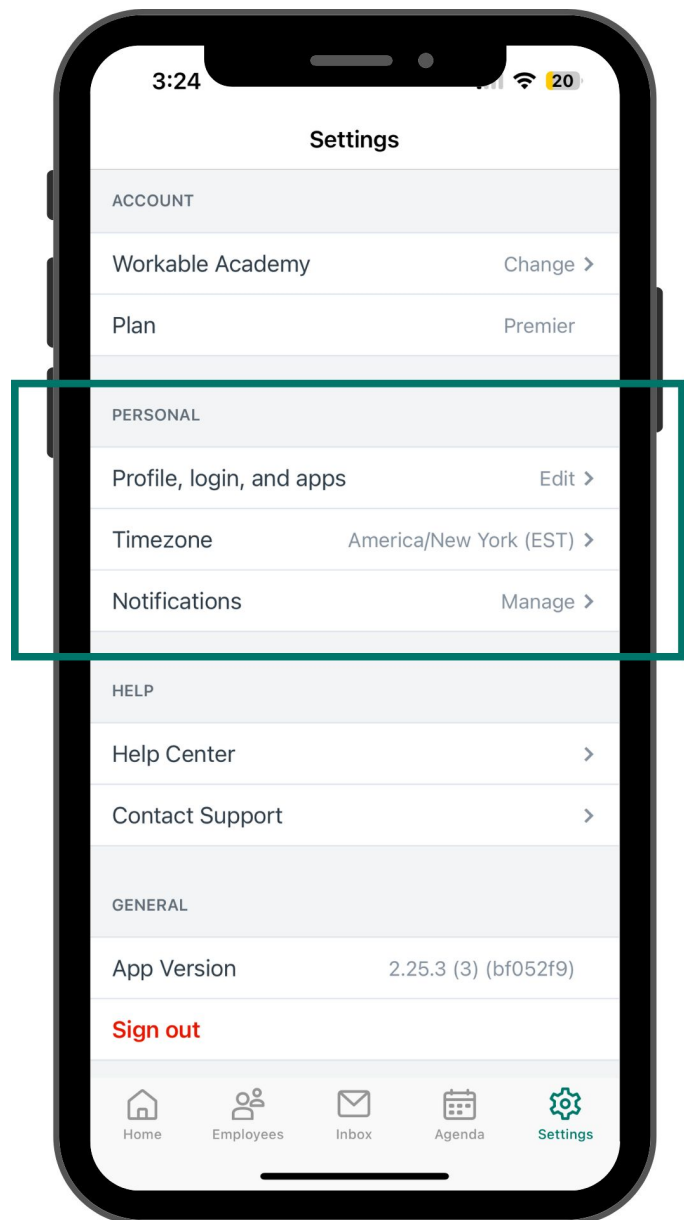
Under the **'Personal'** section you can edit your profile, timezone, and notification settings.

To update your full name, job title, and upload a profile picture, click on 'Profile, login, and apps'. You will be prompted to login to update these settings.

Timezone, which will be used when you attend Workable scheduled events, can be updated by using your device timezone or toggling off to select your preferred timezone.

Stay updated on your hiring progress. Modify your notification preferences for email and/or mobile.

Tip: If a Workable administrator has enabled the Google or Microsoft 365 Outlook integration for your company's account, you'll need to [authorize your own Google/Outlook calendar](#) via your desktop. You will only need to do this one time and the authorization will connect to your mobile app.



4. Using the dashboard

The dashboard is your 'Home' where you'll see information about your Company and Recruiting.

Next Up

See your upcoming events for the current or next day. Click **'View all'** to see all scheduled events.

Jobs

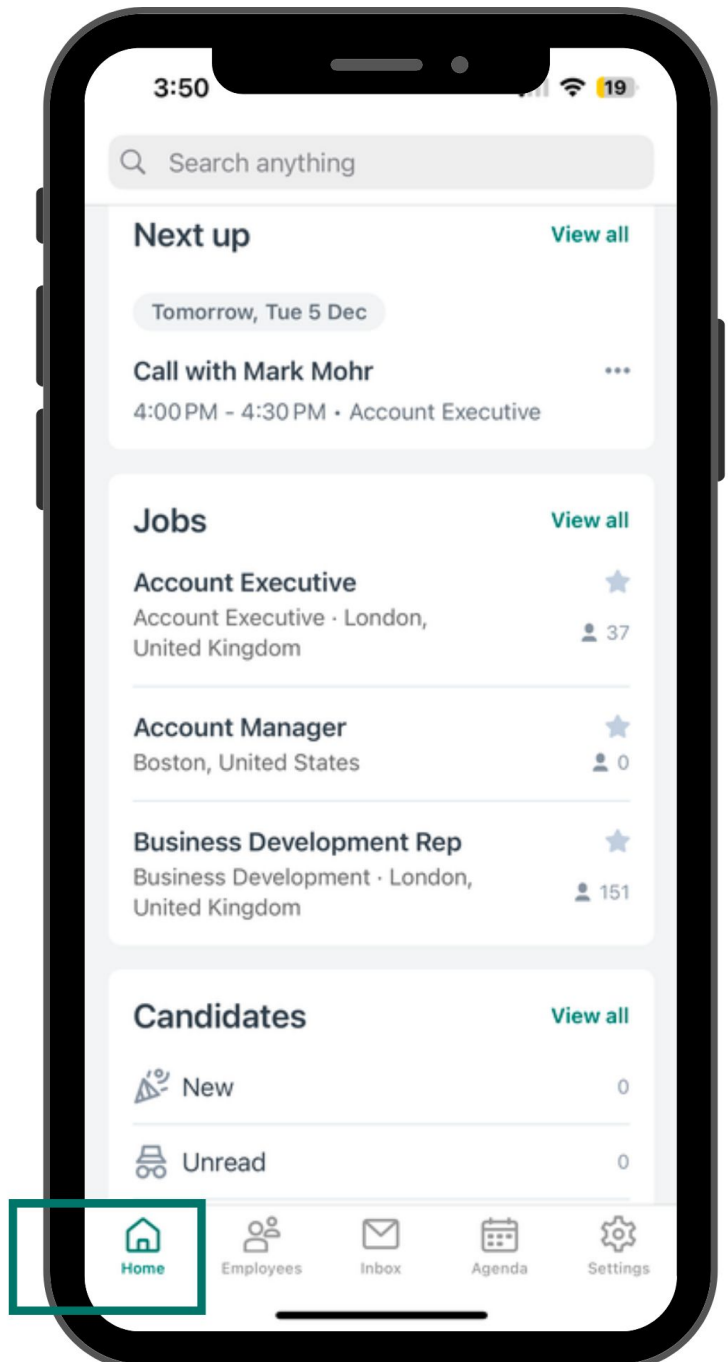
See the jobs you are assigned to under the Jobs section; you can star jobs you would like to see first in the list.

Click on a job title to see candidates for each stage of the recruiting pipeline.

Create a new job by clicking on **'View all'** and then the green + on the bottom right of the page.

Candidates

Access new, unread, and recently viewed candidates under the Candidates section.





5. Interacting with candidates

Click on a candidate's name to open the candidate Timeline or Profile by switching tabs. If you or your team has added an evaluation for the candidate you will also see an Evaluation tab.

Email

Compose a new email or select a template. Change the visibility of the email to team members as needed.

Schedule an Event

When it's time to talk or meet with a candidate, you can send a calendar invite right from Workable. Add attendees, set the location, date, and time.

If your company's admin has enabled the Google or Microsoft 365 Outlook integration for the company account, you'll need to [authorize your own Google/Outlook calendar](#) via your desktop.

Comment

Leave an internal note on a candidate's profile. Use this option if something stood out on their resume or to have another team member check out the

Evaluate

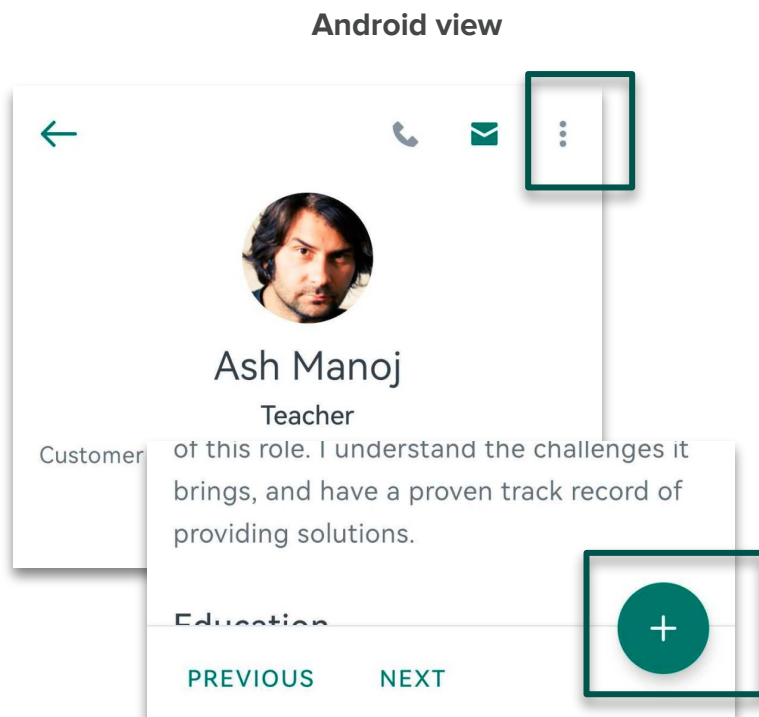
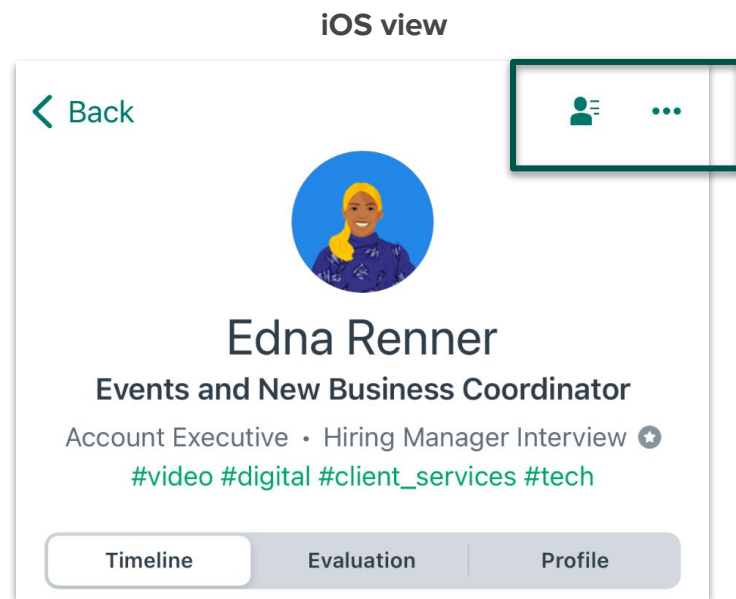
You can evaluate a candidate during each stage of the pipeline. Multiple people can provide evaluations. Leave ratings of: Definitely / Yes / No.

Change stages

Move a candidate to the next stage in the hiring pipeline or the previous stage.

Disqualify

If a candidate doesn't seem like a good fit for the role, you can Disqualify them. Candidates are not automatically notified when you disqualify them.





5. FAQs

Can I see a detailed list of actions available on mobile app?

Discover [a list of all you can do with Workable Mobile](#).

Can I authorize my Google/Outlook calendar via the mobile app?

No. If your company's admin has enabled the Google or Microsoft 365 Outlook integration for the company account, you'll need to [authorize your own Google/Outlook calendar](#) via your desktop.

Why do I not see the Employees tab or Time off section?

These sections will only be available for accounts with Employee Onboard and Manage enabled.



Support when you need it

help.workable.com

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(3:00am - 5:00pm ET)

Live chat and access support
resources by clicking your user icon
and then “Help”
