workable

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Reviewer
User Guide

Learn how to set-up your account
and interact with candidates

Contents

1. Setup up your account

As a Reviewer, you'll use Workable to evaluate candidates and share your feedback with other members of the hiring team.

Set-up your profile

Click your user icon on the upper right and then '**Settings**' and then '**Your Profile**'. Here you can edit your full name, job title, time zone (this will be used when you attend Workable scheduled events) and upload a profile picture. At the bottom of the page under Credentials you can connect additional apps (Zoom, LinkedIn etc).
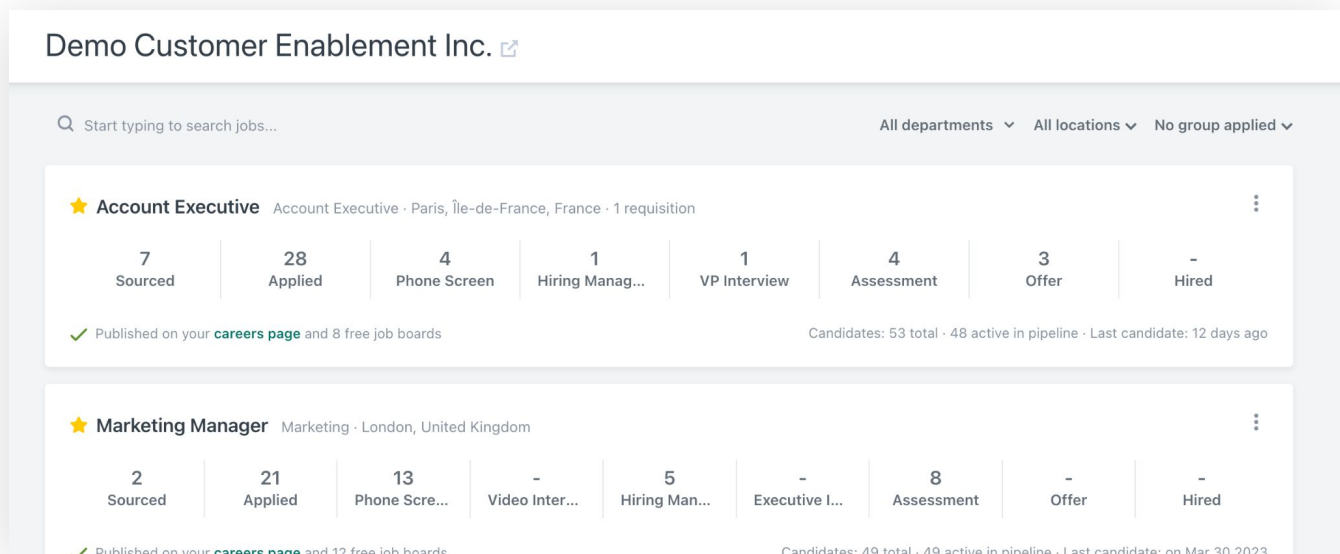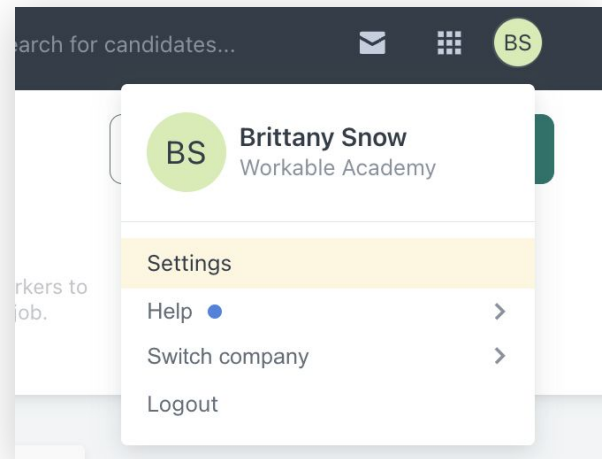

Modify your notifications

Next, navigate to Settings > **Your preferences** to modify your settings for email notifications.

2. Navigate the Jobs page

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The Jobs page is where you'll see jobs that your organization is hiring for. If you see a job's 'pipeline' then you're on the hiring team for that job and can review candidates.

Jobs

Your Workable admins have created recruiting 'pipelines': workflows that your company uses to hire. They always begin with Sourced and Applied stages, where candidates will start their journey.

If you see a job's pipeline then you're a Reviewer for that job. You'll be able to see and interact with those candidates.

Click on a pipeline stage to see the candidates in that step of the process.

Inbox & Agenda

The inbox works like a 'to do' list. You'll see notifications about candidates that need your attention. These include items like: candidate feedback where your name is mentioned, RSVP options for interviews and more.

Access the agenda through the calendar icon at the top of Workable. The agenda has upcoming and recent interviews you're involved with. This is the easiest way to access candidate information before an interview, or to leave an evaluation after.

Search

Use the search in the upper right to look up candidates. Search by name, headline or any information in their resume.

3. Interact with candidates

From the Jobs page, click on any job stage to view those candidates. Then, select a candidate to view their resume and application details.

Evaluate a candidate

Use the thumbs up/down button to evaluate a candidate during each stage of the pipeline. Leave ratings of: Definitely / Yes / No to share your opinion to other members of the hiring team. (**Note**: To limit bias, if you are invited to an event, you will not be able to see your colleagues' evaluations until you submit your own.)

If an interview kit is enabled, you will see the option to evaluate using a scorecard. When clicking the thumbs up/down button, you will see the hyperlink to switch to the scorecard evaluation mode.

Leave internal comments for your team

Add an internal note on a candidate's profile by clicking the speech bubble button. Use this option if something stood out on their resume. Type '@' and a coworker's name to notify a team member about your note.

# 4. Download the Workable app

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Mobile minded? Use the Workable app for all your candidate review and tracking.

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

You'll receive notifications when something requires your attention or you need to take action with a candidate.
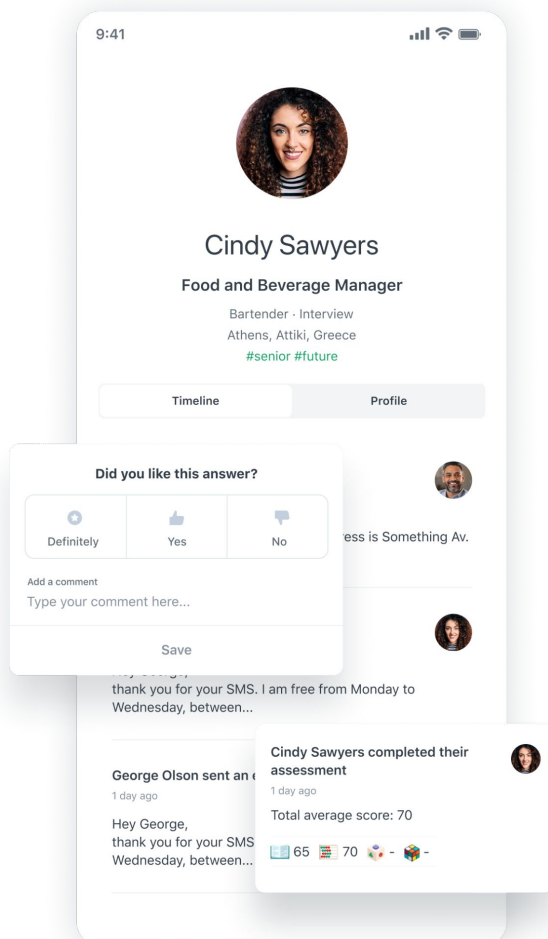
5. FAQs

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What can I do as a Reviewer?

As a Reviewer, you'll use Workable to evaluate candidates and share your feedback with other members of the hiring team.

Can I send emails or text messages to candidates?

No, Reviewers cannot send emails or text messages to candidates.

Can I view reports?

No, Reviewers cannot view reports.

Can I connect my calendar in Workable?

If there is a need to connect your calendar in Workable, contact your account's administrator to temporarily upgrade your user permission level. If you are using Google, you can authenticate your calendar directly by <u>clicking here</u>.

Can I see other members' feedback/evaluations?

To limit bias, if you are invited to an event with the candidate (interview,call) you will not be able to see your colleagues' evaluations for that stage until you submit your own. If you are not invited to the stage's event you will see all evaluations for the candidates you access.

Support when you need it

help.workable.com

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+1 (844) 657 7637
+44 (0) 800 086 8870
(3:00am - 5:00pm ET)

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