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# Reviewer User Guide

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

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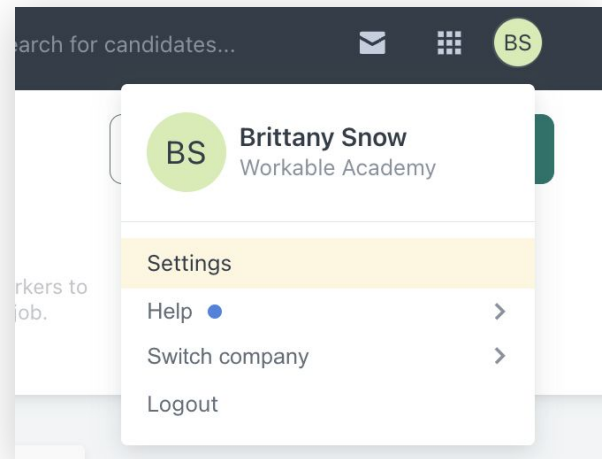
# 1. Setup up your account



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).



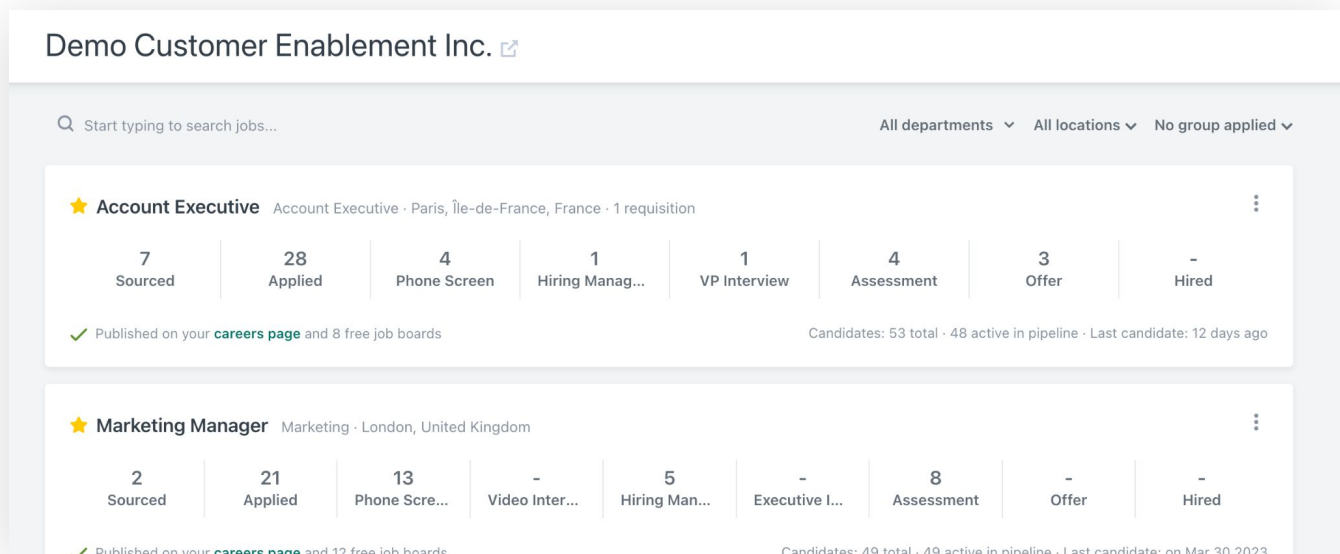
## Modify your notifications

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

NOTIFICATIONS		
Comments	There are new comments on candidates you're following	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Mobile
	Your name is mentioned in a comment	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Mobile
Evaluations	Candidates you're following are evaluated	<input type="checkbox"/> Email <input checked="" type="checkbox"/> Mobile
	Your name is mentioned in an evaluation	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Mobile
Candidates	A new candidate applies	<input type="checkbox"/> Email <input type="checkbox"/> Mobile

## 2. Navigate the Jobs page

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.



The screenshot shows the Jobs page for 'Demo Customer Enablement Inc.'. At the top, there's a search bar with the placeholder text 'Start typing to search jobs...'. To the right of the search bar are filters: 'All departments', 'All locations', and 'No group applied'. Below the search bar, there are two job listings. Each listing shows a job title, location, and a pipeline of stages with candidate counts. The first job is 'Account Executive' in Paris, France, with 7 Sourced, 28 Applied, 4 Phone Screen, 1 Hiring Manag..., 1 VP Interview, 4 Assessment, 3 Offer, and 0 Hired candidates. The second job is 'Marketing Manager' in London, United Kingdom, with 2 Sourced, 21 Applied, 13 Phone Scre..., 0 Video Inter..., 5 Hiring Man..., 0 Executive I..., 8 Assessment, 0 Offer, and 0 Hired candidates. Both listings also show the total number of candidates and the last candidate's activity.

Job Title	Location	Requisition	Sourced	Applied	Phone Screen	Hiring Manag...	VP Interview	Assessment	Offer	Hired
Account Executive	Paris, Île-de-France, France	1 requisition	7	28	4	1	1	4	3	-
Marketing Manager	London, United Kingdom		2	21	13	-	5	-	8	-

### 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.

### Search

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

### 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.

# 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.)

An interview kit has been created to help you conduct a structured interview. If you wish, you can switch to scorecard evaluation mode

Should this candidate proceed to the next stage?

☒ Definitely ☐ Yes ☐ No

Use @ to mention a collaborator or # to tag the candidate

Evaluations are shared with ev

An interview kit has been created to help you conduct a structured interview. If you wish, you can switch to basic evaluation mode

**Job Requirements**

Love customer service.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What kind of experience do they have with customer support?	<input checked="" type="radio"/> Add note	<input type="radio"/>	<input type="radio"/>
Great person-to-person skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do they like working in a team?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do they have an openminded attitude?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deep understanding of technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6 Phone Screen 3 Hiring Manager Interv... 1 Offer 1 Hired

**Breanna Batz**  
São Paulo, Brazil  
#client\_services × #video × #research × + add tag

Engineering Talent Pool • Applied via google.com

Profile Timeline Communication Review Comments

Natalie Sung added a comment • Visible to All hiring team 10 months ago  
OK @eduardo\_valiente I'll get in touch and arrange the test

Eduardo Valiente added a comment • Visible to All hiring team 10 months ago  
Sure, looks very promising. Let's schedule a test

Natalie Sung added a comment • Visible to All hiring team 10 months ago

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.

**Add a comment** Candidates never see comments.

use @ to mention a collaborator or # to tag the candidate

☒ Attach a file Visible to everyone Submit Comment

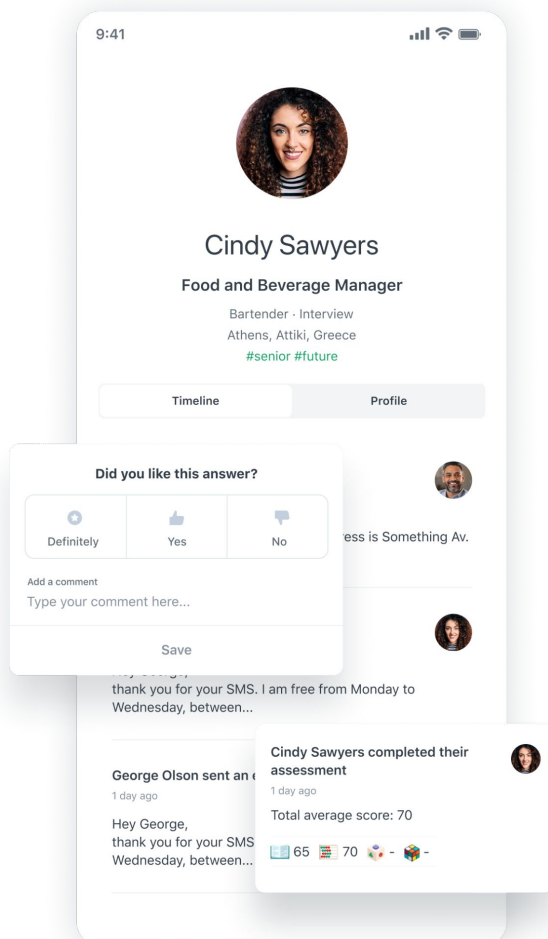
## 4. Download the Workable app

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 [clicking here](#).

### 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

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**[help.workable.com](https://help.workable.com)**

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**[support@workable.com](mailto:support@workable.com)**

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**+1 (844) 657 7637**

**+44 (0) 800 086 8870**

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

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

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