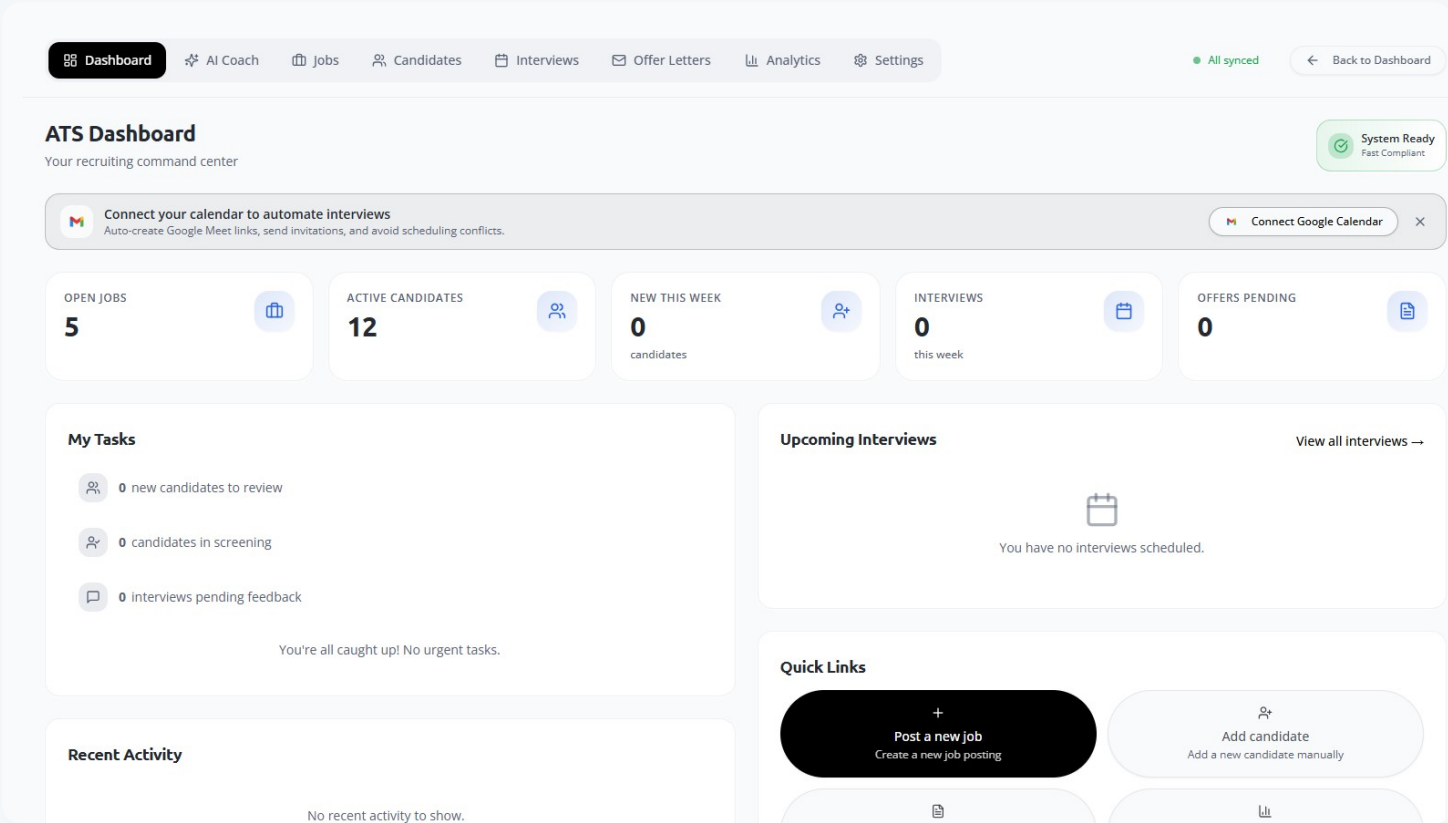


# Recruitment & ATS

## User Guide

Create positions, manage candidates, schedule interviews, and send offer letters from one workflow.



# Open Recruitment & ATS

Use the ATS dashboard as the command center for the complete recruiting workflow.

- 1

### Open Recruitment

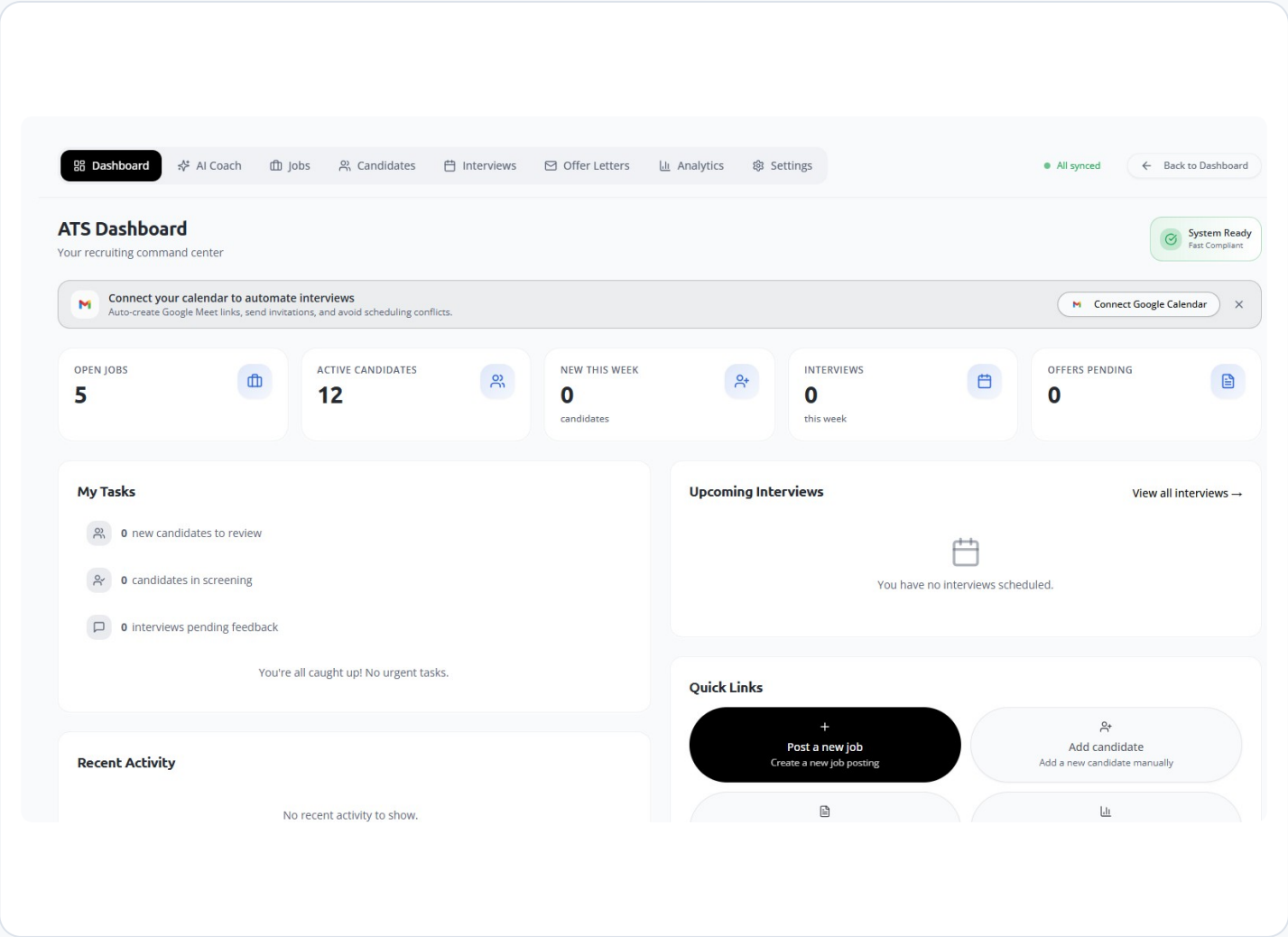
From the main Allora HR dashboard, enter the Recruitment or ATS module.
- 2

### Review the dashboard

Check open jobs, active candidates, interviews, pending offers, tasks, and recent activity.
- 3

### Connect your calendar

Optional: connect Google Calendar to create meeting links and reduce scheduling conflicts.



# Find and open a job

Use Jobs to locate an active position and access the candidates assigned to it.

- 1

### Select Jobs

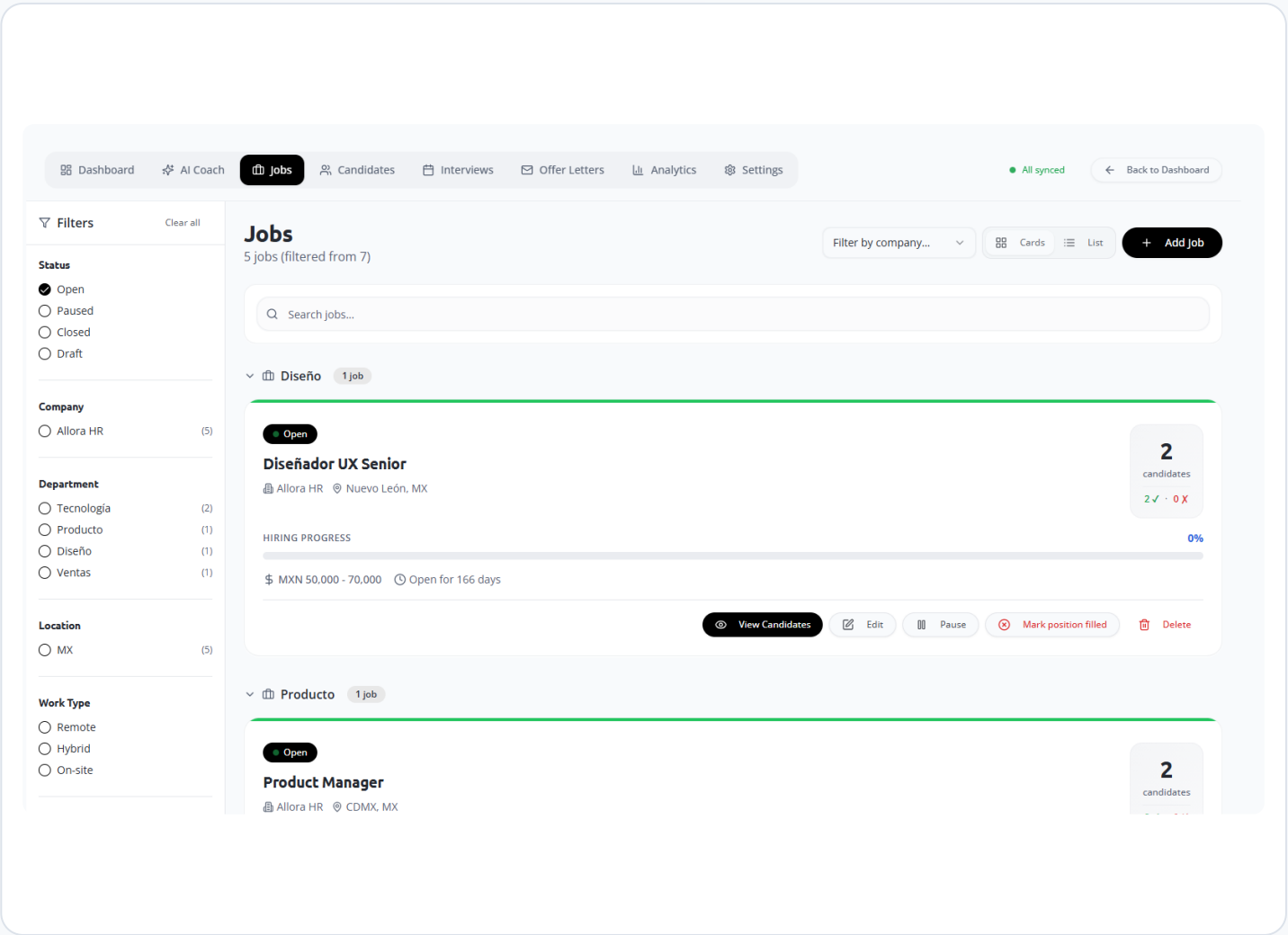
Open the Jobs tab from the top navigation menu.
- 2

### Locate the position

Search by job title or use filters for status, company, department, location, or work type.
- 3

### Open its candidates

Click View Candidates on the selected job. Use Edit, Pause, Mark position filled, or Delete only when needed.



# Upload and review candidates

Add talent to the pipeline, then use the candidate list to review fit and recruiting progress.

- 1

### Open Candidates

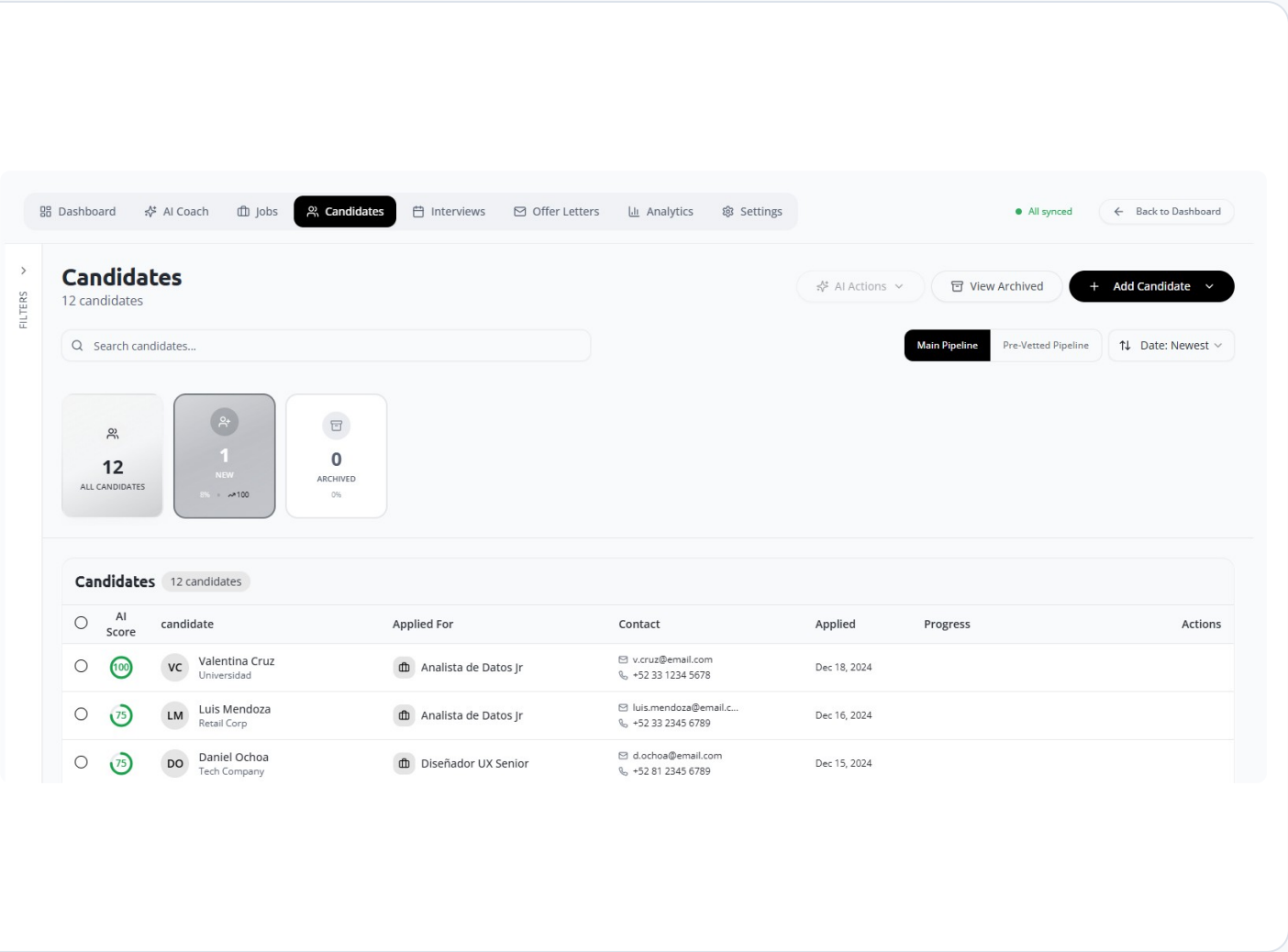
Select Candidates in the top navigation. You can also arrive here through View Candidates on a job.
- 2

### Add a candidate

Click Add Candidate and choose the available upload or manual-entry option. Complete the candidate and job information.
- 3

### Review the pipeline

Use search, filters, AI Score, Applied For, application date, and progress to prioritize follow-up.



# Manage interviews

Schedule interviews from the candidate workflow and monitor feedback from one place.

- 1

### Schedule the interview

Open the candidate, select the interview action, and define the date, time, type, and interviewer.
- 2

### Track the schedule

Use Interviews to review upcoming, completed, and feedback-pending sessions.
- 3

### Complete feedback

After the interview, click Complete feedback so the hiring team has an updated evaluation.

DashboardAI CoachJobsCandidatesInterviewsOffer LettersAnalyticsSettings

All syncedBack to Dashboard

Interviews

Manage interview feedback and schedules

NEEDS FEEDBACK2

UPCOMING0

COMPLETED0

Needs feedback2Upcoming0Completed0

Search candidate...

FiltersDate RangeAll jobsAll interviewers

Feedback to complete

| DATE                    | CANDIDATE       | JOB                        | INTERVIEW TYPE | INTERVIEWER EMAIL | ACTIONS           |
|-------------------------|-----------------|----------------------------|----------------|-------------------|-------------------|
| Dec 22, 2024<br>5:00 AM | Santiago Rivera | Product Manager            | Technical      | ✉ —               | Complete feedback |
| Dec 20, 2024<br>4:00 AM | Mariana López   | Desarrollador React Senior | Technical      | ✉ —               | Complete feedback |

# Create and track offer letters

Prepare the final employment offer and follow its status through completion.

- 1

Open Offer Letters

Select Offer Letters from the top navigation menu.
- 2

Create a new offer

Click New Offer, select the candidate, and complete the compensation, position, dates, and required terms.
- 3

Send and monitor

Review the letter before sending. Track Draft, Sent, Action Needed, Completed, and Archived offers.

