Hiring Manager User Guide

Workflow Best Practices
For Hiring Managers

The Basics

Workable is a hiring platform. From job description to offer letter, Workable provides the tools you need to discover and delight more candidates and decide who's best for your business, fast.

Go to workable.com/signin to login to your account.

Using the dashboard

The dashboard 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 'pipelines': Stages of Interviews/assessments which candidates move through after applying.

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

If not, then it's likely you aren't involved with the hiring for that job. However, you can request access to the candidates by hovering on the job and clicking the 'request access' button.

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

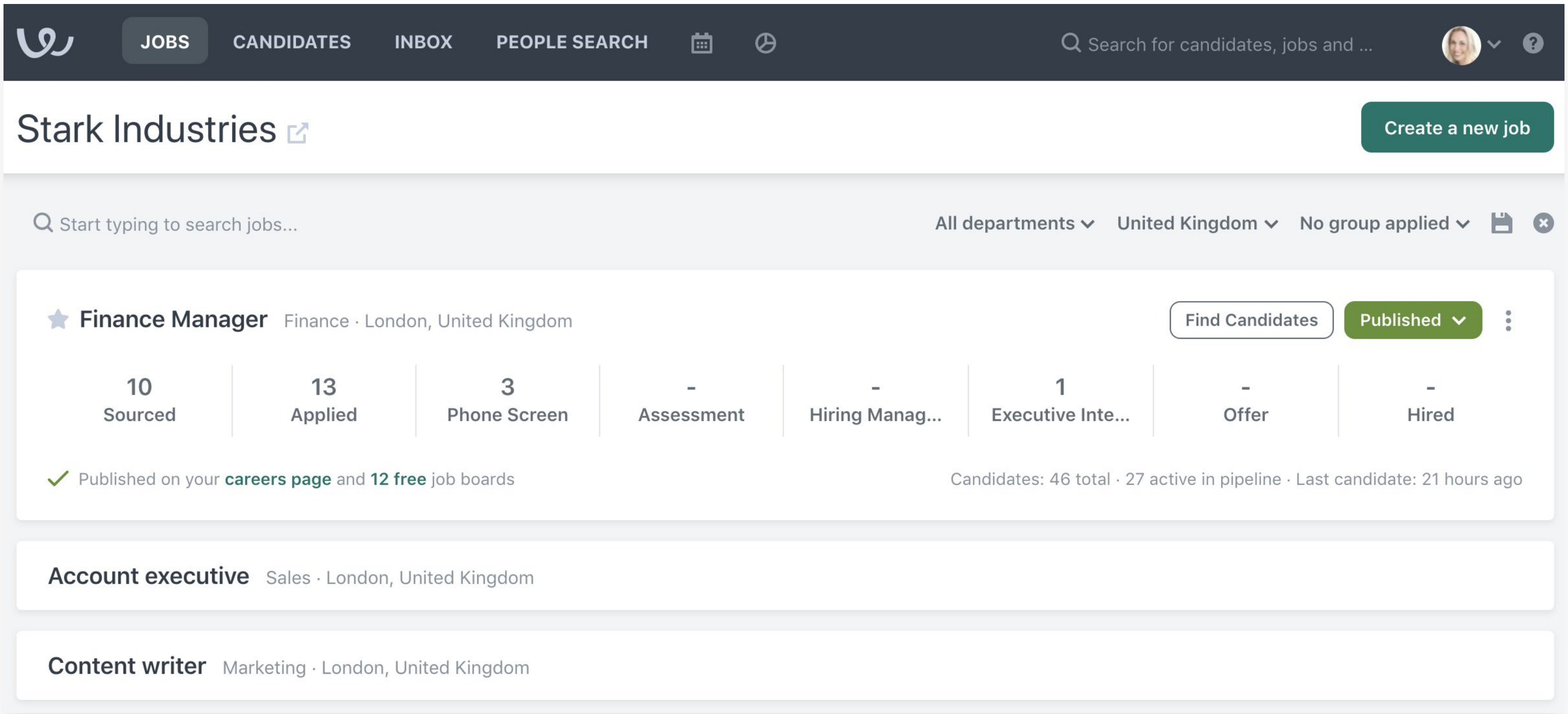
Inbox & Agenda

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, offer letter approval requests, 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.



Tracking candidates

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

Evaluate

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.

Comment

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

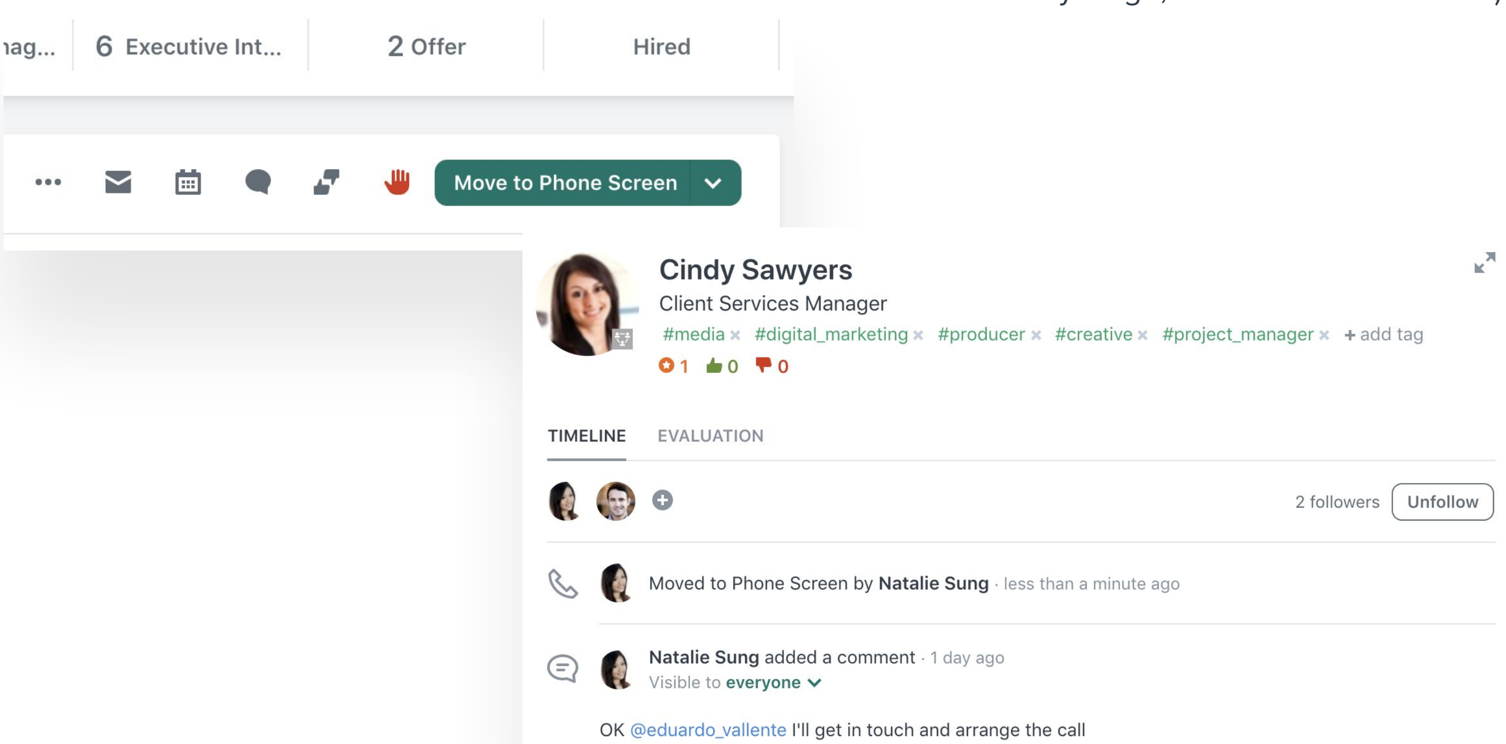
Emails and events

You can send email and setup events via the Timeline. However, if your recruiting team manages these communications you won't need to worry about it.

You'll get notified via email about interviews you're invited to or action you need to take in Workable.

Change stages

Move a candidate to the next stage in the hiring pipeline (you can also use the dropdown arrow to move them to any stage, backwards or forwards)



Workable Mobile

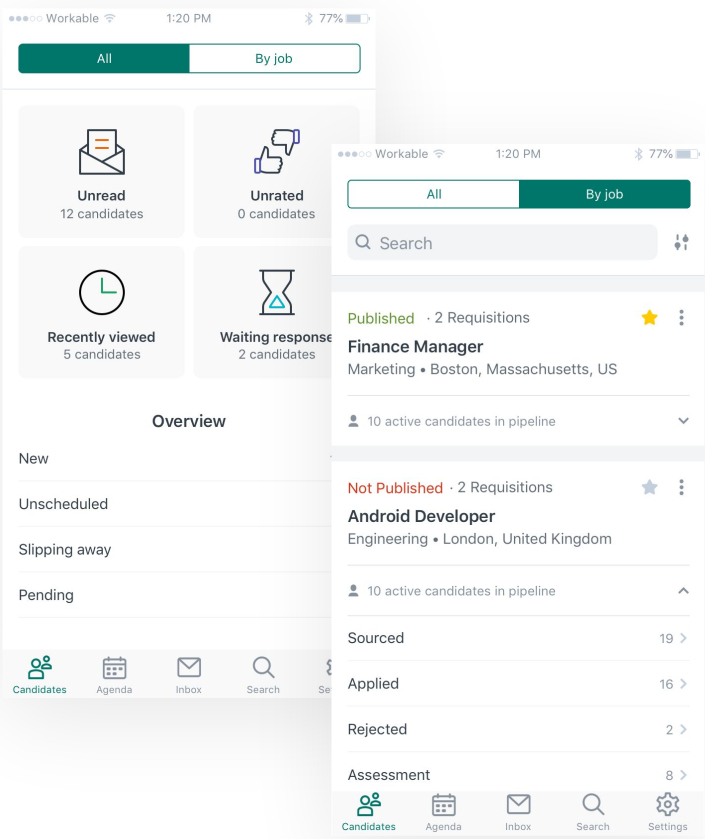
Mobile minded? Use the Workable app for all your candidate review and tracking.

Download the Workable mobile app for free on iOS and Android phones:

- Review resumes and profile info
- See upcoming events
- Complete evaluations/interview scorecards
- Send or approve offer letters
- And more...

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

Download for iOS **Download for Android**



Support when you need it

help.workable.com

support@workable.com

+1 (844) 657 7637
+44 (0) 800 086 8870
(2:30am - 5:30pm ET)

Live Chat or access other support resources by clicking the (?) button in your account.