

SMS Marketing Associate #12590 > Overview > Recruiting Pipeline > Job Listing On

Active Candidates SCALIS Candidates Uploaded My Candidates Referrals Invited to Apply Rejected

Match Score Candidate Names SAs Last Activity Date

Current Job	Current Company	Current Industry	Current Location
Account Executive	GenesTech	Foodservice	Seattle, Washington
Account Executive	Everglade Enterprise	Automotive	Washington, District of Columbia
Marketing Coordinator	SpectraPharma	Cosmetics	New York, New York

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14 Sourcing 7 Application Review 3 Pre-Screen 1 Interviews

Job Dashboard

Active Jobs Closed Jobs Drafts Archived Jobs On Hold All Jobs

Req ID	Job Name	Date Created	Department	Active Applicants	Recruiters	Status
3294950	Regional Sales Director	03/05/2024	Business Development	200 / 5,000	Parker Amerson	Open

Julius Moore  
SMS Marketing Associate at Microsoft  
Bachelor of Science from University of Illinois (Chicago, IL)

Actively searching for jobs?

About

Experiences

Education

SCALIS

Welcome back, Julius!  
Where would you like to go today?

SCALIS Job Board  
Manage your profile, view job opportunities, and engage with potential employers.

Company ATS  
Post jobs, track applicants, schedule interviews, and manage your hiring within company workspaces.

Continue

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Tiana Bergson  
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SMS Marketing Associate at REVO  
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Documents

File	Uploaded By
file_name.pdf	Parker Amerson
file_name.pdf	Parker Amerson
file_name.pdf	Parker Amerson
file_name.pdf	Parker Amerson

# SCALIS

## GETTING STARTED

# Candidate Reviews

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Chat with Katelyn Lubin

Direct to text, 2:00 PM

Well start with a technical assessment followed by an intro session with the team. Does that time work for you?

Yes 1:10 PM

2:00 PM sounds perfect.

Is looking forward to it. Anything specific I should prepare for the technical assessment?

Katelyn Lubin 4:10 PM

Excellent! For the technical assessment, we'll focus on [specific skills or challenges relevant to the role]. Just come prepared to showcase your problem-solving skills and technical knowledge. Anything else you'd like to know in advance?

Yes 4:20 PM

Got it! I'm ready for the challenge.

One more thing—any particular format for the team intro session?

Katelyn Lubin 4:10 PM

For both, Zane! The team intro will be a casual meet-and-greet. It's a chance for you to get to know us, and us to know you. We'll cover our team culture, projects, and answer any questions you may have. Looking forward to it!

17 Jun 2024

Thanks good, Katelyn! appreciate the info. Looking forward to Monday. Anything I should bring or have ready?

Katelyn Lubin 4:10 PM

Just bring your enthusiasm and any questions you have for us. If you have a portfolio or any work samples you'd like to share, feel free to bring those as well. We're excited to learn more about you, Zane!

Yes 4:10 PM

Got it! Thanks for the heads up. I'll make sure to bring my A-game on Monday. Anything else I should be aware of?

17 Jun 2024

Yours welcome, Alex! Right now, we have all the information we need from your initial application. If our team requires any further details or wants to schedule an interview, we'll contact you via email or phone. Feel free to reach out if you have any more questions in the meantime.

## INDEX

# Summary

- 1. Request Individual Reviews 04
- 2. Create and Submit Review 05
- 3. Round Reviews from Pipeline Template 06

× Create Review

Review Focus

Junior Chief of Staff (Miami Listing) ⌵

Stage ⓘ

Application Review ⌵

Rating

☹️ 1   ☹️ 2   😐 3   😊 4   😊 5

Notes (Optional)

Cancel   Create Review





▲ Sourcing ...

<input type="checkbox"/>	Name	Rating	Current Job Title	Current Company	Match Score	Websites	Status	Most Recent
<input type="checkbox"/>	Jacob Jones	★ ★ ★ ☆ ☆	Copywriter	FarisBering	49%		Prospect 2w ago	Cosmetics
<input type="checkbox"/>	Jerome Bell	☆ ☆ ☆ ☆ ☆	UI Developer	Verify	93%	—	Invite Expired 1d ago	Wellness
<input type="checkbox"/>	Darlene Robertson	☆ ☆ ☆ ☆ ☆	UI Designer	Metaful	71%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Savannah Nguyen	★ ★ ★ ★ ★	Senior Software Engineer	Leannon and Sons	79%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Ralph Edwards	☆ ☆ ☆ ☆ ☆	DevOps Engineer	Advanta Inc.	69%		Invite Declined 5d ago	Chemicals

# Welcome to SCALIS!

## Getting Started with Candidate Reviews

We're thrilled to have you on board! Follow this step-by-step guide to create, assign, and manage candidate reviews—helping your team collaborate efficiently and make informed hiring decisions.

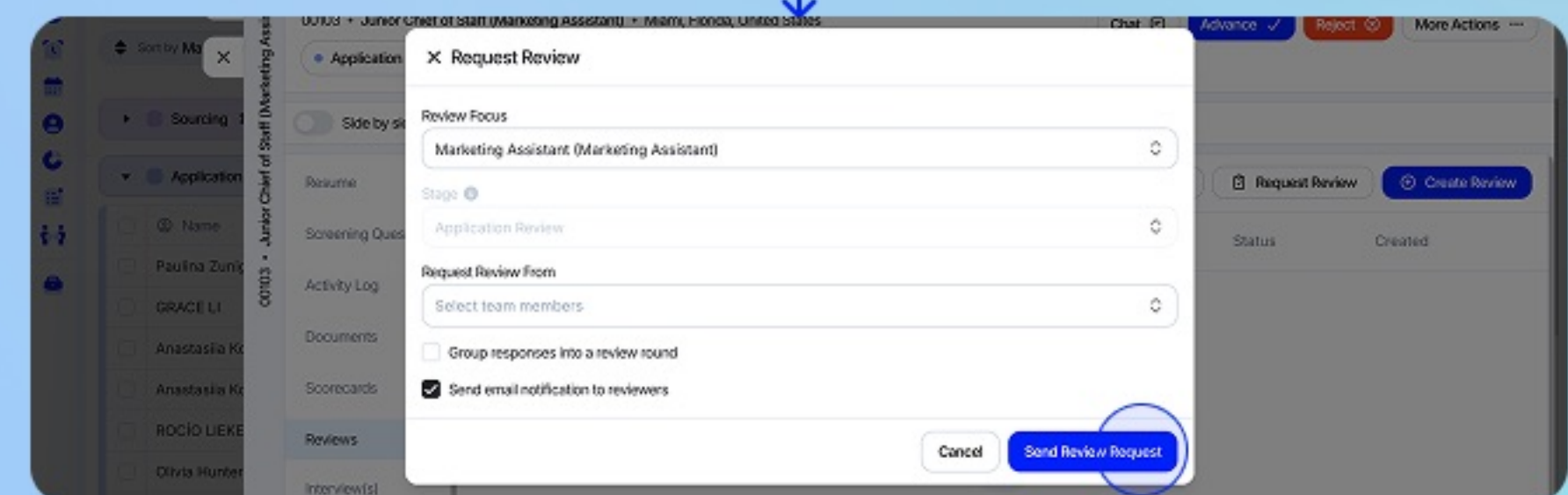
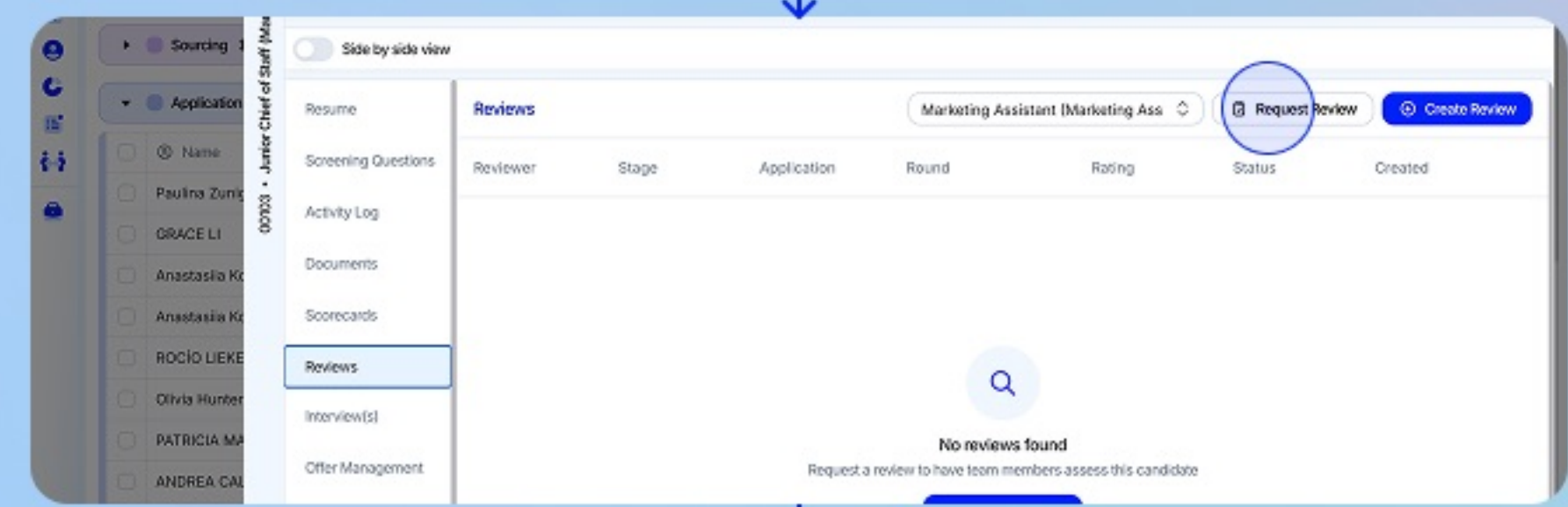
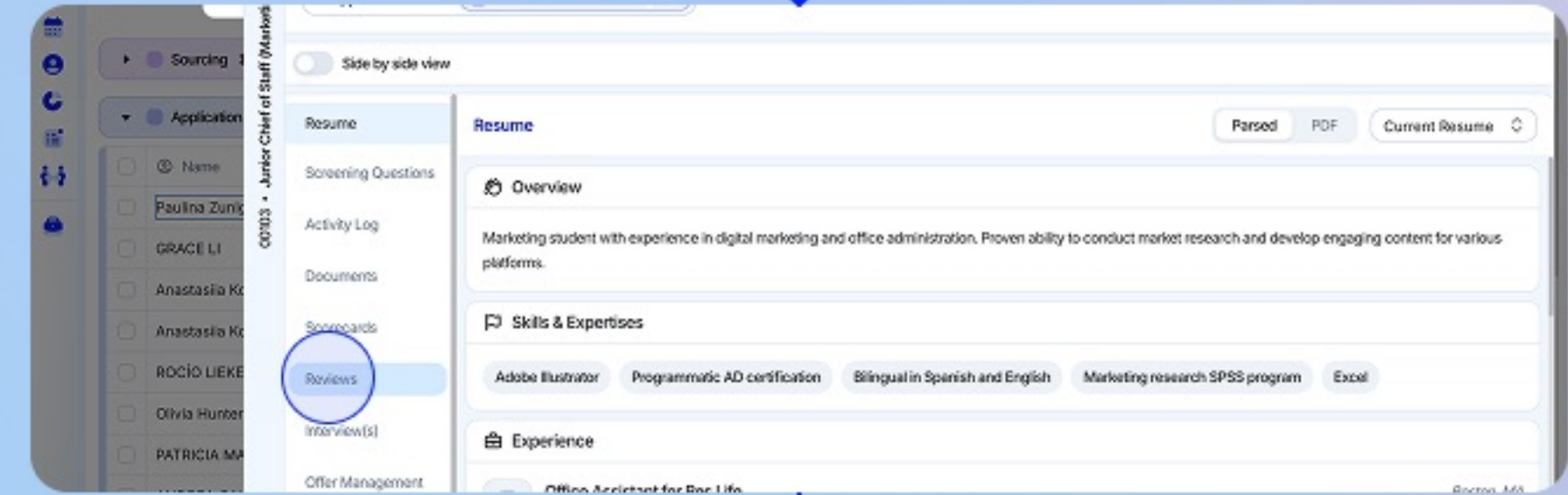
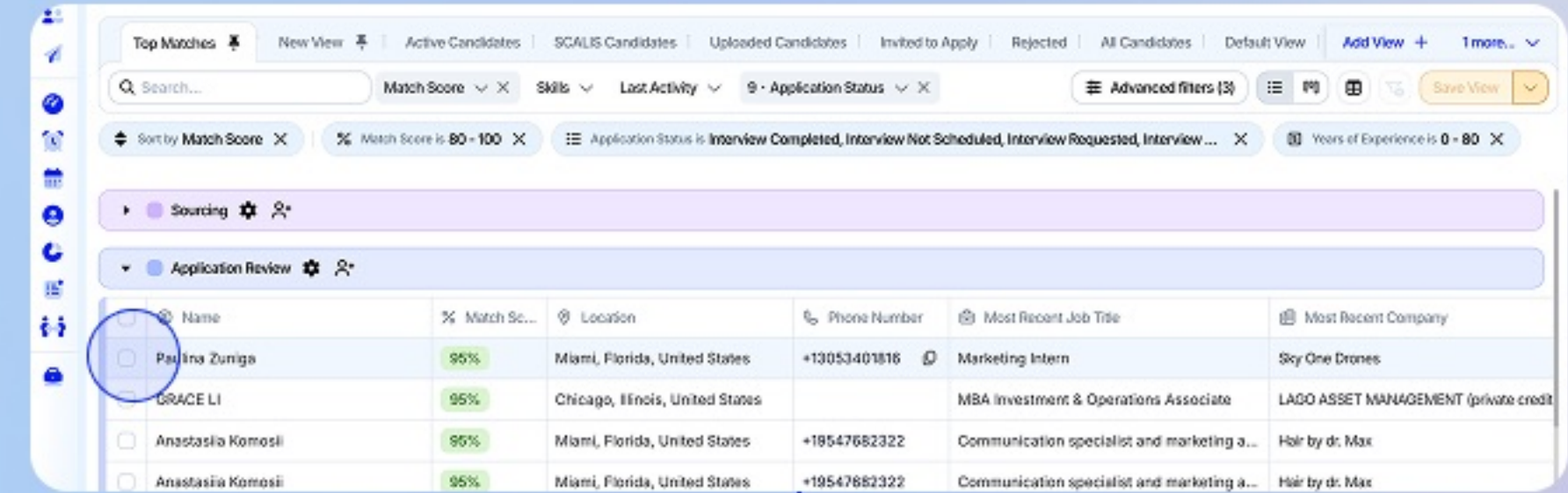
## STEP 1

# Request Individual Reviews

Invite your team to share their feedback on a specific candidate.

1. From your job dashboard, click **“View Pipeline”**.
2. Select a candidate and from the Candidate Profile click the **“Reviews”** tab.
3. Click **“Request Review”** to assign team members to evaluate the candidate. You can choose whether the review focuses on the candidate profile or a specific application.
4. Click **“Send Review Request”** to confirm. If email notifications are enabled, assigned reviewers will be notified automatically.

 *Reviews can only be created for the current stage the application is in.*



## STEP 2


# Create and Submit Review

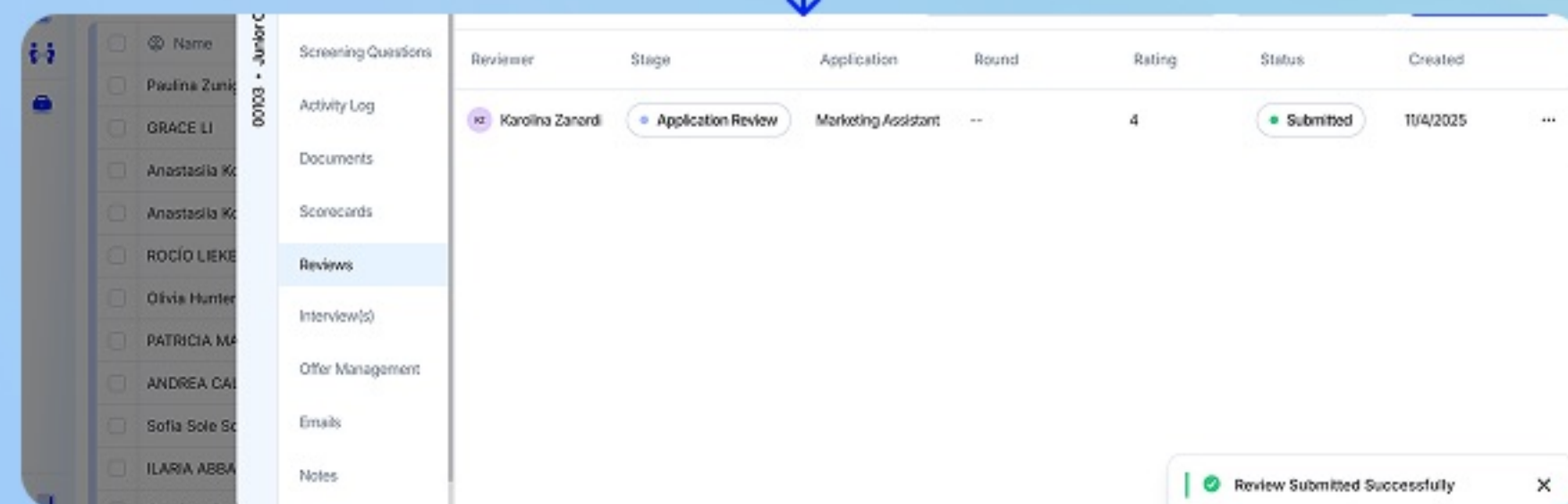
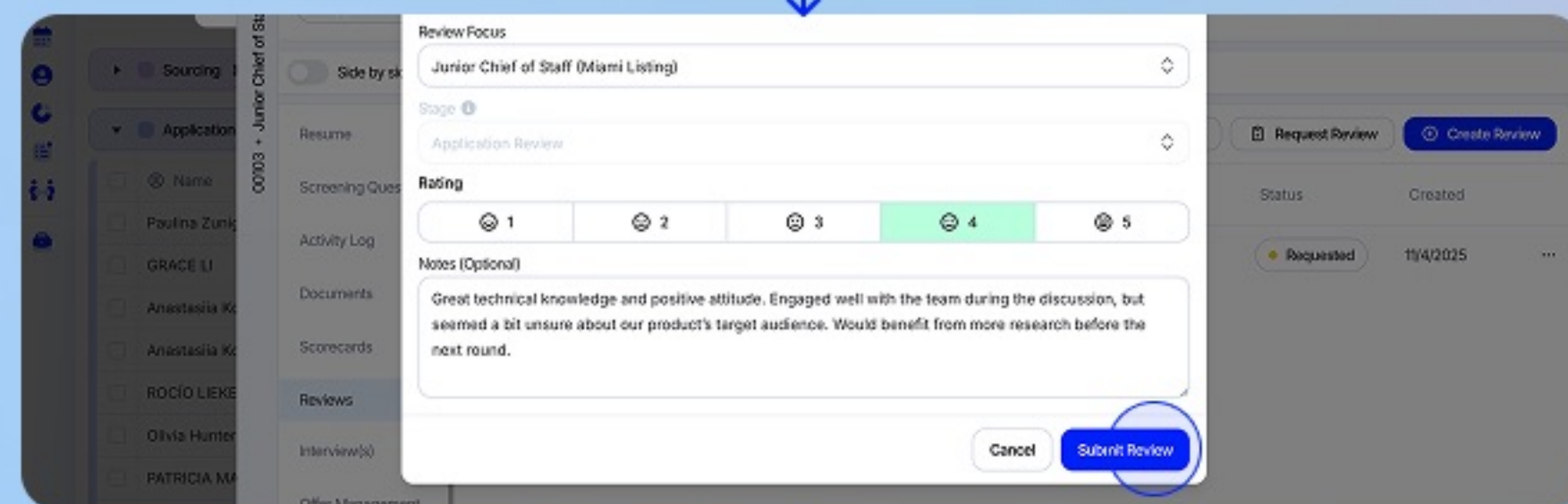
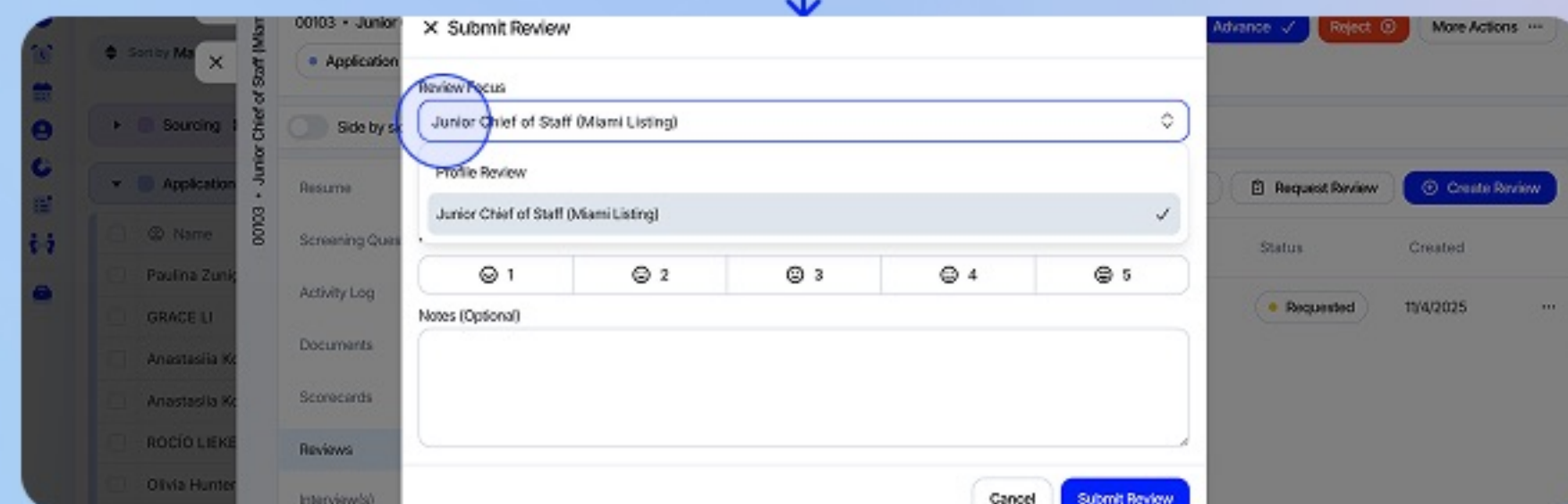
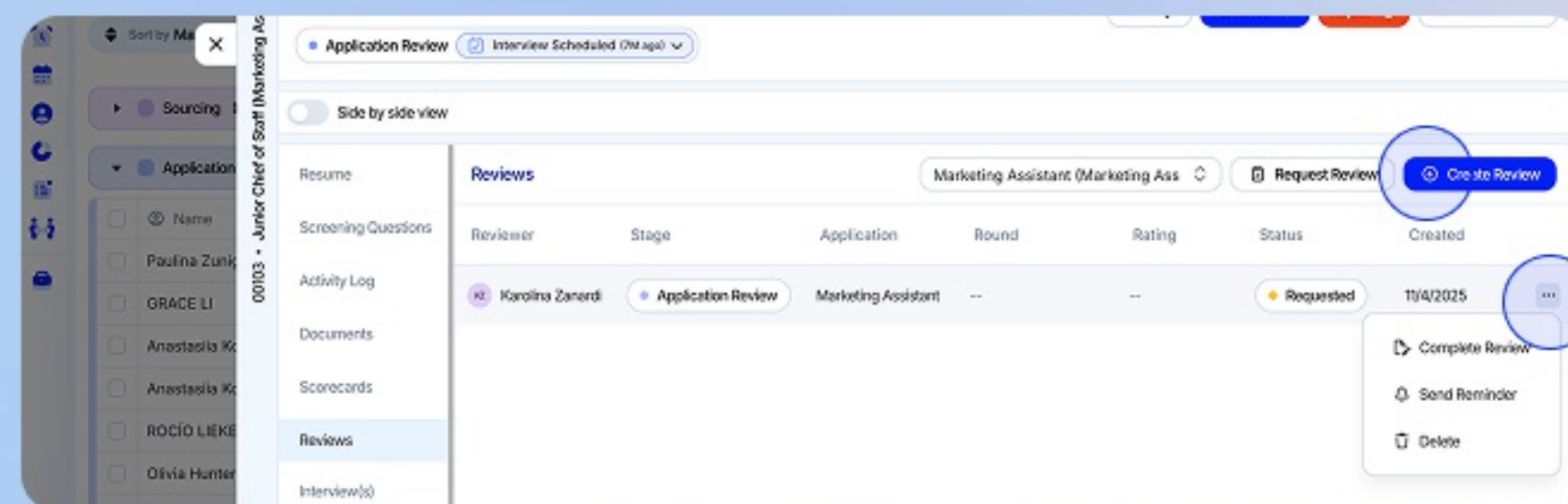
Stay on top of feedback for your candidate. You can see each reviewer's progress and follow up on pending reviews.

1. From the **Reviews** tab in the Candidate Profile, click “**Create Review**” to start a new one — or select “**Complete Review**” from the menu if you've been assigned a review request.

2. Choose the review focus, provide a rating, and add any notes or additional feedback to support your evaluation.

3. Submit your review.

 *If multiple reviewers are assigned, their responses will remain hidden until everyone has submitted their review. This helps ensure fair and unbiased feedback.*




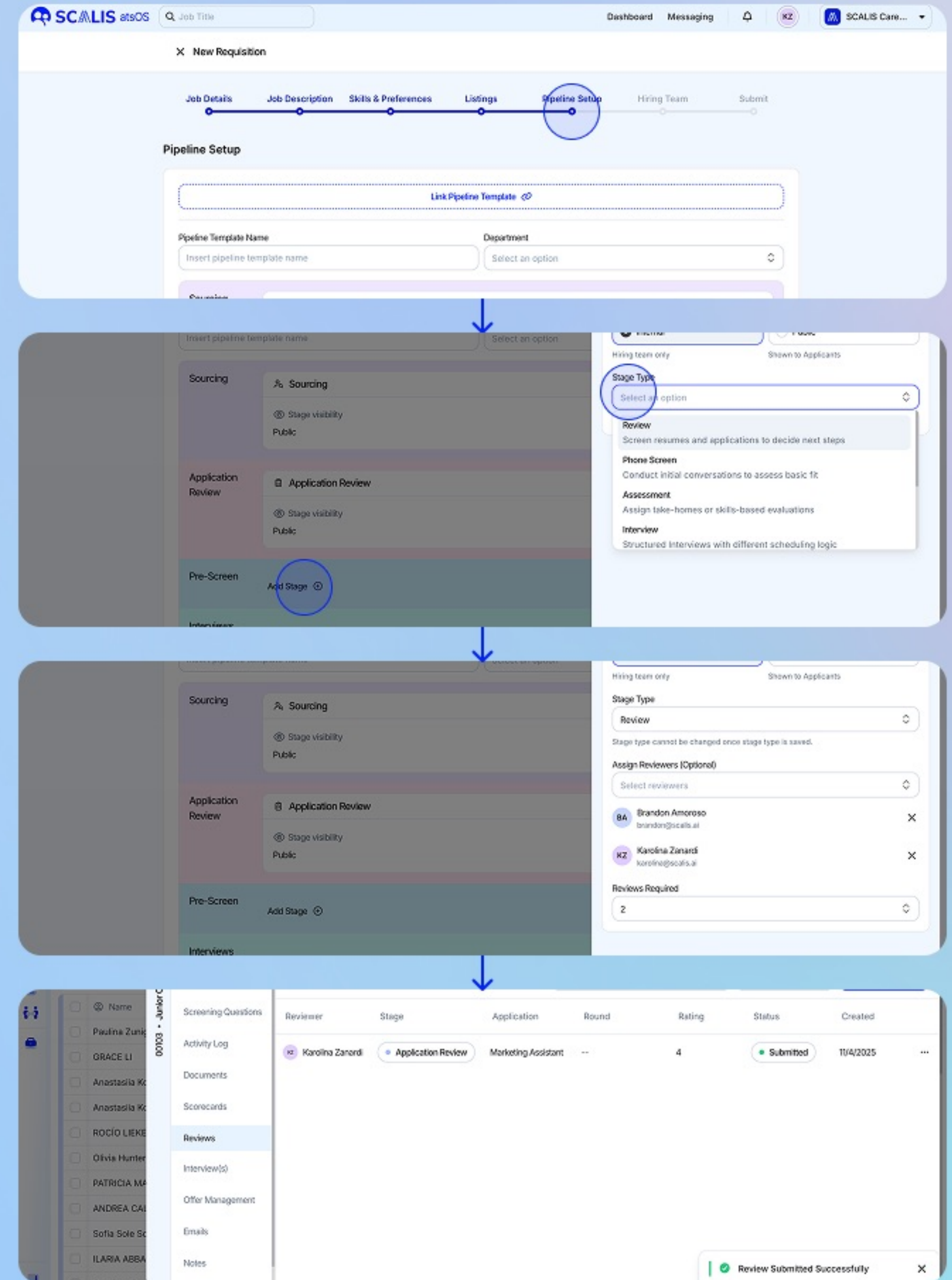
## STEP 3

# Round Reviews from Pipeline Template

Set up round reviews in the pipeline template to automatically generate review requests whenever a candidate is advanced.

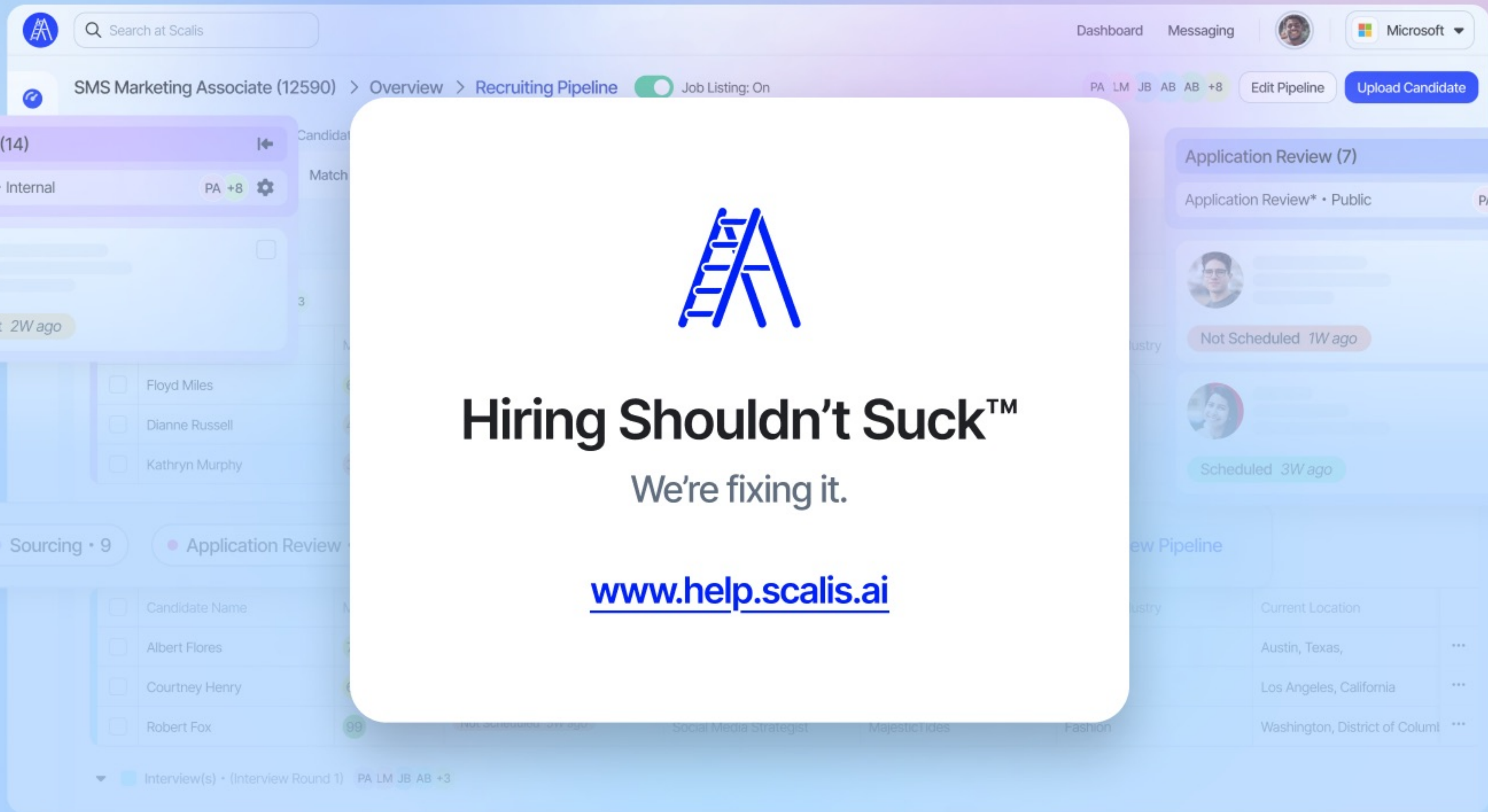
1. Navigate to **Pipeline Setup** when creating a Job Requisition and click **"Add Stage"**.
2. Select **Review** as the stage type and assign the reviewers.
3. Publish the job. Once a candidate is advanced to this stage, the assigned reviewers will automatically receive an email notification to complete their review.

 You can also link a Pipeline Template to the Pipeline Setup that already includes a configured Review stage.



The screenshots illustrate the following steps:

- Step 1:** Navigating to the **Pipeline Setup** stage in the **New Requisition** workflow.
- Step 2:** Clicking **Add Stage** and selecting **Review** as the stage type.
- Step 3:** Assigning reviewers (Brandon Amoroso and Karolina Zanardi) and setting the number of reviews required (2).
- Final State:** A notification indicating that a review was submitted successfully.



# Hiring Shouldn't Suck™

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