

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

14 Sourcing | 7 Application Review | 3 Pre-Screen | 0 Interviews

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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View Details

Job Dashboard

Active Jobs | Closed Jobs | Drafts | Archived Jobs | On Hold | All Jobs

Recruiter | Department | Date Created | Last Activity Date | Pipeline

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 at Chicago, IL

Actively searching for jobs?

About

Hi, I'm Julius, a passionate and dedicated professional with over five years of experience in project management and team leadership. My journey has been marked by a commitment to driving efficiency, fostering collaboration, and delivering high-quality results. With a background in business administration and a knack for problem-solving, I thrive in dynamic environments where I can utilize my skills to contribute to organizational success.

Experiences

Project Planning & Analysis Intern

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
Bachelor of Science from University of Illinois at Chicago, IL
Vice President of Parthenon

Resume

Screening Questions

Activity Log

Documents

Interviews

Scorecards

Notes

Details

Searched By

Create a Requisition

Change Listing | Remote Listing

Pipeline Title

Sourcing | Application Review | Pre-Screen | Interview

Chat with Katelyn Lubin

Direct to hire, 200k-250k PMF
Well start with a technical assessment followed by an intro session with the team. Does that line work for you?

Yes - 11:00 am
2:00 PM sounds perfect.
Do you have any questions about the technical assessment?

Katelyn Lubin - 11:00 am
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 - 11:00 am
Do I fit the bill for the challenge?
One more thing - any particular format for the team intro session?

Katelyn Lubin - 11:00 am
For sure, 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!

Yes - 11:00 am
Sounds good, Katelyn! Appreciate the info. Looking forward to Monday. Anything I should bring or have ready?

Katelyn Lubin - 11:00 am
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 - 11:00 am
Will get! Thanks for the heads up. Do make sure to bring my A-game on Monday. Anything else I should be aware of?

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.

SCALIS

GETTING STARTED


Interview Scheduling

INDEX


Summary


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Debugging Assessment


[Link Interview Template](#) 

- Executive Team Interview Loop
- Live Coding Interview
- Culture and Values Interview Panel
- Coffee Chat with HR
- Engineering Manager Screen



Select an option 

Enable auto-replace with alternate 

Date

 May 28, 2025


Duration Time


45 minutes  08:00am - 08:30am 

Interview Type


Phone Call Onsite Video Call


Video Call Provider

Google Meet 

 Add AI Notetaker

Scorecard Template (Optional)

Executive Scorecard 

[Add Details](#) 



SCALIS atsOS

Dashboard Messaging Microsoft

Job Dashboard > SMS Marketing Associate (12590) > Pipeline

PA LM JB AB AB +8

Active Candidates SCALIS Candidates | Prospects | Invited to Apply | Rejected | +

Match Score ▾ Stage ▾ Last Activity Date ▾ Status ▾ Skills ▾

▲ 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 Interview Scheduling

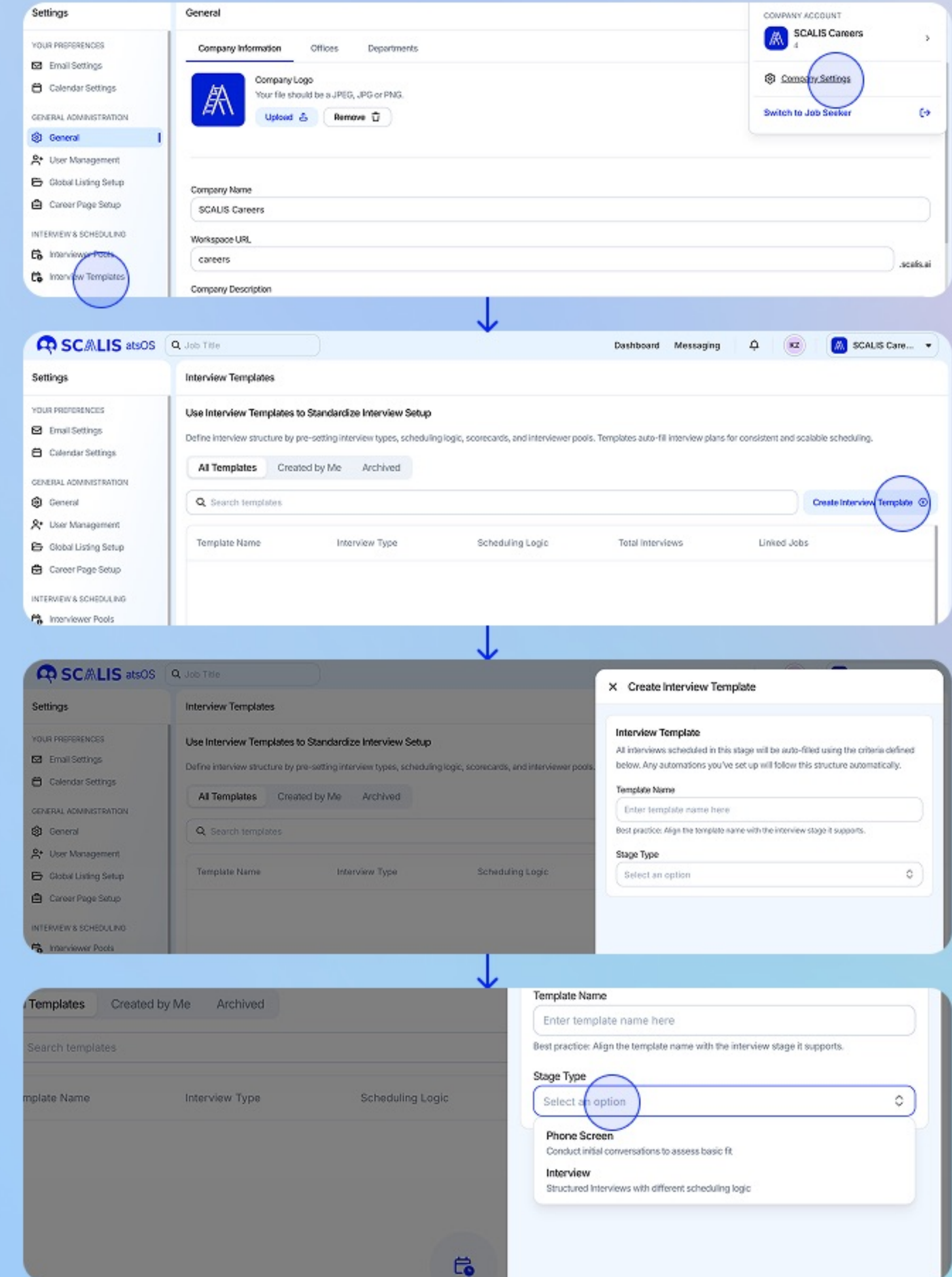
We're thrilled to have you on board! Follow this step-by-step guide to set up your Interview Scheduling and make the most of the platform.

STEP 1

Creating Interview Templates

Save time and drive consistency with Interview Templates, reusable across roles and stages.

1. Navigate to your [Company Settings](#).
2. Click “[Interview Templates](#)”.
3. Click “[Create Interview Template](#)”.
4. Give the template a name (as a best practice, we suggest to align the template name with the interview stage it supports) and select between a stage type: [Phone Screen](#) if it is a initial screening stage requiring setup of format, interviewer, and logistics, and [Interview](#) if it is a core interview stage requiring format, interviewer(s), and evaluation setup.



STEP 1.2

Creating Interview Templates

After selecting a stage type, you'll proceed to selecting a Scheduling Logic.

🔍 What are the Scheduling Logics?

- **1:1 Interview:** A single interviewer meets with the candidate for each session.
- **Interview Loop:** A series of back-to-back interviews with different interviewers.
- **Self-Schedule Interview:** Candidate selects a time based on available interviewer(s).
- **Panel:** Multiple interviewers meet the candidate at the same time.

✕ Create Interview Template

below. Any automations you've set up will follow this structure automatically.

Template Name

Engineer Interviews

Best practice: Align the template name with the interview stage it supports.

Stage Type

Interview

Interview Type

Phone Call

Onsite

Video Call

Scheduling Logic

1:1 Interview

Duration

Select an option

1:1 Interview ✓

Interview Loop

Scorecard Template (

Select an option

Self-Schedule Interview

Panel

Interviewer or Interviewer Pool

Select an option

Enable auto-replace with alternate ⓘ

Cancel

Create



STEP 1.2.1

Creating Interview Templates

After selecting a scheduling logic, you can customize your interview template.

1:1 Interview

- **Duration:** Defines the total length of the interview session.
- **Scorecard Template:** Determines the evaluation form used by the interviewer to assess the candidate's performance.
- **Interviewer:** Specifies the individual responsible for conducting the interview.
- **Enable Auto-Replace:** When enabled, the system automatically assigns an available backup interviewer if the primary interviewer becomes unavailable.

× Create Interview Template

below. Any automations you've set up will follow this structure automatically.

Template Name

Engineer Interviews

Best practice: Align the template name with the interview stage it supports.

Stage Type

Interview

Interview Type

Phone Call

Onsite

Video Call

Scheduling Logic 1:1 Interview

Duration

Select an option

Scorecard Template (Optional)

Select an option

Interviewer or Interviewer Pool

Select an option

Enable auto-replace with alternate ⓘ

Cancel

Create



STEP 1.2.2

Creating Interview Templates

After selecting a scheduling logic, you can customize your interview template.

Interview Loop

- **Interview Segment:** Defines each individual part of the interview loop, typically associated with a specific interviewer, duration, and scorecard template.
- **Require Minimum Buffer:** Specifies whether a mandatory time gap should be inserted between interview segments.
- **Needs Debrief Meeting:** Enabling this prompts a post-interview debrief to be scheduled with all interviewers.




× Create Interview Template

Interview

Interview Type

Phone Call Onsite Video Call

Scheduling Logic Interview Loop

Untitled Interview   


Interview Name

Duration Scorecard Template (Optional)

Interviewer(s) or Interviewer Pool

[+ Add Interview Segment](#)

Require Minimum Buffer Between Interviews

Needs Debrief Meeting 

[Cancel](#) [Create](#)

STEP 1.2.3

Creating Interview Templates

After selecting a scheduling logic, you can customize your interview template.

Self-Schedule Interview

- **Duration:** Defines the total length of the interview session.
- **Scorecard Template:** Determines the evaluation form used by the interviewer to assess the candidate's performance.
- **Interviewer:** Specifies the individual responsible for conducting the interview. Candidate will see and select from the interviewer's open time slots.

× Create Interview Template

All interviews scheduled in this stage will be auto-filled using the criteria defined below. Any automations you've set up will follow this structure automatically.

Template Name

Engineer Interviews

Best practice: Align the template name with the interview stage it supports.

Stage Type

Interview

Interview Type

Phone Call

Onsite

Video Call

Scheduling Logic • Self-Schedule Interview ▼

Duration

Select an option

Scorecard Template (Optional)

Select an option

Interviewer

Select an option

Candidate will see and select from this interviewer's open time slots.

Cancel

Create



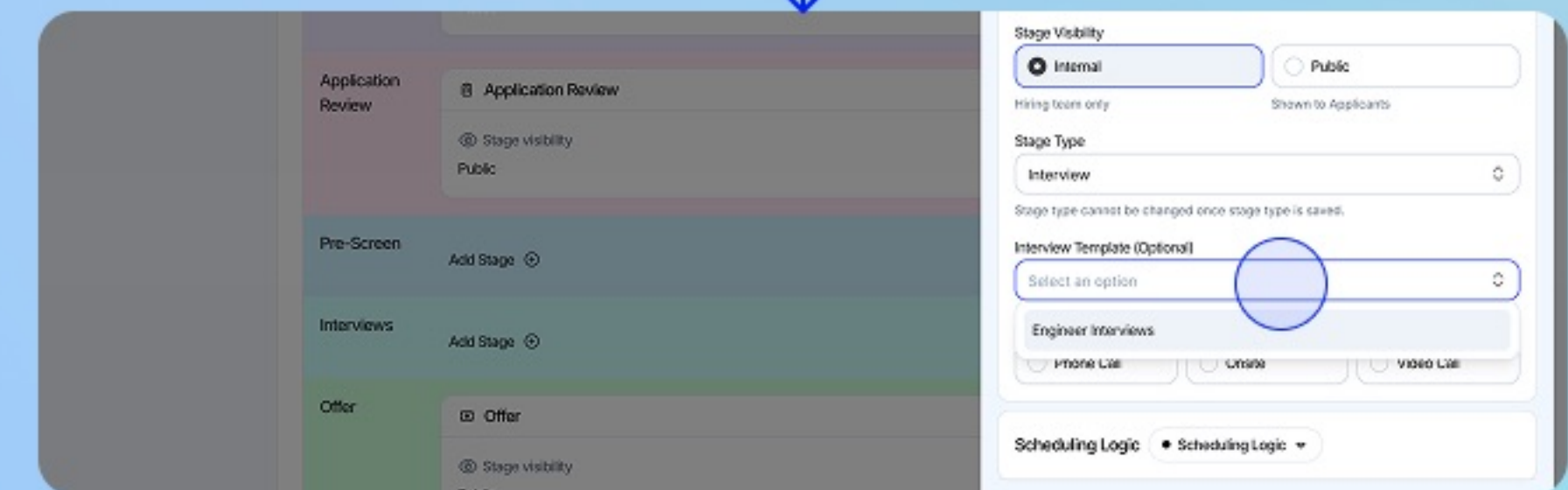
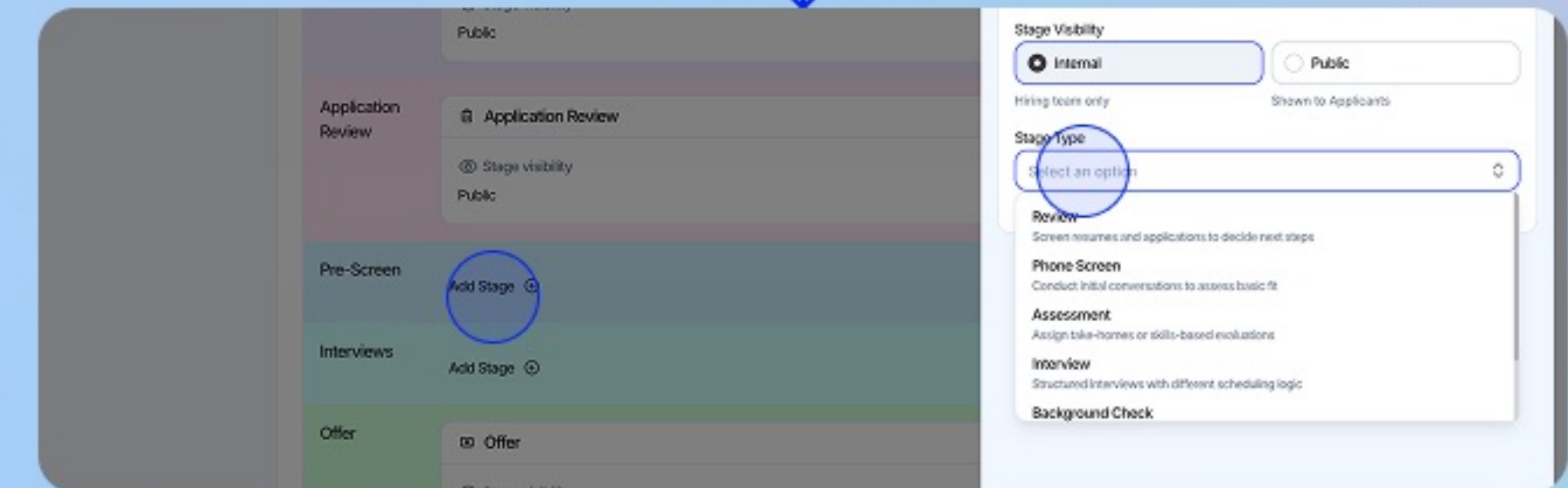
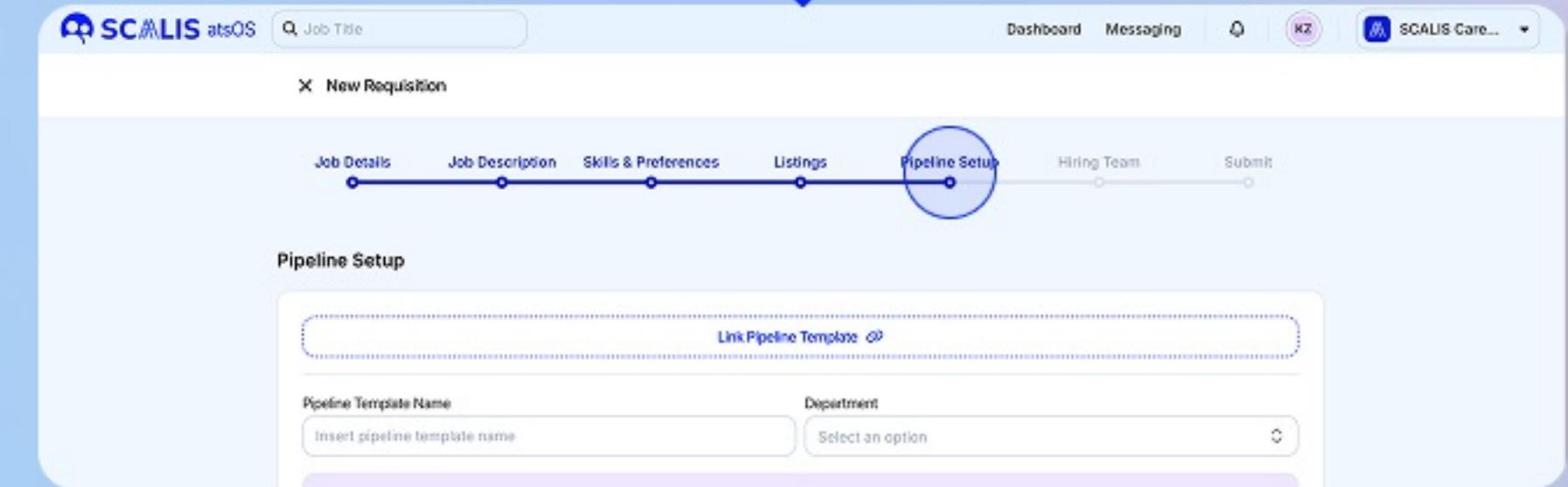
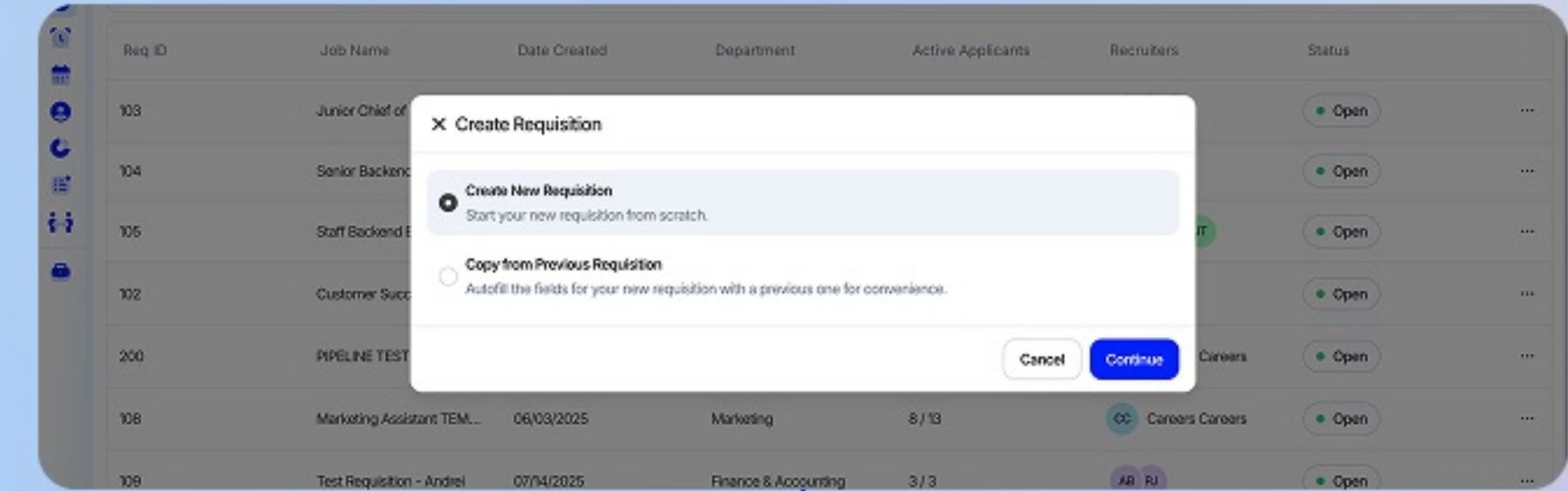
STEP 2

Setting up a Pipeline

After creating the interview template, you can link it to a job by adding to a stage in the Pipeline Setup.

1. Navigate to your [Job Dashboard](#).
2. Click [“Create Requisition”](#).
3. Fill out the information for your new requisition and navigate to [“Pipeline Setup”](#).
4. Click [“Add Stage”](#) and select a stage type.

Please note that the interview templates can only be applied to Interview and Phone Screen stage types. Tip: You can also include Interview Templates within a Pipeline Template and then apply that Pipeline Template to a Job Requisition.



STEP 2.1

Setting up a Pipeline

There are 5 different stage types: Review, Generic, Phone Screen, Interview, and Assessment.

If you need to enable Reference Check or Background Check stages, please contact our team.

Review

Internal team member responsible for reviewing this stage. Reviewers are typically assigned based on expertise or stage ownership.

Generic

Flexible stage type without predefined requirements. Can be used for any process step that doesn't fit other specific stage types.

✕ Add Stage

Stage Name

Insert stage name here

Stage Visibility

Internal

Hiring team only

Public

Shown to Applicants

Stage Type

Review

Stage type cannot be changed once stage type is saved.

Assign Reviewer

Select an option

Cancel

Add Stage



STEP 2.2

Setting up a Pipeline

Phone Screen

Initial screening stage requiring setup of format, interviewer, and logistics.

- **Interview Template:** Specifies the format of the interview, determining how the session will be conducted.
- **Interview Type:** Specifies the format of the interview, determining how the session will be conducted.
- **Scheduling Logic:** Determines the structure and flow of the interview.

✕ Add Stage

Stage Name

Insert stage name here

Stage Visibility

Internal

Hiring team only

Public

Shown to Applicants

Stage Type

Phone Screen

Stage type cannot be changed once stage type is saved.

Interview Template (Optional)

Select an option

Interview Type

Phone Call

Video Call

Scheduling Logic

Scheduling Logic

Cancel

Add Stage



STEP 2.3

Setting up a Pipeline

Assessment

Technical or take-home assignment stage for candidate's evaluation.

- **Assessment Type:** Specifies the format of the assignment. External Link directs the candidate to an external test, while Take-Home is a file uploaded for the candidate to complete.
- **Assign Reviewer:** Defines who will evaluate the assessment.
- **Expiration Date:** Defines the time limit for the candidate to complete the assessment.
- **Scorecard Template:** Determines the evaluation form used by the interviewer to assess the candidate's performance.

✕ Add Stage

Stage Name

Stage Visibility
 Internal Public
Hiring team only Shown to Applicants

Stage Type
 ◇
Stage type cannot be changed once stage type is saved.

Assessment Type
 ◇

Assign Reviewer
 ◇

Expiration Date
 📅

Scorecard Template (Optional)
 ◇

STEP 2.4

Setting up a Pipeline

Interview

Core interview stage requiring format, interviewer(s), and evaluation setup.

- **Interview Template:** Specifies the format of the interview, determining how the session will be conducted.
- **Interview Type:** Specifies the format of the interview, determining how the session will be conducted.
- **Scheduling Logic:** Determines the structure and flow of the interview.

✕ Add Stage

Stage Name

Stage Visibility
 Internal Public
Hiring team only Shown to Applicants

Stage Type
 Stage type cannot be changed once stage type is saved.

Interview Template (Optional)

Interview Type
 Phone Call Onsite Video Call

Scheduling Logic Scheduling Logic ▾

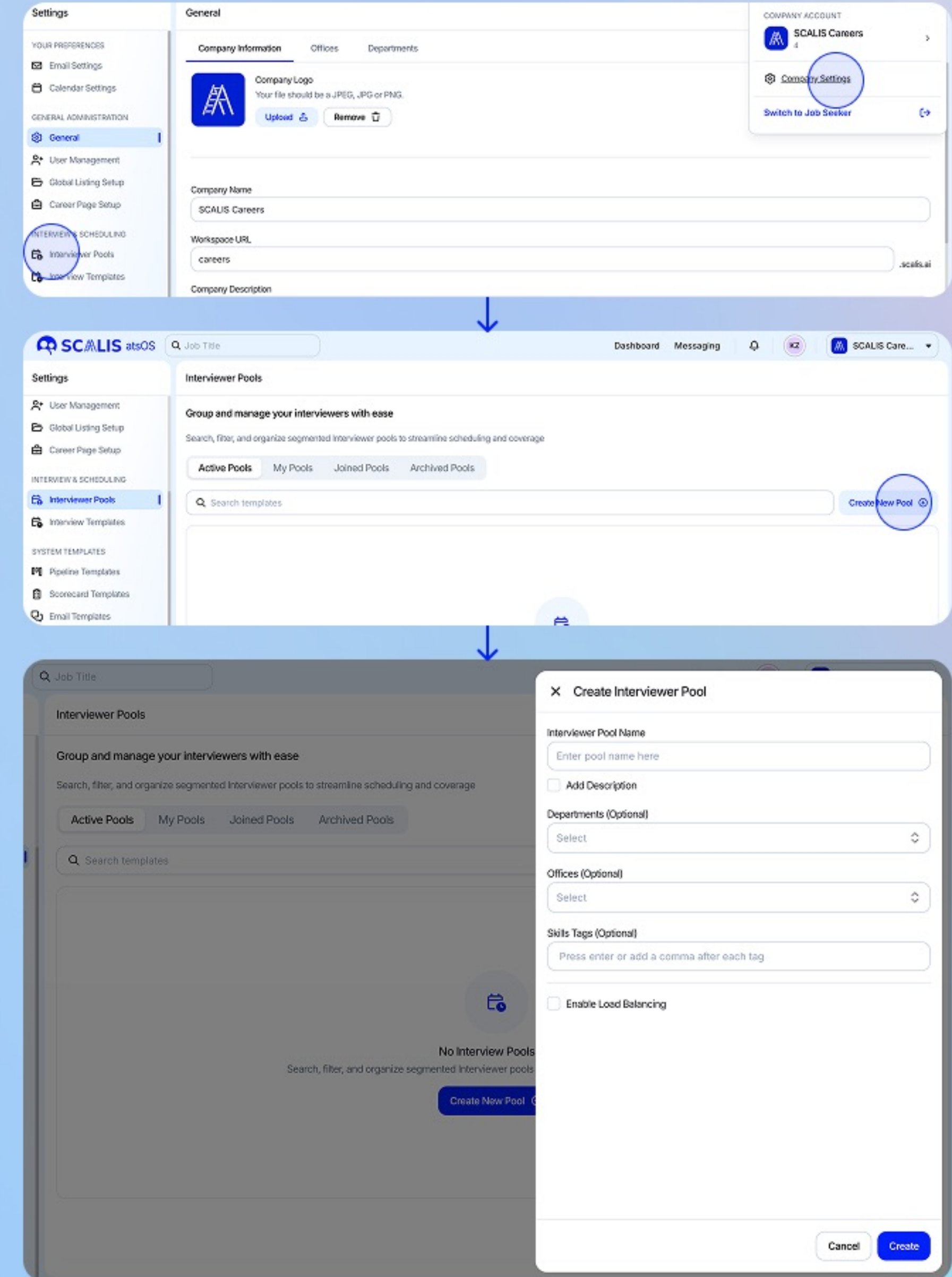
STEP 3

Creating Interviewer Pools

Save time and ensure flexibility with Interviewer Pools, easily assignable across roles and stages.

1. Navigate to your [Company Settings](#).
2. Click [“Interviewer Pools”](#).
3. Click [“Create New Pool”](#).
4. Enter the required details to create the pool, then start adding members to it.

Tip: Check the Load Balancing to enable the system to auto-distribute interviews across pool members to prevent overloading.

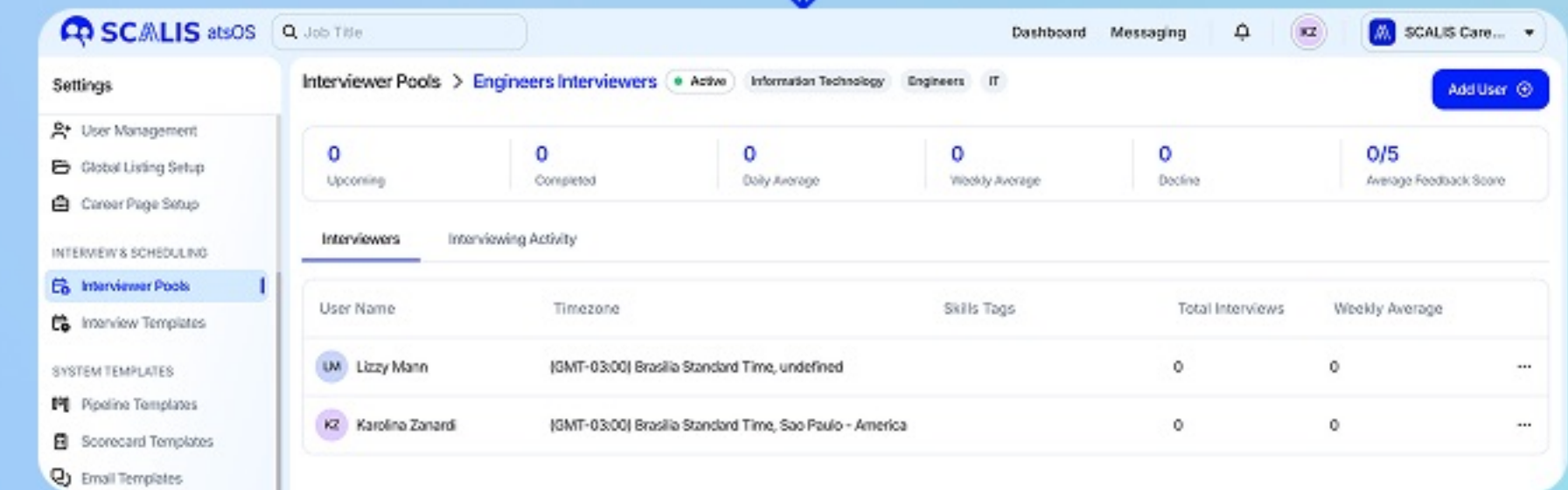
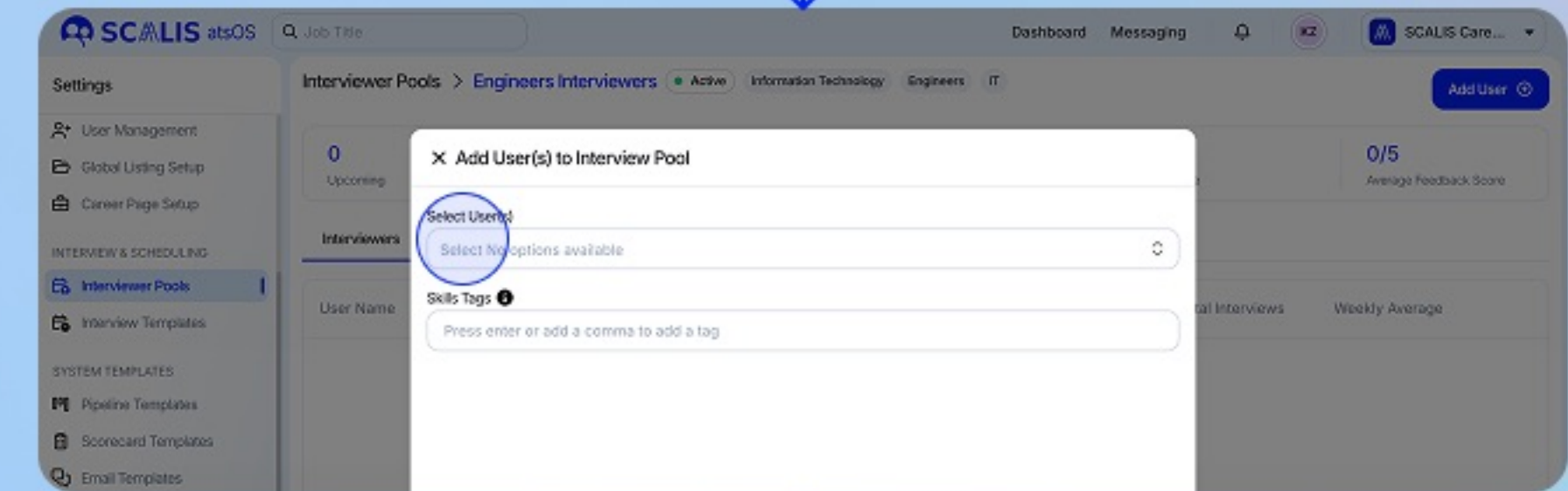
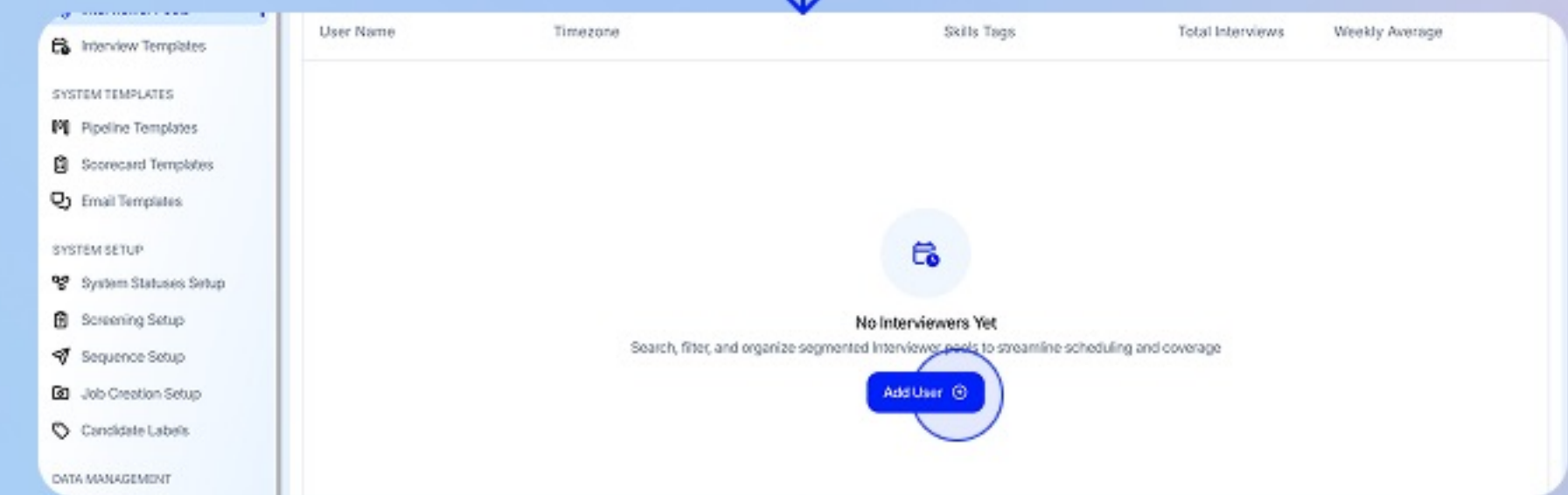
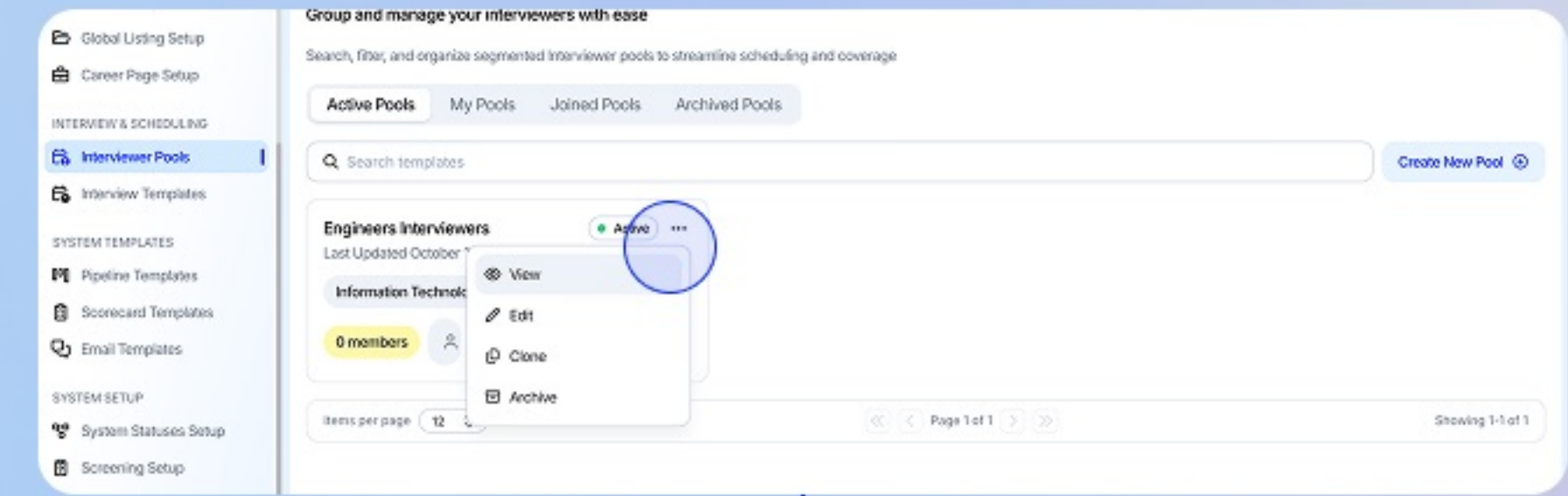


STEP 3.1

Adding members to an Interviewer Pool

After creating the Interviewer Pool, you can add members to it and view the Interviewing Activity.

1. Click the ellipsis icon from the interviewer pool created and click “View”.
2. Inside the pool, click “Add User”
3. Select the users you want to add to the pool.
4. You can view the candidates interviewed by the interviewer pool from the “Interviewing Activity” tab.

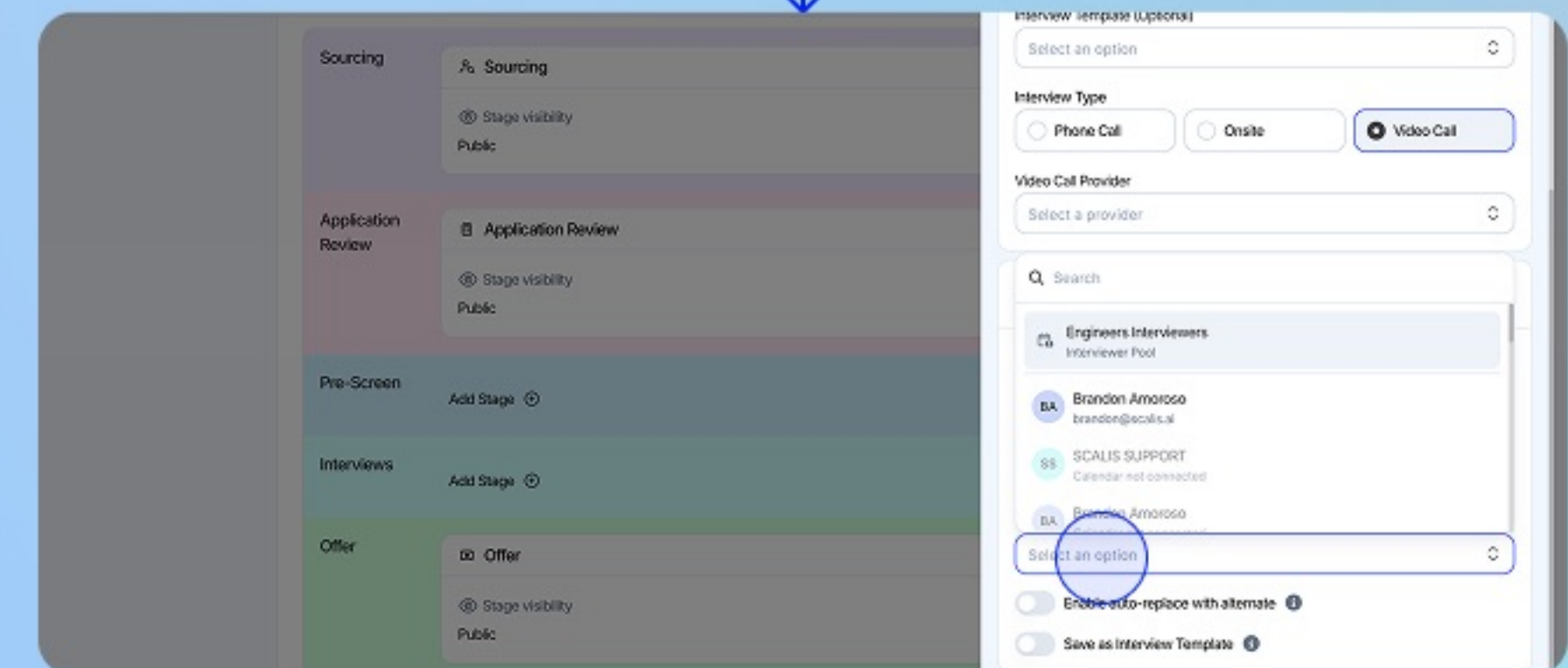
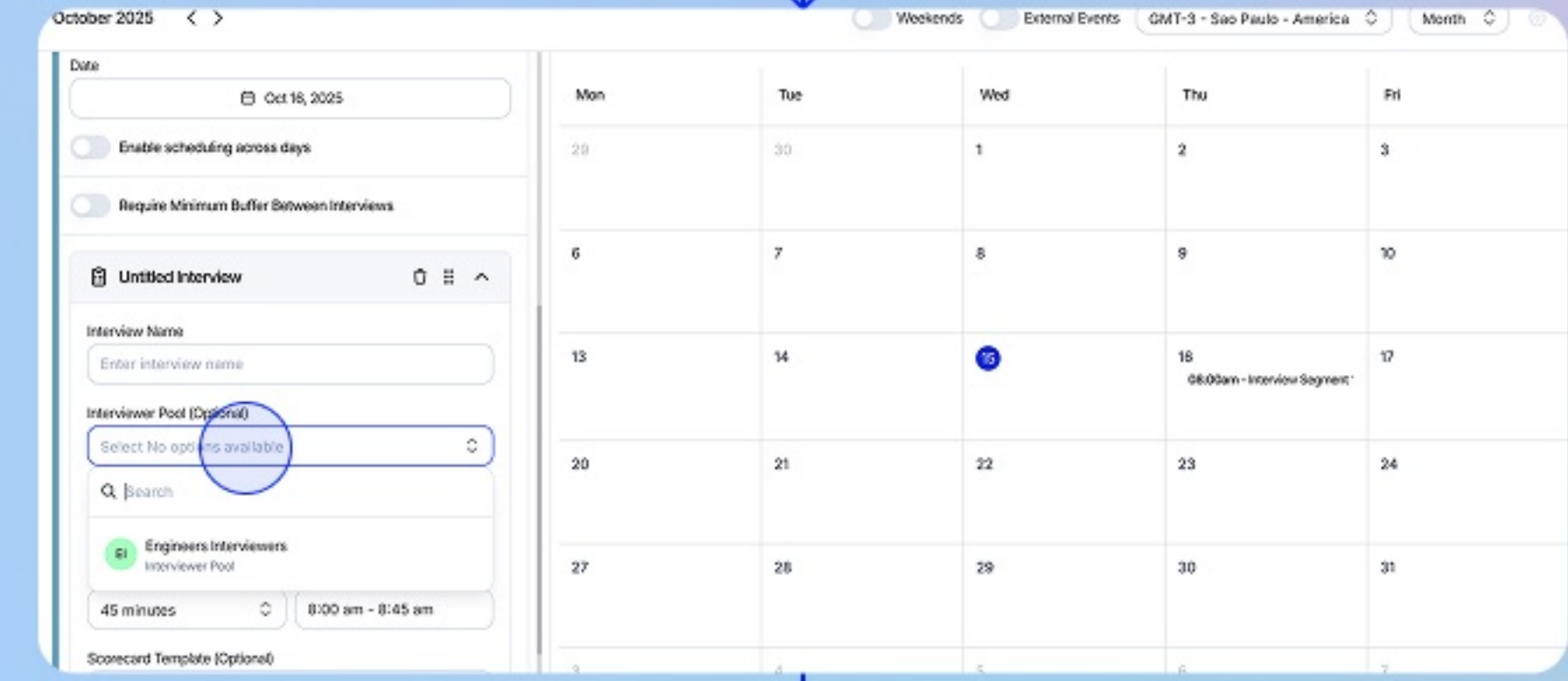
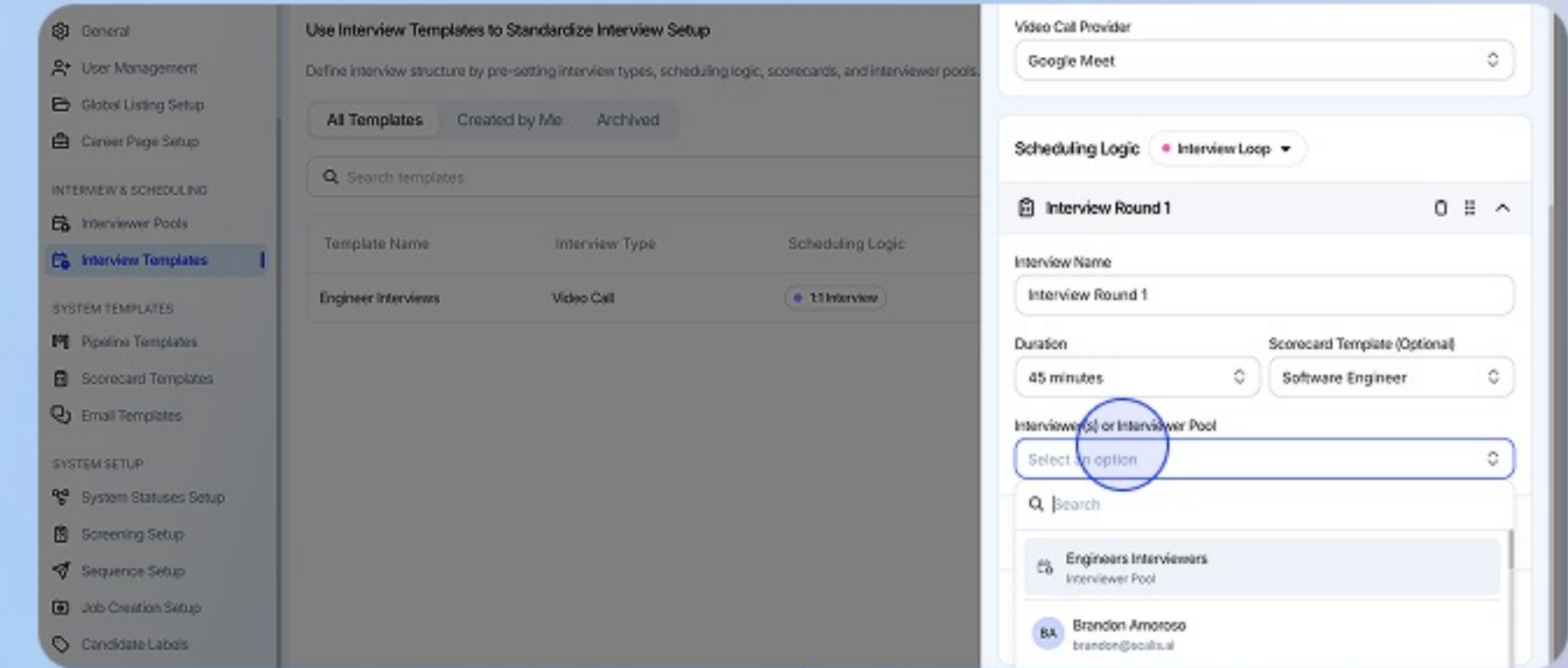


STEP 4

Adding an Interviewer Pool to an Interview

An Interviewer Pool can be added to an Interview Template, a Pipeline stage or when Scheduling an Interview. *Interviewer Pools can only be added to the Interview Loop scheduling logic.*

1. Navigate to **Interview Templates** inside **Company Settings**, create or edit an Interview Template that contains an Interview Loop and select the Interviewer Pool.
2. Navigate to the a job's **Pipeline**, select a candidate, click the **Interview(s)** tab, click **"Schedule"**, select **"Interview Loop"** as Scheduling Logic and select the Interviewer Pool.
3. While creating a Requisition, navigate to **Pipeline Setup**, click **"Add Stage"**, select **"Interview Loop"** as Scheduling Logic and select the Interviewer Pool.

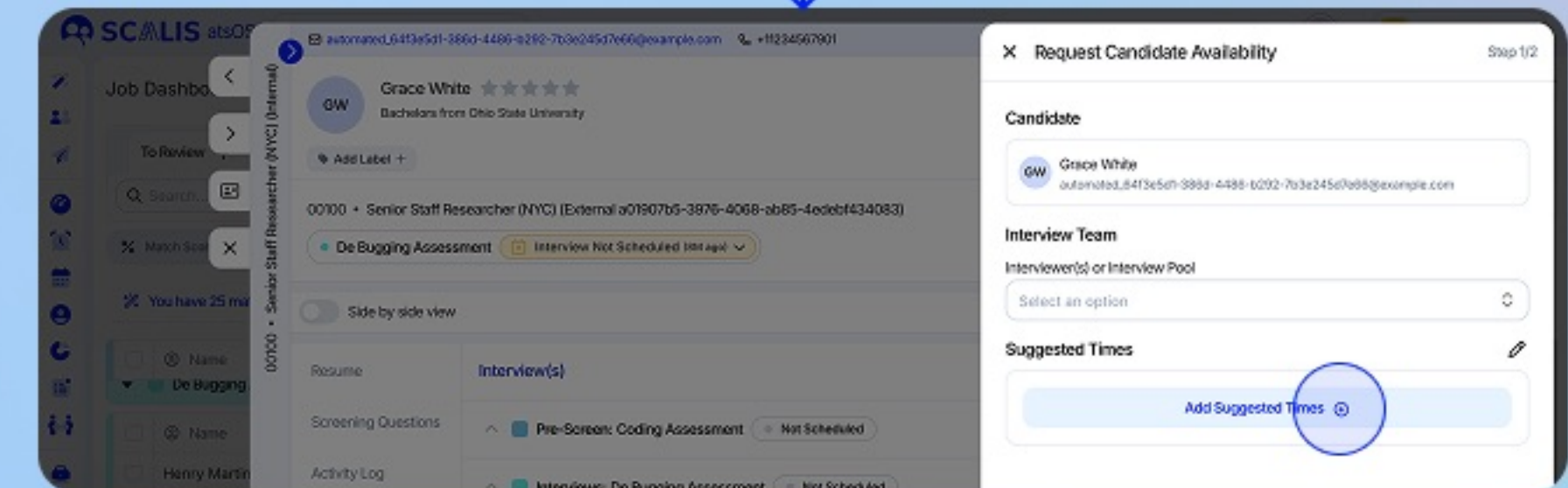
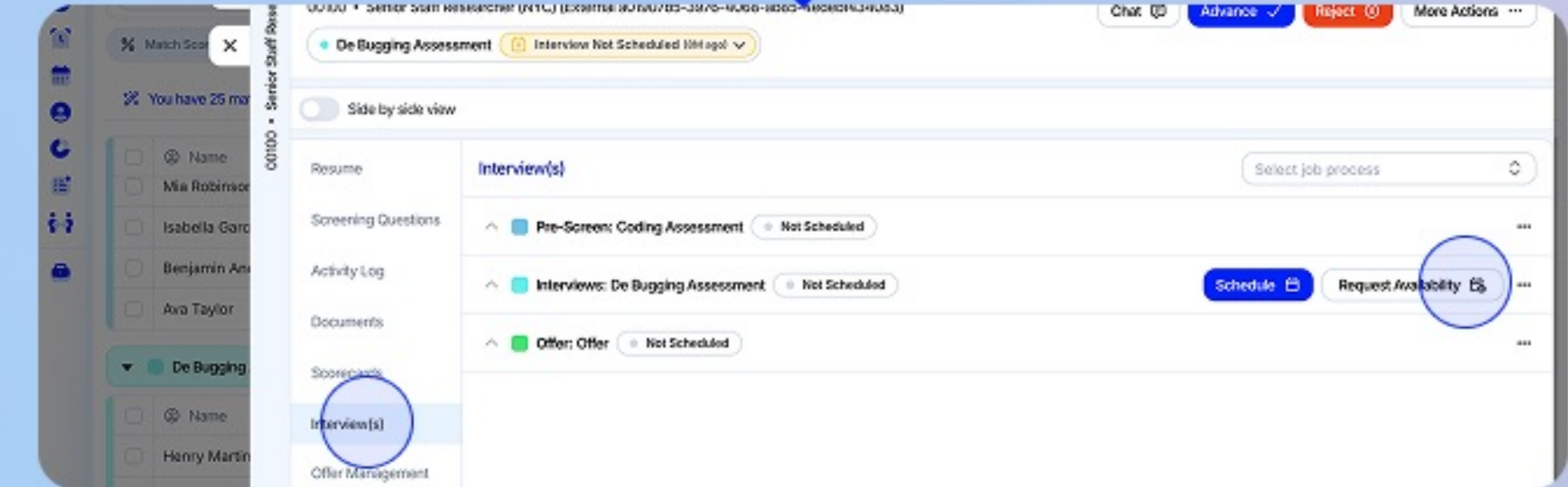


STEP 5

Requesting Availability

Streamline scheduling by requesting candidate availability directly from the pipeline.

1. From your job dashboard, click “[View Pipeline](#)”.
2. Open the Candidate Profile and click “[Interview\(s\)](#)” tab.
3. Click “[Request Availability](#)” to request the candidate’s available time slots.
4. Add suggested times and send the request.

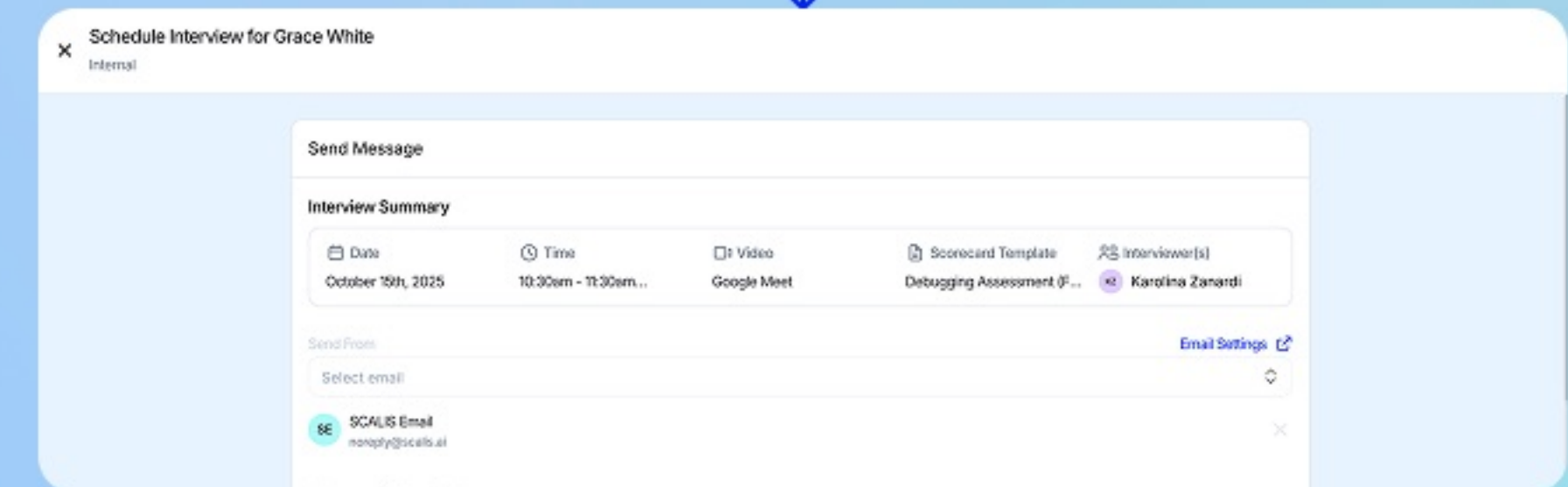
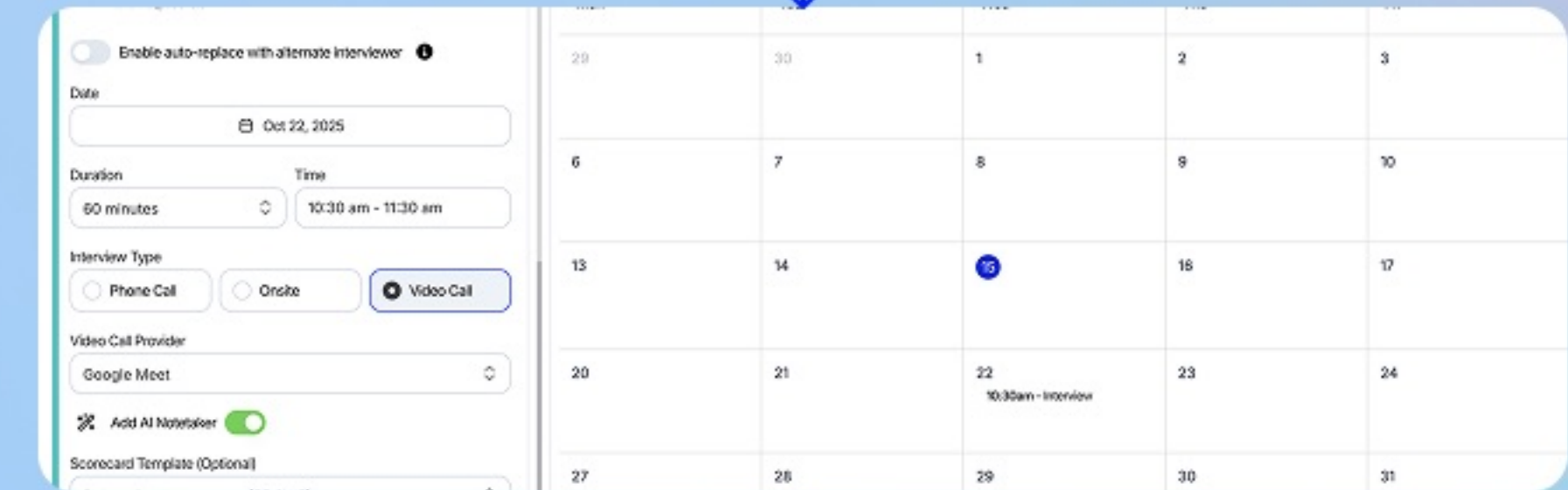
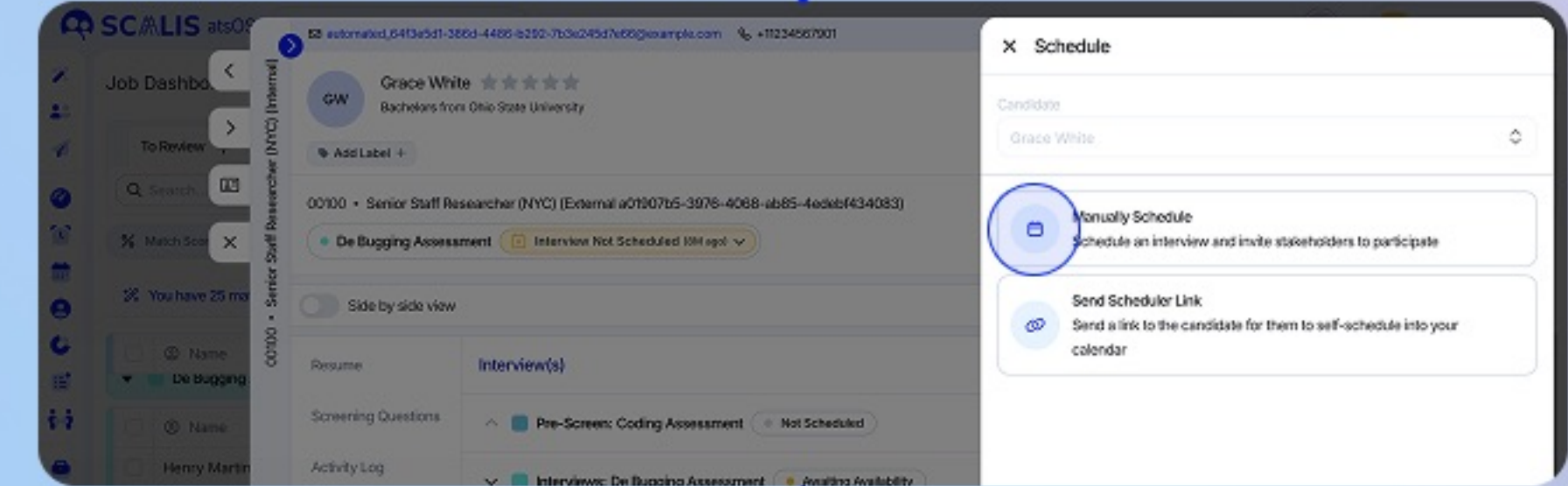
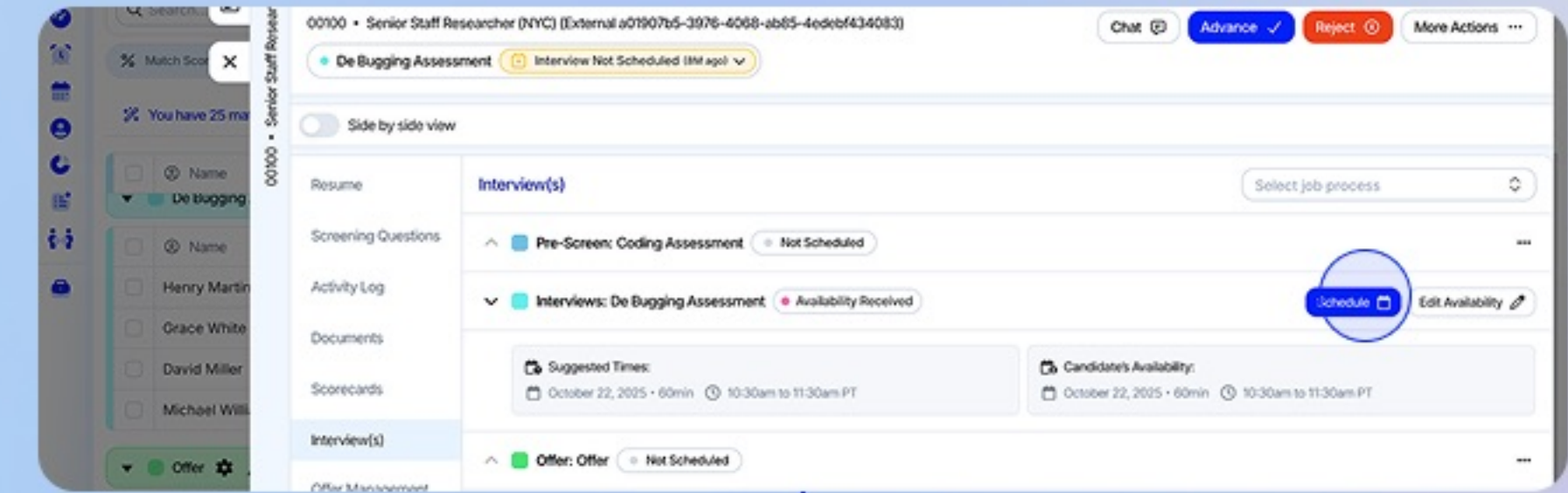


STEP 6

Scheduling an Interview

Easily coordinate interview schedules and manage candidate availability in just a few clicks.

1. After user submits its availability, click **“Schedule”**.
2. Select how you want to schedule: **Manually Schedule** to schedule an interview and invite stakeholders to participate, or **Send Scheduler Link** to send a link to the candidate for them to self-schedule into your calendar.
3. Complete the scheduling information or select from an Interview Template.
4. Send a message for the candidate(s) and interviewer(s) confirming the interview.



STEP 7

Using an Interview Kit Token

Insert the “Interview Kit” token in confirmation and invitation emails to give interviewers easy access to the scorecard.

1. When sending a message to participants from the Schedule Interview flow, click the **brackets icon** ({ }) to add a token.
2. Click “**Interview Tokens**” and select the “**Interview Kit Token.**” Adding this token to the invitation email will automatically include the Scorecard link for all interview participants.
3. Fill out the message then click “**Submit**”. An email will be send to participants inviting them for the interview.

⚠ Important: The Interview Kit link adapts based on who clicks it: company users are taken to the scorecard, while candidates will just be taken to the job listing.



The image illustrates the process of adding an Interview Kit token to an interview invitation. It consists of four sequential screenshots:

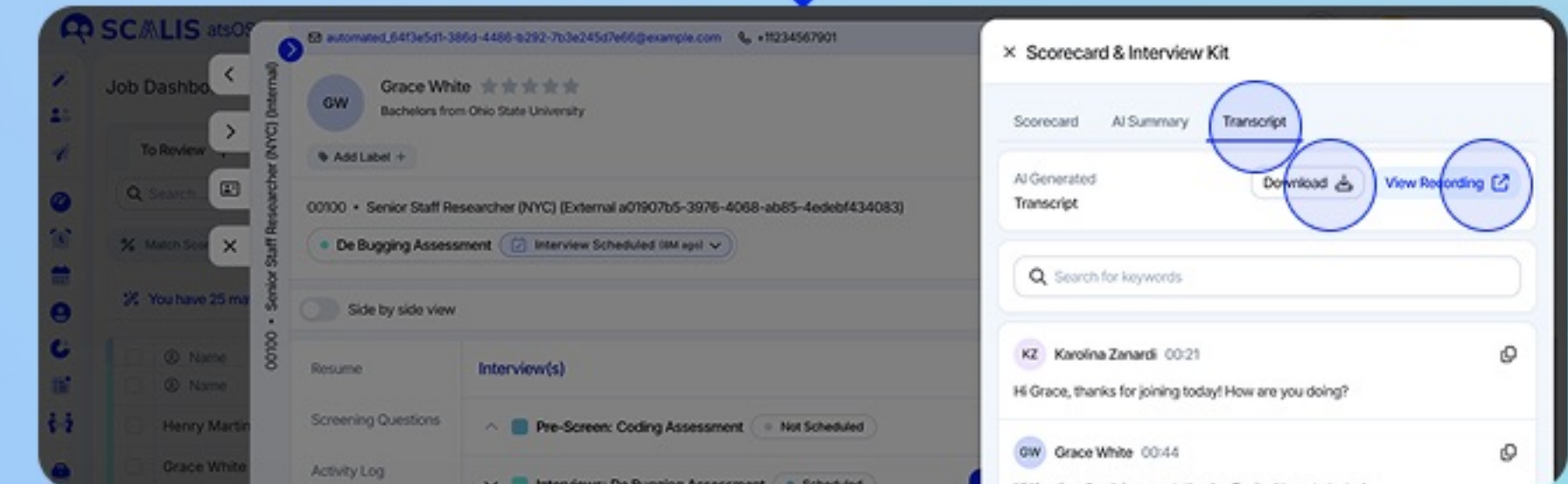
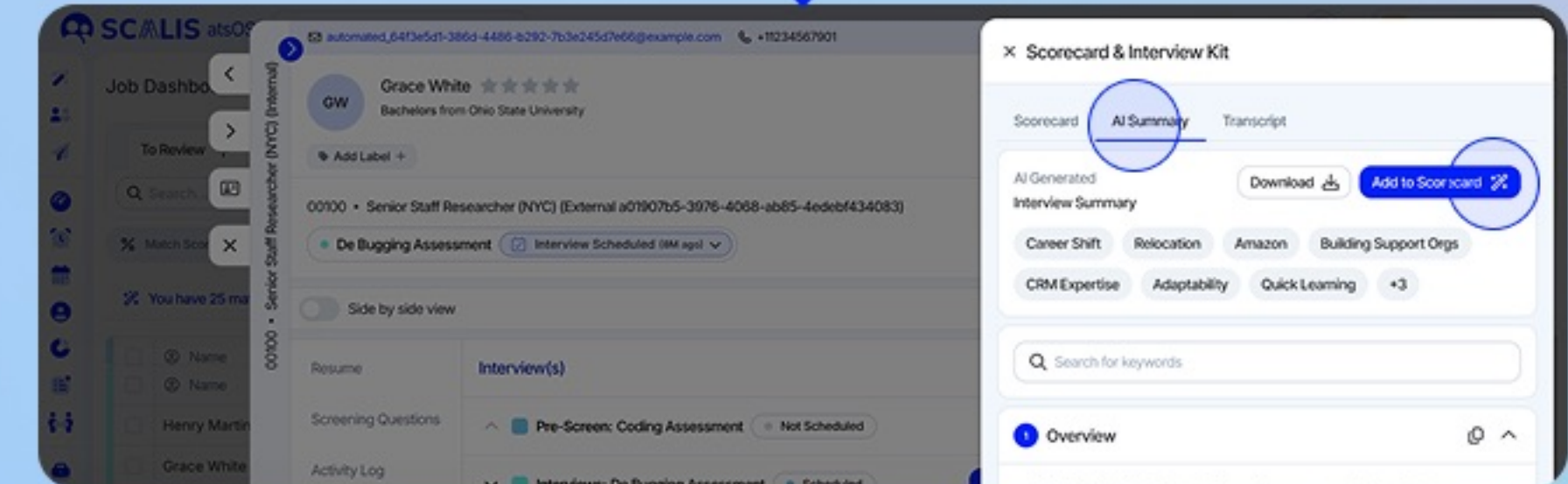
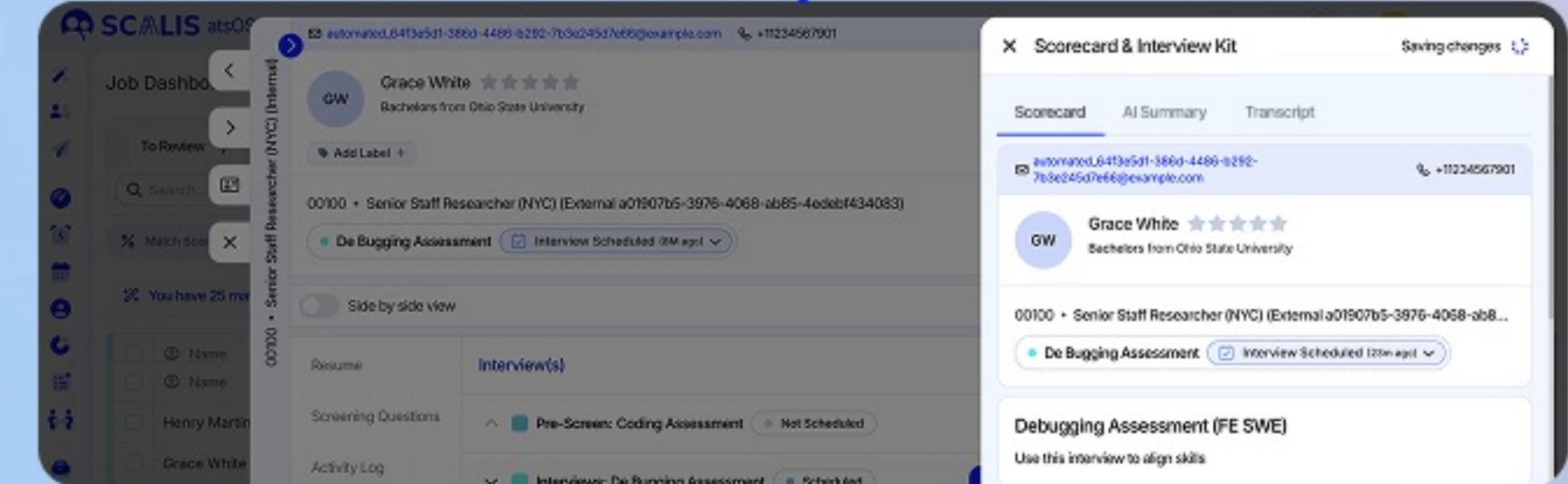
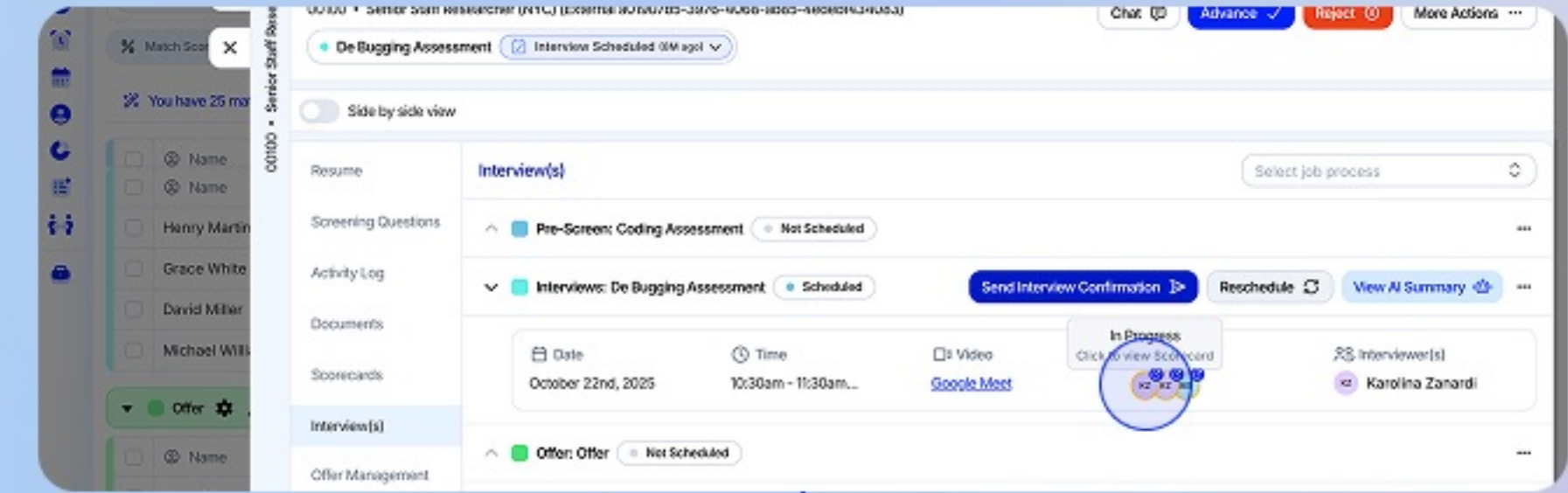
- Screenshot 1:** The 'Schedule Interview for Grace White' window. The 'Interview Summary' section shows details like Date (October 19th, 2025), Time (10:30am - 11:30am...), Video (Google Meet), Scorecard Template (Debugging Assessment (F...)), and Interviewer(s) (Karolina Zanardi). The 'Send From' field is set to 'SCALIS Email'.
- Screenshot 2:** The 'Invite to Interviewers' message editor. A dropdown menu is open, showing various tokens. The 'Interview Tokens' option is selected, and the 'Interview Kit Link' token is highlighted.
- Screenshot 3:** The message content is populated with tokens: Time: {{INTERVIEW_START_TIME}}, Location/Link: {{INTERVIEW_INVITE_LOCATION}}, Please review the candidate's profile before the interview: {{CANDIDATE_PROFILE_LINK}}, Use this scorecard to submit your feedback: {{INTERVIEW_KIT_LINK}}, and Best, {{COMPANY_NAME}} Recruiting Team. The 'Submit' button is highlighted.
- Screenshot 4:** The 'Scorecard' view for Isabella Lee. It shows her profile, application status (Application Review), and the 'Debugging Assessment (FE SWE)' section.

STEP 8

Using Scorecards & AI Notetaker

Scorecards in SCALIS help interviewers evaluate candidates using structured criteria that align with the role.

1. Click the user's avatar to view or complete the assigned **Scorecard** to the interview.
2. Inside the Scorecard, you can view the Interview **AI Summary** and **Transcript**.
3. You can use the AI Summary to fill out the Scorecard by clicking the button "**Add to Scorecard**" inside the AI Summary tab.
4. From the **Transcript** tab, you can download the Transcript or view the Interview Recording.







STEP 9

Pool Selection Logic

When an interview needs to be scheduled, the system uses a sophisticated selection algorithm:

Hard Filters (must pass all):

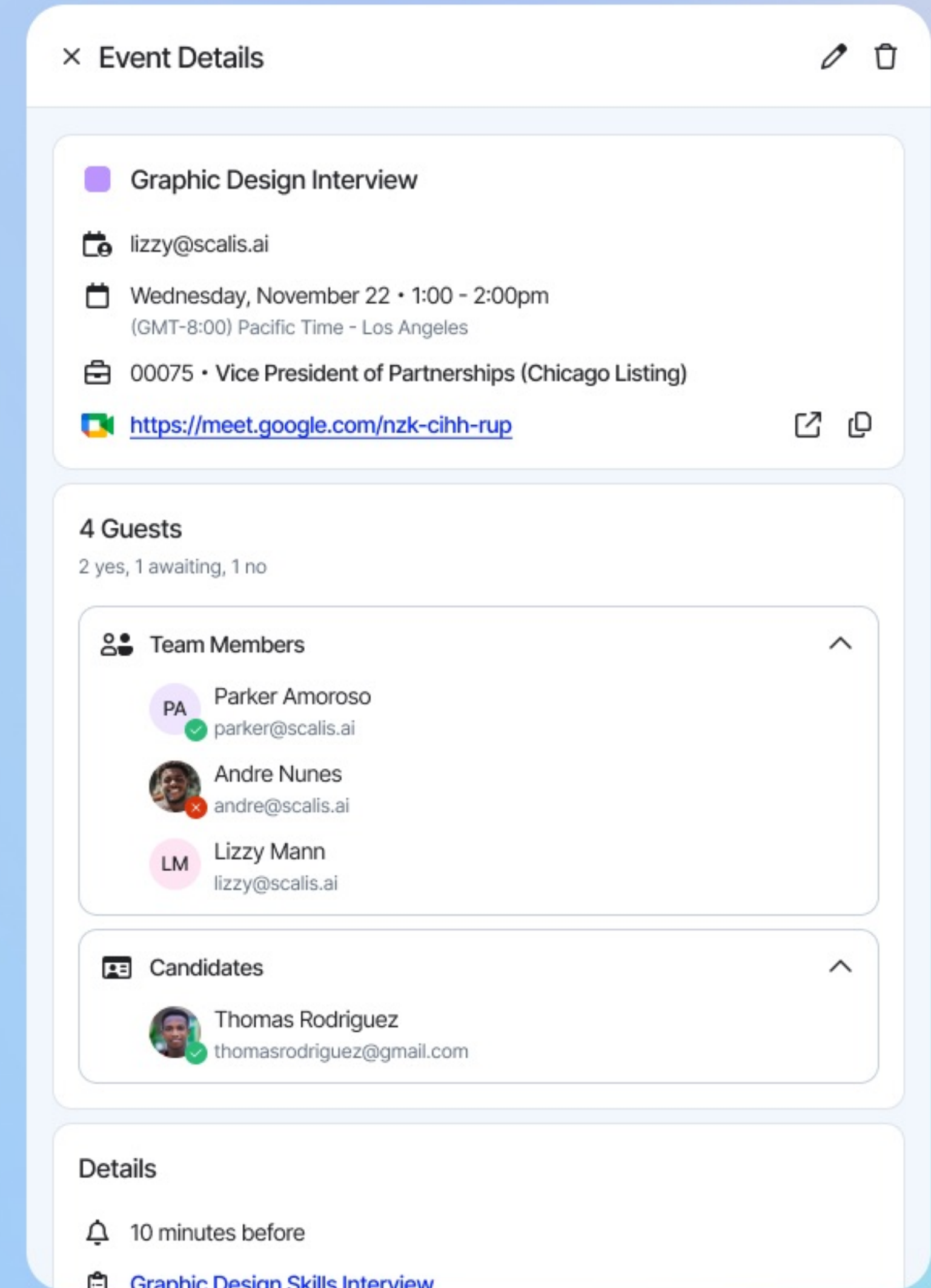
-  No calendar conflicts during interview time
-  Available during working hours (timezone-aware)
-  Below daily interview limit (if configured)
-  Below weekly interview limit (if configured)

Load Balancing Score:

Score = MAX_RECENT_INTERVIEWS - member_recent_interviews

- Higher score = less busy = preferred selection
- Recent interviews counted over last 7 days

Tie Breaking: Random selection among equally scored candidates for fairness.



The screenshot shows a mobile application interface for an event titled "Graphic Design Interview". The event is organized by "lizzy@scalis.ai" and is scheduled for Wednesday, November 22, from 1:00 to 2:00pm (Pacific Time - Los Angeles). The event is for a "Vice President of Partnerships (Chicago Listing)" with ID "00075". A Google Meet link is provided: <https://meet.google.com/nzk-cihh-rup>. There are 4 guests in total: 2 have accepted, 1 is awaiting, and 1 has declined. The "Team Members" list includes Parker Amoroso (parker@scalis.ai), Andre Nunes (andre@scalis.ai), and Lizzy Mann (lizzy@scalis.ai). The "Candidates" list includes Thomas Rodriguez (thomasrodriguez@gmail.com). The event is set to notify participants 10 minutes before and is titled "Graphic Design Skills Interview".

STEP 10

How Auto-Replacement Works

- 1. Manual Configuration:** Auto-replacement is an optional feature that must be explicitly enabled when creating interviews or interview templates
- 2. Alternate Interviewer Required:** When enabled, you must specify an alternate interviewer (can be an individual or another pool)
- 3. Trigger Mechanism:** Auto-replacement is triggered when:
 - The primary interviewer's calendar status changes to "declined" (status: 'no')
 - This is detected via Nylas webhook events

The screenshot shows a mobile application interface for an event titled "Graphic Design Interview". The event is organized by "lizzy@scalis.ai" and is scheduled for Wednesday, November 22, from 1:00 to 2:00pm (Pacific Time - Los Angeles). The event ID is 00075 and it is for a "Vice President of Partnerships (Chicago Listing)". A Google Meet link is provided: <https://meet.google.com/nzk-cihh-rup>. There are 4 guests in total, with 2 confirmed, 1 awaiting, and 1 declining. The "Team Members" list includes Parker Amoroso (parker@scalis.ai), Andre Nunes (andre@scalis.ai), and Lizzy Mann (lizzy@scalis.ai). The "Candidates" list includes Thomas Rodriguez (thomasrodriguez@gmail.com). The event has a notification set for 10 minutes before and is categorized as a "Graphic Design Skills Interview".



STEP 11

Auto-Replacement Process

When a primary interviewer declines:

- 1. Detection:** The system monitors calendar event updates via Nylas webhooks.
- 2. Validation:** Checks if the interview has auto-replacement enabled and an alternate interviewer specified.
- 3. Rescheduling:**
 - Cancels the original interview
 - Creates a new interview with the alternate interviewer
 - Preserves all original timing, location, and other details
 - Handles debrief events if they exist

The screenshot shows a mobile application interface for an event titled "Graphic Design Interview". The event is organized by "lizzy@scalis.ai" and is scheduled for Wednesday, November 22, from 1:00 to 2:00pm (Pacific Time - Los Angeles). The event is for a "Vice President of Partnerships (Chicago Listing)" with ID "00075". A Google Meet link is provided: <https://meet.google.com/nzk-cihh-rup>. There are 4 guests in total: 2 have accepted, 1 is awaiting, and 1 has declined. The "Team Members" list includes Parker Amoroso (parker@scalis.ai), Andre Nunes (andre@scalis.ai), and Lizzy Mann (lizzy@scalis.ai). The "Candidates" list includes Thomas Rodriguez (thomasrodriguez@gmail.com). The event details include a notification set for "10 minutes before" and a link to "Graphic Design Skills Interview".



STEP 12

Auto-Replacement Process

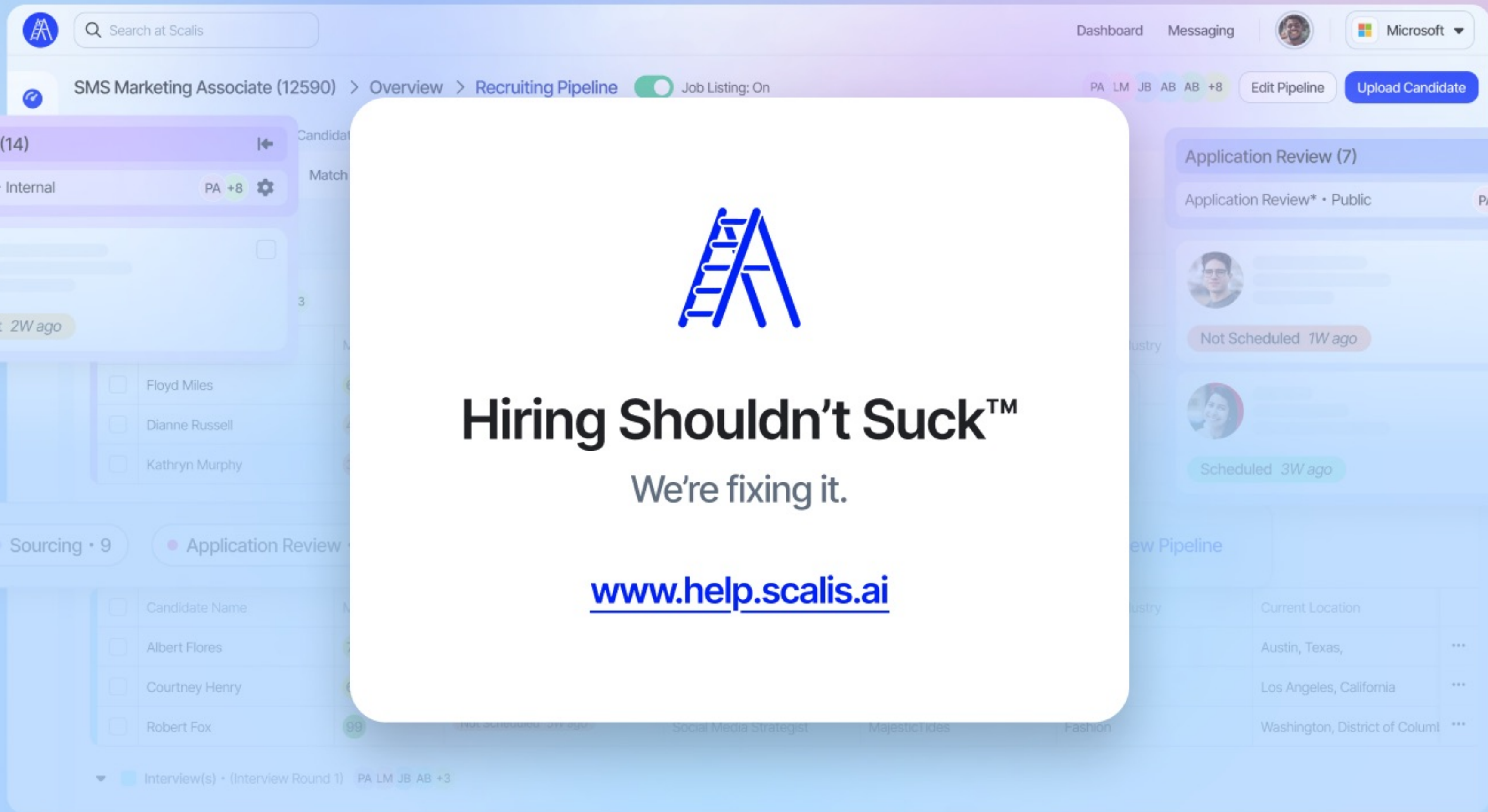
When a primary interviewer declines:

Key Limitations

- **Only for ONE_ON_ONE interviews:** Auto-replacement doesn't work for panel or loop interviews.
- **Manual Setup Required:** Must be configured upfront when scheduling.
- **Single Level:** Only one level of replacement (no cascading to multiple alternates).
- **Calendar Integration Dependent:** Relies on calendar webhook events to detect declines.

The screenshot shows a mobile-style interface for an event titled "Graphic Design Interview". The event is scheduled for Wednesday, November 22, from 1:00 to 2:00 pm (Pacific Time - Los Angeles). The host is lizzy@scalis.ai, and the role is Vice President of Partnerships (Chicago Listing). A Google Meet link is provided: <https://meet.google.com/nzk-cihh-rup>. There are 4 guests in total: 2 yes, 1 awaiting, and 1 no. The "Team Members" list includes Parker Amoroso (parker@scalis.ai), Andre Nunes (andre@scalis.ai), and Lizzy Mann (lizzy@scalis.ai). The "Candidates" list includes Thomas Rodriguez (thomasrodriguez@gmail.com). The event details also show a notification set for 10 minutes before and a link to "Graphic Design Skills Interview".





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