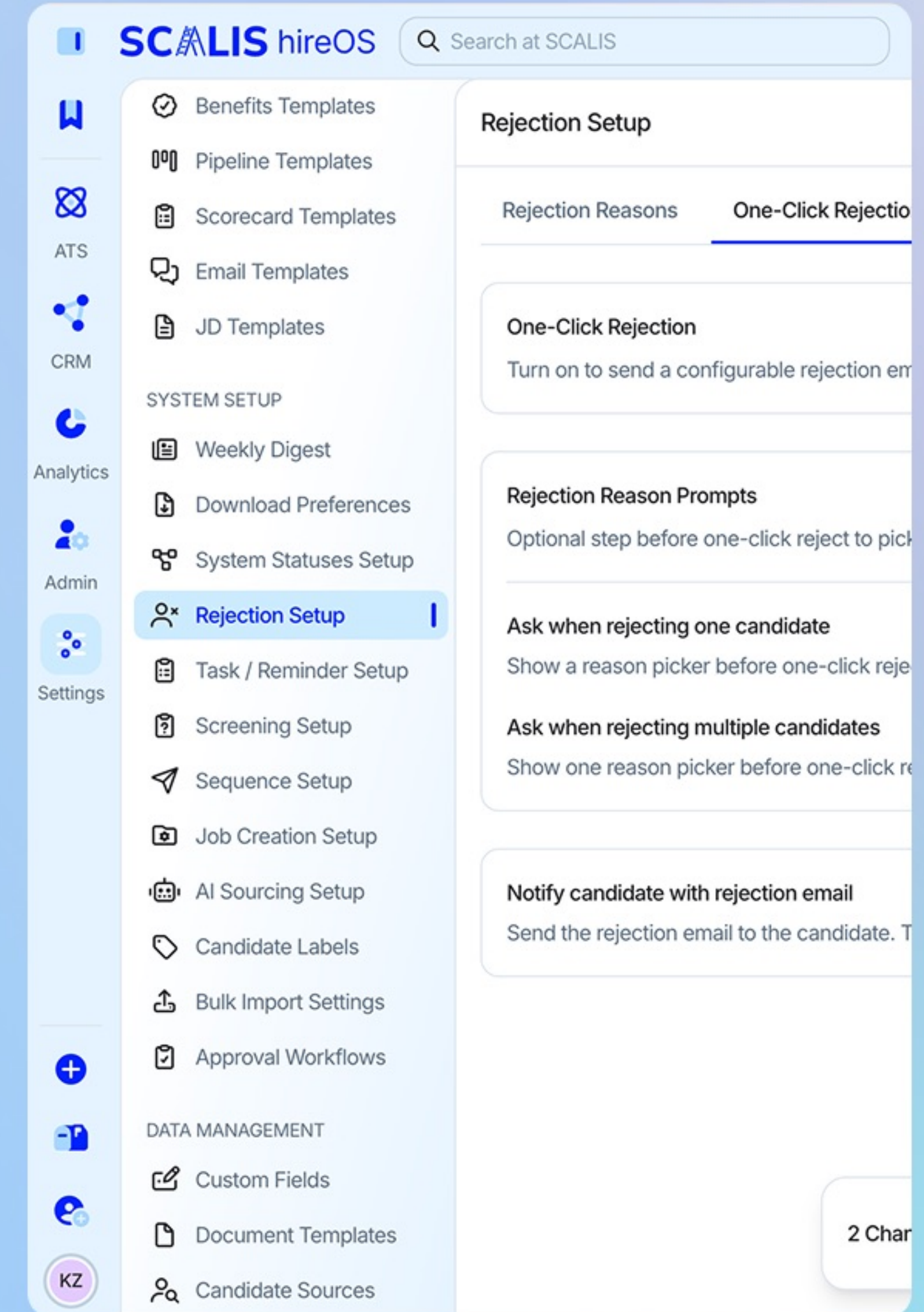


Summary

- 1. Configuring The One-Click Rejection Flow 03
- 2. Using The One-Click Rejection 05



STEP 1

Configuring The One-Click Rejection Flow

Activate the One-Click Rejection flow to send a configurable rejection email when using the one-click reject action.

1. Click the “**Settings**” tab on the left navigation. Navigate to “**Rejection Setup**” and go to the “**One-Click Rejection**” tab. Toggle on the “**One-Click Rejection**”.
2. Toggle on “**Ask when rejecting one candidate**” and/or multiple candidates to enable rejection reason prompts. This ensures a reason picker appears before completing the one-click reject action, either for individual candidates or for all selected candidates in bulk.
3. Toggle on “**Notify candidate with rejection email**” to create a rejection template.

The image displays three sequential screenshots of the SCALIS hireOS interface, illustrating the configuration steps for the One-Click Rejection flow. The first screenshot shows the 'Settings' menu on the left, with 'Rejection Setup' highlighted. The second screenshot shows the 'One-Click Rejection' settings page, where the 'One-Click Rejection' toggle is turned on, and 'Ask when rejecting one candidate' and 'Ask when rejecting multiple candidates' are also toggled on. The third screenshot shows the 'Notify candidate with rejection email' settings page, where the toggle is turned on, and a preview of a rejection email template is shown.



STEP 1

Configuring The One-Click Rejection Flow

Activate the One-Click Rejection flow to send a configurable rejection email when using the one-click reject action.

4. You can set a delay for when the email is sent and choose to have it delivered only during business hours after rejecting the candidate.
5. Once satisfied, click **“Save Changes”**.

The image displays two screenshots of the SCALIS hireOS 'Rejection Setup' interface. The top screenshot shows the 'One-Click Rejection' tab selected, with a preview of the rejection email on the right. The email preview includes the SCALIS Careers Recruiting Team logo, the text 'Powered by SCALIS', and contact information for support@scalis.ai. Below the preview, the 'Email delay' section is visible, featuring three input fields for 'Delay (days)', 'Delay (hours)', and 'Delay (minutes)', all set to 0. A 'Process in business hours only' toggle is also present. At the bottom, there is a '4 Changes' indicator and 'Cancel' and 'Save Changes' buttons. The bottom screenshot shows the same interface but with the 'Save Changes' button circled in blue, indicating the final step in the configuration process. A blue arrow points from the 'Save Changes' button in the top screenshot to the circled button in the bottom screenshot.

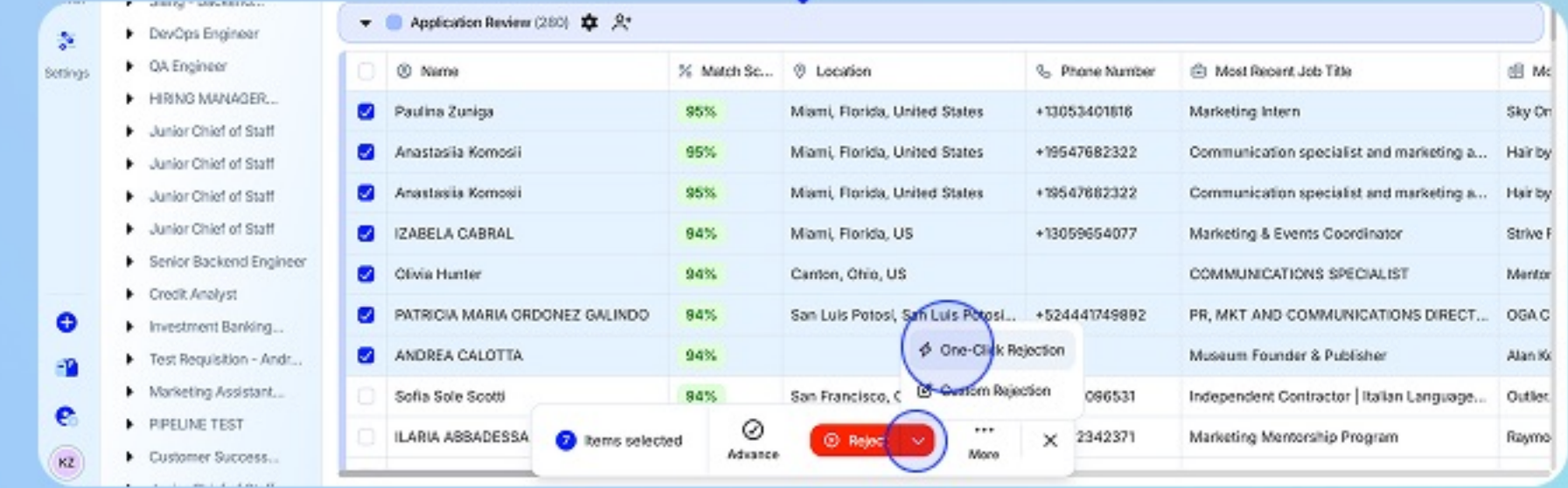
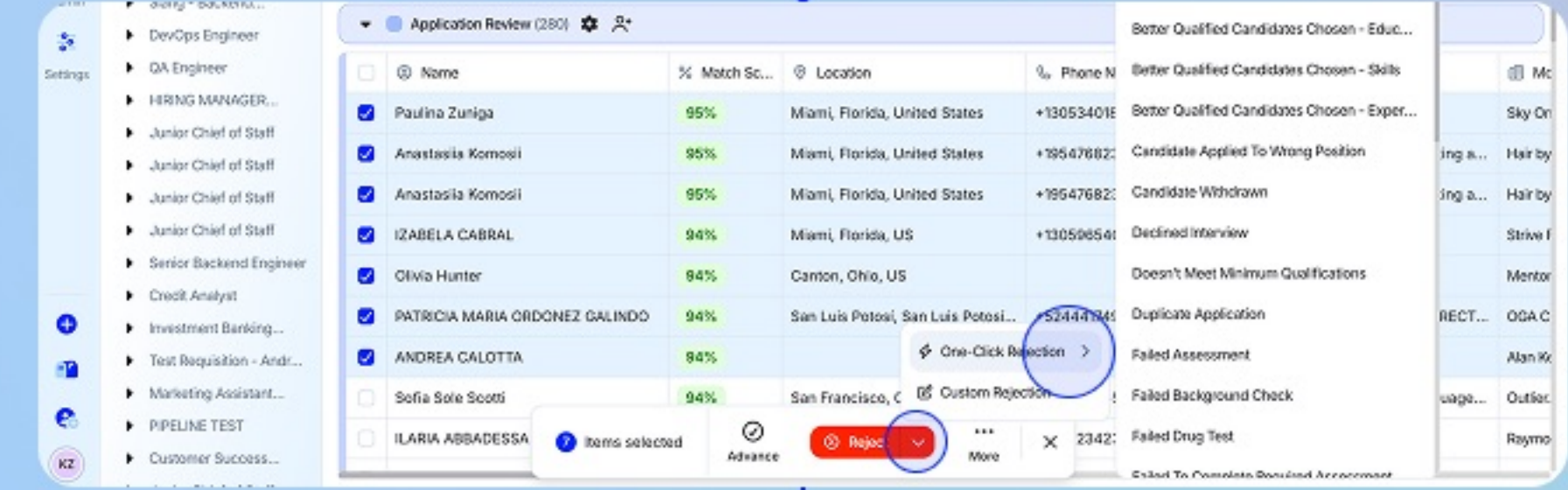
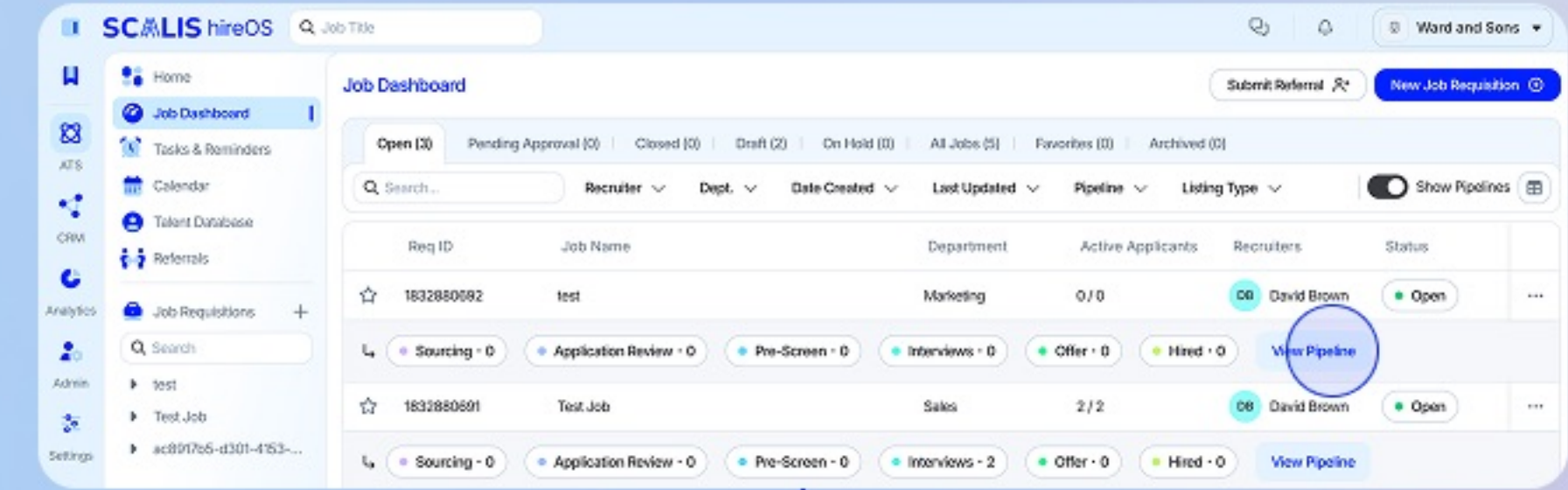


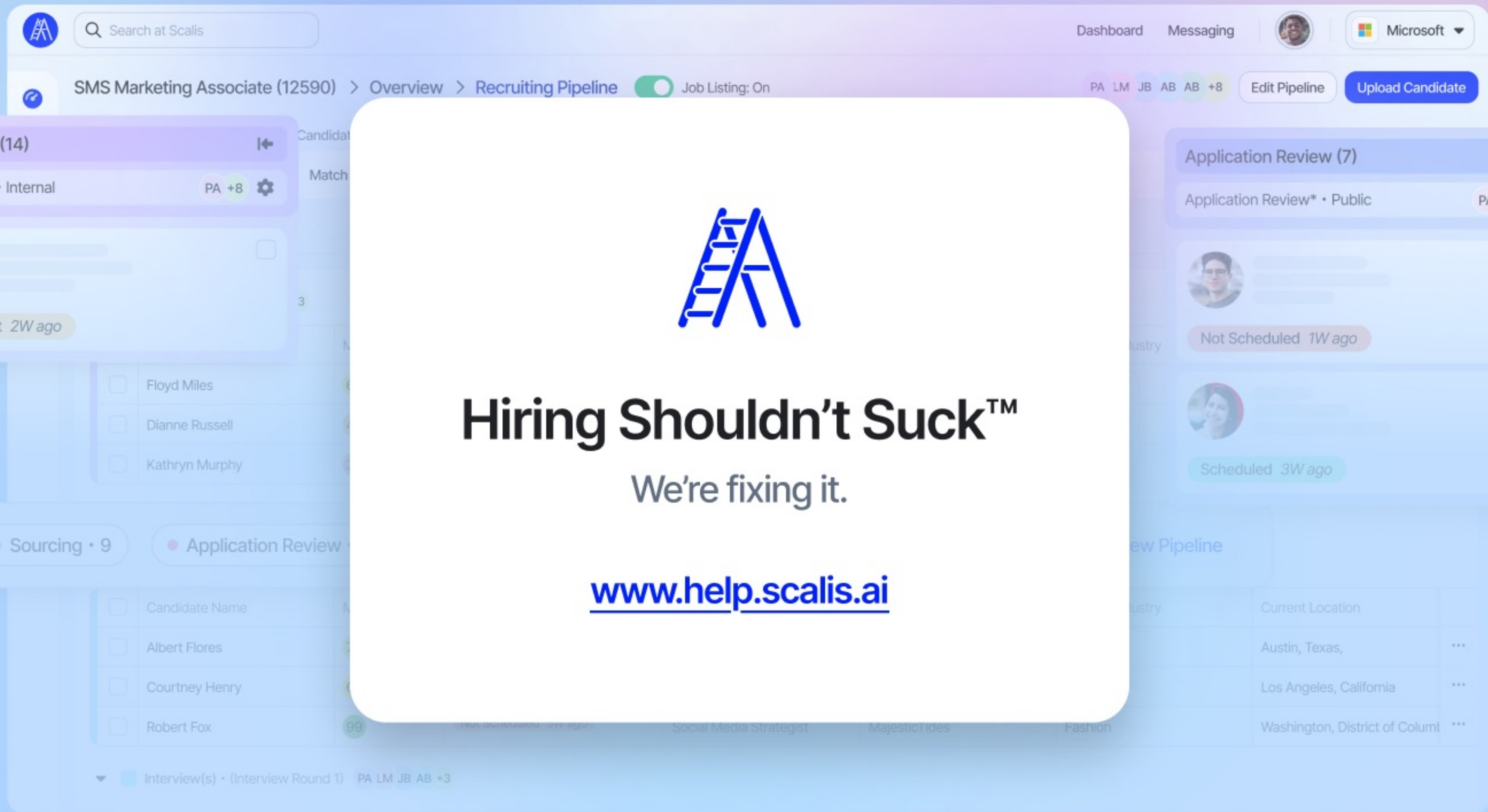
STEP 2

Using The One-Click Rejection

Quickly reject candidates in bunch.

1. After activating the One-Click Rejection, navigate to the Job Pipeline where you want to reject candidates.
2. Select the candidates you want to reject and click “One-Click Rejection”. If you toggled on the “Ask when rejecting one/multiple candidate” in your settings, select a rejection reason.
3. Success! Candidates will be rejected and notified based on your One-Click Rejection settings.





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