

SCALIS

GETTING STARTED

Enhanced User Group Permissions

INDEX

Summary

- 1. Creating User Groups 04
- 2. Adding Groups in Job Creation 05
- 3. Adding Groups to Hiring Team 06

× Hiring Team

Add team members and groups

Search by name, email, or group name...

Primary Contact ⓘ

Karolina Zanardi

Individual Members

KZ	Karolina Zanardi karolina@scalis.ai	Recruiter (Job Admin)	×
PA	Parker Amoroso parker@scalis.ai	Job Viewer	×
BA	Brandon Amoroso brandon@scalis.ai	Hiring Team Member	×



User Groups

Finance Team Finance & Accounting • 3 members	Hiring Team Member	×
Marketing Team Marketing • 8 members	Hiring Team Member	×






Save








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 

Advanced Filters     Save View 

▲ 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 User Group Permissions

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

STEP 1

Creating User Groups

Organize your team and simplify collaboration from the very start of the hiring process.

1. Navigate to your [Company Settings](#)
2. Click [“User Management”](#)
3. Click [“User Groups”](#)
4. Click [“Create new group”](#), add group information and click [“Create Group”](#)
5. Add members to group and [Save](#)

The image displays a sequence of four screenshots from the SCALIS atsOS interface, illustrating the steps to create a user group. The interface is shown in a light blue theme with a sidebar on the left containing various settings and administration options.

Step 1: The 'User Management' page is shown. The 'User Groups' tab is circled in blue. The 'Manage Users' tab is also visible.

Step 2: The 'User Groups' page is shown. The 'Create new group' button is circled in blue.

Step 3: A modal window titled 'Create New User Group' is displayed. It contains the following fields:

- Name: Ex: Marketing Team
- External ID (Optional): Ex: 0102
- Department (Optional): Ex: Marketing
- Office (Optional): Ex: New York

Step 4: A modal window titled 'Manage Members: Marketing Team' is displayed. It contains a 'Group Members' section with a 'Select members' dropdown menu.



STEP 2

Adding Groups in Job Creation

Assign specific teams to new job requisitions to streamline collaboration throughout hiring.

1. Navigate to [Job Dashboard](#)
2. Click [“New Job Requisition”](#)
3. Fill out the information for your new requisition and navigate to [“Hiring Team”](#)
4. Select the group you want to add to the Hiring Team and submit your requisition

The image displays three sequential screenshots of the SCALIS atsOS interface, illustrating the steps to add groups to a hiring team. The top screenshot shows the 'New Requisition' form with the 'Hiring Team' step highlighted in the progress bar. The middle screenshot shows the 'Hiring Team' section with a search bar and a list of available teams: Finance Team (3 members), Marketing Team (8 members), Parker Amoroso (parker@scalis.ai), Karolina Zanardi (karoln@scalis.ai), and Brandon Amoroso (brandon@scalis.ai). The bottom screenshot shows the 'Hiring Team' section with the search bar populated with 'Search by name, email, or group name...' and a list of individual members and user groups. The 'User Groups' section shows 'Finance Team' selected, with a dropdown menu showing 'Hiring Team Member' as the selected role.



STEP 3

Adding Groups to Hiring Team

Add existing groups to active jobs to improve communication and candidate tracking.

1. Navigate to **Job Dashboard**
2. From the Job Dashboard, enter the job you want to add the group to
3. Click **“Add Hiring Team”** button
4. Select the group you want to add to the Hiring Team and save

Please note that if an individual who is already in a group on a job is added, their individual permission level must be equal to or higher than the permission level of the group they are in.

Job Name	Date Created	Department	Active Applicants
Senior Staff Researcher (NYC)	12/27/2024	Research & Development (R&D)	102 / 113
Staff Researcher	12/27/2024	Research & Development (R&D)	1 / 1
Vice President of Partnerships	12/27/2024	Finance & Accounting	0 / 0
Staff Researcher	12/27/2024	Research & Development (R&D)	6 / 6
Staff Researcher	01/09/2025	Research & Development (R&D)	0 / 0

Job Dashboard > Senior Staff Researcher (NYC)

Days Open: 285 Applicants: 113 Openings: 01 / 03 Hires: 01

Sourcing: 4 (0.0%) Application Review: 90 (0.0%) Pre-Screen: 7 (0.0%) Interviews: 4 (0.0%) Offer: 7 (0.0%) Hired: 1 (0.0%)

Requisition Details: Senior Staff Researcher (NYC) Requisition ID: 100

Openings: P-1000 Target Hire Date: 12-31-2024

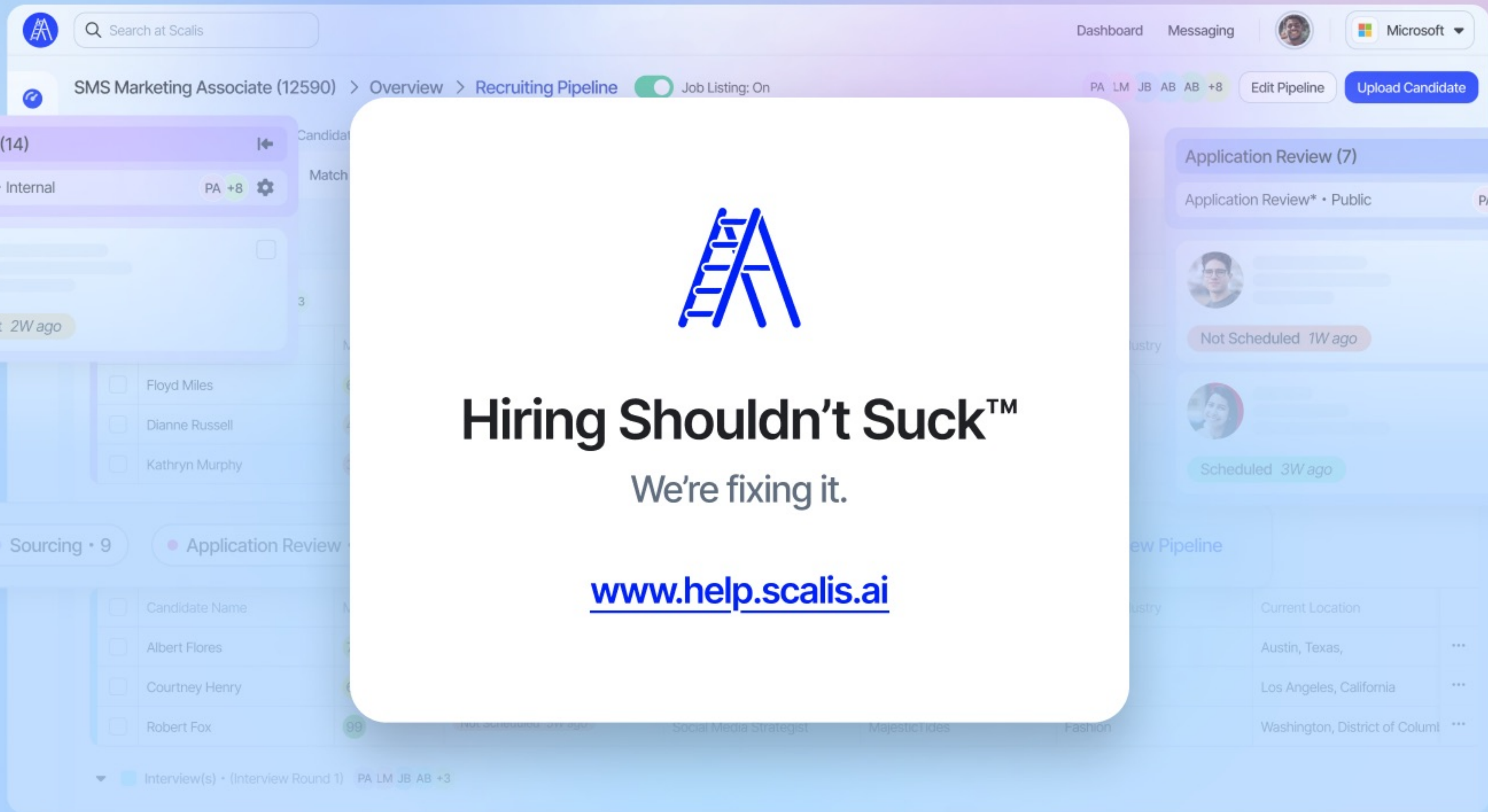
Hiring Team

Add team members and groups

- Finance Team (3 members)
- Marketing Team (8 members)
- Parker Amoroso (parker@scalis.ai)
- Karolina Zanardi (karolina@scalis.ai)
- Brandon Amoroso (brandon@scalis.ai)

Save





Hiring Shouldn't Suck™

We're fixing it.

www.help.scalis.ai