



Recruit Quick Start Guide

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How Do I Approve Or Reject a Candidates Application?





How Do I Create New Candidates?



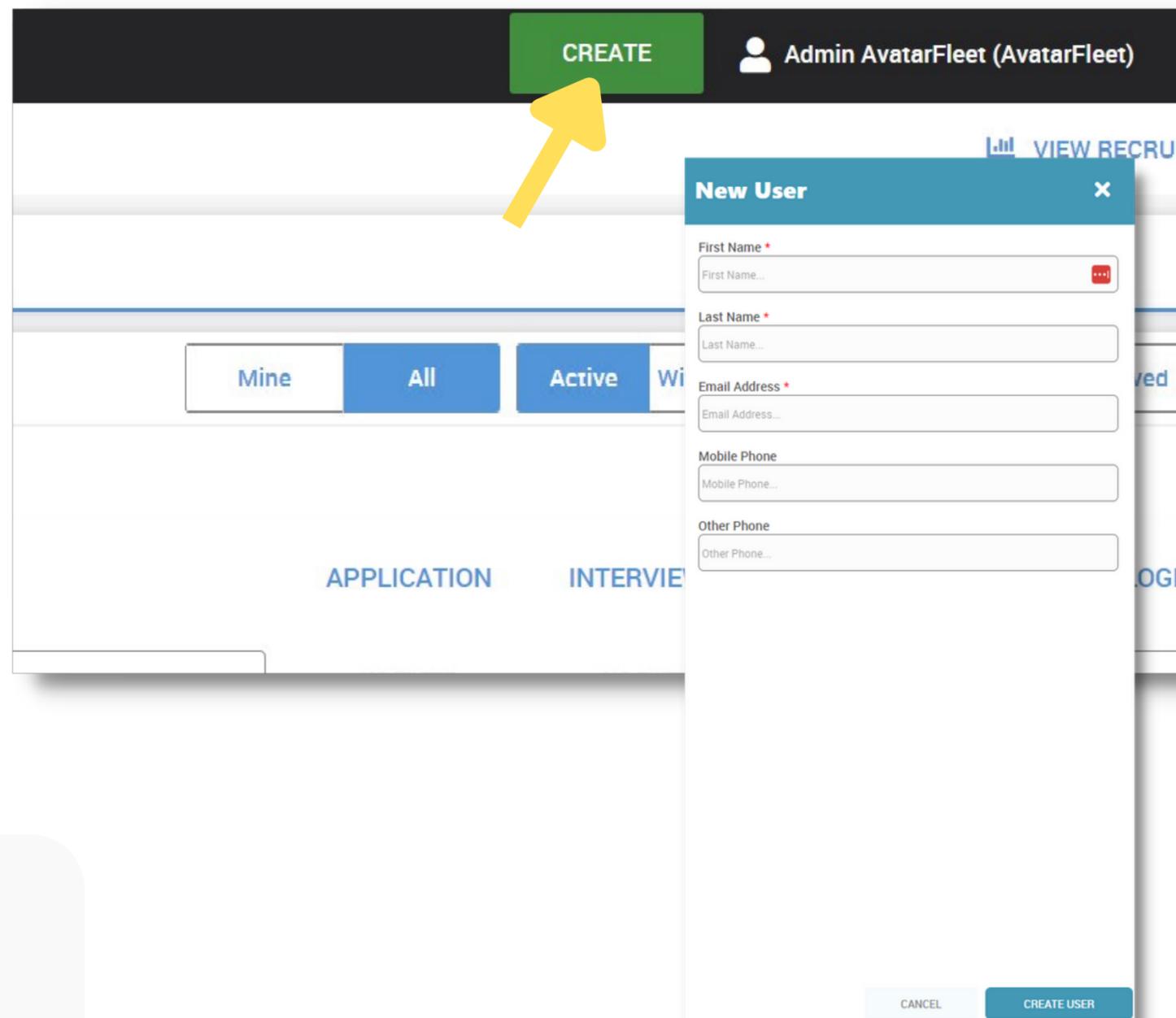


HOW DO I CREATE NEW CANDIDATES?

Creating New Candidates

It's important to know how to manually create Candidates in your account.

You may use this if you are introduced to a driver and you need a way to quickly create a profile for him/her.



HOW TO CREATE A CANDIDATE:

1

CREATE



2

SELECT
USER



3

FILL IN CANDIDATE
INFORMATION



CLICK
SAVE

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Where Do I Find My Candidates?



WHERE DO I FIND MY CANDIDATES?

List View

List View is where you can find all of the Candidates that have either been uploaded into your system, or that have been added from advertising sources like Jobs Boards or Social Media.

List View works like an interactive spreadsheet. You can add or remove columns, and sort by columns by clicking the header.

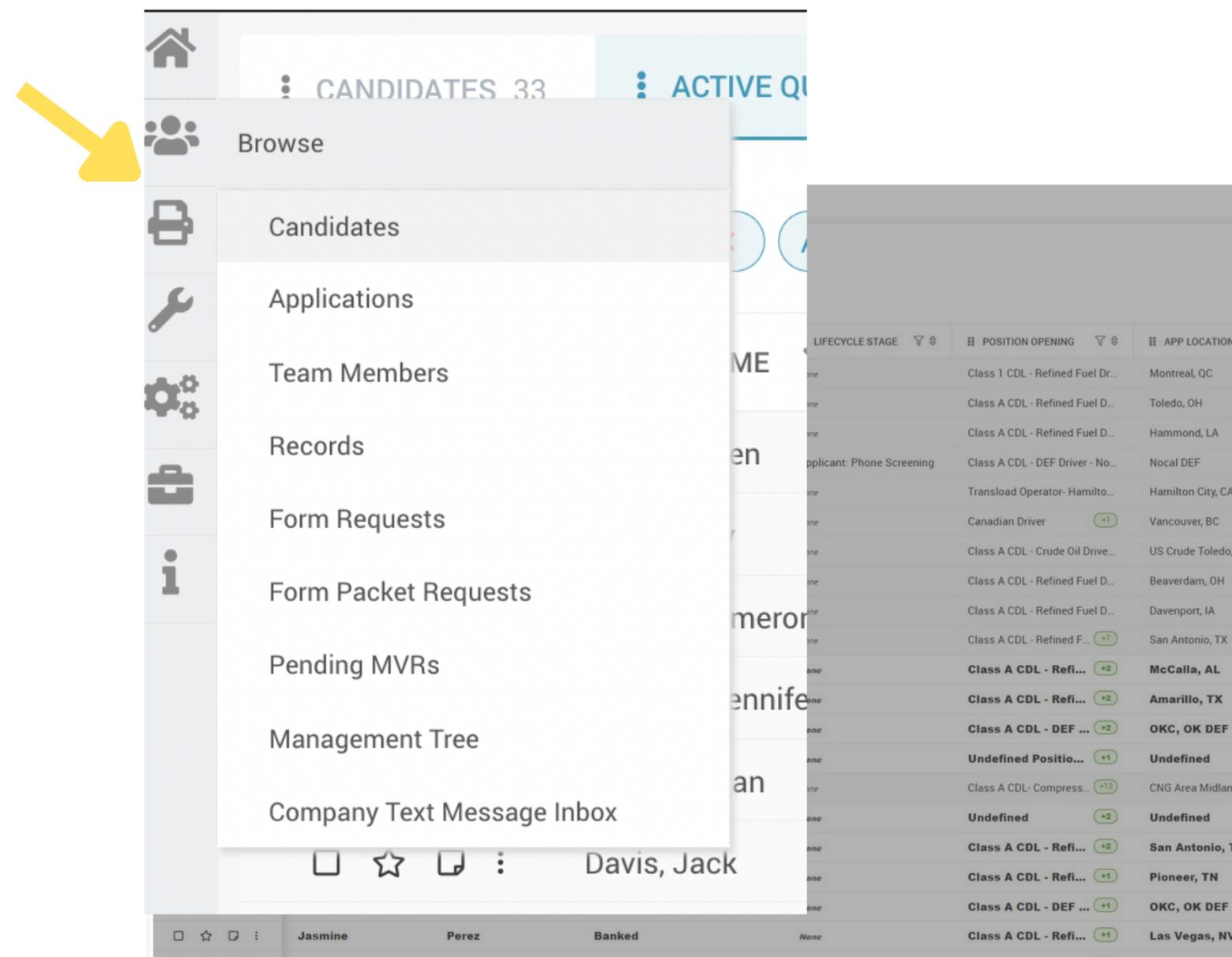
HOW TO ACCESS LIST VIEW:

1



2

CLICK ON
CANDIDATES



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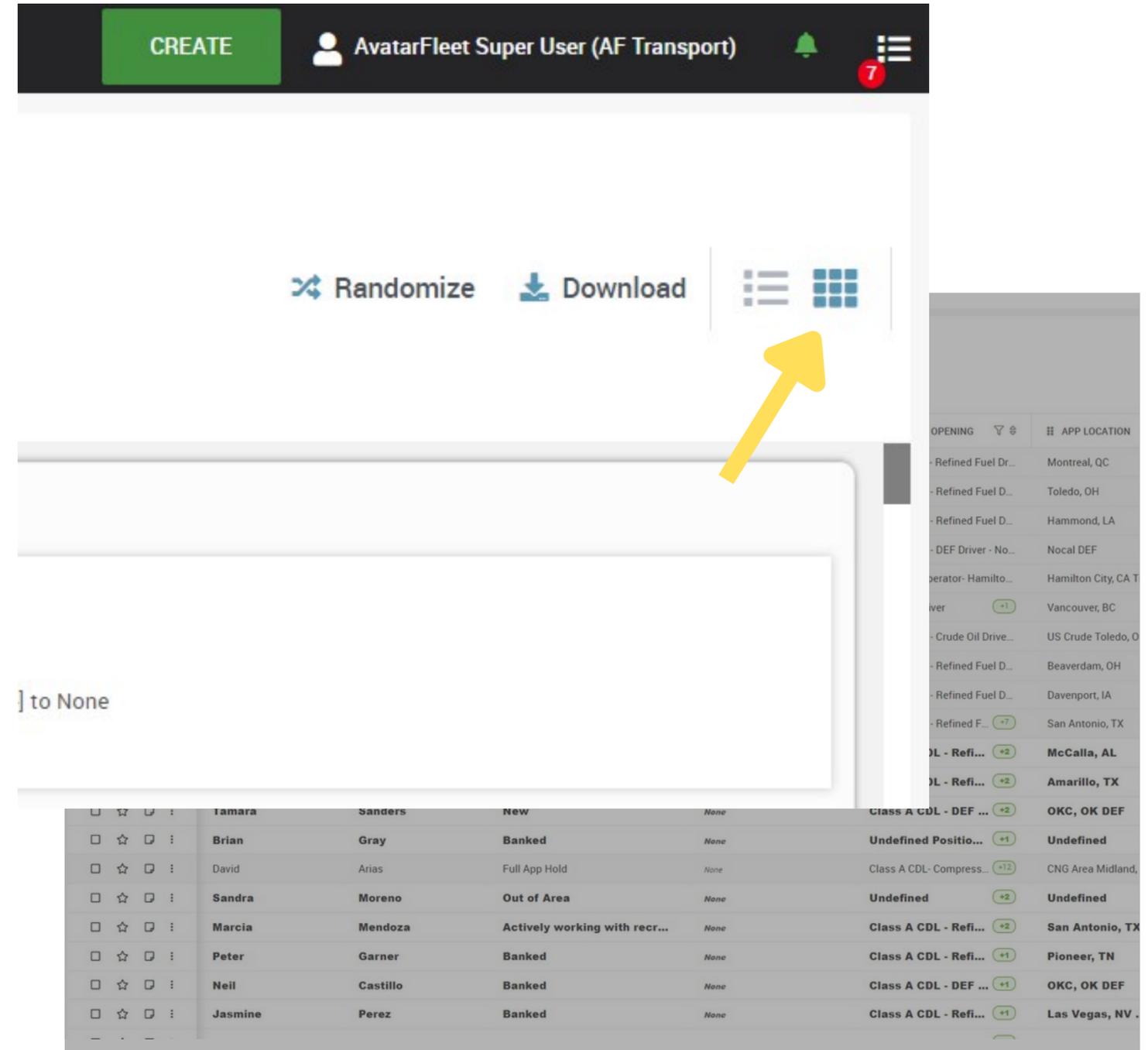
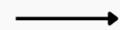
WHERE DO I FIND MY CANDIDATES?

Card View

Card View is where you can see more information on a Candidate.

You are easily able to see Tags, Notes, and complete tasks like Send SMS Messages.

HOW TO ACCESS CARD VIEW:



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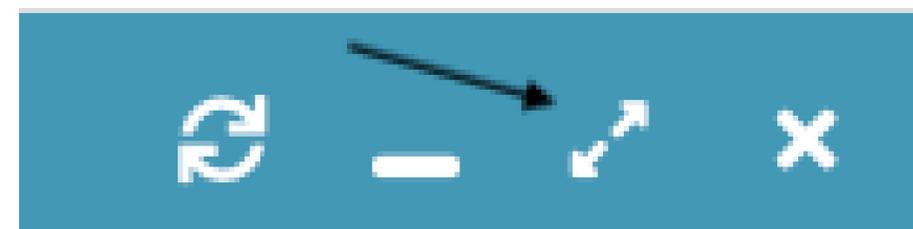
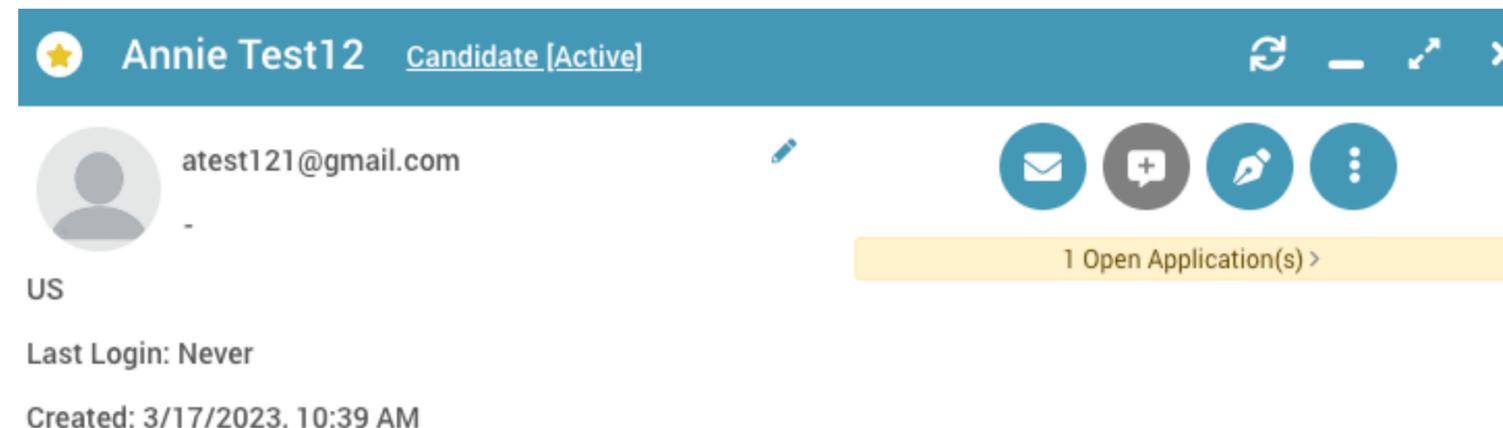


WHERE DO I FIND MY CANDIDATES?

Candidate Browser – Profile View

Want even more information on a candidate?

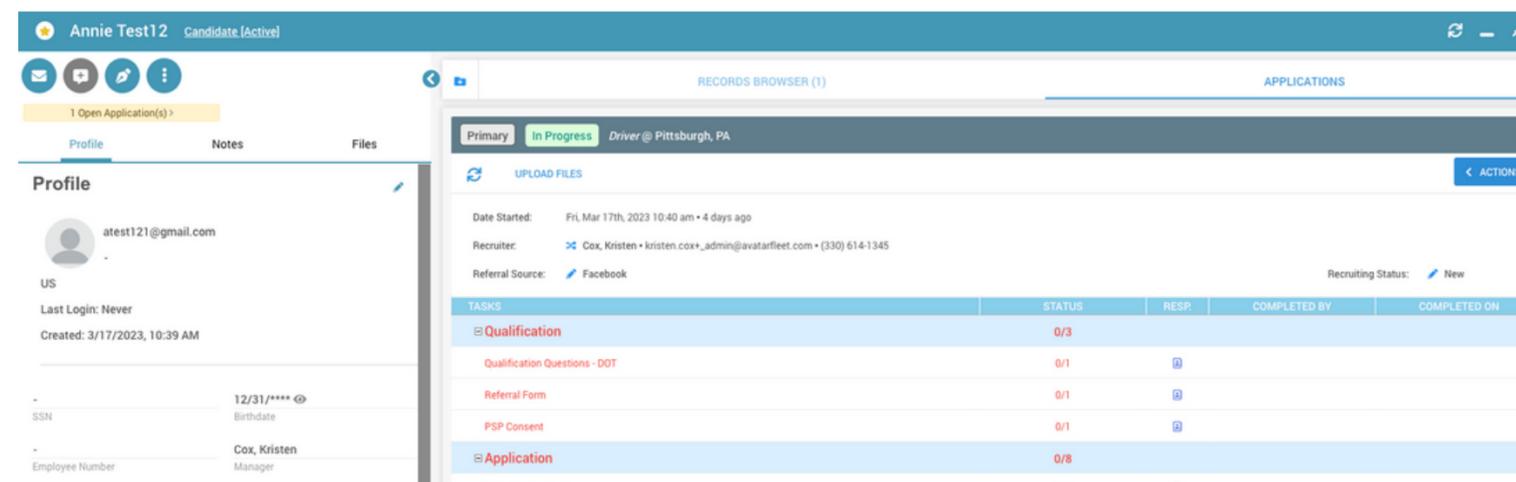
This is where you'll bring the full detail into view and be able to do all of the same actions, tasks and activities that you're currently used to in A-Suite today.



HOW TO ACCESS A CANDIDATE'S PROFILE:

1

CLICK ON THE FOCUS ICON AT THE TOP OF PEEK VIEW TO ACCESS A USER'S PROFILE





WHERE DO I FIND MY CANDIDATES?

Candidate Browser – Peek View

Want more information on a candidate?

Get a condensed or summary view of a candidate or team member's user profile without leaving the browser screen (right side slide out)

HOW TO ACCESS A CANDIDATE'S PEEK VIEW:

1

CLICK INTO YOUR CANDIDATE'S LINE ITEM, AND PEEK VIEW WILL SLIDE OUT FROM THE RIGHT.

The screenshot displays the 'Candidate Browser' interface. At the top, there is a search bar with the text 'Suite v3.72.3' and a search icon. Below the search bar, there is a table with columns: 'APP DAYS IN FUNNEL', 'FIRST NAME', 'LAST NAME', and 'PRIMA'. The table contains four rows of candidate data:

APP DAYS IN FUNNEL	FIRST NAME	LAST NAME	PRIMA
57	Courtney	Ferguson	(440) 555
57	Mary	Love	(440) 555
57	Julie	Jones	(440) 555
57	Lauraa	Wilsona	

To the right of the table, a 'Peek View' panel is visible for the candidate 'Courtney Ferguson'. The panel shows the candidate's profile information, including their email address 'tony.grgetich+test-162514@avatarfleet...', phone number '(440) 555-1472', and status 'Candidate [Active]'. Below this, there are tabs for 'Profile' and 'Notes'. The 'Profile' tab is active, showing fields for SSN, Birthdate, and Name.



How Do I Prioritize My Candidates?



HOW DO I PRIORITIZE MY CANDIDATES?

Filters & Create Saved Views

Everyone who uses our system has different preferences on how they'd like to view Candidates - so you can choose to set your own Filters and save these as a Saved View.





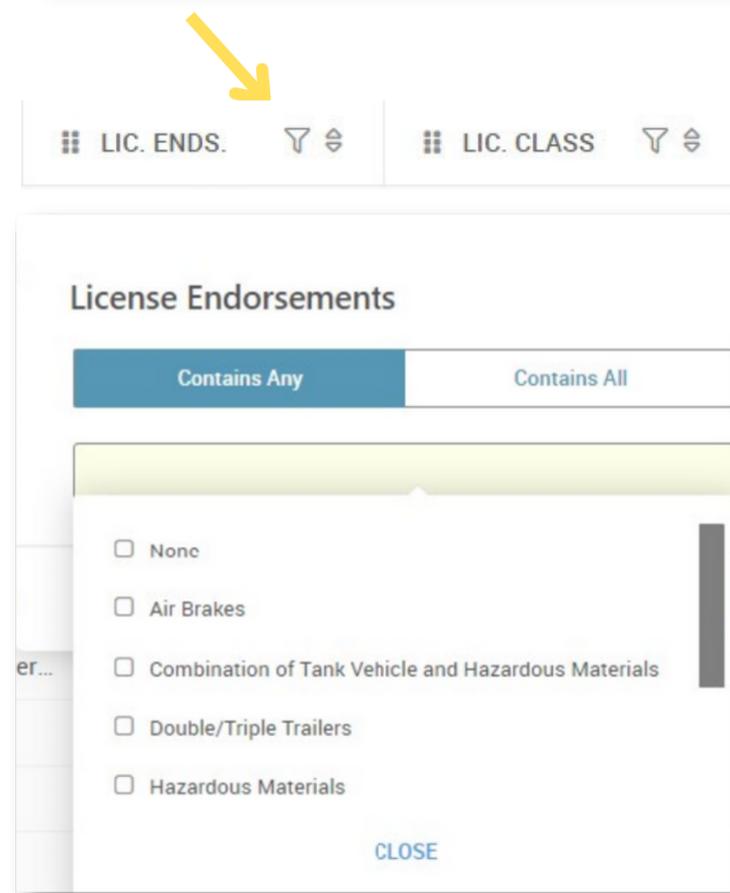
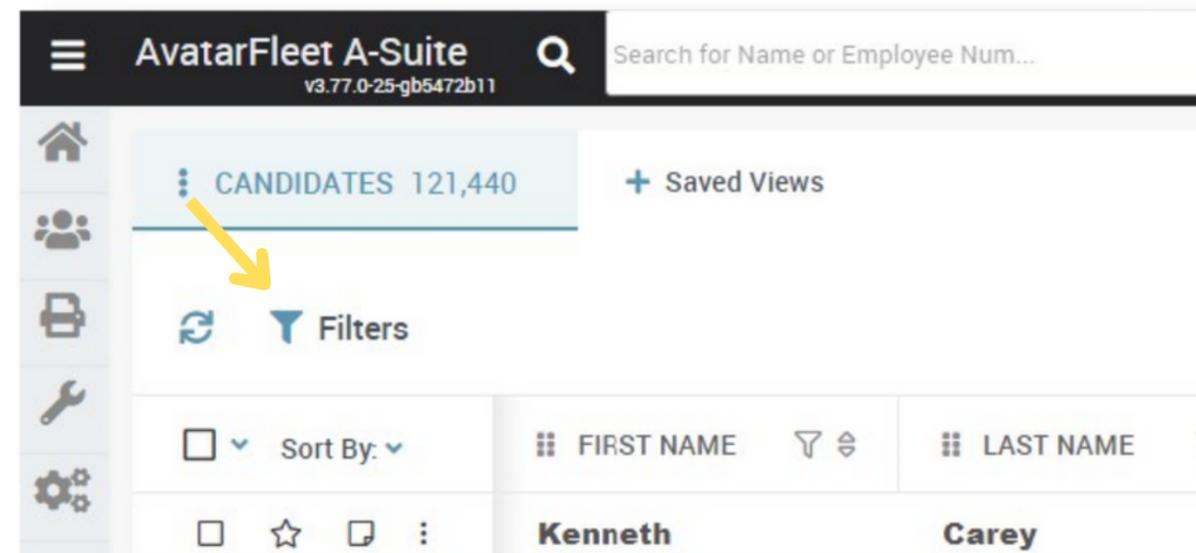
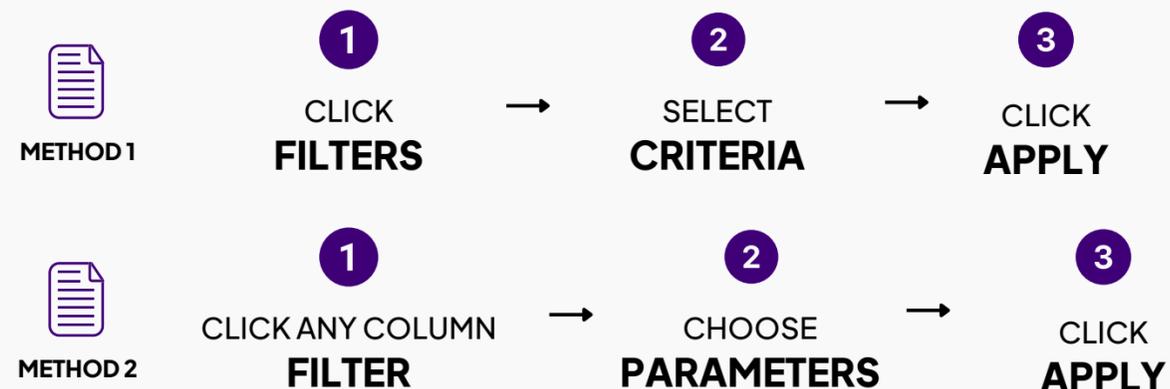
HOW DO I PRIORITIZE MY CANDIDATES?

How To Create Filters

You have specific hiring criteria, depending on the position you're hiring for. Maybe Candidates must have specific Endorsements or Years of Experience, or, maybe they need a Class B CDL.

With Filters, you're able to sort and view columns by your hiring criteria so you can eliminate all the names that don't match.

HOW TO CREATE FILTERS:



QUICK TIP

Right-click on a column header to see a list of additional columns to add to your view.



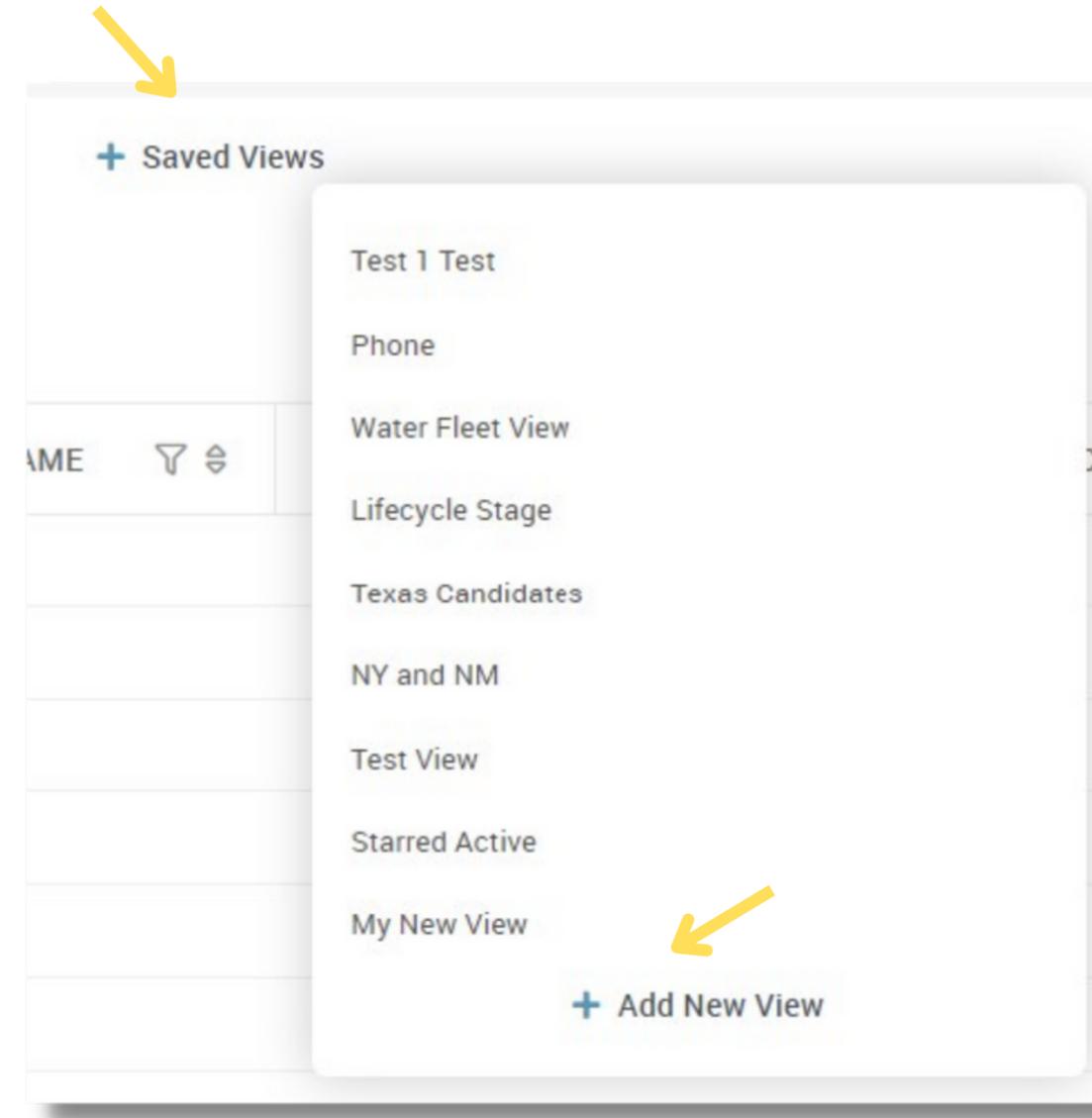
HOW DO I PRIORITIZE MY CANDIDATES?

How To Save A View

Now that you've set your Filters, you can save these as a preset for later use.

By using Saved Views, you're becoming more efficient by eliminating any names you don't want to see and focusing only on the ones you need to work on.

HOW TO SAVE A VIEW:



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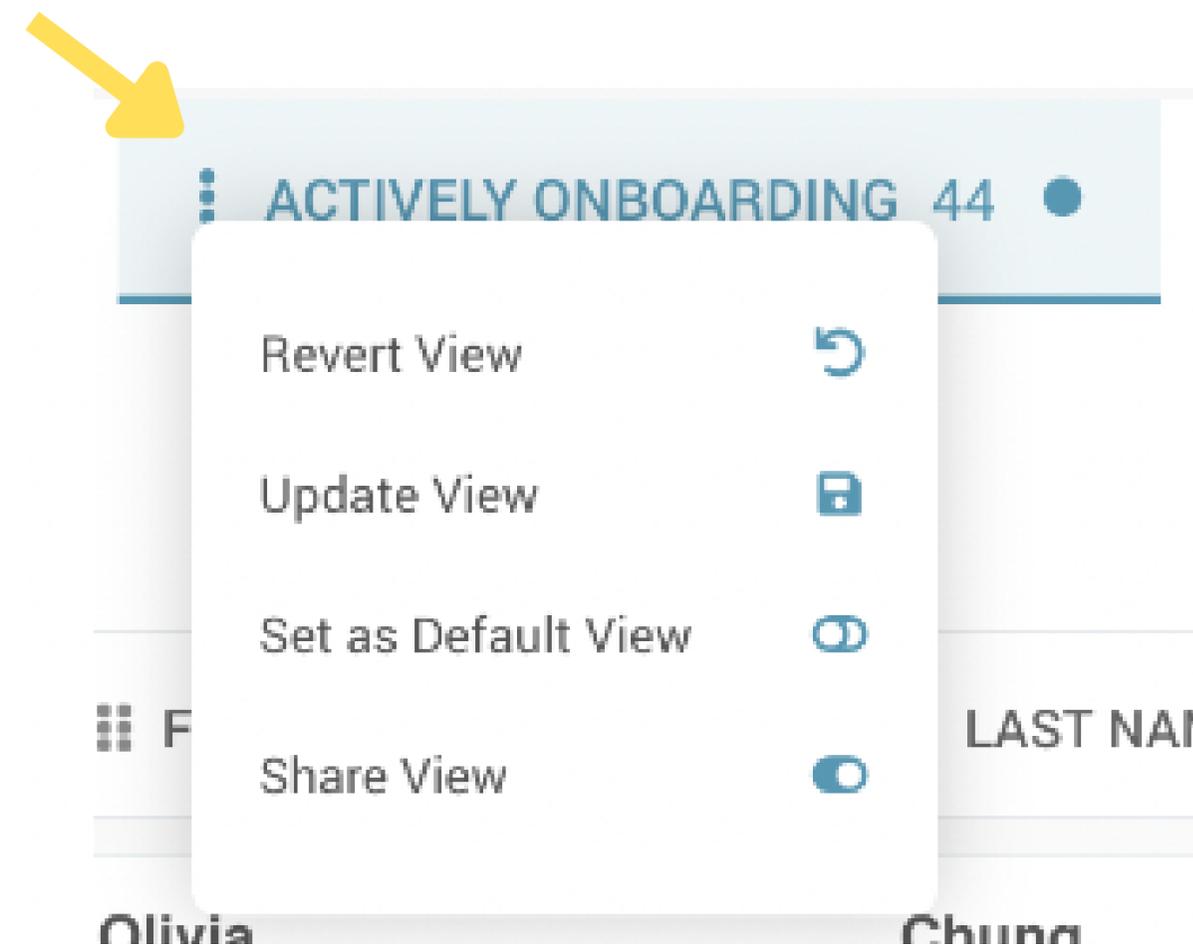
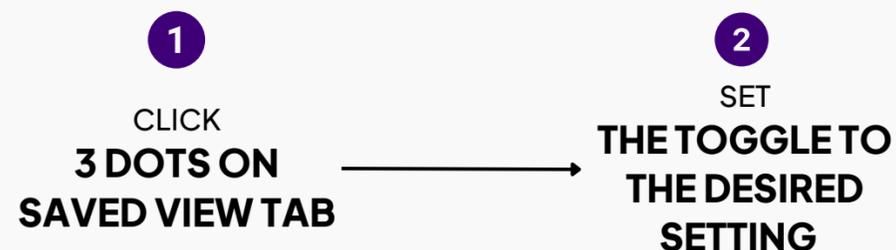


HOW DO I PRIORITIZE MY CANDIDATES?

Additional Options for Saved Views

- There are 4 additional options you have once a Saved View is added to your Browser.
- Revert a View: Reverts back to original Saved View
- Update View: Captures any changes made to your Saved View for future use.
- Set a Default View: Select your default view.
- Share a View: Give other users the option to use your saved view!

HOW TO ACCESS YOUR OPTIONS:



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How Do I See Applications?





HOW DO I SEE APPLICATIONS?

Viewing a DOT App

Once you've prioritized your Candidates based on your hiring criteria, it's time to drill down to see if they'd be a good Candidate to reach out to.

If a Candidate has submitted a full or partial DOT app, you'll be able to see all their information from their User Profile.

HOW TO VIEW A DOT APP:

1

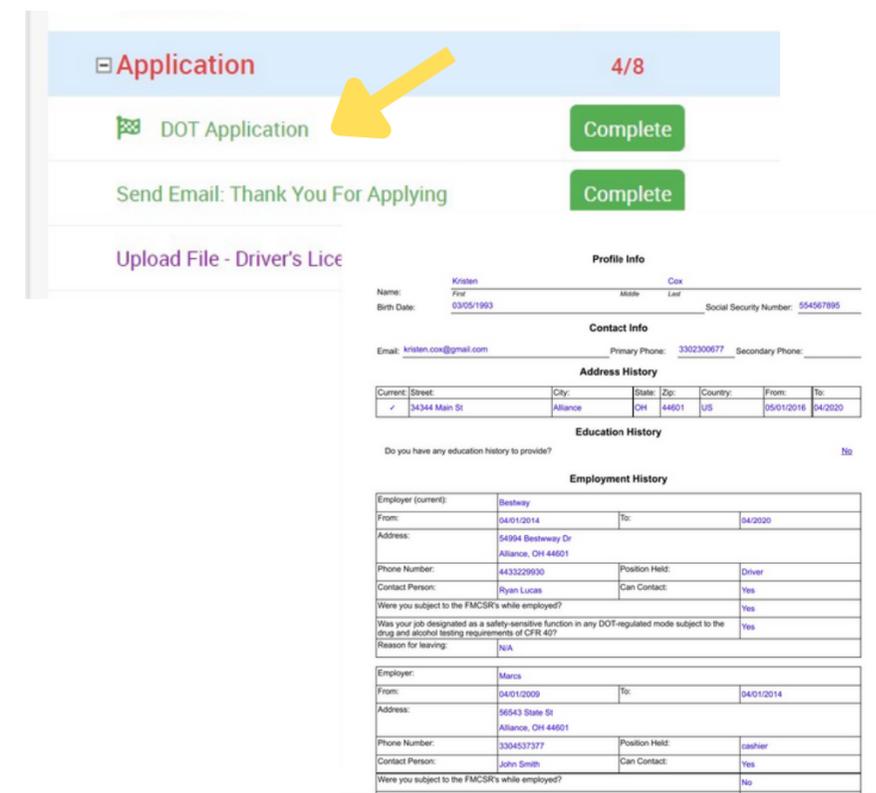
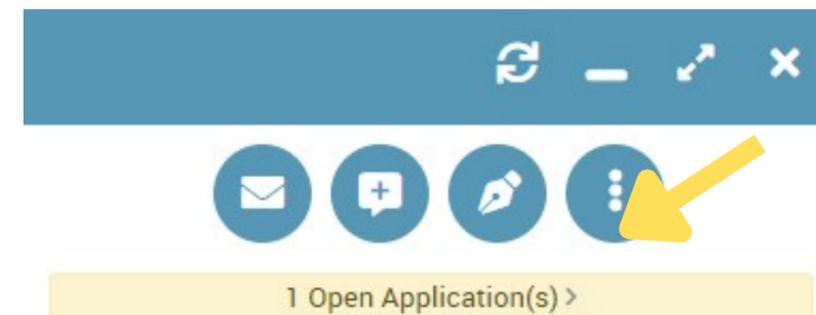
CLICK ON A
CANDIDATE →

2

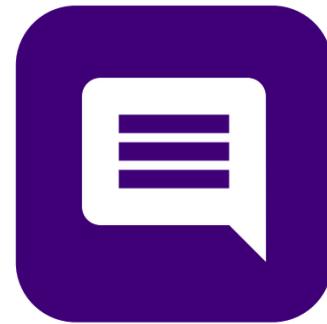
CLICK OPEN
APPLICATION →

3

SELECT
DOT APPLICATION



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How Do I Communicate With My Candidates?





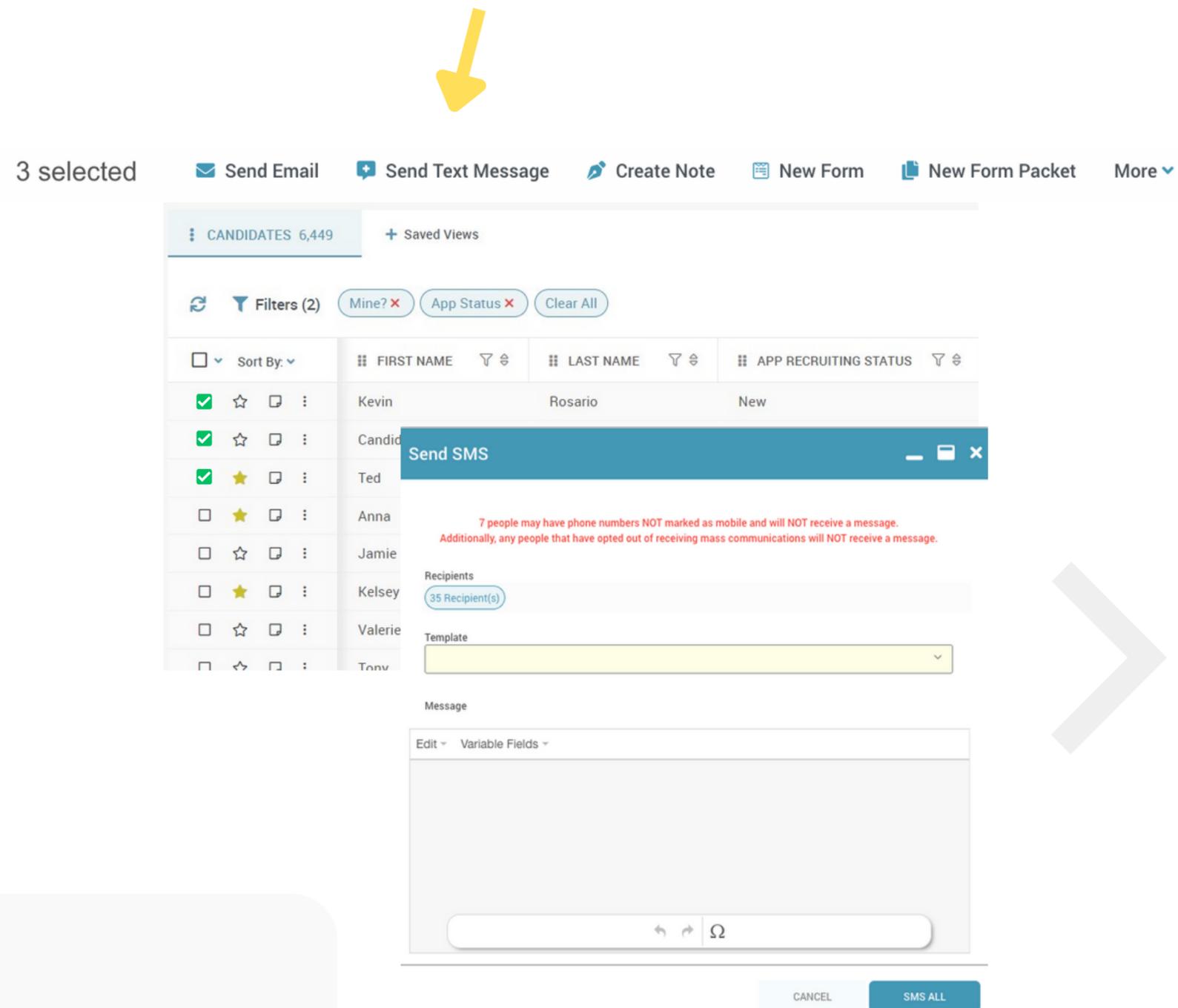
HOW DO I COMMUNICATE WITH MY CANDIDATES?

Mass Texting in A-Suite

There are two ways to text a Candidate in A-Suite: in mass, or, on a one-to-one basis.

With Mass Texting, you can SMS Message all opted-in Candidates with the same message...in mass!

You can choose to use a pre-built template, or, write your own on the fly.



HOW TO SEND A MASS TEXT IN A-SUITE:



SELECT RECIPIENTS



CLICK SEND TEXT MESSAGE



CHOOSE/TYPE YOUR TEMPLATE OR MESSAGE



4

CLICK SMS ALL

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HOW DO I COMMUNICATE WITH MY CANDIDATES?

Individual Texting in A-Suite

Texting an individual contact can also be done from your A-Suite account.

You can send text messages from the Peek View or from the User Profile from where you see the message icon.

The screenshot displays a candidate profile for 'April Page' with the status 'Candidate [Active]'. A yellow arrow points to a message icon in the top right corner of the profile header. Below the header, the candidate's contact information is listed: a verified email address 'tony.grgetich+test-162512@avatarfleet...', a verified phone number '(440) 555-1472', and the address '5922 E 18th St Tucson, AZ 85711 US'. It also shows 'Last Login: 12/11/2022, 09:26 PM' and 'Created: 12/11/2022, 09:25 PM'. At the bottom, there are tabs for 'Profile', 'Notes', and 'Files'. A notification bar indicates '1 Open Application(s) >'. A large grey arrow on the right side of the image points towards the right.

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HOW DO I COMMUNICATE WITH MY CANDIDATES?

Mass Emailing in A-Suite

Similarly to Mass Texting in A-Suite, you can send email messages to Candidates in mass the same way you do with an SMS Message.

The screenshot shows the A-Suite interface with a candidate list and a 'New Email' modal window. The candidate list has columns for 'FIRST NAME', 'LAST NAME', and 'APP RECRUITING STATUS'. The 'New Email' modal has fields for 'Send To' (35 item(s)), 'Template' (Select a template), and 'Subject'. A yellow arrow points to the 'Send Email' button in the top toolbar.

HOW TO SEND A MASS TEXT IN A-SUITE:



SELECT
RECIPIENTS



CLICK
SEND EMAIL



CHOOSE/TYPE YOUR
TEMPLATE OR MESSAGE



4

CLICK
SMS ALL

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HOW DO I COMMUNICATE
WITH MY CANDIDATES?

Individual Emailing in A-Suite

You can individually email a Candidates from the Peek View or from the User Profile from where you see the email icon.

The screenshot shows a candidate profile for 'April Page' with the status 'Candidate [Active]'. The profile includes a profile picture, a checkmark, an email address 'tony.grgetich+test-162512@avatarfleet...', and a phone number '(440) 555-1472'. The address is '5922 E 18th St Tucson, AZ 85711 US'. The last login is '12/11/2022, 09:26 PM' and the profile was created on '12/11/2022, 09:25 PM'. At the bottom, there are tabs for 'Profile', 'Notes', and 'Files'. A yellow arrow points to the email icon in the top right corner of the profile card. Below the icons, a yellow bar indicates '1 Open Application(s) >'. A large grey arrow on the right side of the image points to the right.

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KNOWLEDGE BASE ARTICLE](#)



How Do I Approve Or Reject a Candidates Application?





HOW DO I APPROVE OR REJECT A CANDIDATES APPLICATION?

Approve a Candidates Application

When a Candidate is cleared to become a new team member, you can can Approve their applicaiton.

Approving is important because it will automatically add the Approved team member to your compliance dashboard, if you are subscribed to A-Suite Comply.

HOW TO APPROVE A CANDIDATES APPLICATION:



View Timeline

Change Position

Change Location

Change Recruiter

Change Assignee

Reject

Contingently Approve

Approve

Delete

Are you sure you want to approve this candidate's application?

Position: Class A CDL - Refined Fuel Driver Home Daily

Job: Clean Driver

Location: Ocala, FL, Region 2 East Coast Region

CANCEL

YES, APPROVE NOW

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HOW DO I APPROVE OR REJECT A CANDIDATES APPLICATION?

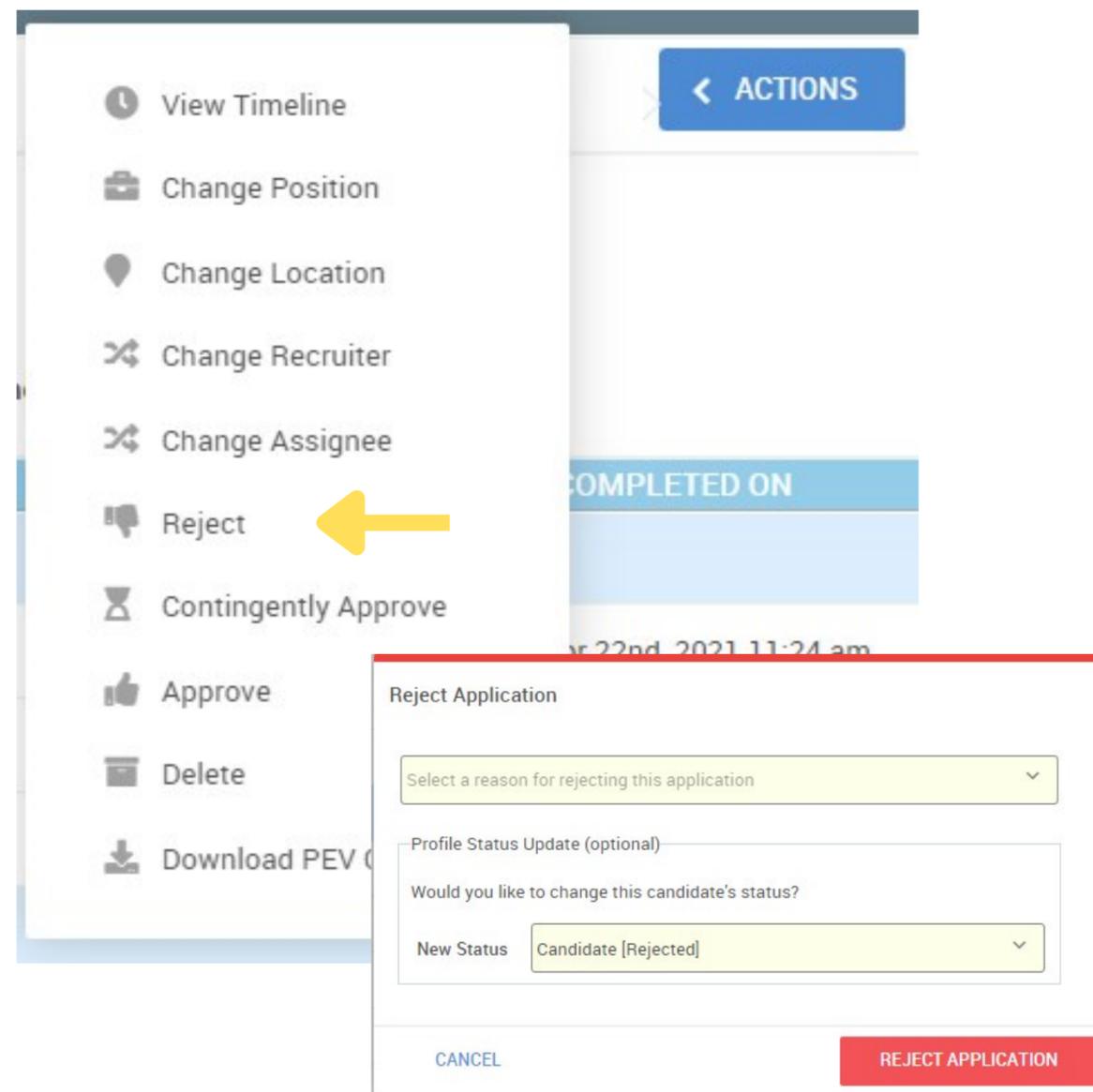
Reject a Candidates Application

When a Candidate doesn't meet the hiring criteria for an open position, you can Reject their Application.

Rejecting Applications is important because it keeps your list of qualified, active Candidates list clean and manageable.

IMPORTANT

Rejecting a Candidates Application will NOT delete the Candidate or their Application from your A-Suite account.



HOW TO REJECT AND SET A REASON:



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Thank you!

**We're Here
to Help!**

(888) 981-4724 | support@avatarfleet.com

