ACCELEREC

Seeker Portal

CANDIDATE REGISTRATION

Accelerec Data Sheets

www.accelerec.com

1. Seeker Portal: Candidate Registration

Step-by-Step Guide

1 Access the Portal

- Visit the Accelerec website and navigate to the Seeker Portal page.
- Click on the "Sign Up" button.

2 Create an Account

- Fill in your personal details, including name, email address, and contact number.
- Set up a password to secure your account.
- Accept the privacy policy and terms of service.

3 Upload Your Resume

- On the next screen, you'll be prompted to upload your resume.
- Click on the "Upload Resume" button and select the file from your device (PDF, Word, etc.).

4 Profile Completion

- Fill in additional information, such as your skills, experiences, education, and certifications.
- Save and continue.

5 Job Match Notifications

- Once your profile is complete, Accelerec will analyze your resume and notify you if your profile matches any available job openings.
- Check your inbox regularly for updates or visit the dashboard.

2. Creating a Job in Accelerec

Step-by-Step Guide

1 **Click on the "Create Job" Button**

- Log into your Recruiter Portal.
- On the main dashboard or job listing page, click on the "Create Job" button to start creating a new job posting.

2 **Add Job Title**

- Enter the Job Title in the designated field.
- This is the primary role name for the job posting (e.g., "Software Developer," "Project Manager").

3 **AI Populates Fields Automatically**

After entering the job title, the AI will automatically populate the following fields based on the job title:

- **Job Description:** The AI will generate a detailed job description that includes typical responsibilities and required skills.
- **Skills:** The AI will suggest relevant skills associated with the job title (e.g., programming languages, communication, leadership).
- **Experience Level:** AI will suggest the appropriate level (e.g., entry-level, mid-level, senior).
- **Salary Range:** If available, AI may suggest an estimated salary range based on the job title, industry, and location.

4 **Auto-Populate Country and City**

- The country is automatically selected by the AI based on the job title and location preferences.
- You will only need to **enter the city** for the job posting.
- For example, if the AI selects the UK as the country, you can simply type in "London" or another city in the provided field.

5 **Company Description**

- The AI will automatically fetch the Company Description from the company profile associated with your account.
- The description may include key details about the company, its culture, values, and vision.

6 **Edit or Add Information**

- You can **edit or add any additional details** to the company description.
- Make any necessary changes to ensure that the company description aligns with the specific job role.

7 **Edit or Add Additional Information to the Job Posting**

After the AI generates the job details, you have the option to edit or refine any of the fields it has filled. You can change or add details such as:

- Specific job requirements or responsibilities
- Unique benefits or perks
- Desired qualifications
- Keywords for SEO optimization
- Work schedule or location preferences

8 **Machine Learning Enhancement**

- When you manually edit or add information (such as new skills, experience requirements, or location preferences), the Machine Learning (ML) feature will learn from these inputs and improve future job postings.
- **For example**, if you frequently add a specific skill or requirement, the ML model will start suggesting it automatically for similar job titles.

9 **Save and Publish the Job**

- Once you are satisfied with the job details, click "**Save**" to keep a draft or "**Publish**" to make the job posting live.
- After publishing, the job will be visible to potential candidates in the Talent Pool or on your job listing page.

3. Skill Assessments and Setting Scoring Criteria

3.1 Step-by-Step Guide (Resume Scoring)

1. **Assign Resume Scoring Criteria**
   - After creating the job, the first step is to evaluate candidates based on their resumes. This is done through a scoring system that evaluates the candidates' qualifications based on four key criteria:
   - Education
   - Experience
   - Education
   - Location
2. **Score Allocation**

   The total score for the resume must add up to 100%. You will assign weights to each of the four criteria, ensuring they add up to 100%.
   Example scoring allocation:
   - **Education:** 30%
   - **Experience:** 40%
   - **Education:** 10%
   - **Location:** 10%
3. **Assign Scores Manually or Automatically**
   - **Education:** Assign scores based on the candidate's educational background. For instance, higher degrees or relevant certifications can earn a higher score.
   - **Experience:** Score based on the number of years and relevancy of the candidate's experience to the job role.
   - **Education Location:** Assess whether the candidate's education comes from specific locations or institutions that align with the job's preferences.

Note: If you are using AI scoring, the AI will automatically analyze resumes, assign scores based on the predefined weights, and present the results.

3.2 Step-by-Step Guide (for Template Selection)

1 **Creating the skill assessment**
- Once the candidates' resumes are scored, you can move to the next step.

2 **Choose or Create an Assessment Template**
- To create manually, design your own questions and define scoring criteria for each question.
- To use AI, let the system generate an assessment based on the job title and requirements.

3 **Templates**
- Templates can include a combination of multiple-choice questions, coding tasks, behavioral assessments, and psychometric tests.
- You can also customize the difficulty level and question types.

3.3 Assign Skill Assessment Score Criteria

1 **Assign a score**
- After selecting or creating the assessment template, you must **assign a score** for the assessment.

2 **Example**
- you can assign a score range (0–100) for the entire assessment.
- Define specific passing thresholds: For example, candidates need at least 70% in the resume match to proceed with the assessment.

3.4 Candidate Selection Based on Resume Scores Steps

1 **Filter candidates**
- After scoring the resumes, **filter candidates** who meet your required

resume score threshold.

2 **Example**

- For example, candidates who scored 70% or more based on the resume evaluation will be eligible to receive the skill assessment.

Note: This ensures that only candidates who meet the predefined resume criteria are considered for the next step in the hiring process.

4. Shortlisting Candidates (for Recruiters)

Step-by-Step Guide

1 **View Applications**

- Log into your Recruiter Portal and go to the "Job Listings" section.
- Click on the specific job title to view all applicants.

2 **Review Candidate Profiles**

- Click on each candidate's profile to see their resume, cover letter, and additional details.

3 **Shortlisting Candidates**

- If a candidate fits the job requirements, click the "Shortlist" button.
- The candidate will receive a notification about their shortlisting.

4 **Scheduling Interviews**

- Once candidates are shortlisted, click on the "Schedule Interview" button.
- Choose the date and time and send them an invitation.

5. Interview Scheduling (for Recruiters)

Step-by-Step Guide

1. **Select Interview Slot**
    - After shortlisting candidates, go to the “Interview” section under the candidate’s profile.
    - Choose a date and time that works best for you.

2. **Send Invitation**

    Click on "Send Invitation" to notify the candidate.

3. **Track Scheduled Interviews**
    - All scheduled interviews will appear in your calendar, and you will receive reminders ahead of time.

6. Automated Candidate Notifications

Step-by-Step Guide

1. **Set Up Notification Preferences**
    - After logging in, go to the "Settings" section in the Recruiter Portal.
    - Enable email and/or SMS notifications for shortlisting, interview scheduling, or job updates.

1 **Customize Notification Templates**

- You can also personalise email templates for when a candidate is shortlisted or when an interview invitation is sent.

3 **Review Candidate Profiles**

- Click on each candidate's profile to see their resume, cover letter, and additional details.

4 **Notification Triggers**

- Notifications will automatically trigger when certain actions occur, like when a candidate meets job criteria or when they are scheduled for an interview.

7. Free Trial Access for Recruiters

Step-by-Step Guide

1 **Sign Up for a Free Trial**

- Visit the "Sign Up" page for recruiters and click on the "Start Free Trial" button.
- Fill in the necessary details such as company name, email, and phone number.

2 **Trial Access to Features**

Once registered, you'll get access to all premium features during your trial period (e.g., unlimited job postings, candidate shortlisting, etc.).

3 **Track Trial Progress**

- You will receive reminders about the end of your trial period, giving you enough time to decide whether to subscribe.

4 **Upgrade to Full Plan**

- If satisfied with the trial, you can easily upgrade to a paid subscription from your dashboard.

8. Analytics and Reporting (for Recruiters)

Step-by-Step Guide

1. **Access Analytics Dashboard**
   - Log in to your Recruiter Portal and click on the "Reports" tab.
   - You'll be able to see metrics related to job postings, candidate responses, and interview scheduling.
2. **Track Job Performance**
   - View detailed reports on how well each job posting is performing based on applicant activity and engagement.
3. **Generate Reports**
   - Download reports for specific time periods or job posts.
   - Reports can be exported in various formats such as **PDF.**

9. Talent Discovery and Sourcing Candidates from External Platforms

9.1 Step-by-Step Guide (Accessing the Talent Discovery Tab)

1 **Navigate to Talent Discovery**

- On your dashboard, locate and click the "Talent Discovery" tab to begin sourcing candidates from external platforms like LinkedIn, job boards, and other relevant sources.

9.2 Step-by-Step Guide (Setting Search Criteria)

1 **Enter Keywords**

- Type in relevant keywords for the job role you are looking to fill. This could include job titles, specific skills, or other search terms that match your ideal candidate.
- Example: If you are hiring for a software developer role, you might use keywords like "Java Developer", "Python", or "Full Stack Developer".

2 **Add Location**

- Enter the location for your search, which could be a city, country, or region where you're looking for candidates.
- Example: "London", "New York", "Dubai", etc.

3 **Select Education**

- You can also **filter candidates by education.** Specify the level of education or type of institutions that match your ideal candidate profile.
- Example: "Bachelor's in Computer Science", "Master's in Engineering", or "Graduated from Top Universities".

9.3 Step-by-Step Guide (Sourcing Candidates from External Platforms)

1 **Search for Candidates**

- Once you've entered all the relevant search criteria (keywords, location, education, etc.), click on the **"Search"** or **"Discover Candidates"** button.
- The system will then query external platforms like **LinkedIn** or any other integrated talent sourcing platforms to find candidates who match the criteria you've defined.

9.4 Step-by-Step Guide (View Sourced Candidates)

1 **Candidate List**

You will be presented with a list of candidates sourced from external platforms based on the criteria you've set.

Each candidate's profile will include details like:

- Name
- Current job title
- Experience
- Education
- Skills
- Location

Note: Candidates who haven't applied directly but match your criteria will appear here.

9.5 Step-by-Step Guide (Transfer Candidates to Talent Pool)

1 **Add Candidates to Talent Pool**

- If a candidate shows interest or if you would like to keep their profile for future opportunities, you can add them to your Talent Pool.
- Click on the "Transfer to Talent Pool" button to store these candidates for ongoing or future recruitment campaigns.

10. Shortlisting or Scheduling Candidates for Interview (with Bulk Feature)

Step-by-Step Guide

1 **Access Candidate Listings**

- Go to your "Candidates" page under the Recruiter Portal.
- View all the candidates who have applied or are part of the Talent Pool.

2 **Select Candidates for Shortlisting or Interview**

- Use checkboxes to select multiple candidates you wish to shortlist or schedule for interviews.
- You can select candidates in bulk based on specific filters (e.g., experience, skills).

3 **Shortlist or Schedule Interview**

- After selecting candidates, choose either the “Shortlist” or “Schedule Interview” option from the bulk actions dropdown.
- Select the date and time for the interview and send notifications to candidates.

4 **Bulk Actions Confirmation**

- You will receive a confirmation message indicating that the selected candidates have been shortlisted or interviewed in bulk.

11. Pipeline Tracking at Every Stage of Candidates

Step-by-Step Guide

1 View Pipeline

- From the Recruiter Dashboard, click on the "Reports" section.
- Click on “Recruitment Pipeline”.
- You will see all candidates categorized by the current stage they are at (e.g., Applied, Shortlisted, Interview Scheduled, Offer Made, Hired).

2 Track Candidate Progress

- Click on each stage to view more detailed information about candidates at that stage.
- You can move candidates from one stage to another by dragging them or selecting the appropriate action.

3 Update Candidate Status

- As candidates progress through stages, update their status to keep the pipeline current.

12. Transferring Candidates Manually from Talent Pool

Step-by-Step Guide

1 Access the Talent Pool

- Navigate to the "Talent Pool" section within the Recruiter Portal.

2 Select a Candidate to Transfer

- Click on the candidate's profile you want to transfer.
- Select the “Transfer” option.

3 Choose the Destination

- Choose the job opening or stage (e.g., Shortlisted, Interview Scheduled) where you want to move the candidate.

4 Confirm the Transfer

- After selecting the destination, click "Confirm" to complete the transfer.
- The candidate's profile will be moved accordingly.

13. Getting Candidates with AI Suggestions

Step-by-Step Guide

1 Navigate to Job Listings

- Go to the "Jobs" page in the Recruiter Portal.

2 AI Recommendations

- For each job posting, AI-powered suggestions will be displayed with a list of candidates that match the job criteria.
- The AI suggests candidates based on the job title, required skills, experience, and other factors.

3 Review Candidates

- Browse the AI-suggested list and view candidate profiles.
- You can shortlist or schedule interviews directly from the suggestions.

14. Filtering Candidates on the Candidates Page

Step-by-Step Guide

1. **Access the Candidates Page**
   - Go to the "Candidates" section of your Recruiter Portal.
2. **Apply Filters**
   - Use the available filters such as skills, location, experience level, and education to refine your candidate search.
   - You can apply multiple filters to further narrow down your search.
3. **View Results**
   - After applying filters, a list of candidates that meet the criteria will be displayed.
   - Click on individual profiles to review their resumes and details.

15. Applying Different Fields and Filters on Talent Pool

Step-by-Step Guide

1. **Go to Talent Pool**
   - Navigate to the "Talent Pool" section in your Recruiter Portal.
2. **Apply Fields and Filters**
   - Use the drop-down menus to select fields such as experience, job type, education, or location.
   - Apply filters for more specific searches (e.g., preferred skills, certifications, languages).
3. **View and Save Candidates**
   - After filtering, review the results.
   - Shortlist or Advance Candidates in the Pipeline

16. Masking Resumes

Step-by-Step Guide

1 Access Resume

- Navigate to the candidate's profile that you want to mask the resume for.

2 Enable Resume Masking

- Click on the “Mask Resume” option in the profile settings.
- This will hide specific details like personal information, contact details, and other sensitive information from the resume.

3 Review Masked Information

- View the masked resume to ensure that sensitive information is not visible.
- You can choose to unmask the resume later if necessary.
- Share masked resumes with Hiring Managers to eliminate bias.

17. Sharing Job with Hiring Managers (with Limited Controls)

Step-by-Step Guide

1 Access Resume

- Navigate to the candidate's profile that you want to mask the resume for.

2 Share Job Posting

- Choose a job posting you want to share and click on the "Share" button.
- Enter the email addresses of the hiring managers you want to share the job with.

3 Set Permissions

- Select the level of access for the hiring managers Hire, Reject, Schedule, Interview, Save for Later, Hold).
- Send the job details to them with the limited permissions set.

4 Track Actions

- Monitor any actions or comments made by the hiring managers on the job posting from your dashboard.

18. AI Interview

Step-by-Step Guide

1 Schedule an AI Interview

- Go to the "Interviews" section and select “AI Interview” as the interview type.
- Schedule the AI interview for the candidate.

2 Conduct the Interview

- The candidate will receive a link to join the AI-powered interview.
- The AI will ask the candidate questions related to the job role.

3 Speech to Text Transcription

- During the interview, the AI will transcribe the candidate’s responses in real time.
- After the interview, you can review the transcribed text to analyze the candidate’s answers.

4 Save and Share Results

- Save the transcript and share it with your team or hiring managers for further evaluation.