



Dan Hartshorn

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Application Overview

- Applicant sends resume
- Hiring manager receives resume, sees potential, reaches out to candidate about having a phone screen.
- Hiring manager screens candidate over phone
- Call goes well - Applicant is approved to come in for an in-person interview
- A meeting/interview request is sent by email - the applicant is asked to confirm this request
- Once the confirmation is received by the employer, the applicant is then sent an email asking to log in to the “job coach portal” - they are required to sign in with their email address and asked to create a password to protect private information
- Once signed in, they will have access to a very simple “portal”* that surfaces the next step in the hiring process - in this case now, it would be the first (possibly only - up to the employer to set this) in-person interview, and with that, information about what to expect.
- The employer has the ability to customize this portal to their hiring process, and since only the next step in the process is visible to the candidate, if the employer wants to bring them in for a 2nd, 3rd and (really?) a 4th time, then they can do so, without confusing, disappointing or setting inaccurate expectations on behalf of the candidate. This might be helpful if an interview was set up, but on the day of the interview, one of the 5 people they really should meet with on the team is out sick, the hiring manager can now create an additional in-person, and the candidate will never know this has been added on. Ideally this kind of option shouldn't be abused, but it's helpful in certain situations.

* For the first in-person interview, the portal will show:

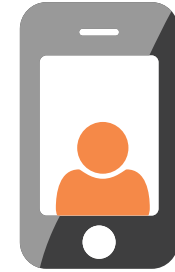
- the time of interview
- option to include directions - also include any special instructions (ie: park in the back of the building don't park in the (specify color) colored parking spaces, etc)
- If different than hiring manager, the contact person the candidate should ask for upon arrival
- number of people they will be meeting with, their names and also a rough timeline for the day.
- In addition to location, there is the option to include special directions surrounding other items like:
 - bring a photo I.D.
 - bring proof of citizenship
 - dress code or maybe less specific, a description about the company environment/“vibe” and the candidate can make that call on their own
 - misc. special instructions specific to the company or industry
- In some cases, a candidate may be asked to make a presentation, solve problems on the spot, perform a specific task or interact with other employees in a way to demonstrate a certain skill or talent.

* Once the candidate has completed the interview, it is up to the discretion of the hiring manager to allow the candidate access to the next step in the hiring process. If the hiring manager gets feedback recommending they no longer wish to pursue this candidate, the candidate will receive an email from HR expressing the lack of interest in continuing the hiring process, and the next step will not become visible to the candidate, and their “portal” access will effectively be closed for that employer. If in the future, that candidate seems to be a better fit for another role, the hiring manager or other admins have the ability to reactivate that candidate, and either continue on that same “path”, or a new hiring “path” can be created in the instance of being considered by a different team or set of employees for a different role.

- If this candidate is moved on to the second round of the hiring process, they will be sent an email notifying them of this, and the next step in the process will be surfaced, and available for them to see in their “portal.”

 Applicant

 Employer




email
password
Log in





job coach!
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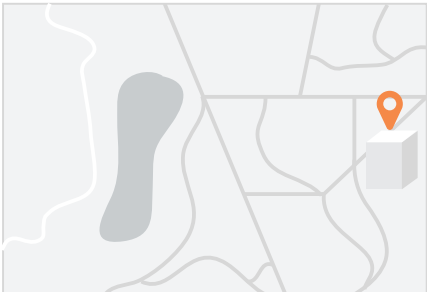
resume approved > phone screen > interview

Hi, Dan!

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Logo Evolution

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Final Treatment



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Hi, Dan



resume submission > phone screen > interview



Congratulations!

You have an interview scheduled:

If you have questions, reach out to your contact, for more detail.



Audi, USA



Friday, January 8, 2015



12:00 pm



123 Deutsch Blvd.
Austin, TX. 77777



HR Contact info



Additional information





Hi, Dan



resume submission > phone screen > interview



Congratulations!

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Audi, USA



Friday, January 8, 2015



12:00 pm



Cindy Coyle

Project Manager

12:15 pm - 1:00 pm



notes



Bill Withers

Software Engineer

1:00 pm - 1:45 pm



notes

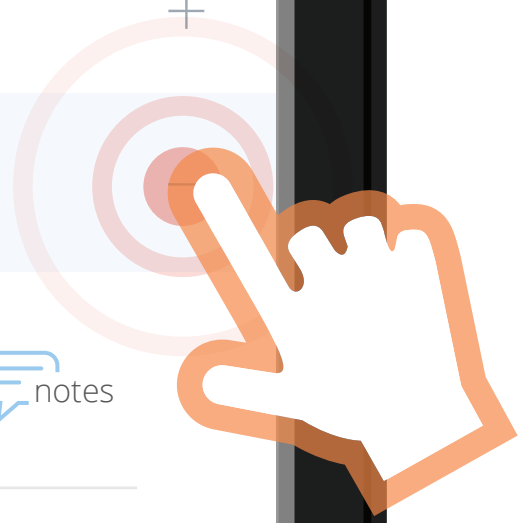


Jen Thompson

Chief Marketing Officer



notes

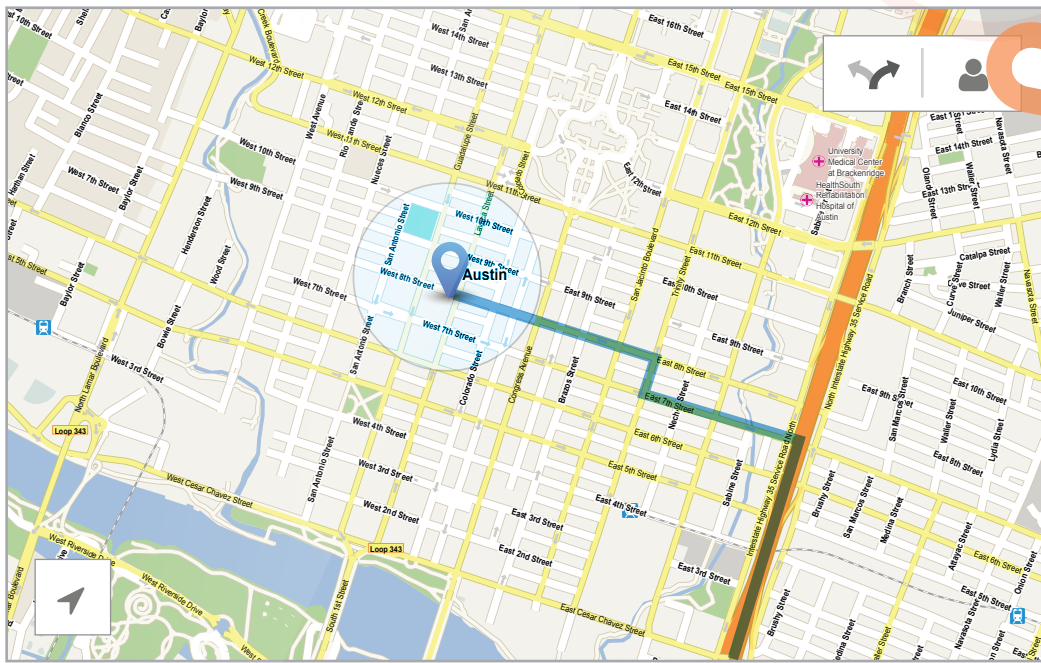


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