Accessing Olivia Sources

PARADOX

How do candidates apply with Olivia?
Any jobs toggled "on" under My Jobs (All Apps > My jobs) will
appear on the Regis branded websites and Indeed. Please
note it can take up to 24 hrs for your jobs to appear on these
sites after toggling them "on" in Paradox. Additionally, any jobs
toggled "on" will allow Olivia to help a candidate find a job and
a location to apply to anywhere you advertise the Olivia sources.
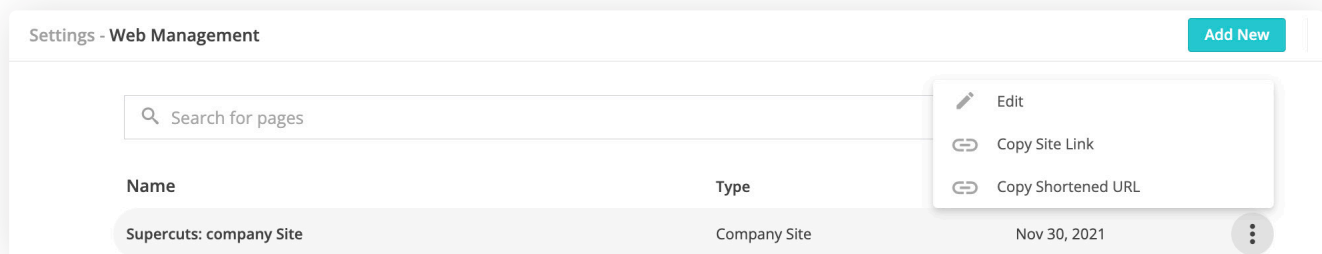To toggle "on" jobs by location, watch **this video.**

What are Olivia sources?
The ways a candidate can apply through Olivia online
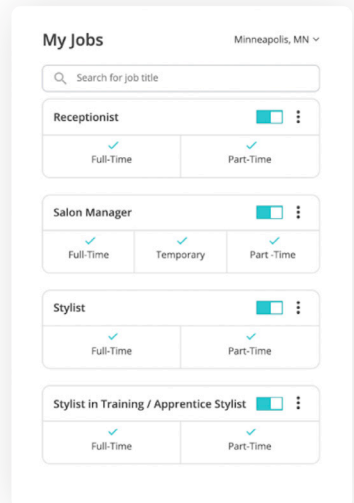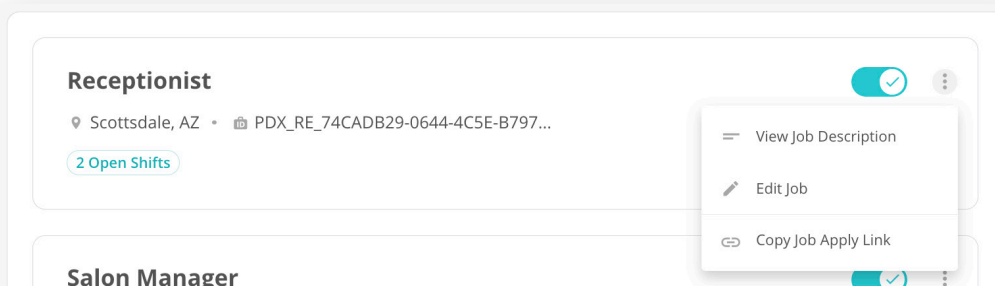and through text.

How do I find my Olivia sources?

1. Company site link
- Allows a candidate to chat with Olivia to find a job and a salon location to apply too.
- To access your brands company site link, please view a video **here** or follow the steps below:
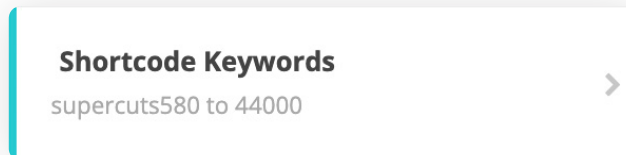   - All Apps > Settings > Web Management > Company Site > 3 Dots > Copy Link

2. Job Posting Link
- Allows a candidate to apply for a specific job at a specific location
- Job postings toggled "on" will be sent to Regis branded websites and Indeed
- Franchisee can access these links and advertise the URL anywhere they'd like
- To access job posting links, please view a video **here** or follow the steps below:
    - All Apps > My Jobs > Choose location from location dropdown > Select the 3 dots to the right of a job > Copy link

3. Texting assigned keyword to 44000
- Allows a candidate to apply for your open jobs by texting a keyword to 44000
- To access your company's keyword, please view a video **here** or follow the steps below:
  - All Apps > Settings > Phone Numbers > Shortcode > Copy & Paste keyword and begin advertising it to the number 44000

> **Shortcode Keywords**
> supercuts580 to 44000   ＞

  - *Please note:* Keywords are automatically assigned and cannot be customized. If advertising 44000, the designated keyword must be advertised. If you have more than 1 brand, you will have a keyword per brand.

4. QR Code
- Allows a candidate to apply for your open jobs by scanning your QR code.
- To access your brands QR code, please view a video **here** or follow the steps below:
  - All Apps > Settings > Phone Numbers > Shortcode > Download QR code

5. Responding to Employee Referral Number (ERP) Text
- Allows employees to easily refer candidates and referred candidates will be marked as referred by your employee in Paradox
- To access your brands ERP number, please view a video **here** or follow the steps below:
  - All Apps > Settings > Phone Numbers > Referral Numbers > Copy & Paste Employee Number and tell employees about it
- Employees will text that number saying "refer" and Olivia will handle the rest!

Name	Employee Number
Referral	(720) 807-2347

How do I know these sources work?
You can apply as a test candidate with Olivia using the options above. If you choose to test one of the options above, *please use "test" as your last name to prevent inaccurate reporting.*

How do I advertise these sources to capture candidates?
Please reference our advertising guide **here**!
Follow **these guidelines** when advertising your keyword to the Regis shortcode.