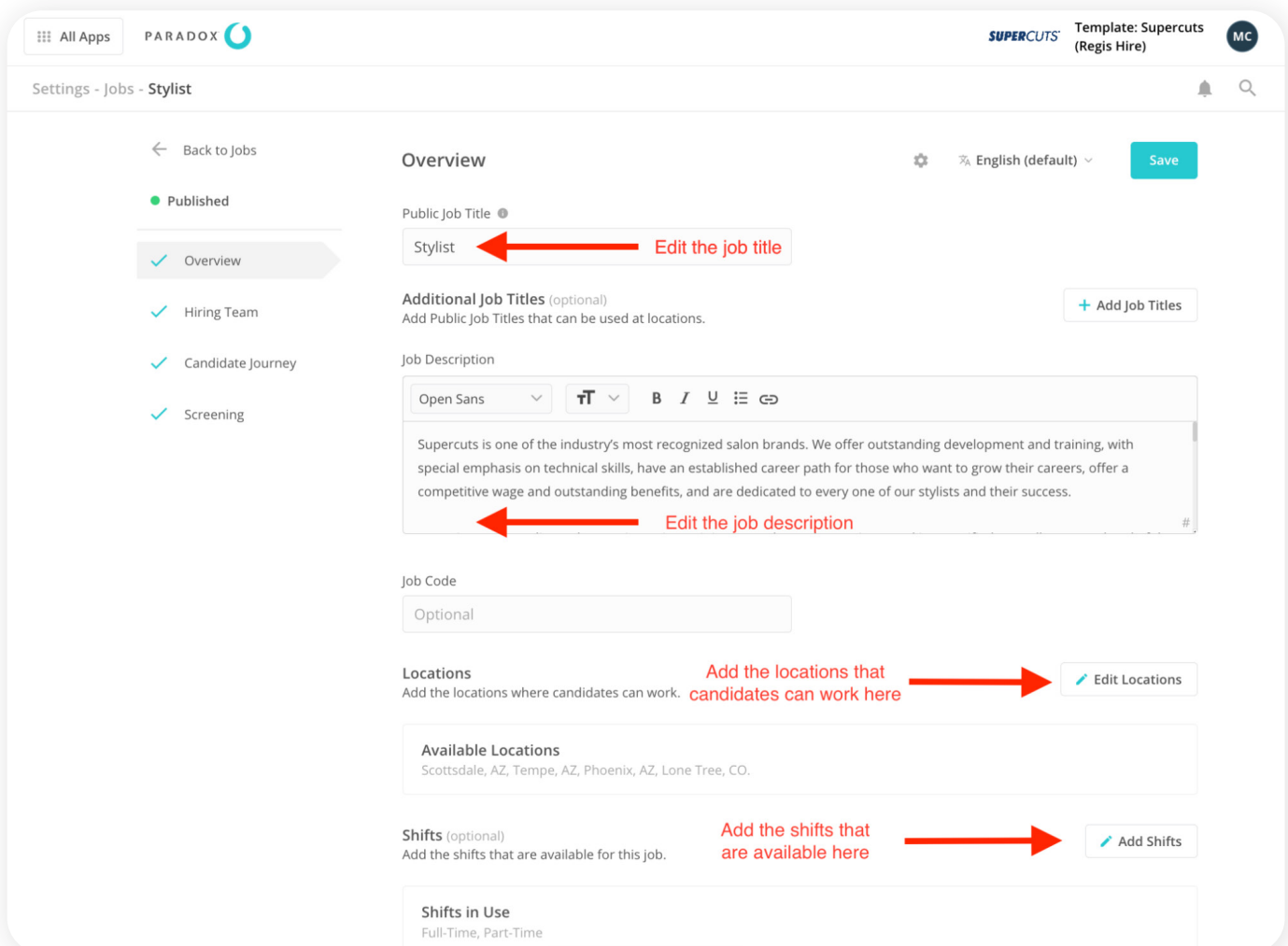


Updating your job title, description, default interview preference, and screening questions is easy! Please follow the steps below.

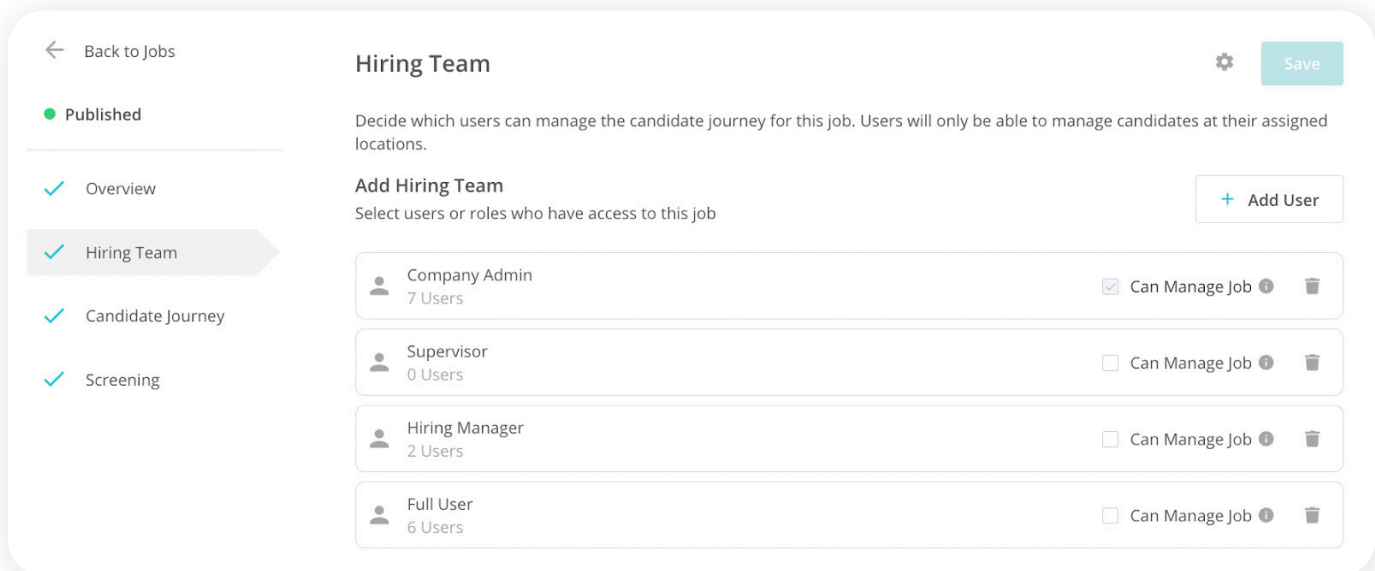
1. Go to your profile to ensure your user role is a company admin, franchisee owner, or franchise staff
2. Go to All Apps > Settings > Jobs
3. Click into a job family
4. Select the job you'd like to edit
5. Edit the job title, job description, locations candidates can work in, and shifts
6. Press "Save"




The screenshot displays the 'Settings - Jobs - Stylist' page in the Paradox system. The interface includes a top navigation bar with 'All Apps', the Paradox logo, and user information for 'SUPER CUTS' (Template: Supercuts, Regis Hire). A left sidebar shows a list of settings: 'Published', 'Overview' (selected), 'Hiring Team', 'Candidate Journey', and 'Screening'. The main content area is titled 'Overview' and contains several sections: 'Public Job Title' with a text input field containing 'Stylist' and an 'Edit the job title' button; 'Additional Job Titles (optional)' with an 'Add Job Titles' button; 'Job Description' with a rich text editor containing a paragraph about Supercuts and an 'Edit the job description' button; 'Job Code' with a text input field containing 'Optional'; 'Locations' with an 'Add the locations that candidates can work here' button and an 'Edit Locations' button; 'Available Locations' with a list of locations (Scottsdale, AZ, Tempe, AZ, Phoenix, AZ, Lone Tree, CO); 'Shifts (optional)' with an 'Add the shifts that are available here' button and an 'Add Shifts' button; and 'Shifts in Use' with a list of shifts (Full-Time, Part-Time).

7. Navigate to the left and select "Hiring Team".

- This determines user roles and/or users can view candidates that apply for this job. If "can manage job" is selected, then the user role or user will be able to post the job under All Apps > My Jobs
- Note: Users must have access to the job and location a candidate applies to in order to view the candidate.
 - For example: There are 2 hiring managers on an account. Hiring Manager A has access to the Scottsdale location and Hiring Manager B has access to the Denver location. Assuming both locations were added to this job (in step 5) then Hiring Manager A would only see candidates who apply for the Scottsdale location and Hiring Manager B will only see candidates that apply to the Denver location.
- Press "Save"











← Back to Jobs

Hiring Team  [Save](#)

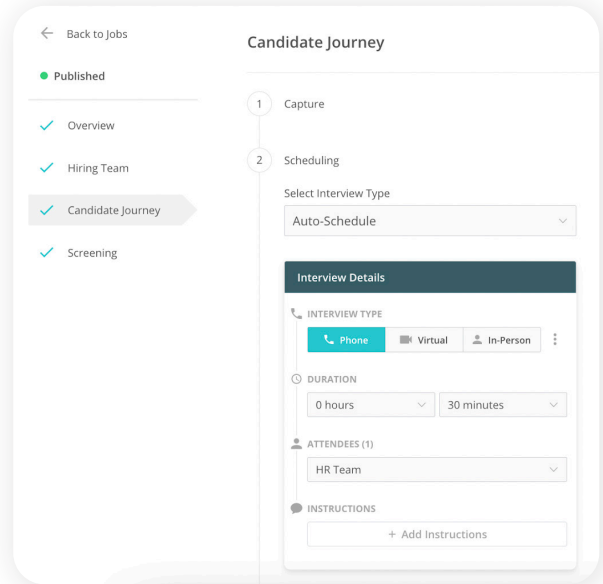
Decide which users can manage the candidate journey for this job. Users will only be able to manage candidates at their assigned locations.

Add Hiring Team
Select users or roles who have access to this job [+ Add User](#)

 Company Admin 7 Users	<input checked="" type="checkbox"/> Can Manage Job ⓘ 
 Supervisor 0 Users	<input type="checkbox"/> Can Manage Job ⓘ 
 Hiring Manager 2 Users	<input type="checkbox"/> Can Manage Job ⓘ 
 Full User 6 Users	<input type="checkbox"/> Can Manage Job ⓘ 

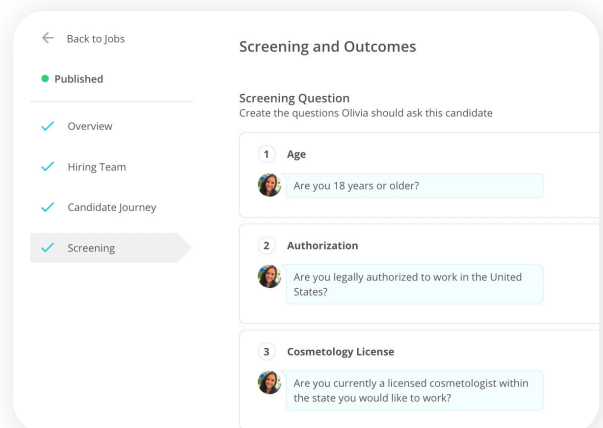
8. Navigate to the left and select "Candidate Journey"

- This allows you to fill in the type of interview, interview duration, interview attendee(s) and the forms (such as application, offer, or onboarding) that will be sent to candidates who apply for this job.
- Note: Application and onboarding are created under All Apps > Settings > Jobs > Forms and offers are created under All Apps > Settings > Jobs > Offers
- Press "Save"



9. Navigate to the left and select "Screening"

- This allows you to edit or add questions that your AI asks your candidates
- Note: We recommend reaching out to your designated support team if you'd like to adjust outcomes :)
- Press "Save"



10. To publish the job, select "publish"

11. Test or make the job "live" by going to All Apps > My Jobs and toggling "on" jobs using the location dropdown

