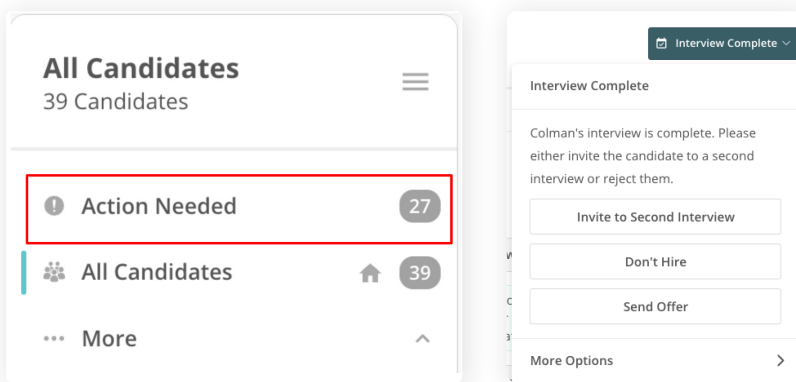


Best Practices

Below are 5 best practices for users utilizing Paradox to manage candidates.

#1 Managing the Action Needed tab:

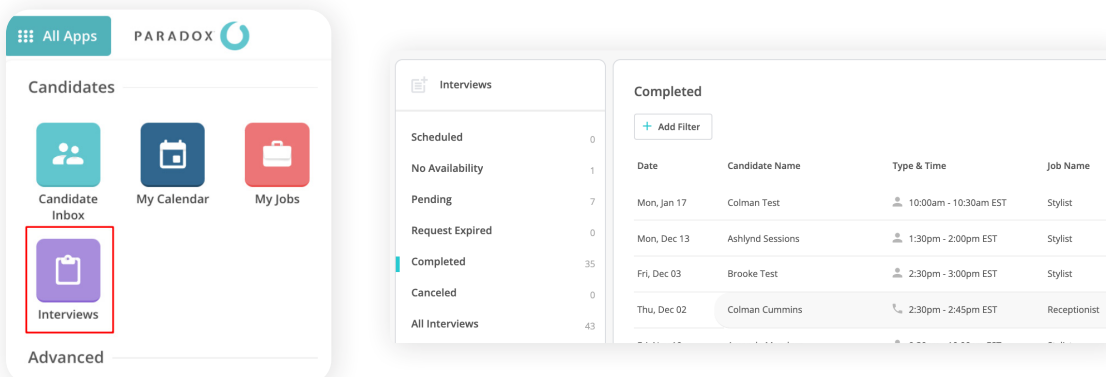
- The Action Needed folder (All Apps > Candidate Inbox > Action Needed) is where all candidates requiring an action or decision to be manually made by the user are located.



- Users can move candidates through the candidate journey by selecting the drop down menu and performing the next step.
- Moving candidates through the candidate journey will remove them from the action needed folder and help keep your candidates organized.

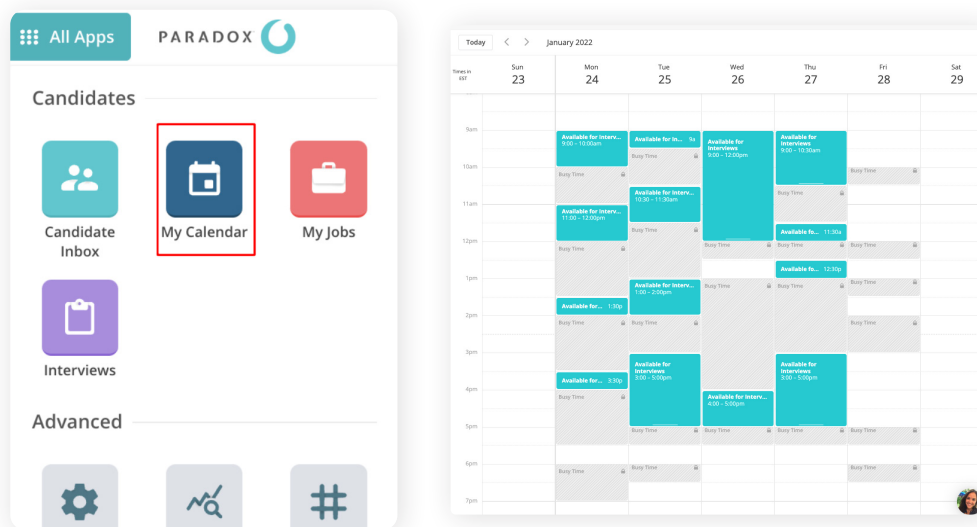
#2 Interview Tab:

- Quickly view all upcoming interviews, past interviews, and scheduled interviews in the Interviews Tab.



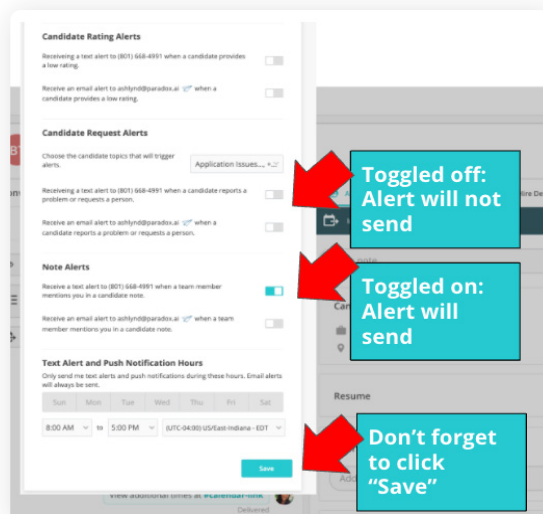
#3 My Calendar:

- View your day-to-day calendar by going to All Apps > My Calendar.
 - If you connect a calendar, your “busy” times will show and any scheduled interviews will appear.
 - You can adjust your availability for a particular day here and it will override your recurring availability.




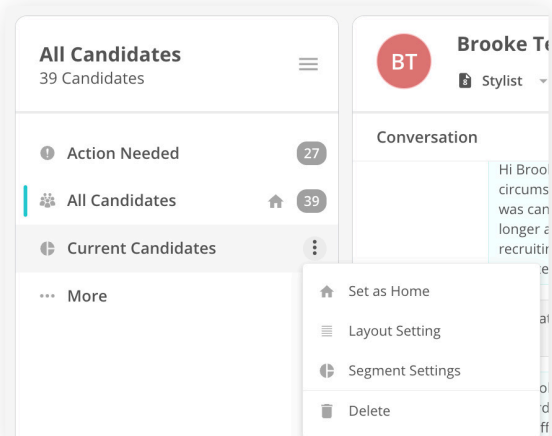
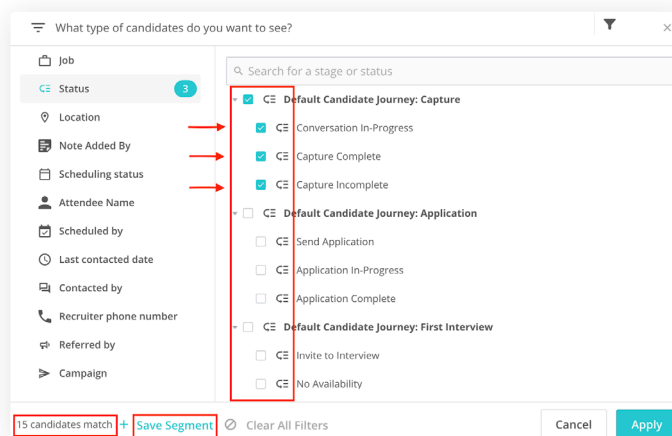
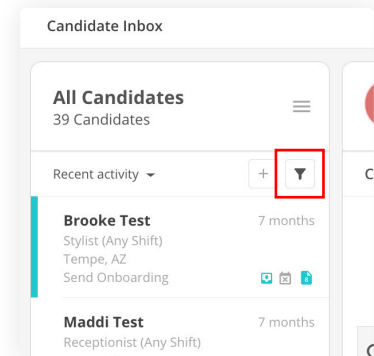
#4 Setting Up Notifications:

- Users can manage Alerts and Notifications by navigating to Menu > Settings > Alert Management.
- If Users provide their phone number they can receive text alerts.



#5 Candidates should always be moved to Hire/Rejected:

- Once Candidates are dispositioned to Hire/Rejected, users can hide these Candidates by filtering them out.
- To filter candidates, click  on the All Candidates page.
- From there, select "Status" and select all statuses except for hired and rejected.
- Click "Save Segment" to save this filter and set it as your homepage.



- Dispositioning candidates into other stages is a very important practice to make sure your team is utilizing Olivia in the most efficient way possible and collecting reliable data.