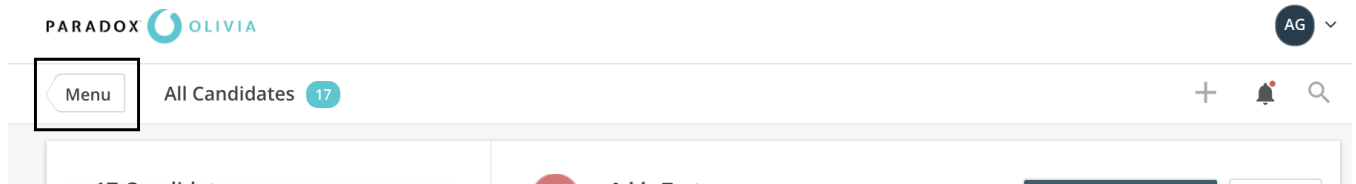# PARADOX Set-Up and Best Practices

GETTING SET-UP
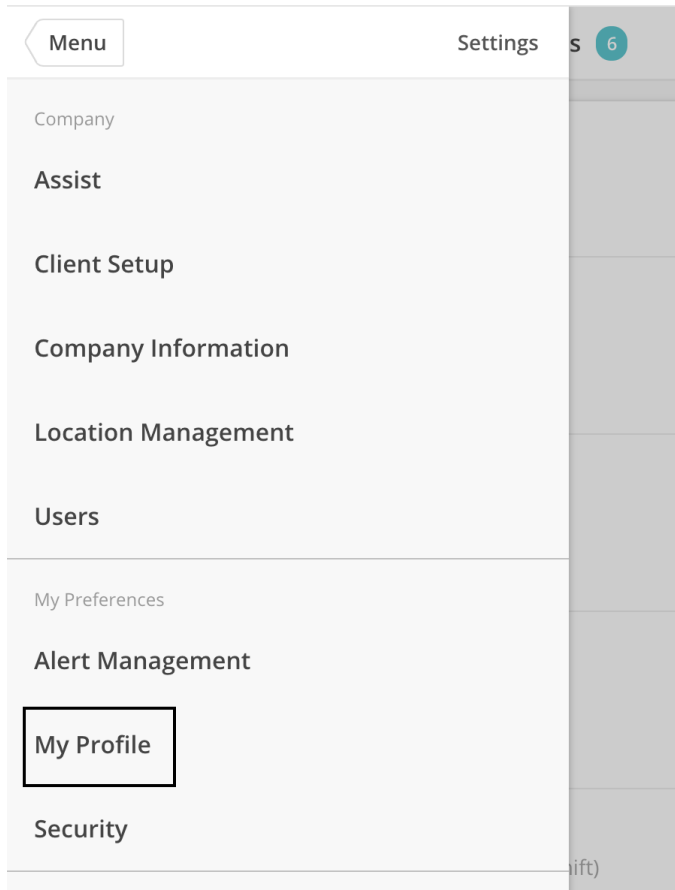
1. After Logging click Menu

2. Then click on the Settings Gear

3. Click on "My Profile" to set-up your recurring interview availability and make any edits to your profile that is needed.

PARADOX ◯ OLIVIA

| Menu | Settings | s 6 |

Company

Assist

Client Setup

Company Information

Location Management

Users

My Preferences

Alert Management

My Profile

Security

ift)

4. Once here you are able to edit your name, email, and your phone number if you want to receive text alerts, and add a photo.

Add photo
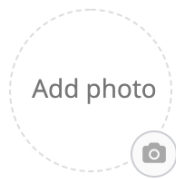
First and last name

Addy Test

Job title

GM

Mobile phone number

+1 ▼

Email

addy@paradox.ai

Employee ID

Country

United States ▼

5. Scroll down to set up your "Weekly Calendar" schedule. Select Edit Availability

Connected Calendar

Send this URL to Rachel to link their calendar

https://olivia.paradox.ai/scheduling/basic/eyJ0eXAiOiJKV1QiLCJhbGciOiJIU...	Copy

Which calendar should Lou check to see when you're busy?

Linked calendar: G Sign in with Google   O⃝ Outlook   E⃝ Exchange

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Open Interview Times

Set weekly recurring times for when you want to be available for interviews. If your calendar is connected, Lou will not book over your busy times.

Edit Availability
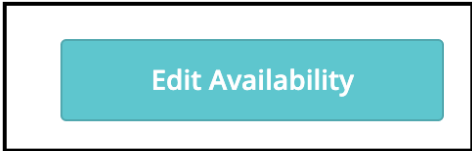
Sun	Mon	Tue	Wed	Thu	Fri	Sat
9:15a – 4:15p	9:00a – 12:00p +1	9:00a – 12:00p +1	9:00a – 12:00p +1	9:00a – 12:00p +1	9:00a – 12:00p +1	9:15a – 4:15p

6. Move or select the blue bars to create a "Weekly Recurring" schedule that will repopulate each week.
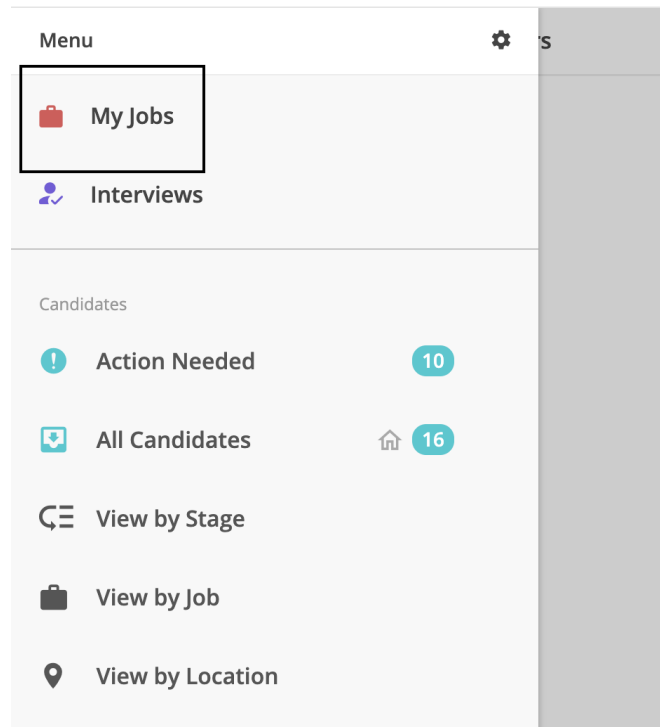
7. Continue to Scroll down and you will see "Busy Days." This is where you can update your "Weekly Recurring" calendar with your vacation and/or other days that no one is available to interview.

Busy Days, Vacations, and Holidays

Select dates when you're not available for interviews.

No dates added	📅

8. Next go to Menu and select "My Jobs".

Menu	⚙ s
🧰 **My Jobs**	
👤✓ Interviews	

Candidates

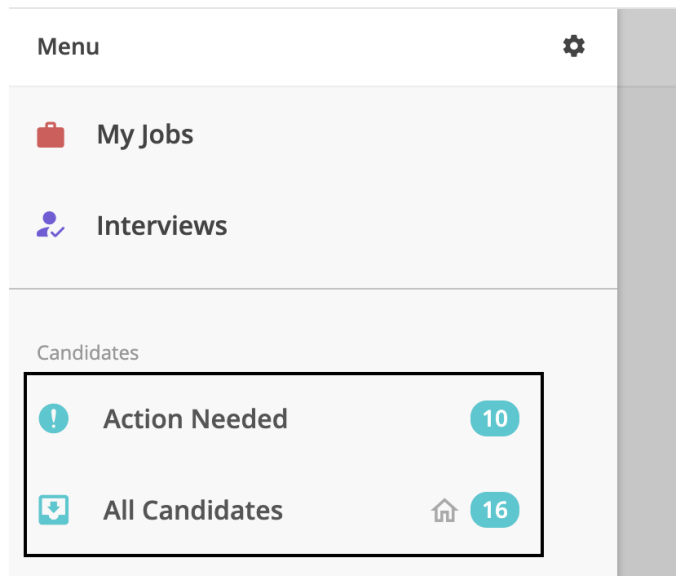| ❗ Action Needed	**10**
⬇ All Candidates	⌂ **16**
⊊☰ View by Stage	
🧰 View by Job	
📍 View by Location	

10. **You will see the jobs and shifts that candidates can apply to. If you don't have openings for a specific time, for example, you don't have any crew positions available, you can ask your DM to turn that position off. Please note: If the job is completely turned off, then candidates will not be able to apply.**

## My Jobs   Weatherford (527) ⌄

Crew	▭ ⋮
✓ Morning	✓ Afternoon	✓ Evening
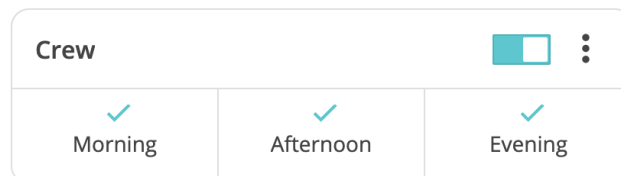
11. **Go back to Menu and you will see "Candidates" information. It shows candidates in two groups called "Action Needed" and "All Candidates"**

PARADOX OLIVIA

Menu ⚙

🧰 My Jobs

👥 Interviews

Candidates

⚠ Action Needed 10

⬇ All Candidates 🏠 16

12. Go To "Action Needed" and with your curser hover over "Action Needed" find the 3 dots. From here, you are able to set "Action Needed" as your Home. This will keep your homepage limited to candidates that are in Interview Complete, No Availability, and Capture Complete.

Candidates

⚠ Action Needed 10 ⋮

⬇ All Candidates 🏠 16 🏠 Set as Home

No
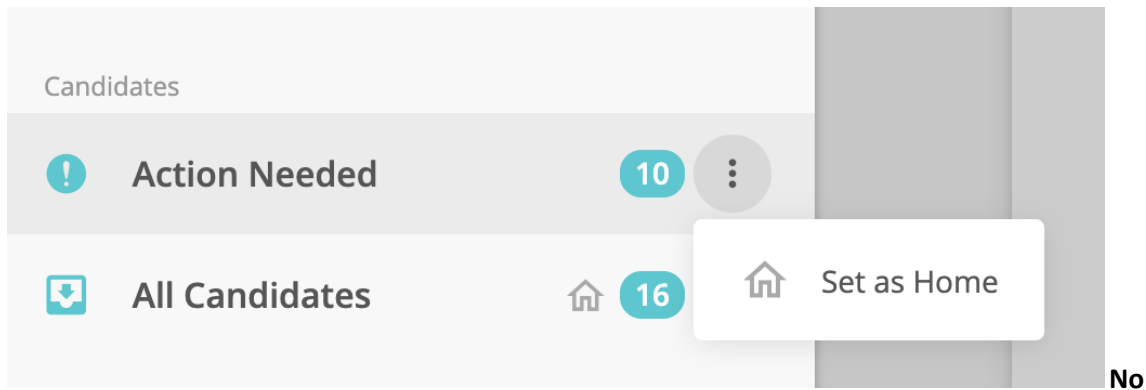
13. Go to Menu and select the gear to Set-up your Alerts. The alerts you select will automatically go to your email but will only be sent as a text message if you toggle on the alerts for text messages.

PARADOX OLIVIA
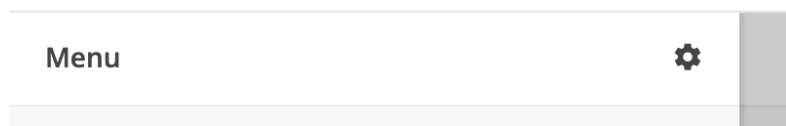
Menu ⚙

14. Select "Alert Management"

15. Turn On or Off the alerts you want to receive by turning the toggle on

Candidate Submission Alerts

Receive an email alert to Adelisa.graca@paradox.ai when a new candidate arrives in my Inbox.

Candidate Message Alerts

Receive an email alert to Adelisa.graca@paradox.ai when a candidate sends a new message.

Scheduling Alerts

Receive an email alert to Adelisa.graca@paradox.ai when a candidate schedules, reschedules, or cancels their interview.

Daily Summary Email

Receive a daily email summarizing activity from the previous day.

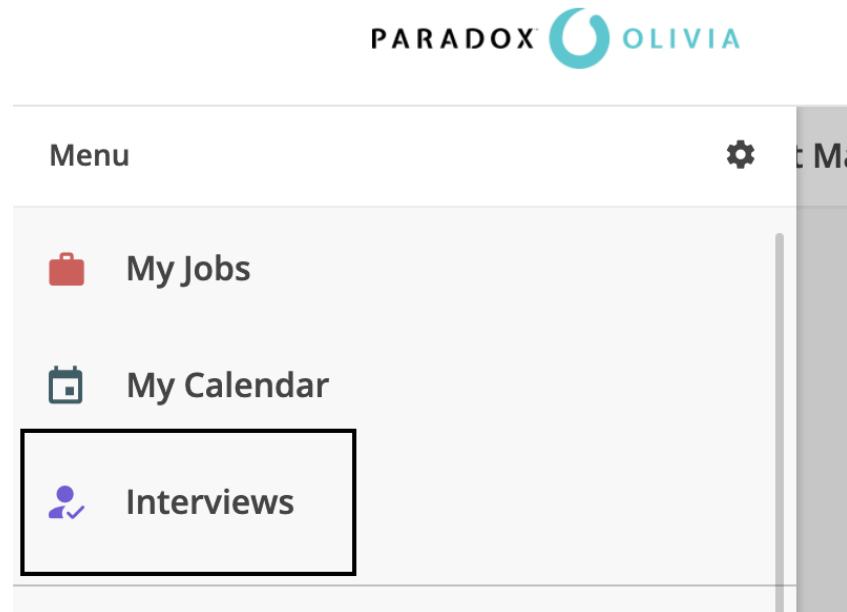**Smart Alerts**

Receive an email alert to Adelisa.graca@paradox.ai when a candidate sends a message containing any of the following

DAY TO DAY USE

16. To check your what interviews you have coming up, go to Menu and select "Interviews"

17. From here you can see how many interviews you have "Scheduled", "No Availability" interviews you missed with a candidate because you didn't have time on your calendar, "Pending" these are the candidates that didn't select an interview time and Olivia is continuing to reach out to. "Completed" these interview times have passed and this identifies actions that you have taken or need to take.

Interviews

Scheduled	0
No Availability	2
Pending	3
Request Expired	0
Completed	8
Canceled	0
All Interviews	13

18. From your homepage, you will see all the candidates who show as "Interview Complete". These candidates need to be hired or rejected. Select the Candidate and select "Hire" or "Reject" from the status drop down

RT **Rachel Test** ↩
Crew (Any Shift)

📅 Interview Complete ∨

💬 Conversation

📄

Interview Complete

Please either Hire Rachel or Reject them.

| Hire |
| Reject |

More Options   ＞

∽⊑ Lou updated status from **Interview Pend**

Thank you Rachel! I
person interview fo
will be held at: 123⁴

👁 Rachel Dickey viewed Rachel Test

Please bring a mask to your interview!

Jun 1, 2021 at 5:24 AM

Hi Rachel! Your 30 minute in-person interview at   is in
one hour. Good luck :)

Your interview will be held at: 1234 Any St., Minneapolis, MN,
64003

Delivered