



Welcome to the Kenjo family!

If you don't have an account yet, please click on this link to create a new one:

[Sign up](#)

Note: You will be automatically assigned as the admin for this new account (this can be changed later if needed).

RECRUITING

Follow the instructions below step by step to set up your Recruiting portal. You can find more useful information on how to manage the Kenjo platform in our [Helpcenter](#). Use the search function to find what you need.

First of all, **activate the feature** by going to **Settings > Features > Recruiting** > move the switch to active. A new icon will appear in the left-side menu bar.

Step 1 > Completing the [general settings](#) for Recruiting

- Click on **Settings** in the left navigation bar, then > **Recruiting > Settings**
- First, you need to set up your Career page. There are three types of setup to choose between. Please, [read our Helpcenter article](#) carefully and decide if you want to:
 - A) Create and activate a career site to use independently
 - B) Create and activate a career site and use it as part of your own company website
 - C) Create the job openings as a widget inserted on an existing page of your website

Note: You may also redirect your candidates to the corresponding job opening's link directly, without a dedicated Career page.

- **OPTIONAL: If you choose options A or B:**

- Go to **Recruiting Settings > Career Site > General** and fill out all the information in this page: **activate your career site**, choose a subdomain, and add the corresponding company information.
- Go to **Career Site > Appearance** to add your branding
- Add **Company links**, and the company's **privacy policy** (this is a legal requirement)
- Set basic designs for your career site in the **Career builder**

Note: Find some examples from other customers here:

- <https://doctorlycareer.kenjo.io/>
- <https://itsapark.kenjo.io/>
- <https://jobs-nect.kenjo.io/>
- <https://imgly.kenjo.io/>
- <https://intertours.kenjo.io/>
- <https://theclicklab-careers.kenjo.io/>
- <https://mymycareers.kenjo.io/>
- <https://fairaway.kenjo.io/>

- **REQUIRED: If you choose option C, you can ignore Career Site and go directly to Job Openings.**

- Create all your **hiring stages** that will be part of all your hiring pipelines used in your job openings.
- Add all your **hiring pipelines** according to your needs. Examples could be: Full-time / Part-time workers, or Managers / Seniors / Juniors / Working students, or by departments. Build different pipelines with different stages according to each kind of job opening. Linking hiring pipelines to specific job openings will be done in a later step.
- Use job opening **tags** to help you organize your job openings. Examples could be: **Urgent**, by **Locations**, etc.

- Continue by adding all necessary items to your handling of **Candidates**:

- Add all **additional Candidate fields** that you want to request in any job opening. There are some default fields that cannot be modified.
- **Create scorecards** to help you and your hiring team make objective decisions. Divide the scorecards by responsibilities, departments, or roles, for example. The scorecard will be linked to the job opening in a later step. Have in mind you will only be able to link one scorecard to each job opening.

- Use Candidate **tags** to help you organize your job candidates. Examples could be: **Senior/Junior**, Strong fit, etc.
- Add any **rejection reasons** that you want to track from the ones we have in the system.
- Add [Attachments tags](#) to use for your job openings. Examples could include: **CV**, Cover letter, Presentation video, etc. It's important to add them here to be able to request them later on in your job openings.
- If you want to use [Multiposting](#) to promote your job openings in Job Portals, contact our partner for more information.
- If you work with a [headhunter agency](#), and want to give them access to Kenjo go to **External Headhunters > Agencies**, and click **(+) ADD AGENCY**. They will receive an invitation to a version of Kenjo that grants them access to the job openings in which you activate the "**Show to agencies**" button.

Step 2 > Creating [Job Openings](#)

Go to **Recruiting > Job openings > (+) ADD NEW JOB OPENING**, and **create your first job opening**:

- Fill out the Job details, choosing a Hiring pipeline and applying a Scorecard.
- Set up the Application form, choosing what fields you'd like to enable or make required for your candidates.
- Choose the colleagues who will be part of the Hiring team, as well as their Roles. There are two roles: [Hiring managers and Hiring members](#). You can select the roles of each employee in each job opening.
- **Once you are ready, activate the job opening** by clicking on the corresponding job opening from the list > Configuration > in the header change the status from **Draft** to **Active**

[Create any necessary workflows](#) and notifications to support you with your recruiting process:

- Go to **Settings > Workflows > (+) CREATE WORKFLOW**. [In this article you can find some examples](#) of Workflows you can use as Recruiting notifications. Remember to also **write email templates** for the corresponding email notifications (Settings > Email templates)

Step 3 > Adding and managing **Candidates**

There are several options on how to **create or send candidates to Kenjo**. [Review the options in this helpcenter article](#).

- Once the candidates are in Kenjo, **follow your selected pipeline process** for the hiring stages. Hiring members can evaluate candidates using scorecards and comments. You can also send emails to candidates and set up tasks for you or your colleagues.
See all the options by going to one of the candidates profiles. Go to **Recruiting > Candidates** > click on the corresponding candidate.
- **Move** the candidates along the pipeline, **reject** them, or **remove** them from the position, as needed.
- Use the **Talent pools** when organizing your candidates that are not linked to a specific job opening. Go to **Recruiting > Talent pools > (+) ADD NEW TALENT POOL** to create a new talent pool. Have in mind that candidates not applying for a specific job opening will appear in the Talent pool **Inbox**. You may move them to another pool or to a job opening at any time.
- **Make an offer** to a candidate. Go to **Recruiting > Candidates** > click on the corresponding candidate > Offer > New offer. Have in mind you can also use the **e-signature** feature in this step. Follow the [instructions in the help center article](#). This feature is only available for our PREMIUM customers.
- When **a candidate is hired** you can convert them to an employee. Go to **Recruiting > Candidates** > click on the corresponding candidate > use the three dots menu > **Convert to employee**

Step 4 > Reports for Recruiting

There are four standard reports related to Recruiting: [Applicants](#), [Recruiting pipeline](#), [Rejection reasons](#), and [Time to hire](#). Check them out by going to Reports > Category > and filter by Recruiting.

You can save **custom reports** by accessing one of the reports and editing the filters. Click on one of the reports > Filters, and check the options available. For more details on how to do this, follow the [instructions in the following helpcenter article](#).
