



# Recruiter Handbook

Recruiter profile

[kenjo.io](https://kenjo.io)



# Welcome email from Kenjo



Hi Ted,

Welcome to Kenjo! In order to activate your user account, we need to validate your email address. Please verify your email address by clicking on this button:

VERIFY EMAIL ADDRESS

P.S. Remember you can always reach out for our help on the in-app chat. Alternatively, feel free to write to [support@kenjo.io](mailto:support@kenjo.io)

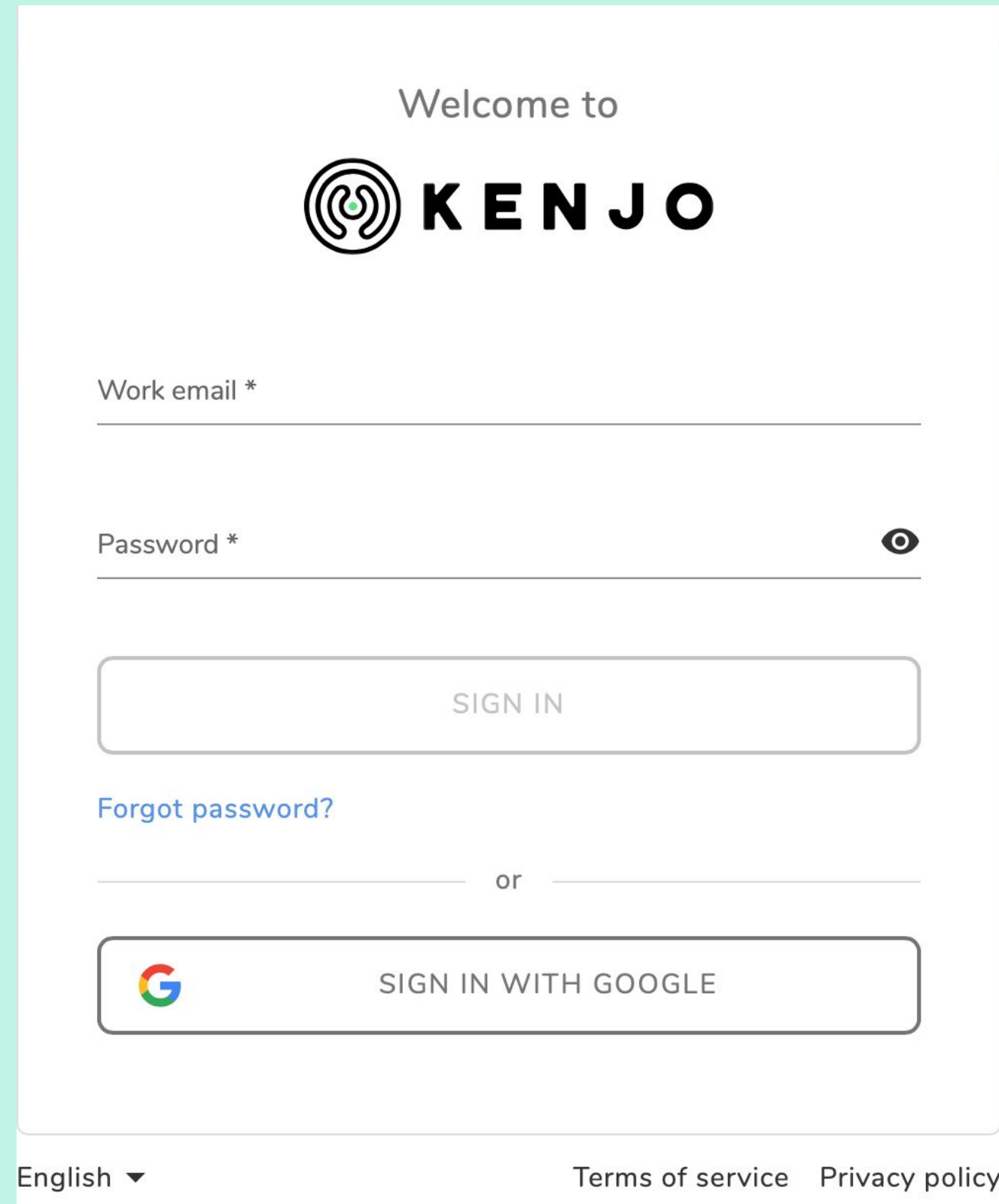
Regards,

Kenjo Team.


Click on **Verify email address** button and follow the activation flow. To set your password, be aware that it must be at least 8 characters long, including at least one number and an UPPERCASE letter.



# Login at Kenjo

A screenshot of the Kenjo login interface. At the top, it says "Welcome to" followed by the Kenjo logo, which consists of a circular icon with three concentric arcs and the word "KENJO" in bold. Below the logo are two input fields: "Work email \*" and "Password \*". The password field has a toggle icon (an eye) to its right. A "SIGN IN" button is positioned below the password field. Below the button is a link "Forgot password?". A horizontal line with the word "or" in the center separates the password login section from the Google login section. The Google login section features the Google "G" logo and the text "SIGN IN WITH GOOGLE". At the bottom of the form, there is a language selector showing "English" with a dropdown arrow, and two links: "Terms of service" and "Privacy policy".

Welcome to

 **KENJO**


Work email \*

Password \*

SIGN IN

[Forgot password?](#)

or

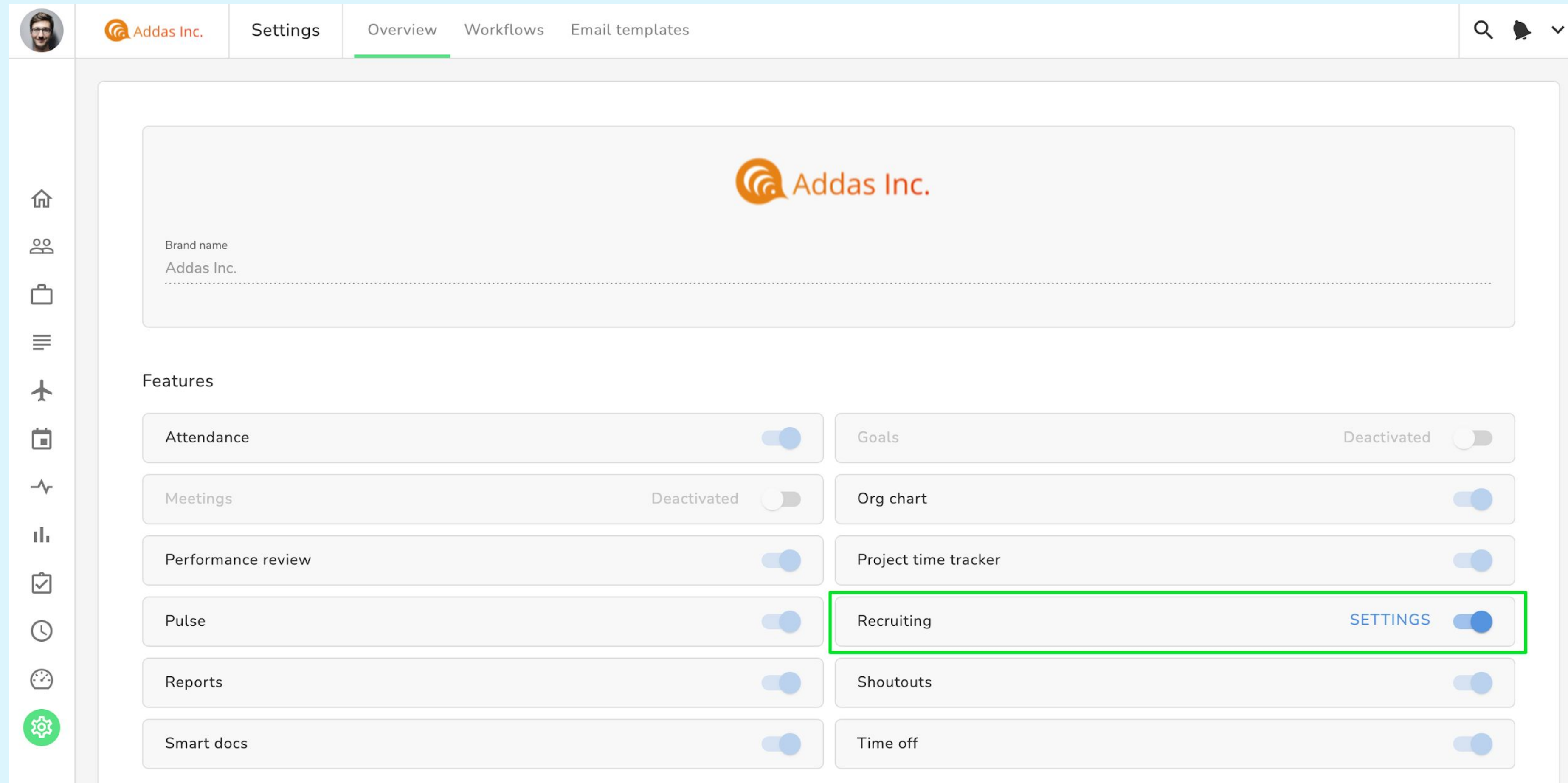
 SIGN IN WITH GOOGLE

English ▼ [Terms of service](#) [Privacy policy](#)

Open in a browser the link <https://app.kenjo.io/signin>. Insert the work email and password you created when you activated your Kenjo account. If you have not received it yet, please get in touch with someone from the HR department in your company.



# Settings



Here the recruiter can set up the hiring process of the company, create the stages of the recruiting pipeline, add tags, and custom fields for candidates. You can also prepare the career site and invite external headhunters.

# Settings – General

[illegible]

To set up the career site, define its subdomain, language, and activate the toggle button. Don't forget to save.

# Settings – Appearance

Settings

Overview

Workflows

Email templates

Recruiting settings

CAREER SITE

General

Appearance

Company links

Career builder

JOB OPENING

Hiring stages

Hiring pipelines

Job opening tags

CANDIDATE

Candidate fields

Scorecards

Candidate tags

Rejection reasons

ATTACHMENTS

Attachment tags

MULTIPOSTING

HTML template


EXTERNAL HEADHUNTERS

Agencies

Career site / Appearance

+ COMPANY LOGO

Use PNG format and transparent background.

 **Addas Inc.**

REMOVE IMAGE

+ COMPANY FAVICON

Use PNG format and size of 32x32 pixels. Larger sizes will be scale down automatically.

+ HERO IMAGE

The hero section is the top part of your homepage which your audience views first.

Hero header example

Hero subheader example

Links & buttons


Link example

Button example

Brand Color

We apply the brand color to buttons and links to reinforce your brand message and increase the likelihood of candidate conversion.


Brand color \*

 #00b72e

Hero background color


You can configure the color of the hero section in case that you don't upload a hero image.

Hero background color \*

 #3853FC

SAVE

Customize the design of your job openings on your career site. You can upload a company logo and a corresponding favicon. Also you can upload a hero image, which will be shown in every job opening. The selected brand color will be applied to all buttons and links on the career site.



# Settings – Company Links

Recruiting settings

CAREER SITE

General

Appearance

Company links

Career builder

JOB OPENING

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Job opening tags

CANDIDATE

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Rejection reasons

ATTACHMENTS

Attachment tags

MULTIPOSTING

HTML template

EXTERNAL HEADHUNTERS

Agencies

Career site / Company links

Company website

www.addas.inc.com/home

Company privacy policy

www.addas.inc.com/privacy

Company blog

Company LinkedIn

Company Facebook

Company Twitter

VIEW CAREER SITE

SAVE

Add links to your homepage, blog or data privacy statement. If you include a link for the data privacy statement, applicants have to confirm their consent before sending their application.




# Settings – Career Site


The screenshot displays the 'Settings – Career Site' interface. On the left, a teal sidebar contains icons for navigation (up/down arrows), settings (gear icon), and deletion (trash icon). The main area shows a live preview of a career site header with a desert landscape background and the text '¡Únase a nosotros hoy! en Addas Inc.'. On the right, a panel contains two buttons: 'Save changes' (green) and 'Discard changes' (grey). Below these buttons is a grid of 10 component icons: Header, Footer, Active positions, Hero, Text, Image, Image gallery, Team, YouTube video, and Custom HTML.

To style your own career site and make it unique, you can use several different components.



# Settings – Career Site





¡Únase a nosotros hoy!  
en Addas Inc.

Head of Product

🕒 Full-time

🏢 London

🔗 Operations

>

Produkt Manager

🕒 Full-time

🏢 London

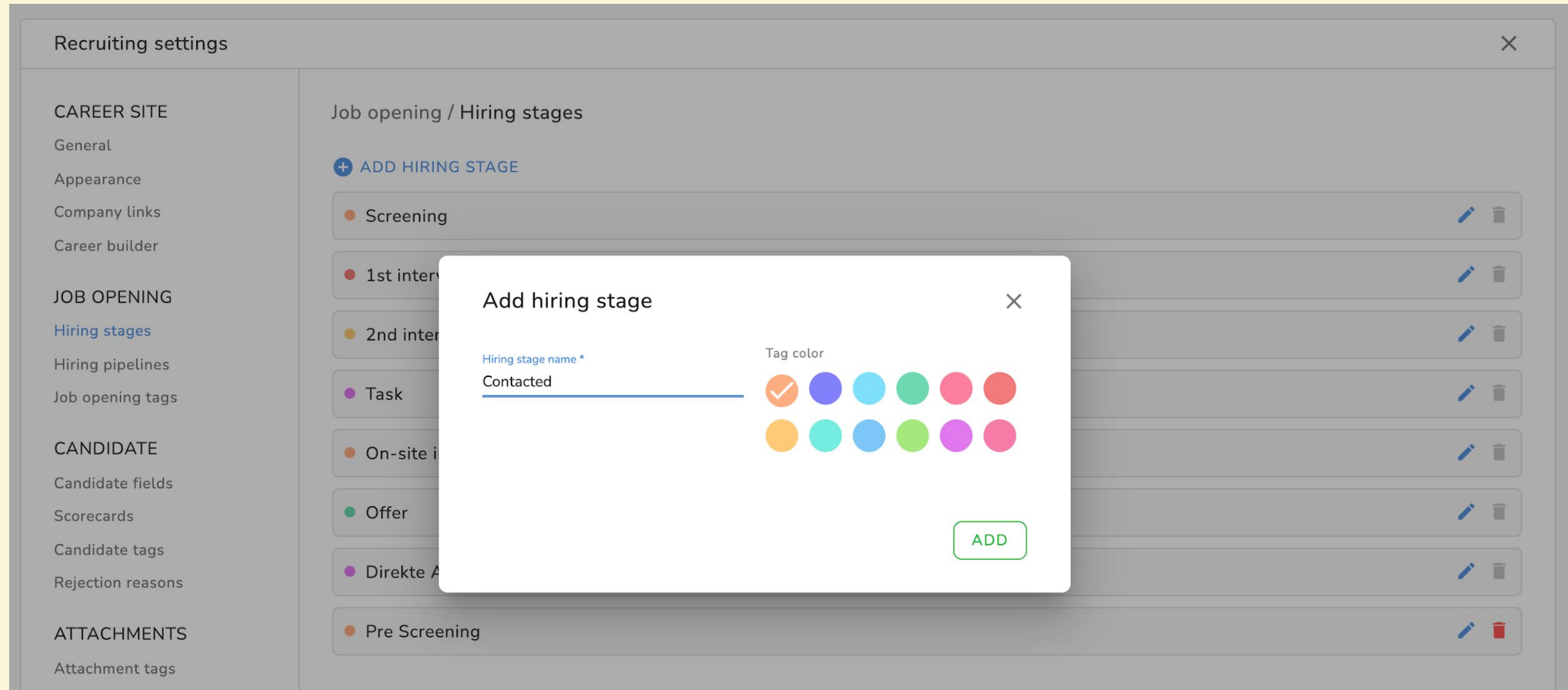
🔗 Tech

>

Online view



# Settings – Hiring Stages



Add all possible stages a candidate might be in.

# Settings – Hiring Pipelines

Create hiring pipeline

Name \*

Hiring pipeline

Available stages

List of stages that can be added to the hiring pipeline

1st interview

2nd interview

Contacted

Direkte Absage

Task

Pipeline stages

Steps that make up the hiring pipeline

Pre Screening

Screening

Offer

On-site interview

CREATE HIRING PIPELINE

Combine different stages to a pipeline and use this pipeline for your job openings.



# Settings – Job Opening Tags

Recruiting settings

CAREER SITE

General

Appearance

Company links

Career builder

JOB OPENING

Hiring stages

Hiring pipelines

Job opening tags

CANDIDATE

Candidate fields

Scorecards

Candidate tags

Rejection reasons

Job opening / Job opening tags

Add tags to manage job openings easily.

+ ADD TAG

Tag name \*

Berlin

Tag color

Tag name \*

London

Tag color

Tag name \*

Tokyo

Tag color

Organize your job openings.

# Settings – Candidate Fields

Recruiting settings

CAREER SITE

General

Appearance

Company links

Career builder

JOB OPENING

Hiring stages

Hiring pipelines

Job opening tags

CANDIDATE

Candidate fields

Scorecards

Candidate tags

Rejection reasons

ATTACHMENTS

Attachment tags

MULTIPOSTING

HTML template

EXTERNAL HEADHUNTERS

Agencies

Candidate / Candidate fields

Get an overview of all the fields defined in the system. There are several default fields and you can also create custom fields.

DEFAULT FIELDS


FIELD NAME	FORMAT
First name	Text
Last name	Text
Email	Email
Phone	Text
Source	Text
lastEmail	Date
Origin	Text
Communication consent given	Boolean

+ ADD CUSTOM FIELDS FOR CANDIDATE

Data stored in this type of field is connected to the candidate and will stay the same if this candidate applied to more than one position.

FIELD NAME	FORMAT
Expected salary	Number

Customize your candidate profiles and the application form for your job openings.

KENJO

# Settings – Scorecards

Edit scorecard

Name \*

Default

+ ADD SECTION

Section name

Key Competencies

+ ADD SKILL

=

Skill name

Analytical + product minded

=

Skill name

Adaptable

=

Skill name

Self motivated

=

Skill name

Intellectually curious

=

Skill name

Clear communicator

=

Skill name

Loves Technology

SAVE SCORECARD

Use scorecards to prevent subjective decisions just based on a personal impression. You can add one scorecard to each job opening.



# Settings – Candidate Tags

Recruiting settings

CAREER SITE

General

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Candidate tags

Rejection reasons

Candidate / Candidate tags

Manage your candidates more efficiently by assigning them appropriate tags.

+ ADD TAG

Tag name \*

Senior

Tag color

✓

Tag name \*

Very interesting

Tag color

✓

Use candidate tags to highlight special skills or information of a candidate.

# Settings – Rejection Reasons

The screenshot displays the 'Recruiting settings' window. On the left is a sidebar menu with categories: CAREER SITE (General, Appearance, Company links, Career builder), JOB OPENING (Hiring stages, Hiring pipelines, Job opening tags), CANDIDATE (Candidate fields, Scorecards, Candidate tags, **Rejection reasons**), and ATTACHMENTS (Attachment tags). The main content area is titled 'Candidate / Rejection reasons' and includes a '+ ADD REJECTION REASON' button. Below this is a list of existing reasons: 'Accepted different job opening', 'Declined offer', 'Overpriced', and 'Preferred and...'. Each entry has edit and delete icons. A 'Create rejection reason' modal is open in the center, featuring a text input field labeled 'Rejection reason \*' and a dropdown menu with the following options: 'Hired elsewhere', 'Lack of experience', 'Lack of knowledge', 'Lack of qualification', and 'Lack of skills'.

Add all relevant rejection reasons.

# Settings – Attachment Tags

Recruiting settings

CAREER SITE

- General
- Appearance
- Company links
- Career builder

JOB OPENING

- Hiring stages
- Hiring pipelines
- Job opening tags

CANDIDATE

- Candidate fields
- Scorecards
- Candidate tags
- Rejection reasons

ATTACHMENTS

- Attachment tags

Attachments / Attachment tags

+ ADD ATTACHMENT TAG FOR CANDIDATE

i Attachments with these tags will be linked to the candidate regardless of the job opening they applied to.

Upload

Tag name

CV

Tag colour

Exceptional

ADD

The attachment tags are important, as they can be also used for the application form on your career site. There are two different types of attachment tags: For candidates or for candidates in specific job openings.



# Settings – Multiposting

Recruiting settings

CAREER SITE

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ATTACHMENTS

Attachment tags

MULTIPOSTING

HTML template

Multiposting / HTML template

Upload here the HTML template that will be used in your jobboards. [?](#)

+

[UPLOAD HTML TEMPLATE FOR COMPANY ADDAS INC.](#)

This template will be used when you publish your job openings in job boards from Kenjo.

+

[UPLOAD HTML TEMPLATE FOR COMPANY BELIEVE GMBH](#)

This template will be used when you publish your job openings in job boards from Kenjo.

+

[UPLOAD HTML TEMPLATE FOR COMPANY TEST](#)

This template will be used when you publish your job openings in job boards from Kenjo.

Spread your job openings by using the multiposting. Kenjo offers you more than 270 different job boards in 18 countries. This template will be used to style your promoted job opening (if the selected job board supports this functionality).

# Settings – External Headhunters

Recruiting settings

CAREER SITE

General

Appearance

Company links

Career builder

JOB OPENING

Hiring stages

Hiring pipelines

Job opening tags

CANDIDATE

Candidate fields

Scorecards

Candidate tags

Rejection reasons

ATTACHMENTS

Attachment tags

MULTIPOSTING

HTML template

EXTERNAL HEADHUNTERS

Agencies


External headhunters / Agencies


+ ADD AGENCY

NAME	PHONE	EMAIL	CONDITIONS	CONTRACT	LAST ACCESS	
John Stan	+491783793749	balaji.alagu+test7@kenjo.io	25%		12/10/2020	⋮

Invite an agency to your recruiting process. The invited agency or headhunter will receive an email with access to a separate portal where they can add new candidates for active job openings and communicate with the hiring team assigned to the job opening.

# Overview








Recruiting


Overview











Job openings

Candidates

Talent pools







New applicants

TODAY


THIS WEEK

PRODUKT MANAGER

MW


Michael Walker


Today



Create task for candidate

01/10/2020


Asignee:  Samuel

Creator:  Samuel

Candidate: 


MJ

Mick Jackson



Email received from candidate (1)

24/10/2020


Asignee:  Samuel

Workflow: Response from cand...

Candidate: 


SF

Samuel Fernánd...



Email received from candidate (1)

25/11/2020


Asignee:  Samuel

Workflow: Response from cand...

My conversations

TODAY

THIS WEEK




You on Mick Jackson:

Today

@Mark Stevenson

Please review this application.

See new candidates, your tasks, and the comments from other members of the hiring team.

KENJO



# Job Openings

Recruiting

OverviewJob openingsCandidatesTalent pools

HIDE FILTERS

VIEWS

All

+ SAVE VIEW

Search

Yours / All

Status

☒ Draft

☒ Active

☒ Closed for new candidates

☐ Archived

Company

Office

Department

Job opening type

JOB TITLE	COMPANY	OFFICE	DEPARTMENT	HIRING TEAM	CANDIDATES	OPEN SINCE	LAST CANDIDATE
<div><div></div>Head of Product</div>	Addas Inc.	London	Operations	<div><div></div><div></div></div>	2	12/10/2020	1 months ago
<div><div></div>Marketing Manager</div>	Addas Inc.	London	Marketing	<div><div></div></div>	0	23/10/2020	
<div><div></div>Produkt Manager</div>	Addas Inc.	London	Tech	<div><div></div><div></div><div></div><div></div></div>	5	30/09/2020	1 months ago
<div><div></div>CSM</div>	Addas Inc.	London	Management	<div><div></div><div></div></div>	0	10/11/2020	

+ ADD NEW JOB OPENING

Add job openings using the [ + ] button.

# Create New Job Opening

✓ Job details

✓ Application form

✓ Hiring team

Add job opening

Job details

Complete the details of the job opening to hire great candidates.

Job title \*

Technical Account Manager

Custom job URL \*

<https://careers2000.kenjo.io/technical-account-manag>

Company \*

Addas Inc.

Department

Sales

Office

London

Job opening type

Full-time

Job description

Normal

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x<sub>2</sub>

x<sup>2</sup>

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≡

≡

≡

Technical Account Manager DACH

Tags

Berlin

London

Tokyo

Apply hiring pipeline

Hiring pipeline \*

Default

Apply scorecard

Scorecard \*

Full-time

NEXT

Add the position details and requirements. Select the Hiring pipeline and the Scorecard.

# Job Opening – Application Form

✓ Job details


✓ **Application form**

✓ Hiring team

Add job opening

Application form

Choose the elements meant to collect information from candidates applying through career site.

FIELD	STATUS			ONLY VISIBLE TO HIRING MANAGER ?
First name	<u>REQUIRED</u>			<input type="checkbox"/>
Last name	<u>REQUIRED</u>			<input type="checkbox"/>
Email	<u>REQUIRED</u>			<input type="checkbox"/>
Photo	<u>REQUIRED</u>	<u>OPTIONAL</u>	<u>DISABLED</u>	<input type="checkbox"/>
Phone	<u>REQUIRED</u>	<u>OPTIONAL</u>	<u>DISABLED</u>	<input type="checkbox"/>
Expected salary	<u>REQUIRED</u>	<u>OPTIONAL</u>	<u>DISABLED</u>	<input type="checkbox"/>
Sprache	<u>REQUIRED</u>	<u>OPTIONAL</u>	<u>DISABLED</u>	<input type="checkbox"/>
 CV	<u>REQUIRED</u>	<u>OPTIONAL</u>	<u>DISABLED</u>	<input type="checkbox"/>

NEXT

Choose which data you want to collect from the candidate via career site/application form.



# Job Opening – Hiring Team

×

Add job opening

✓ Job details

✓ Application form

✓ Hiring team

Manage hiring team

Assign team members to work on this job. Hiring manager has the right to make major decisions as opposed to hiring member who only has the right to review the candidate and provide feedback.

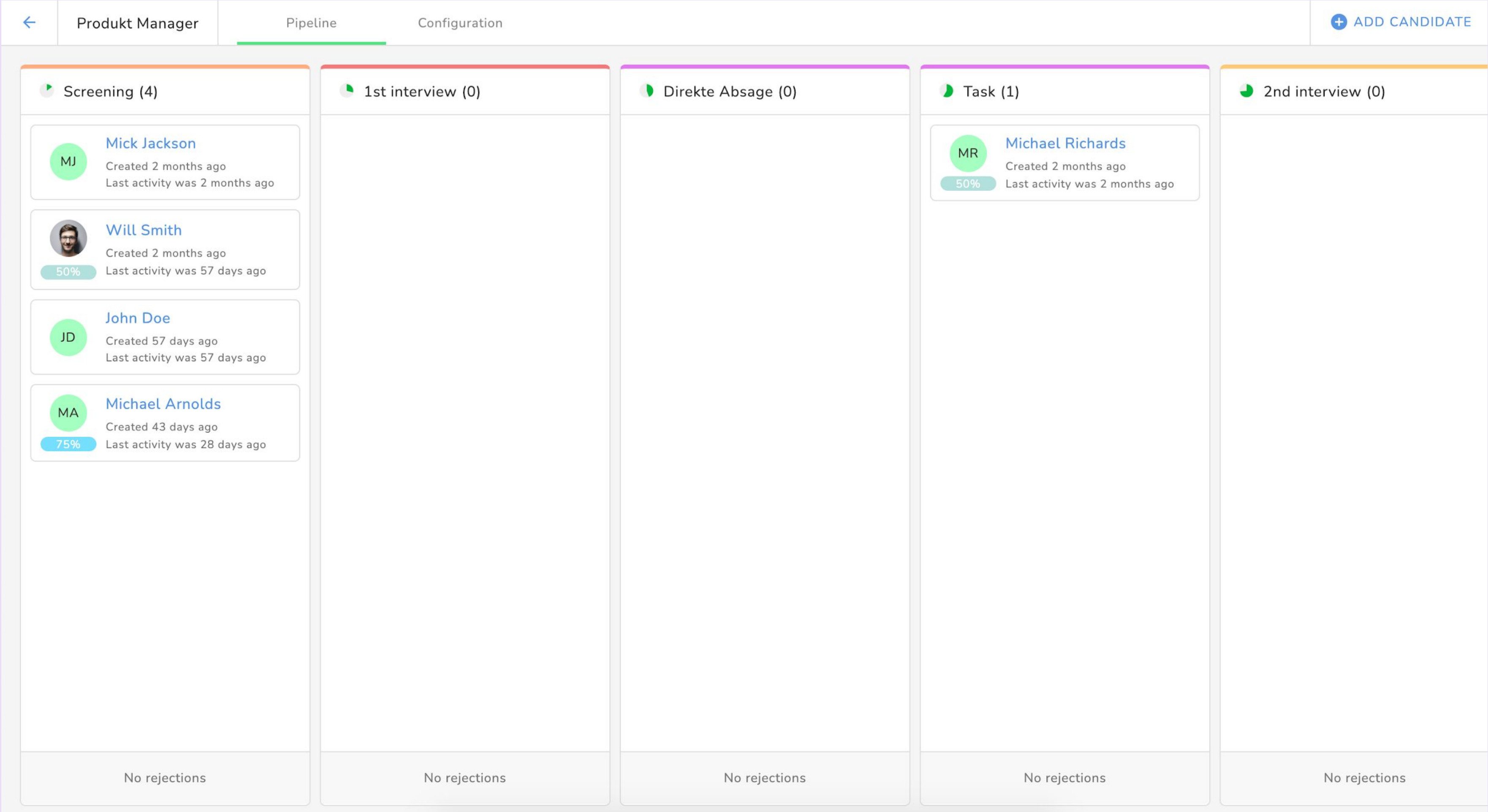
Search for name

<div><div></div><div>Pete Taylor</div><div>Head of Tech</div></div>	<div>Role</div> <div>Hiring manager</div> <div></div>	<div>×</div>
<div><div></div><div>Albert Bishop</div><div>Recruiter</div></div>	<div>Role</div> <div>Hiring member</div> <div></div>	<div>×</div>
<div><div></div><div>Johanna Nowak</div><div>Content Manager</div></div>	<div>Role</div> <div>Hiring member</div> <div></div>	<div>×</div>

SAVE

Select the employees who will be members of the Hiring Team for this position. These employees are going to be included in the recruiting process as Hiring Manager or Hiring Member.

# Jop Opening – Pipeline



By clicking on the job opening, you can access the pipeline. As a recruiter, you can move candidates between stages (via drag and drop) or add new candidates.

# Job Opening – Details

←

Produkt Manager

Pipeline

Configuration

📌

Produkt Manager

● Active


▼

Show to agencies

☒

Total: 5 candidates

Created: 68 days ago

Hiring team: 

JOB DETAILS

APPLICATION FORM

HIRING TEAM

PROMOTE

Job details



Complete the details of the job opening to hire great candidates.

Job title \*

Produkt Manager

Custom job URL \*

<https://careers2000.kenjo.io/product-manager-f-m-d-201006>



Company \*

Addas Inc.

▼

Department

Tech

▼

×

Office

London

▼

×

Job opening type

Full-time

▼

×

Job description

Normal

↕


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A





x<sub>2</sub>

x<sup>2</sup>

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≡

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≡

≡

Tags

Berlin

+

London

+

Tokyo

+

Apply hiring pipeline

Hiring pipeline

Default


Apply scorecard

Scorecard \*

Part-time

▼

Modify the job description by clicking on the configuration bottom. You can also change the status of your job opening as active, closed, etc.





# Job Opening – Application Form

←

Produkt Manager

Pipeline

Configuration

🔧

Produkt Manager

● Active

▼

Show to agencies

Total: 5 candidates

Created: 68 days ago

Hiring team:

JOB DETAILS


APPLICATION FORM

HIRING TEAM

PROMOTE

Application form

Choose the elements meant to collect information from candidates applying through career site.

FIELD	STATUS	ONLY VISIBLE TO HIRING MANAGER <span>?</span>
First name	<u>REQUIRED</u>	<input type="checkbox"/>
Last name	<u>REQUIRED</u>	<input type="checkbox"/>
Email	<u>REQUIRED</u>	<input type="checkbox"/>
Photo	<u>REQUIRED</u> <u>OPTIONAL</u> <u>DISABLED</u>	<input type="checkbox"/>
Phone	<u>REQUIRED</u> <u>OPTIONAL</u> <u>DISABLED</u>	<input type="checkbox"/>
Expected salary	<u>REQUIRED</u> <u>OPTIONAL</u> <u>DISABLED</u>	<input type="checkbox"/>
Sprache	<u>REQUIRED</u> <u>OPTIONAL</u> <u>DISABLED</u>	<input type="checkbox"/>
 CV	<u>REQUIRED</u> <u>OPTIONAL</u> <u>DISABLED</u>	<input type="checkbox"/>

Select the fields and files you want the applicants to fill in and set them as required, optional, or disabled.

# Job Opening – Hiring Team

←

Produkt Manager

Pipeline

Configuration

📌

Produkt Manager

● Active

▼

Show to agencies ☒

Total: 5 candidates

Created: 68 days ago

Hiring team:

JOB DETAILS

APPLICATION FORM

HIRING TEAM

PROMOTE

Manage hiring team

Assign team members to work on this job. Hiring manager has the right to make major decisions as opposed to hiring member who only has the right to review the candidate and provide feedback.



Search for name 


▼

<div><div></div><div>Samuel</div></div>	<div>Role</div> <div>Hiring manager</div> <div>▼</div>	<div>✕</div>
<div><div></div><div>Carolyn James</div><div>QA Developer</div></div>	<div>Role</div> <div>Hiring member</div> <div>▼</div>	<div>✕</div>
<div><div></div><div>Albert Bishop</div><div>Recruiter</div></div>	<div>Role</div> <div>Hiring member</div> <div>▼</div>	<div>✕</div>
<div><div></div><div>Anna Johnson</div><div>CFO</div></div>	<div>Role</div> <div>Hiring member</div> <div>▼</div>	<div>✕</div>

Check the Hiring team and add or remove members or change their roles. The hiring team member role can only see documents and candidate fields, score and comment on the candidate.

# Job Opening – Promote in Join

 Customer Success Manager ● Active Show to agencies ☒ 

Total: 1 candidates | Created: 161 days ago | Hiring team:  | Promoted: **JOIN**

JOB DETAILS APPLICATION FORM HIRING TEAM PROMOTE



### Job details

Complete the details of the job opening to hire great candidates.

Job title \*

Customer Success Manager

Custom job URL \*

<https://61715e9cfb79d377ae93c930.career-site-staging.kenjo.io/>  

Company \*

kenjo.io

Department

Operations

Office

London

Job opening type

Full-time

☒ Promote in Join

☐ Remote Work

Job description

You can always promote your job openings in Join using our Join integration. Note that this option is only available once you have set up the integration correctly. Learn more [here](#).



# Candidate Profile

[illegible]

Click on a candidate's name to access their profile. This is the starting point for all actions, like reviewing, scoring, moving, commenting, emailing, etc.



# Scorecards Tab

<

Candidate

Produkt Manager

+ ASSIGN TO TEAM

Will Smith

Stage: Screening

PRODUKT MANAGER

50%

FIT

REVIEW

MOVE

SCORE

OVERVIEW

**SCORECARDS**

EMAILS

TASKS

ACTIVITY FEED

OVERALL RATING

50% FIT

Key Competencies

Analytical + product minded			75% FIT
Adaptable			25% FIT
Self motivated			50% FIT
Intellectually curious			75% FIT
Clear communicator			50% FIT
Loves Technology			75% FIT

THOUGHTS ON CANDIDATE

No comments on this candidate yet.

Other candidates

NAME	STAGE	FIT
MJ Mick Jackson	Screening	-
Will Smith	Screening	50%
JD John Doe	Screening	-
MA Michael Arnolds	Screening	75%
SF Samuel Fernandez	Screening	-
MW Michael Walker	Screening	-

Attachments

NAME	TAG	CREATED DATE
Alex - Actano		08/12/2020

Discussion

Write a comment \*

POST

No team comments yet.

## Check who already scored the candidate and what their feedback is.

# Email Tab

←

Candidate

Produkt Manager

+ ASSIGN TO

Will Smith

Stage: ● Screening

PRODUKT MANAGER

50%

FIT

REVIEW

MOVE

SCORE

OVERVIEW

SCORECARDS

EMAILS

TASKS

ACTIVITY FEED

COMPOSE EMAIL

ONLY THIS JOB OPENING ALL

STATUS	SUBJECT	FROM	DATE
✓✓	Your application for the position {!jobTitle} at {!companyId}	Samuel <Hiring manager>	12/10/2020
✓✓	Your application for the position Produkt Manager (f/m/d)	Samuel <Hiring manager>	12/10/2020

Other candidates

← → THIS STAGE ALL

NAME	STAGE	FIT
MJ Mick Jackson	● Screening	-
Will Smith	● Screening	50%
JD John Doe	● Screening	-
MA Michael Arnolds	● Screening	75%
SF Samuel Fernandez	● Screening	-
MW Michael Walker	● Screening	-

Attachments + ATTACH FILES

NAME	TAG	CREATED DATE
Allex - Actano		08/12/2020

Discussion TEAM PRIVATE AGENCY

Write a comment \*

POST

No team comments yet.

See all your previous conversations and start a new one using a template. Choose to send it now or schedule it for later.





# Tasks Tab

←

Candidate

Produkt Manager

+ ASSIGN TO TEAM

Will Smith

Stage: Screening

PRODUKT MANAGER

50%

FIT

REVIEW

MOVE

SCORE

OVERVIEW

SCORECARDS

EMAILS

TASKS

ACTIVITY FEED

NEW TASK

OPEN DONE ALL

✓

Perform Task 2

16/12/2020

Asignee: Samuel

Creator: Samuel

✓

Perform Task 1

11/12/2020

Asignee: Samuel

Creator: Samuel

Other candidates

NAME	STAGE	FIT
MJ Mick Jackson	Screening	-
Will Smith	Screening	50%
JD John Doe	Screening	-
MA Michael Arnolds	Screening	75%
SF Samuel Fernandez	Screening	-
MW Michael Walker	Screening	-

Attachments

+ ATTACH FILES

NAME	TAG	CREATED DATE
Allex - Actano	Agency	08/12/2020

Discussion

TEAM PRIVATE AGENCY

Write a comment \*

POST

No team comments yet.

**Add tasks to any person in your account and set a due date. Afterwards, these tasks are shown on the recruiting overview or your To dos section.**

## See past action history.



**KENJO**



# Review Button

Quick review

Allex - Actano.pdf

- Defined optimum price point through competitor analysis, affecting a 100% increase in shipments
- Adopted in-app chat tools to provide real-time support, growing the subscription renewals by 33%
- Proposed and rolled out "Book a return" feature, automating the return shipment process completely
- Introduced SMS notifications to provide real-time shipment status, avoiding non-delivery of shipments (saving 200% increase in cost)

Business Development Officer | Feb 2015 – Mar 2016

- Led a team of 12 and achieved 160% of revenue targets by onboarding enterprise clients
- Implemented CRM to track sales metrics (conversion rate, cycle time, revenue forecast, lead response time) and centralize client communication, impacting the overall revenue by 20%
- Analyzed customer pain points to create a FAQ page, reducing generic customer inquiries by 15%

Larsen & Toubro Limited

India's largest multinational conglomerate with presence in India and the Middle East

Senior Engineer | Jul 2013 - May 2014

- Led a team (3 executives, 125 labourers), completing projects worth EUR 41 million on time
- Established process flows to avoid rework, reducing steel wastage by 20% (saving EUR 2.8 million)
- Trained supervisors on interpreting complex drawings, improving workforce productivity by 8%

Graduate Engineer Trainee | Jul 2012 - Jun 2013

- Ideated and implemented a new system of drawings, increasing workforce productivity by 21% (saving EUR 1.3 million annually)
- Achieved 15% reduction in construction time by adopting prefabrication of steel columns

EDUCATION

MBA&E - Global Leadership in Engineering | HTW, Berlin | Expected Graduation - 2021

Key Focus: New Technologies & Innovation, Strategic Marketing, Project Engineering Mgmt., Intercultural Competence & Communication

Bachelor of Technology - Civil Engineering | National Institute of Technology, Tiruchirappalli (2008 - 2012)

VOLUNTEER EXPERIENCE

Guardians of Dreams

Head - Event Sponsorship | Jun 2015 - Mar 2017

- Aided the founding team in setting up 3 city chapters and raising EUR 120,000 to support 374 students towards college education
- Led a team of 18 to obtain sponsorship of EUR 6,600, ensuring financial stability during early stages

Make a Difference

Fundraising Intern | Aug 2014 – May 2015

- Led a chapter of 50 volunteers for a school-based talent search event, raising a sum of EUR 4,000

Bengaluru, India

Bengaluru, India

Bengaluru, India

Show candidates from the stage \*

Screening

Will Smith

Produkt Manager

CANDIDATE 2/6

→

←

Current stage: Screening

REJECT

ADVANCE

Discussion

TEAM

PRIVATE


AGENCY

Write a comment \*

POST


No team comments yet.

Review all attachments like CV, motivational letter, certificates, etc.

KENJO



# Score Button



Will Smith

Produkt Manager

Availability

Weekly

+NOTE

Experience

In the field

+NOTE

In similar positions

+NOTE

Communication

Overall

+NOTE

Written

+NOTE

Spoken

+NOTE

Teamwork

Team player

+NOTE

Collaboraton

+NOTE

What do you think about this candidate?

Enter your overall comments here

Overall recommendation

VERY BAD

BAD

AVERAGE

GOOD

EXCELLENT

SAVE SCORECARD

Score the candidate as very bad, bad, average, good, excellent by using the scorecards options. Add your notes for specific skills and your overall recommendation.

# Reject, Remove or Delete Candidates

←

Candidate

Produkt Manager

+ ASSIGN TO

Will Smith

Stage: Screening

PRODUKT MANAGER

50%

FIT

REVIEW

MOVE

SCORE

OVERVIEW

SCORECARDS

EMAILS

TASKS

ACTIVITY FEED

Document Allex - Actano uploaded.

08/12/2020

Albert Bishop added Anna Johnson as a Hiring member for the job opening Produkt Manager.

16/10/2020

You added Albert Bishop as a Hiring member for the job opening Produkt Manager.

16/10/2020

You added Carolyn James as a Hiring member for the job opening Produkt Manager.

06/10/2020

You scored Will Smith. Score: AVERAGE.

06/10/2020

Will Smith applied to Produkt Manager.

06/10/2020

You added yourself as a Hiring manager for the job opening Produkt Manager.

30/09/2020

Other candidates

	STAGE	FIT
	Screening	-
	Screening	50%
	Screening	-
	Screening	75%
	Screening	-
	Screening	-

Attachments

NAME	TAG	CREATED DATE
Allex - Actano	Agency	08/12/2020

Discussion

Write a comment \*

POST

No team comments yet.

Use the [...]–button for additional actions.

# Candidates List

Addas Inc.

Recruiting

Overview

Job openings

Candidates

Talent pools

SHOW FILTERS

ACTIONS

+

ADD NEW CANDIDATE

<input type="checkbox"/>	FULL NAME	EMAIL	<div>↑</div> JOB OPENING	STAGE	COMPANY	OFFICE	DEPAI <div>III</div>
<input type="checkbox"/>	<div>JD</div> John Doe	john.doe...	Produkt Manager	<div></div> Screening	Addas Inc.	London	Tech
<input type="checkbox"/>	<div>MR</div> Michael Richards	michaelfa...	Produkt Manager	<div></div> Task	Addas Inc.	London	Tech
<input type="checkbox"/>	<div>MA</div> Michael Arnolds	michaelel...	Produkt Manager	<div></div> Screening	Addas Inc.	London	Tech
<input type="checkbox"/>	<div>MW</div> Michael Walker	michael.w...	Produkt Manager	<div></div> Screening	Addas Inc.	London	Tech
<input type="checkbox"/>	<div>MJ</div> Mick Jackson	fake@fak...	Produkt Manager	<div></div> Screening	Addas Inc.	London	Tech
<input type="checkbox"/>	<div>SF</div> Samuel Fernandez	samuel+2...	Produkt Manager	<div></div> Screening	Addas Inc.	London	Tech
<input type="checkbox"/>	<div><div></div></div> Will Smith	balaji.alag...	Produkt Manager	<div></div> Screening	Addas Inc.	London	Tech

Check all the candidates.



# Talent Pools

The screenshot shows the 'Addas Inc.' Recruiting interface. The top navigation bar includes 'Overview', 'Job openings', 'Candidates', and 'Talent pools' (which is underlined). A search icon, a bell icon, and a dropdown arrow are on the right. Below the navigation bar, there's a sidebar with a user icon (1), a '+0' icon, and an 'Inbox' button with a download icon. The main content area has a '+ ADD NEW TALENT POOL' button. A modal titled 'Create talent pool' is open, with the subtitle 'Add a title and a description'. It contains two input fields: 'Name \*' and 'Description'. At the bottom of the modal are 'Cancel' and 'Create' buttons.

Addas Inc. Recruiting Overview Job openings Candidates Talent pools

+ ADD NEW TALENT POOL

Create talent pool  
Add a title and a description

Name \*

Description

Cancel Create

Use the [+ ] button to add more talent pools.



If you need more help visit our [Help Center](#)  
or send us an email to [support@kenjo.io](mailto:support@kenjo.io)