

Training Bytes - Stock Tutorials

The information below contains stock tutorial information for using ClearCompany. These tutorials can be viewed in the desired format (step-by-step, video, PDF, guided).

Stock Name	Tutorial Link	Description
Help Center Access	https://ior.ad/7Wlw	How to access the Help Center
Accounts Settings	https://ior.ad/7Xdx	How to access and update your account settings
Calendar Integration	https://ior.ad/7UeA	How to integrate your calendar with ClearCompany
Mobile Number Setup	https://ior.ad/80L9	How to add your mobile number and opt-in to receive messages through ClearText
General Navigation for Hiring Managers	https://ior.ad/7Yht	How to navigate to Requisitions and viewing requisition information
Candidate Management	https://ior.ad/7WeZ	How to view candidate profiles, send a candidate an email and text message, assign grades, and start a background check.
Bulk Actions	https://ior.ad/85dX	How to complete bulk actions for multiple candidates at the same time
Interview Scheduling	https://ior.ad/7Wfe	How to schedule an interview with a candidate with one or multiple interviewers
Scorecard Generation & Completion	https://ior.ad/7WqR	How to assign and complete a scorecard
Internal Applicants & Referrals	https://ior.ad/8ljN	How to refer a friend to a position or apply as internal candidate