

**Note:**

Please review this product and technical overview first before going through this presentation screenshots:

<https://alfred-compliance.paulsjob.ai/public/brief/Ny4jDj8ROrf6X69CIEBwhER-aW17pQATTWZFSv0KKN8>

This presentation focuses mainly on the platform configuration and therefore jumps directly into implementation details. To better understand the purpose of the tested components, system architecture, data flows, authentication logic, and risk areas, please read the overview document first.

## Recruiting Flow Overview

This guide explains the end-to-end flow from creating a recruiting template to managing candidates in a job.

### 1. Create recruiting template

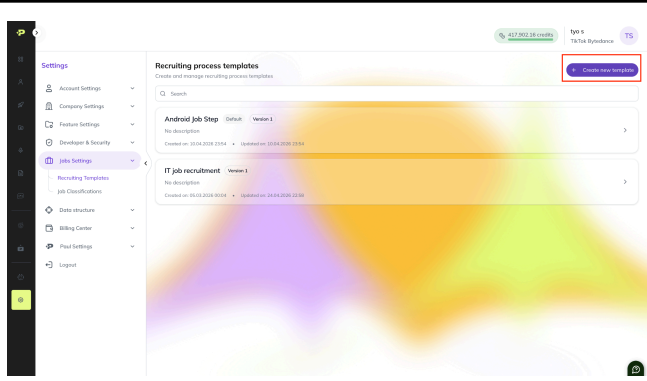
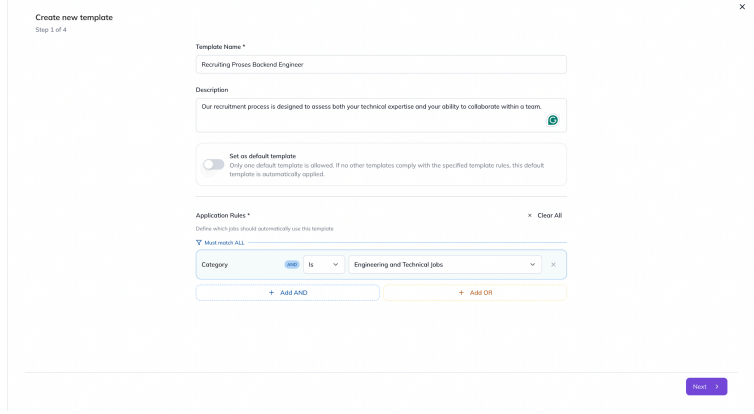
Start by defining your hiring process.

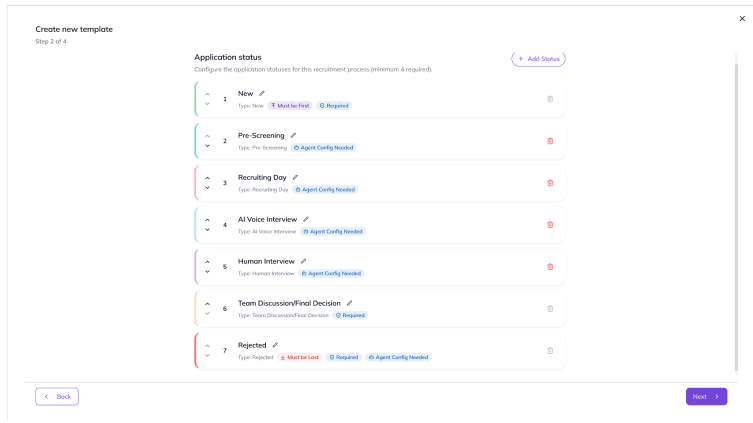
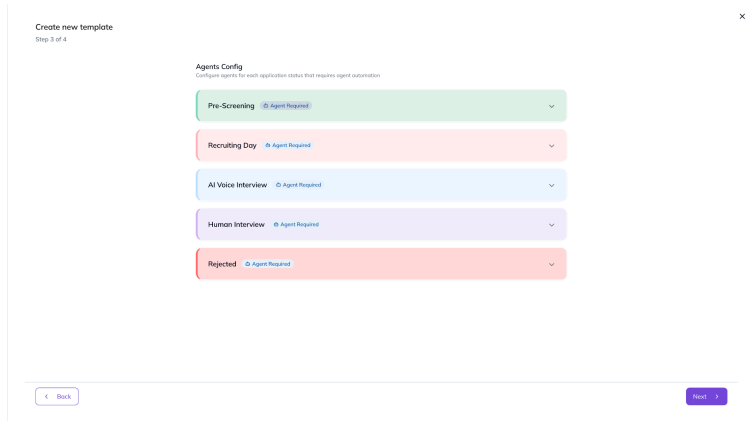
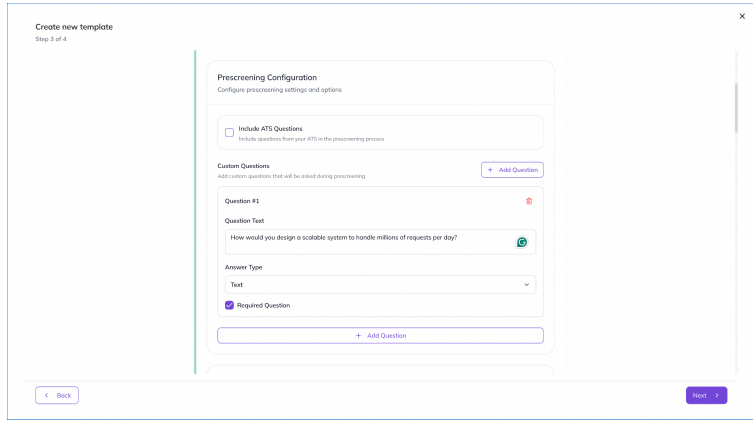
- Create a new template
- Add basic details (e.g. name, role type)
- Define the recruiting statuses (pipeline)
- Each status has status category:

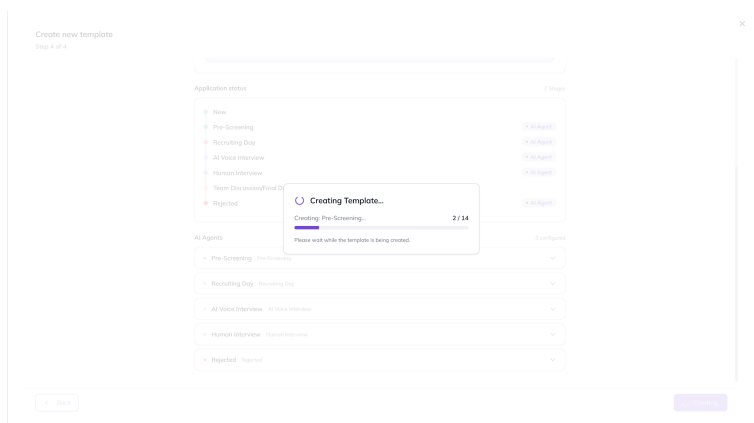
Category	Description
New	Entry point of the application
Pre-Screening	AI-powered qualification check
AI Voice Interview	Automated voice interview run by Paul
Code Execution	Automated coding/technical assessment
Human Interview	Live interview with the hiring team

Recruiting Day	Group event with appointment management
Team Discussion / Final Decision	No agent — manual decision by hiring team
Outreach	Reach out to candidates proactively
Reject	Send a rejection message and close the application

This template defines how candidates will move through your hiring process.

#	Description	Screenshot
1.	Click button “Create New Template”	
2.	Complete detail template Step 1 then click next	

<p>3.</p>	<p>Arrange the recruiting queue template then click Next</p>	 <p>The screenshot shows the 'Application status' configuration screen. It lists seven application statuses in a vertical queue: 1. New, 2. Pre-Screening, 3. Recruiting Day, 4. AI Voice Interview, 5. Human Interview, 6. Team Discussion/Final Decision, and 7. Rejected. Each status has a 'Type' label, a 'Make it First' button, and an 'Agent Config' button. A '+ Add Status' button is at the top right. 'Back' and 'Next' buttons are at the bottom.</p>
<p>4.</p>	<p>Complete the configuration for each step</p>	 <p>The screenshot shows the 'Agents Config' screen. It features five colored bars representing different application statuses: Pre-Screening (green), Recruiting Day (orange), AI Voice Interview (blue), Human Interview (purple), and Rejected (red). Each bar has an 'Agent Required' indicator and a dropdown arrow. 'Back' and 'Next' buttons are at the bottom.</p>
<p>5.</p>	<p>Add new custom question at least 1 then click next</p>	 <p>The screenshot shows the 'Pre-screening Configuration' screen. It includes a checkbox for 'Include ATS Questions' and a section for 'Custom Questions'. One custom question is added: 'Question #1' with the text 'How would you design a scalable system to handle millions of requests per day?'. The question type is set to 'Text' and 'Required Question' is selected. A '+ Add Question' button is at the bottom right. 'Back' and 'Next' buttons are at the bottom.</p>

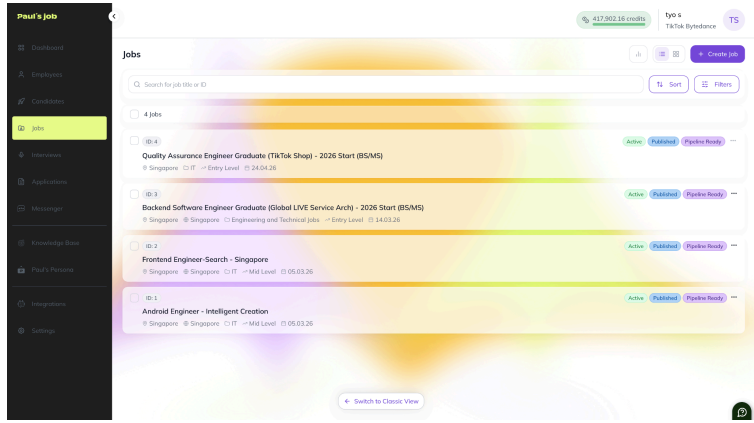
6.	Click Create button	
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## 2. Create Job using created recruiting template

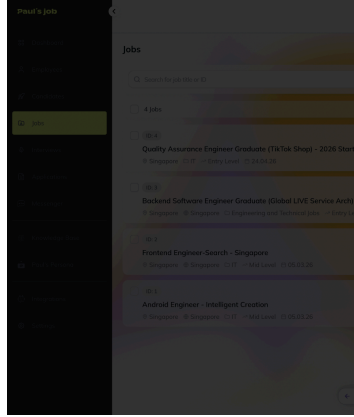
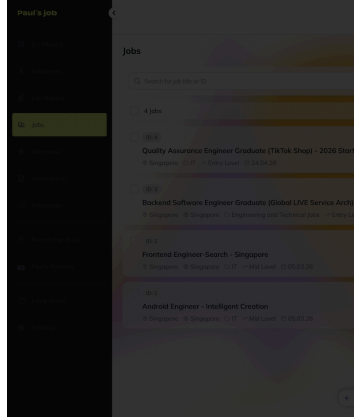
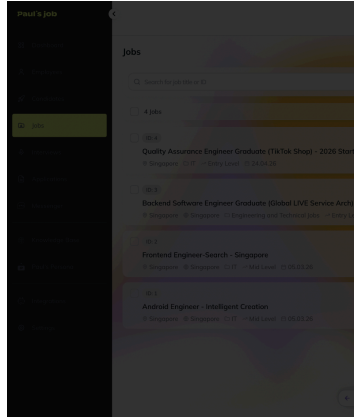
Once the template is ready, create a job.

- Click Create Job
- Fill in required job details
- Select the recruiting template
- Click Create button

The selected template is automatically applied to the job pipeline.

#	Description	Screenshot
1.	Click create job button	

## 2. Fill all mandatory fields



**Create Job**

Basic Information  
Enter the fundamental details about the job position

Job title \*  Internal Name   
e.g. Senior Software Engineer e.g. SWE-2024-001

Location  Region   
e.g. Berlin, Germany e.g. EMEA

Job url   
https://company.com/employees/123

Job Visibility  
This job will be publicly available on your careers page

Categorization  
Organize this job by category, level, and recruiting process

Job Category  Career Level   
Select category Select level

**Create Job**

Job Requirements  
Define the role expectations and ideal candidate qualifications

Job Requirements \*   
Describe the key requirements, responsibilities, and qualifications for this role.

This field is required

Ideal Candidate Profile   
Describe the ideal candidate background, skills, and experience.

About the Company   
Tell candidates about your company, culture, and what makes it a great place to work.

**Create Job**

Visibility & Access Rights   
Control who can see and manage this job position

Entity Visibility  
Select the entity to control which administrators and users can access the job.

Entity   
No entities available

No entities available: [Add new in settings](#)

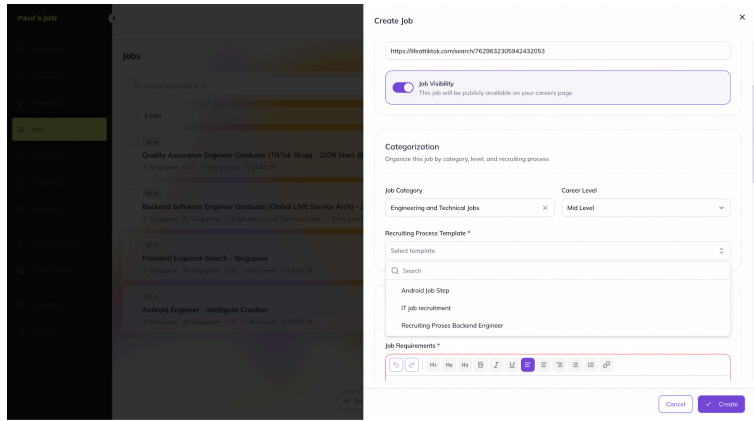
Recruiting Team  
Add team members who will manage candidates and applications for this job. Only one person can be designated as the Job Owner.

Current Team Members  
1 of 1  
Job Owner

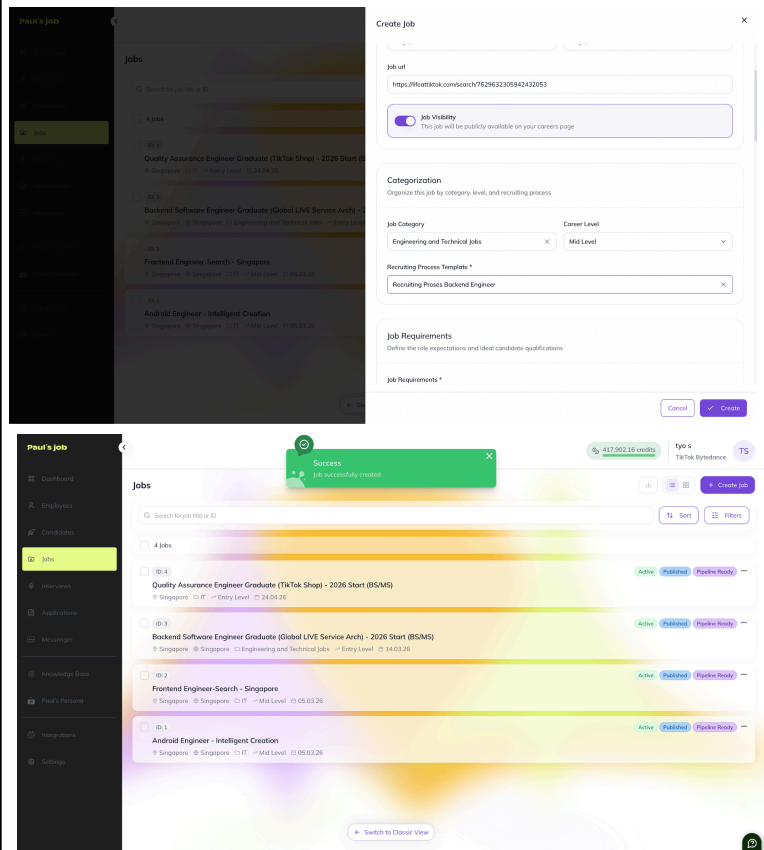
Add Team Member

Custom Fields  
Add custom fields to store additional information specific to this job

3. Select recruiting template



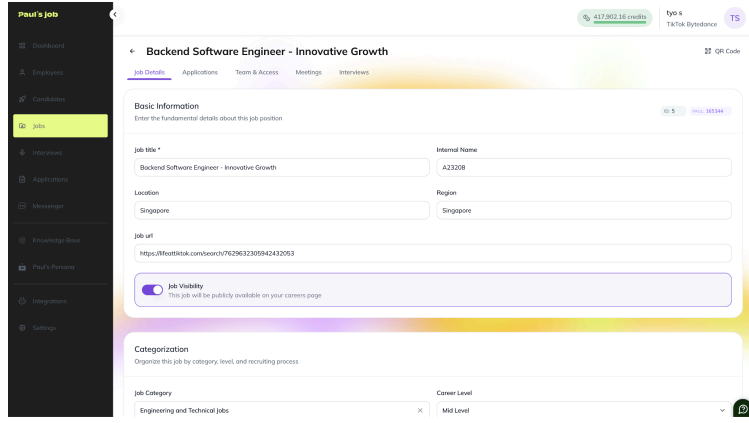
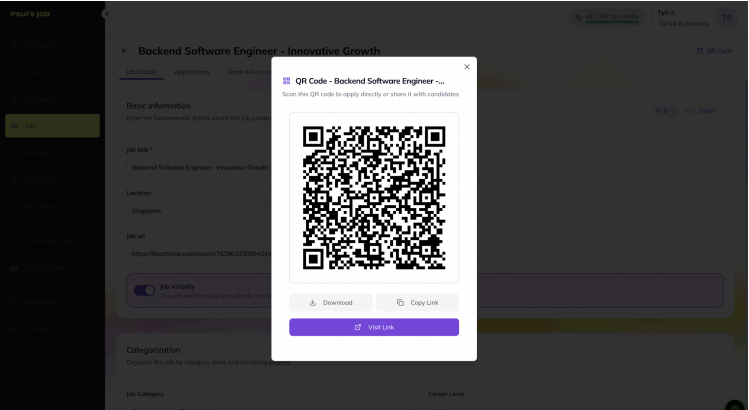
4. Click create button

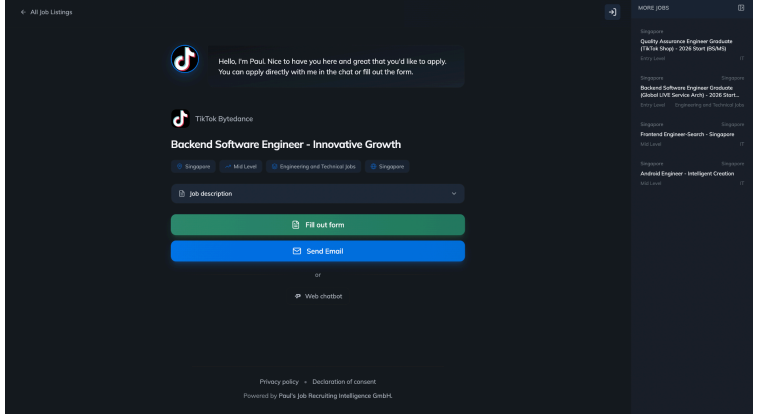
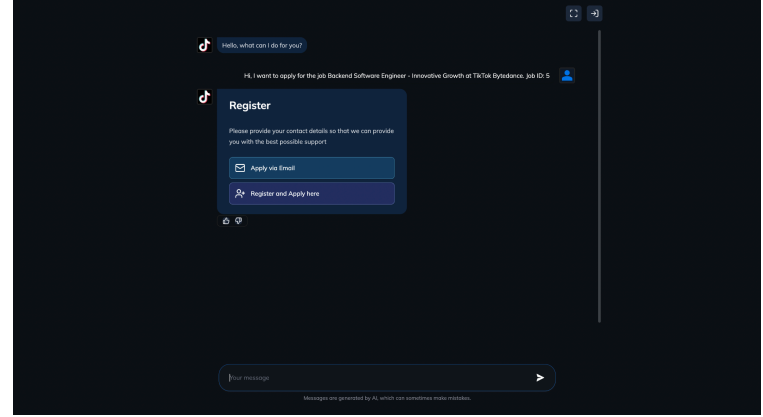
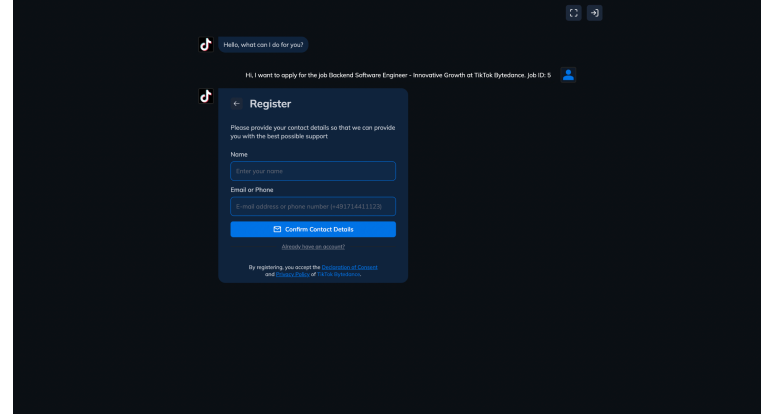


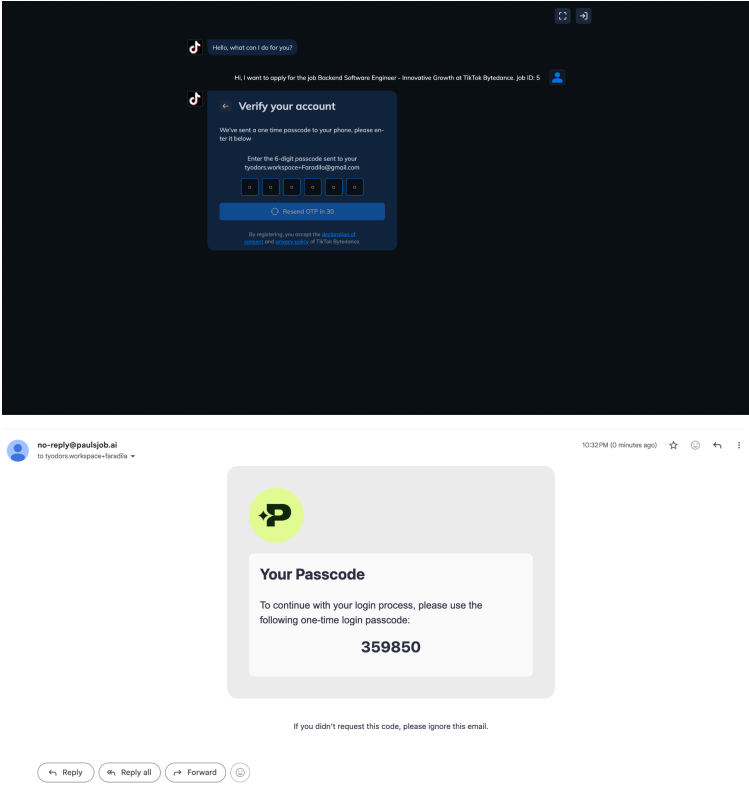
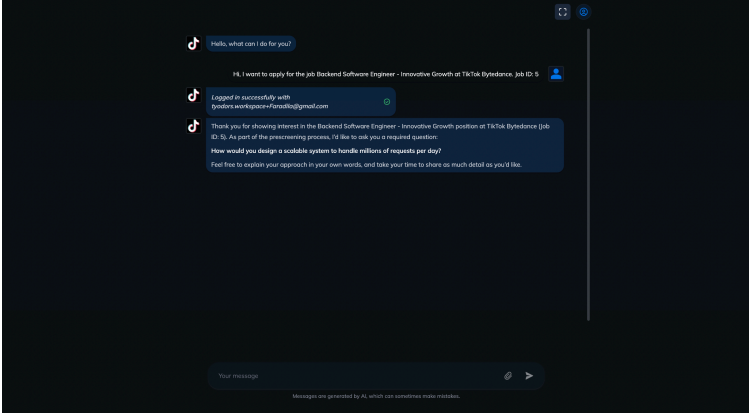
### 3. Apply Job via widget

- Copy or Open Job QR Code / Job Link
- Share the link publicly
- Candidates apply via chatbot:
  - Register (name, email, OTP)
  - Start application

After applying, candidates are automatically added to the pipeline.

#	Description	Screenshot
1.	Click QR code button (After clicking on selected job)	 <p>The screenshot shows the 'Paul's Job' interface for a 'Backend Software Engineer - Innovative Growth' position. The 'Job Visibility' toggle is turned on, and a 'QR Code' button is visible in the top right corner of the job details panel.</p>
2.	Copy job link <a href="https://tiktok-bytedance.chatbot.app.paulsjob.ai/chat/embed/start?job_id=5">https://tiktok-bytedance.chatbot.app.paulsjob.ai/chat/embed/start?job_id=5</a>	 <p>The screenshot shows the same job details page as above, but with a QR code overlay in the center. The QR code is titled 'QR Code - Backend Software Engineer ...' and includes a 'Copy Link' button at the bottom.</p>

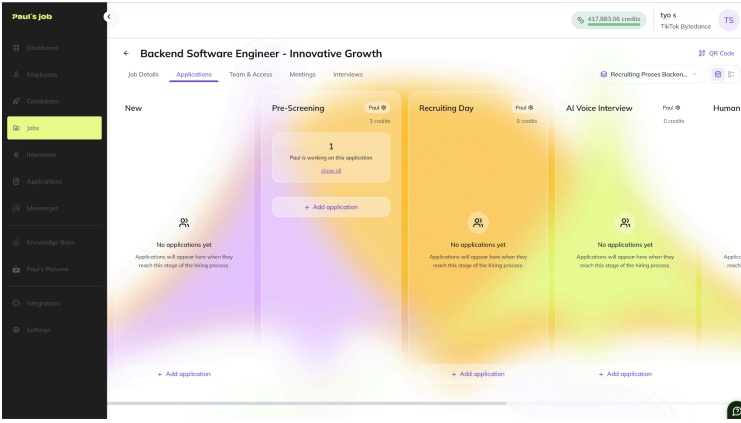
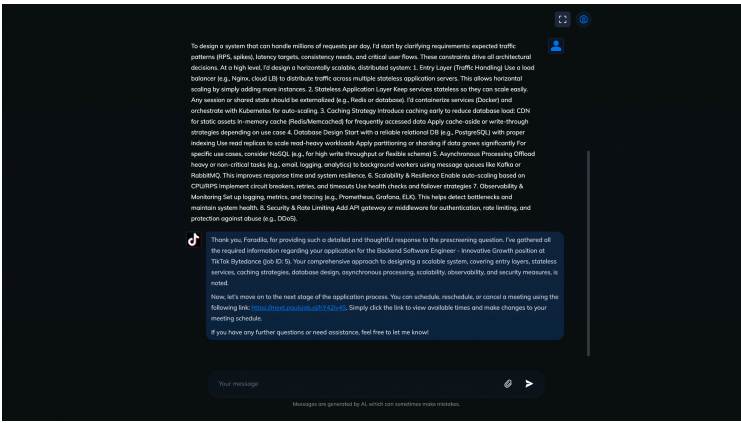
<p>3.</p>	<p>Click web chatbot</p>	
<p>4.</p>	<p>Click Register and Apply here</p>	
<p>5.</p>	<p>Input valid name and email then click Confirm Contact Detail</p>	

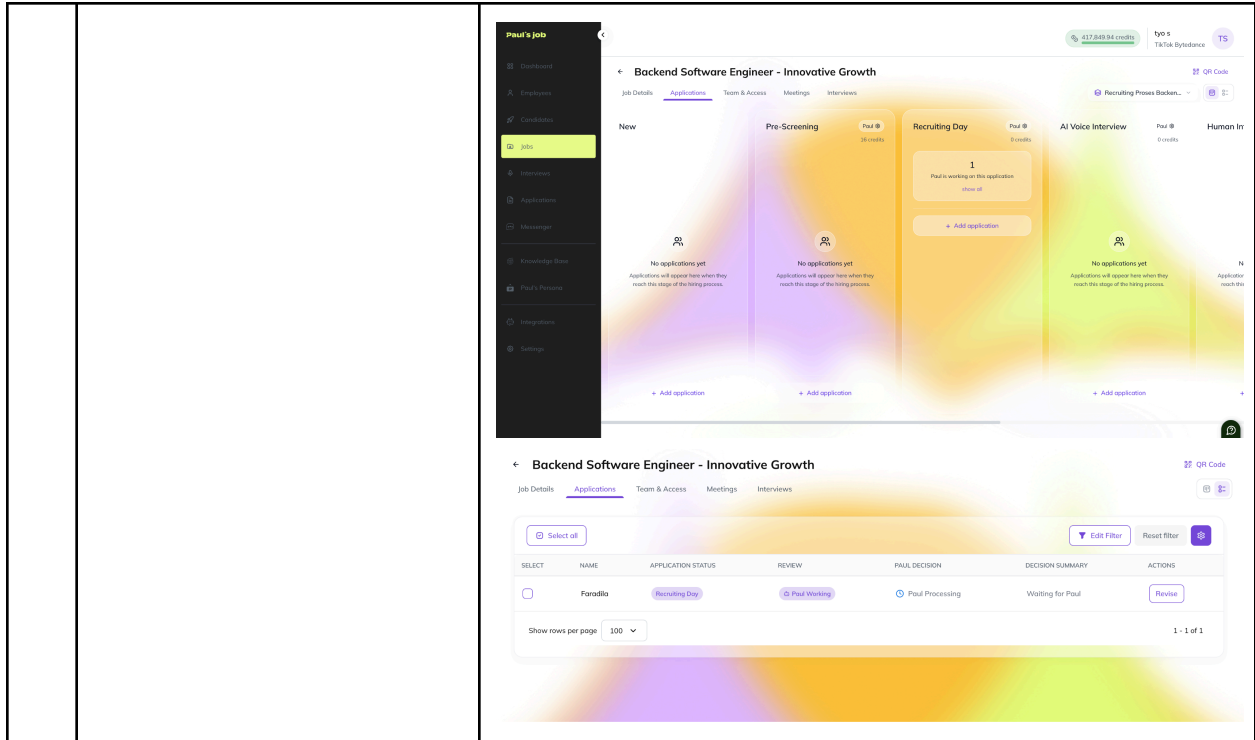
<p>6. Input valid otp received via email / sms</p>	 <p>Hi, I want to apply for the job Backend Software Engineer - Innovative Growth at TikTok Bytedance, Job ID: 5</p> <p><b>Verify your account</b></p> <p>We've sent a one-time passcode to your phone, please enter it below.</p> <p>Enter the 6-digit passcode sent to your phone: <code>tyodns.workspace-fesdzla@gmail.com</code></p> <p>Received OTP in 30</p> <p>By registering, you accept the <a href="#">accounting of account</a> and <a href="#">privacy policy</a> of TikTok Bytedance.</p> <p>no-reply@pauljob.ai to tyodns.workspace-fesdzla</p> <p>10:32PM (2 minutes ago)</p> <p><b>Your Passcode</b></p> <p>To continue with your login process, please use the following one-time login passcode:</p> <p><b>359850</b></p> <p>If you didn't request this code, please ignore this email.</p> <p>Reply Reply all Forward</p>
<p>7. Success register and apply. Candidate is on Pre Screening job step</p>	 <p>Hi, I want to apply for the job Backend Software Engineer - Innovative Growth at TikTok Bytedance, Job ID: 5</p> <p>Logged in successfully with tyodns.workspace-fesdzla@gmail.com</p> <p>Thank you for showing interest in the Backend Software Engineer - Innovative Growth position at TikTok Bytedance (Job ID: 5), as part of the pre-screening process, I'd like to ask you a technical question.</p> <p>How would you design a scalable system to handle millions of requests per day?</p> <p>Feel free to explain your approach in your own words, and take your time to share as much detail as you'd like.</p> <p>Your message</p> <p>Messages are generated by AI, which can sometimes make mistakes.</p>

## 4. Verify Candidate appears in Recruiting Process (In Pipeline)

- Candidates appear in the first job step (e.g. Pre-Screening)
- They answer pre-screening questions
- Based on responses/certain rules, they can be automatically moved to the next stage

This ensures structured and scalable candidate evaluation.

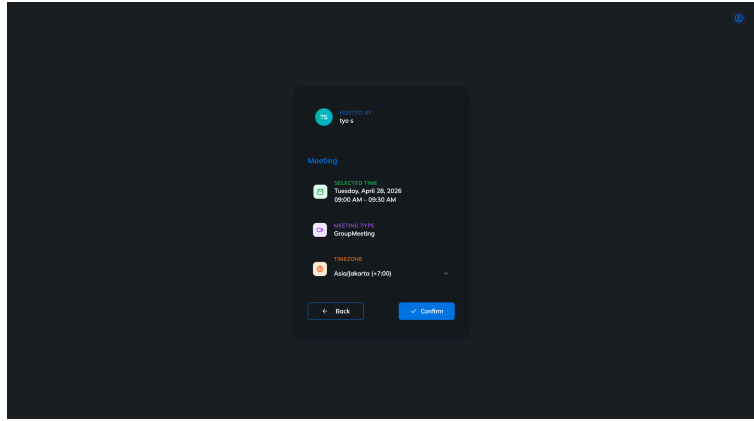
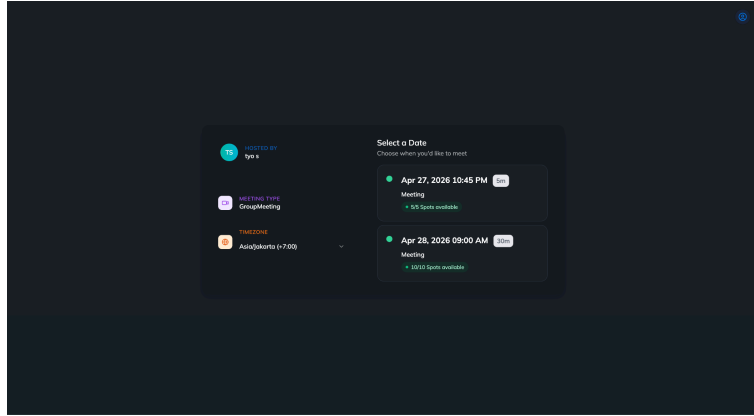
#	Description	Screenshot
1.	Candidate shown in Pre Screening Step	
2.	Candidates answer pre-screening questions properly and within the acceptance criteria will be moved to the next job step	



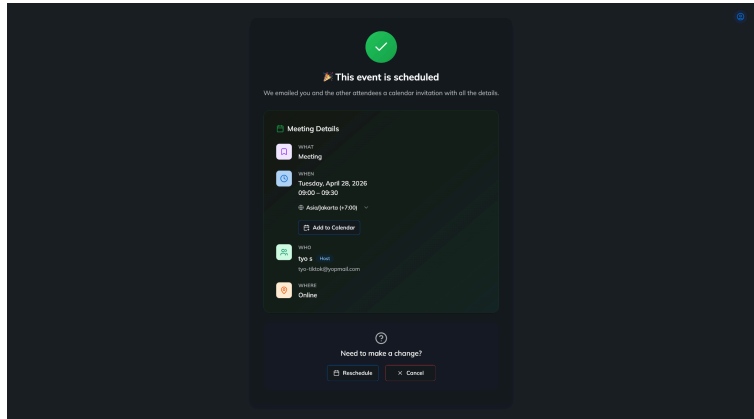
## 4.1 Scheduled Recruiting Day Meeting

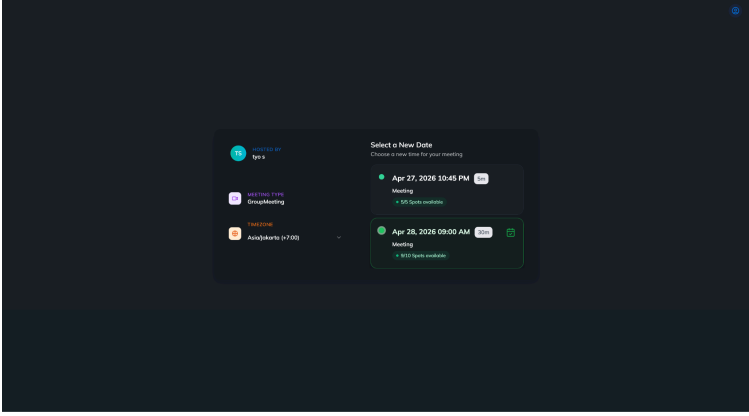
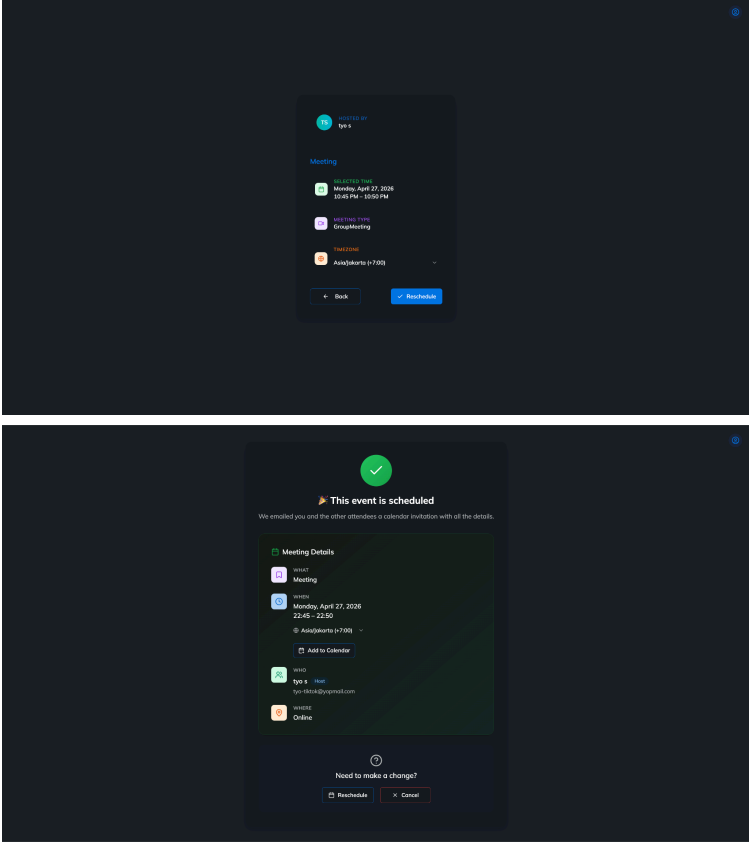
#	Description	Screenshot
1.	Click link from the widget <a href="https://meet.paulsjob.ai/hY42i v4S">https://meet.paulsjob.ai/hY42i v4S</a>	

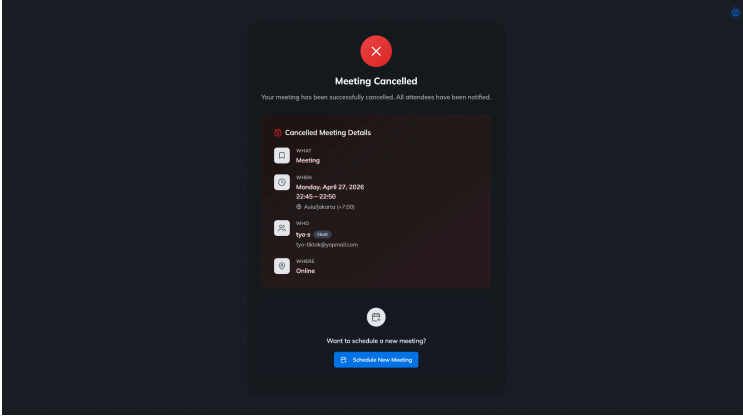
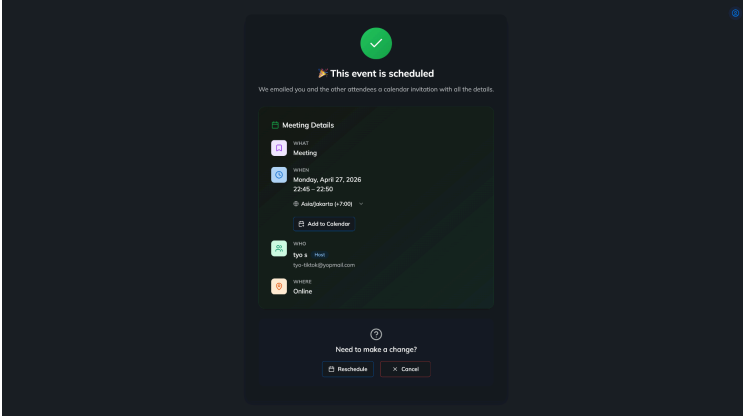
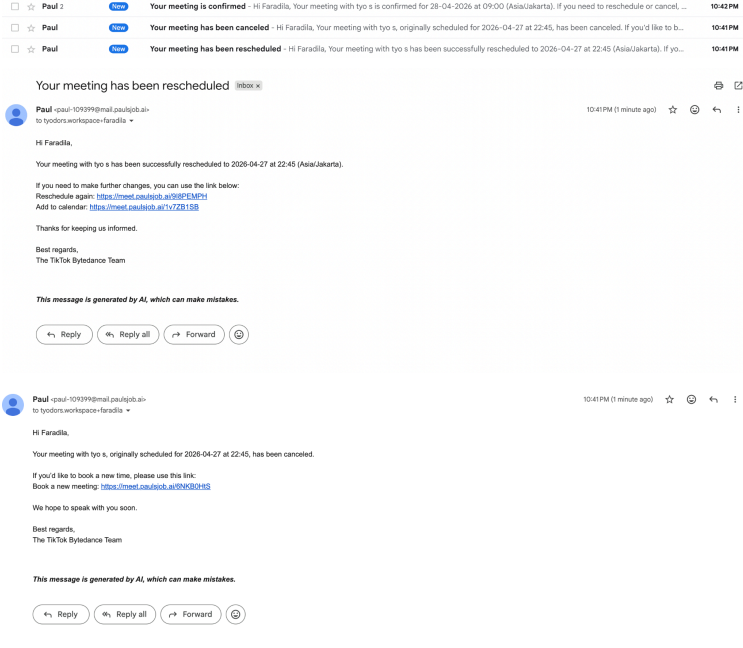
2. Select date then confirm

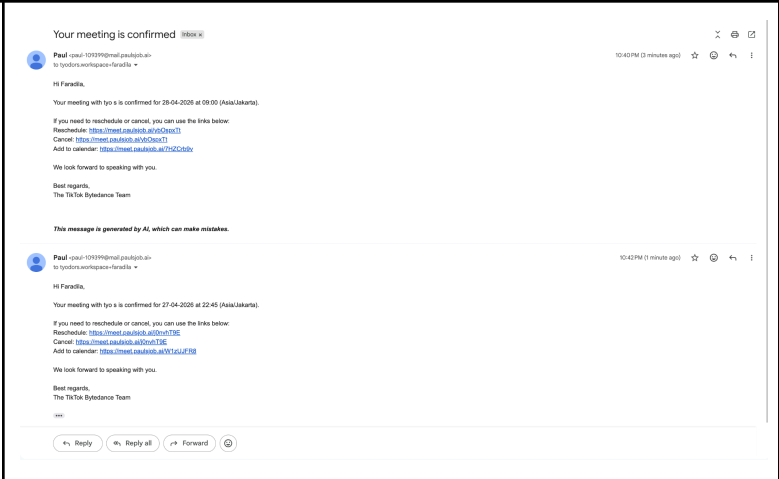
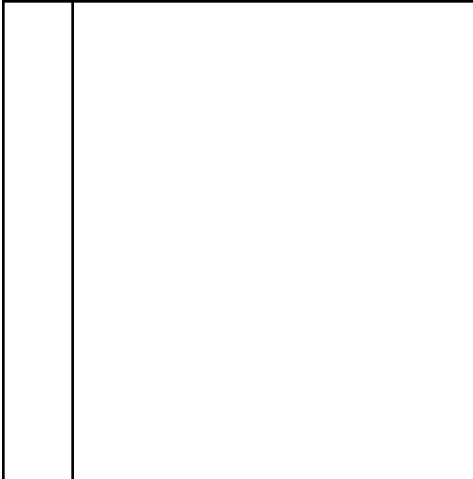


3. Schedule confirmed

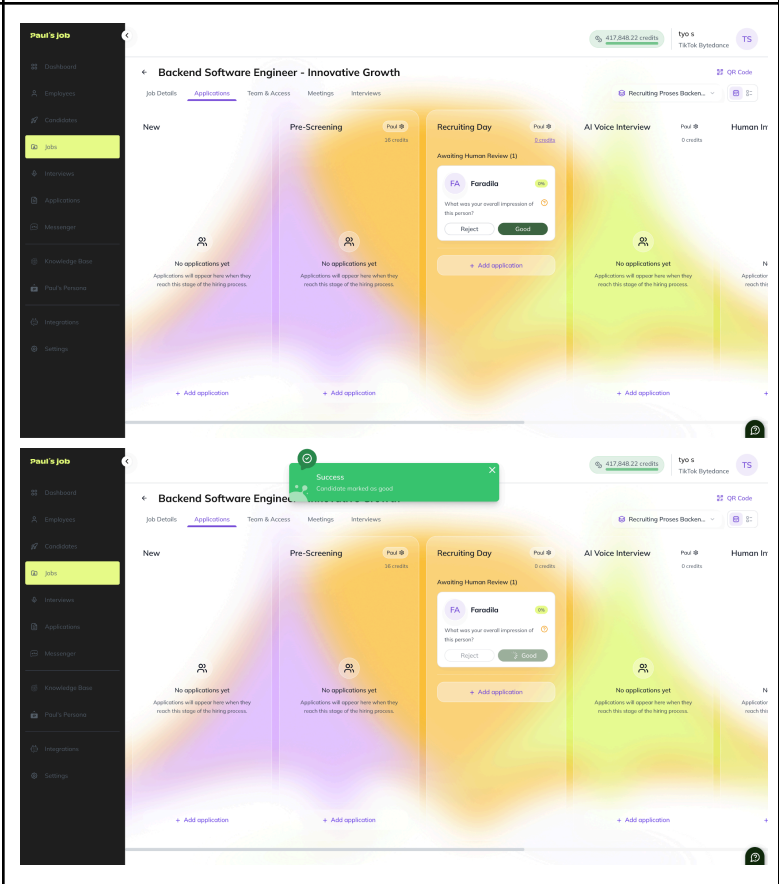


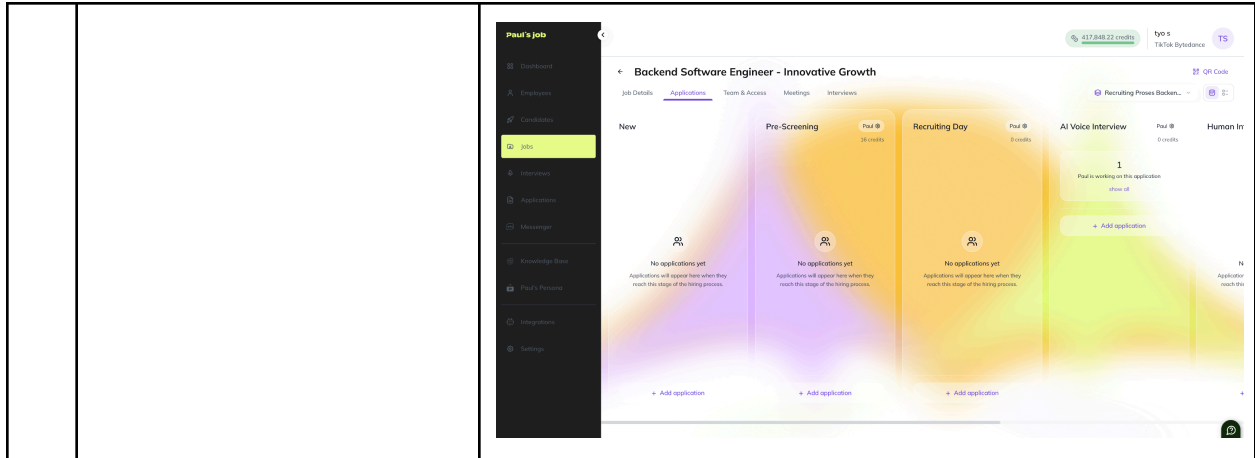
<p>4.</p>	<p>Reschedule the meeting and select the new time</p>	
<p>5.</p>	<p>Confirm reschedule</p>	

<p>6.</p>	<p>Cancel the schedule</p>	
<p>7.</p>	<p>Schedule new meeting</p>	
<p>8.</p>	<p>All schedule, reschedule and cancelled event will have email notification</p> <p>Reschedule:  <a href="https://meet.paulsjob.ai/j0nv hT9E">https://meet.paulsjob.ai/j0nv hT9E</a>  Cancel:  <a href="https://meet.paulsjob.ai/j0nv hT9E">https://meet.paulsjob.ai/j0nv hT9E</a>  Add to calendar:  <a href="https://meet.paulsjob.ai/W1z UJFR8">https://meet.paulsjob.ai/W1z UJFR8</a></p>	



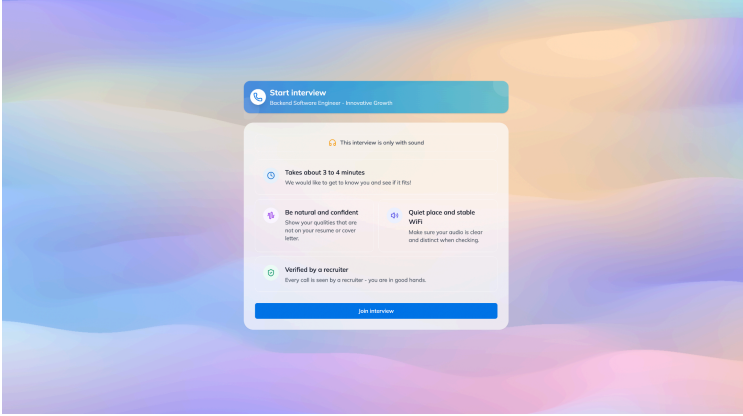
9. Verify recruiting day result





## 4.2 AI Voice Interview Flow

#	Description	Screenshot
1.	Add Candidate to the AI Voice Interview Step	
2.	Wait and Candidate will receive an AI voice interview link then click the link <a href="https://dcd44kcn.r.eu-central-1.amazonaws.com/L0/https:%2F%2Ftiktok-bytedance.chatbot.app.paulsjob.ai%2Fchat%2Fsh%2Fc08c15d9b8d322f9/1/0107019dcfab66aa-a1a0eb1d-4588-4412-a084-faa4b45b715d-000000/_1_lcmLjdxpaRqIXh60o8esqGkU=256">https://dcd44kcn.r.eu-central-1.amazonaws.com/L0/https:%2F%2Ftiktok-bytedance.chatbot.app.paulsjob.ai%2Fchat%2Fsh%2Fc08c15d9b8d322f9/1/0107019dcfab66aa-a1a0eb1d-4588-4412-a084-faa4b45b715d-000000/_1_lcmLjdxpaRqIXh60o8esqGkU=256</a>	

3.	Click join the interview and do the AI voice interview	
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**Summary Flow**

**Template → Job → Application → Pipeline → Candidate Management**

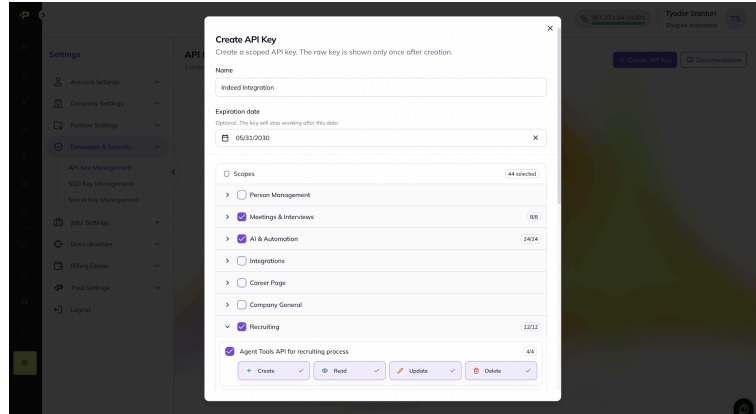
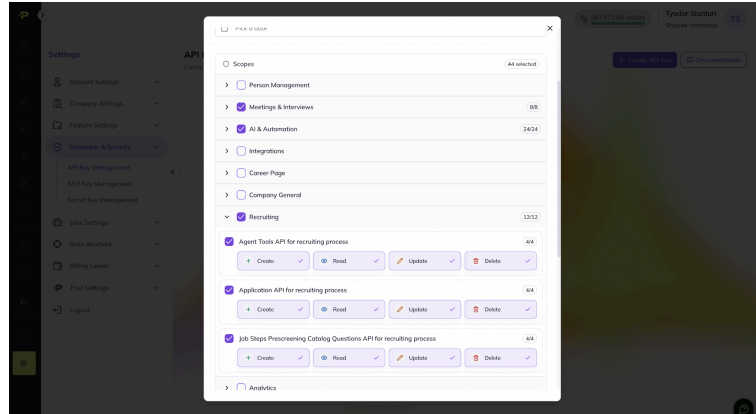
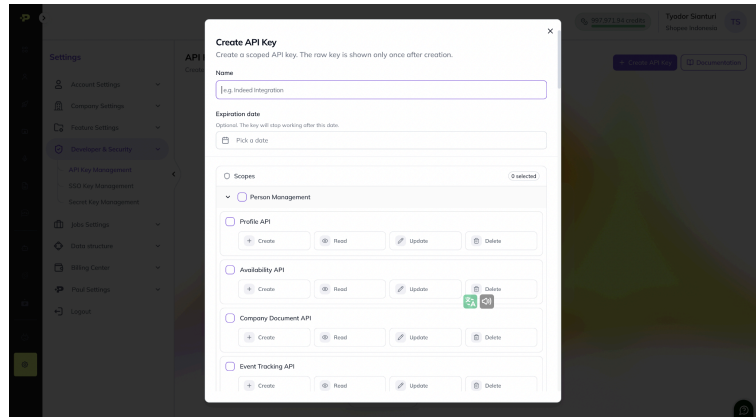
1. Define process (Template)
2. Apply it to a job
3. Collect candidates
4. Automatically place them in the pipeline
5. Manage and move them through stages

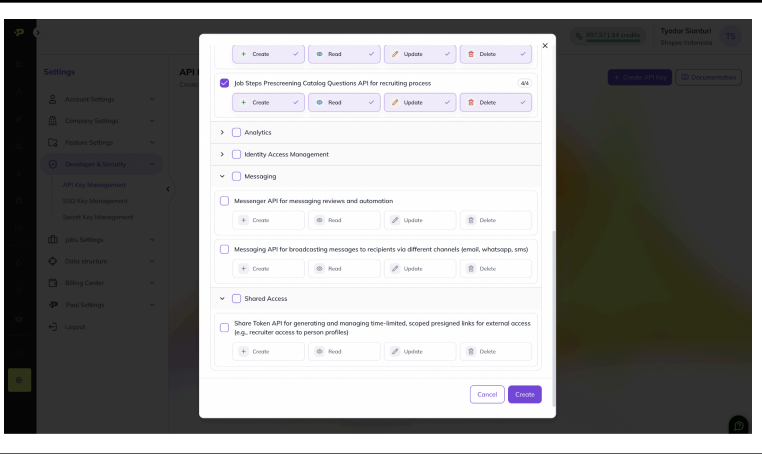
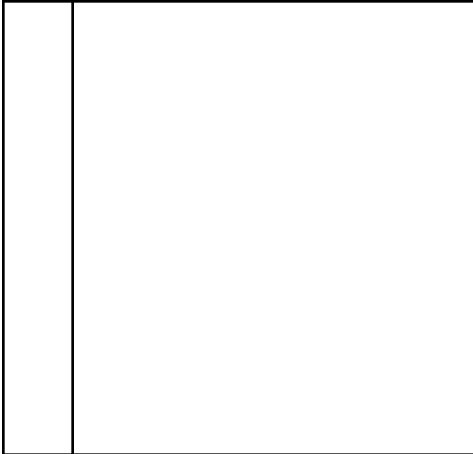
**API keys with scoping:**

Settings page that lets authenticated company users manage API integration keys (list, create, copy, delete) used to authenticate against the Paulsjob public API.

#	Description	Screenshot
1.	Go to setting - developer & security - API Key Management and click "Create API Key" button	

2. Filled all mandatory fields and select the scope then click create button





3. API key created

\*\*\*\*Lcrr

