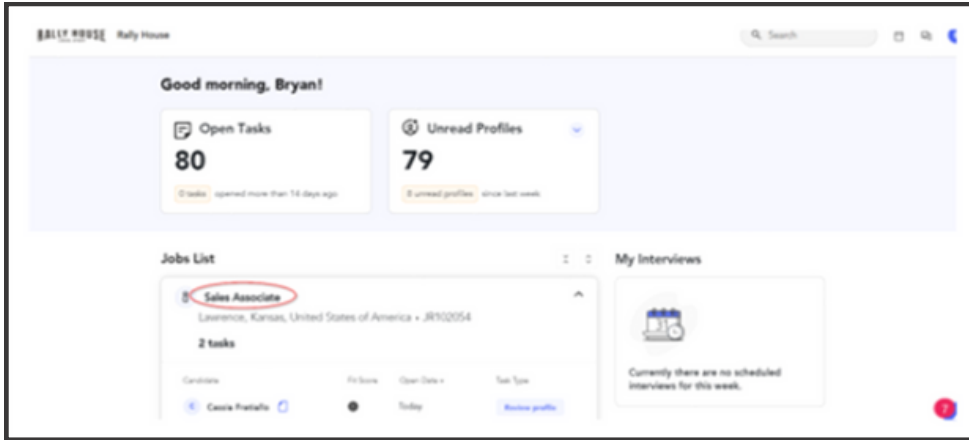
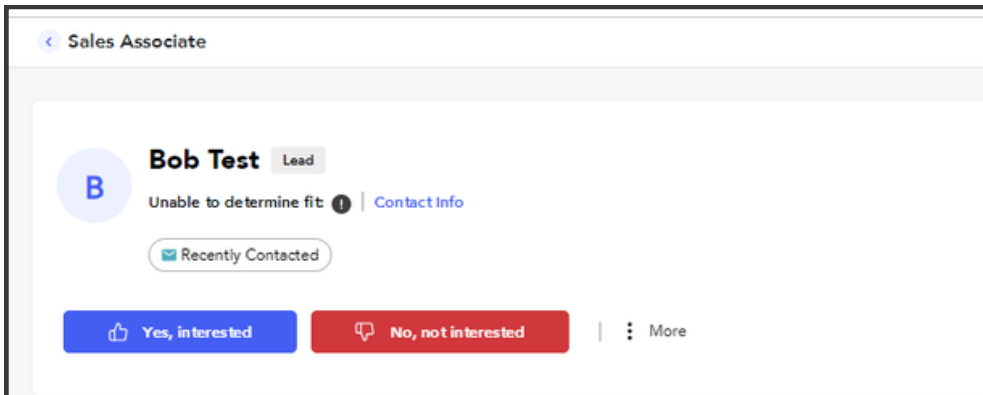


Candidate Review

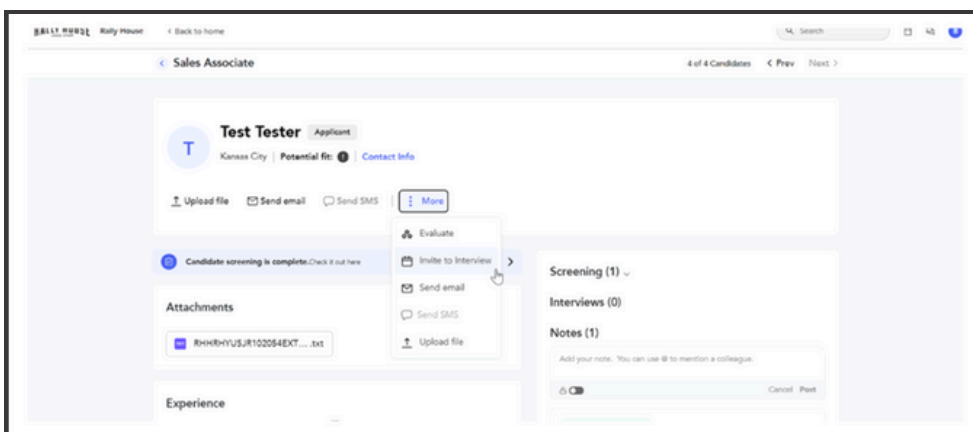
- 1 Login to Phenom to see your hiring manager dashboard and to see all open requisitions. If you can't see one of your open jobs, please email Recruiting@RallyHouse.com for assistance.



- 2 Click on the job you are wanting to review candidates for.



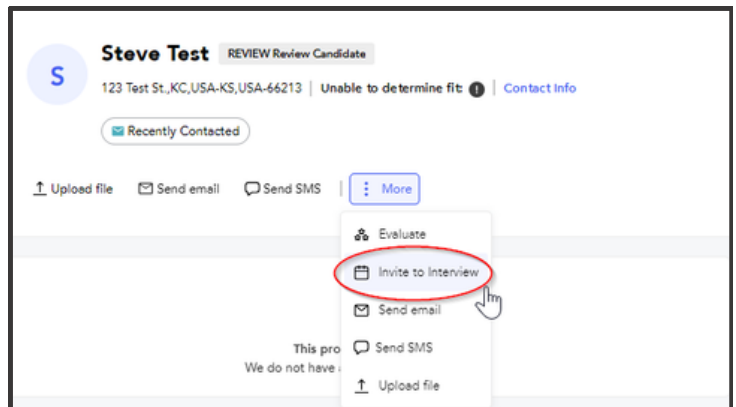
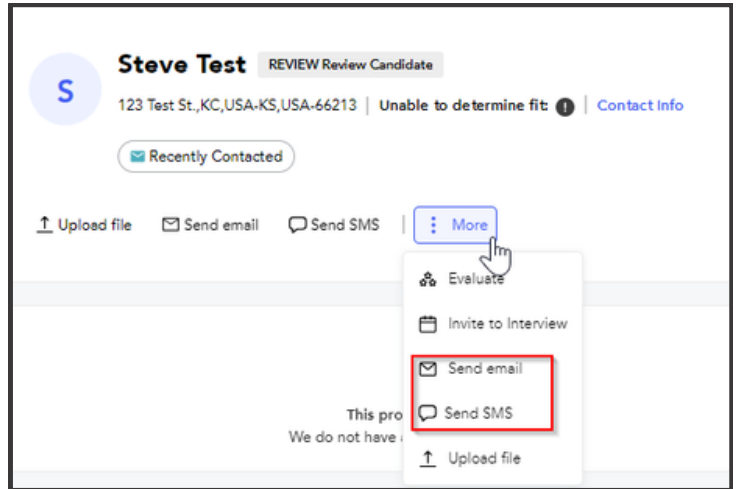
- 3 Review candidate application and mark "Yes, Interested" or "No, Not Interested"
 - Provide a short reasoning of why we are interested (great experience, referral, etc.) or why we're not interested (no relevant experience, does not fit needs, etc.)
 - If interested invite to interview or text/email to get an interview set up to start interview process by clicking send email or send SMS(text)



Email Recruiting@RallyHouse.com with any questions when reviewing applicants.

Scheduling Interviews

- 1 After selecting "Yes, Interested" - Click "More" to view options for contacting the candidate.
- 2 You can choose to contact the candidate via email or text (SMS) to schedule an interview (recommended)
- 3 You can also use the "Invite to Interview" option to allow them to select any open time on your Outlook calendar, the candidate will receive an email with a link to schedule on your calendar.



Invite to Interview

Select the type of interview.

In-person
 Video Call
 Phone Call

Interview Details

Interviewer: ✕

P

Paul Grossman
 Hiring Manager
 pgrossman@rallyhouse.com

+Add Interviewer

Duration: 30 min ▾

Channel: Microsoft Teams ▾

Evaluation Form: Default form ▾

ⓘ Suggested interview times would be against your calendar availability.

Invite

