

SCOUT TALENT

SEE PEOPLE FIRST

:App User Guide

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Downloading The App

You can download the app for both iOS and Android devices.

Please note this app must be enabled for your organisation by Scout Talent before it can be used. Please reach out to your Scout Talent Account Manager to assist.

Searching for the app

iOS

Go to the Apple Store and search "Scout Talent."

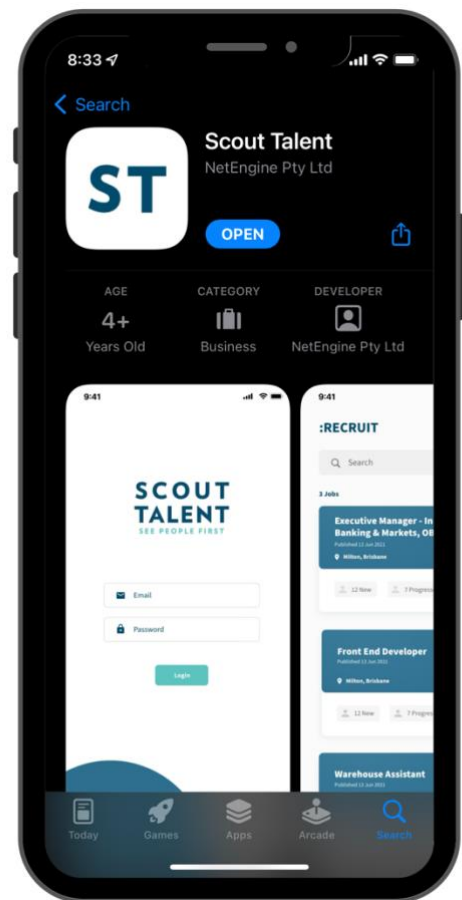
Android

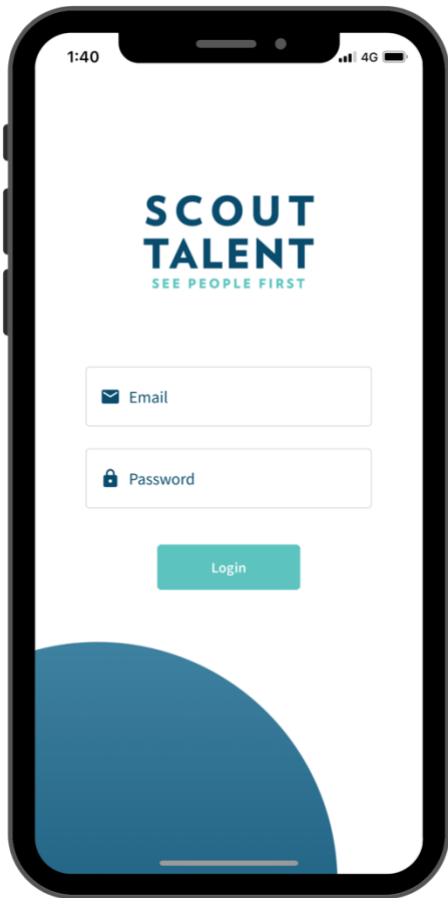
Go to the Google Play Store and search "Scout Talent."

Download links

You can also open the below links on your mobile or tablet device, to download the app.

- Download [Scout Talent App for Apple/iOS devices](#)
- Download [Scout Talent App for Android devices](#)





Logging In

Enter your :Recruit login details to access the app.

Forgot your password?

If you cannot remember your :Recruit password, please reset your password using the "Forgot Password" link on the :Recruit website, or open the link below and follow the prompts.

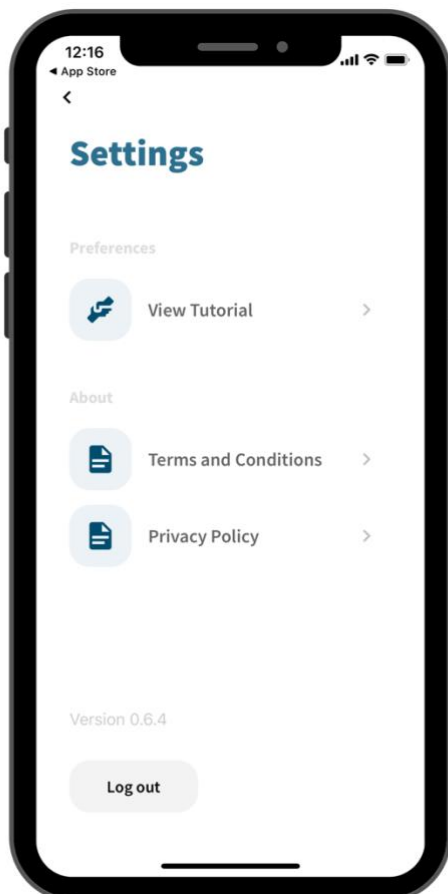
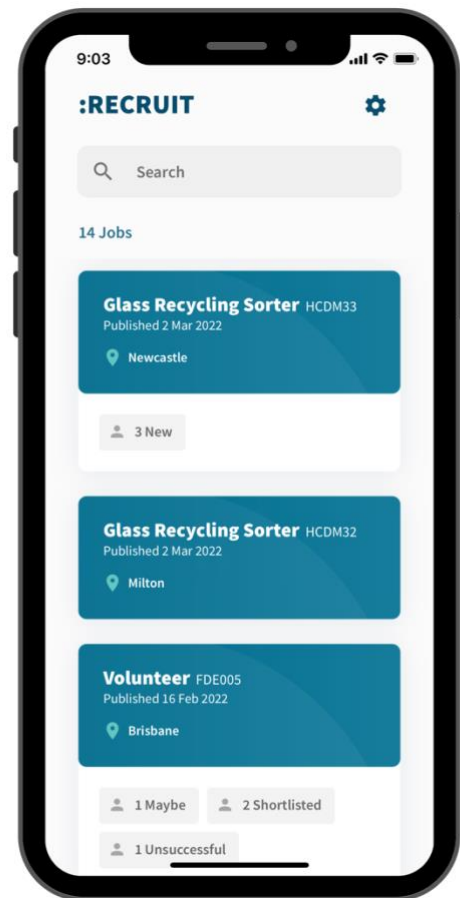
[Reset my password](#)

Navigating The App

Home Dashboard

The home dashboard will show all your active jobs in :Recruit.

If your job has candidates ready to screen, details of the applications will display below the job title.



Settings

The settings page can be accessed via the cog symbol on the top right-hand corner of your home dashboard.

On this page you can:

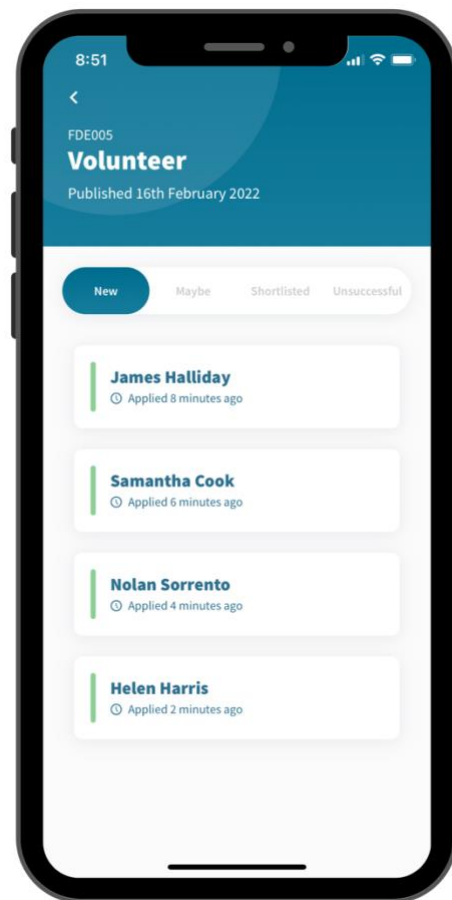
- View a short tutorial of the functions of the app
- Review the Terms and Conditions
- Review the Privacy Policy
- Log out of the app

Job Tabs

Inside each job, you will have four tabs:

- 1. New** – New applications
- 2. Maybe** – Candidates that are still in question
- 3. Shortlisted** – Candidates you have selected to be progressed to the next stage of recruitment
- 4. Unsuccessful** – Candidates you have rejected from the applicant pool

You can toggle through each of these tabs to review how you have sorted your candidates.

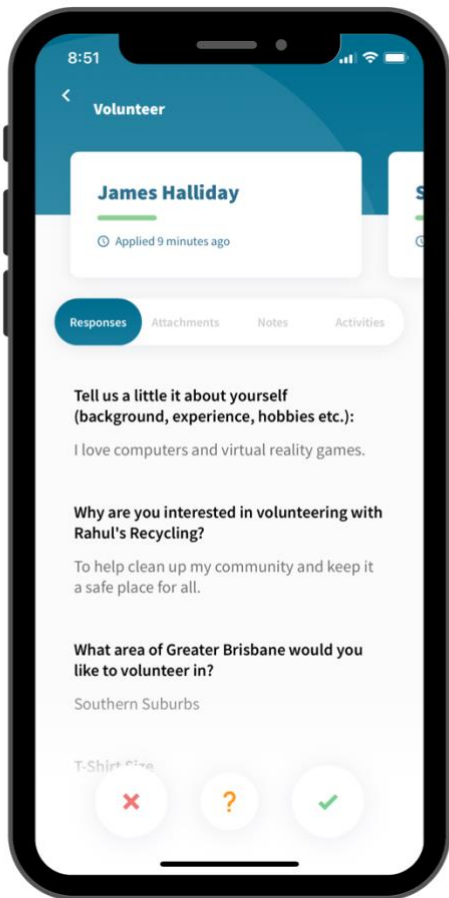


Candidate Dashboard

Open a job and select a candidate to begin screening. Swipe across to toggle between candidates.

Inside a candidate application you can access the following information:

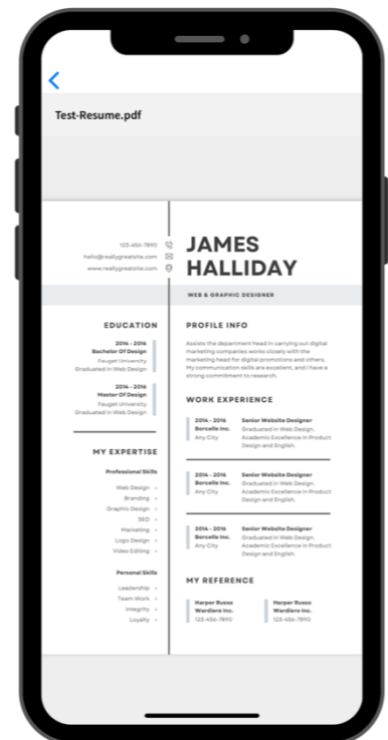
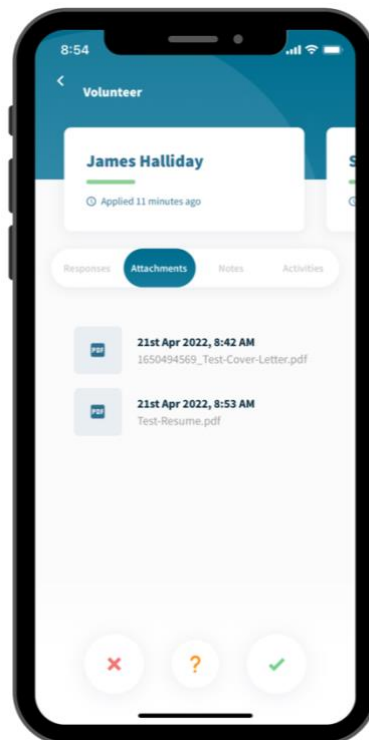
- 1. Responses** – Your candidate’s answers to screening questions
- 2. Attachments** – Any attachments on the candidate’s application you have requested from the candidate, or uploaded to their application.
- 3. Notes** – A place to read and add notes on a candidate’s application. These will also be visible in :Recruit when added from the app.
- 4. Activities** – View any activity on the candidate’s application that has occurred in :Recruit or the app.

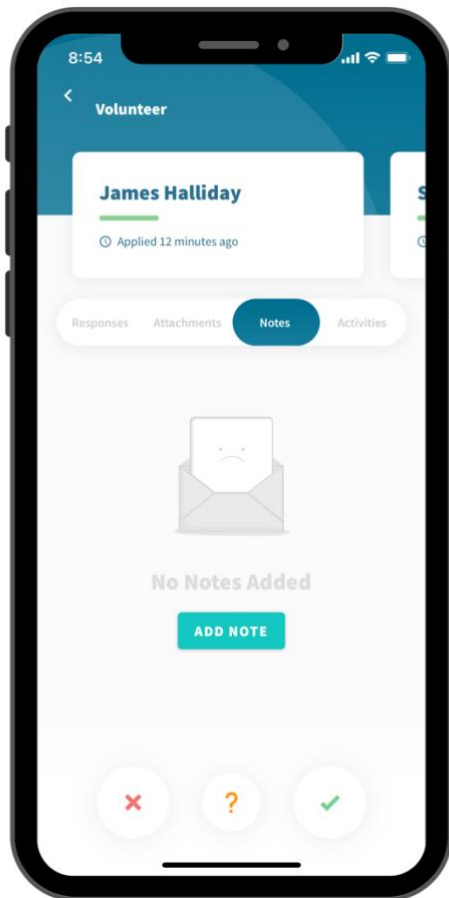


Viewing Attachments

To view any attachments on your candidate’s application, select the file.

This will open an in-app view of the file. Tap the < button to return to the candidate’s application.





Adding Notes

To add a note click the "Add Note" button. You will need to fill in the subject and body of your note. All notes made in the app will be visible in :Recruit.

Screening Candidates

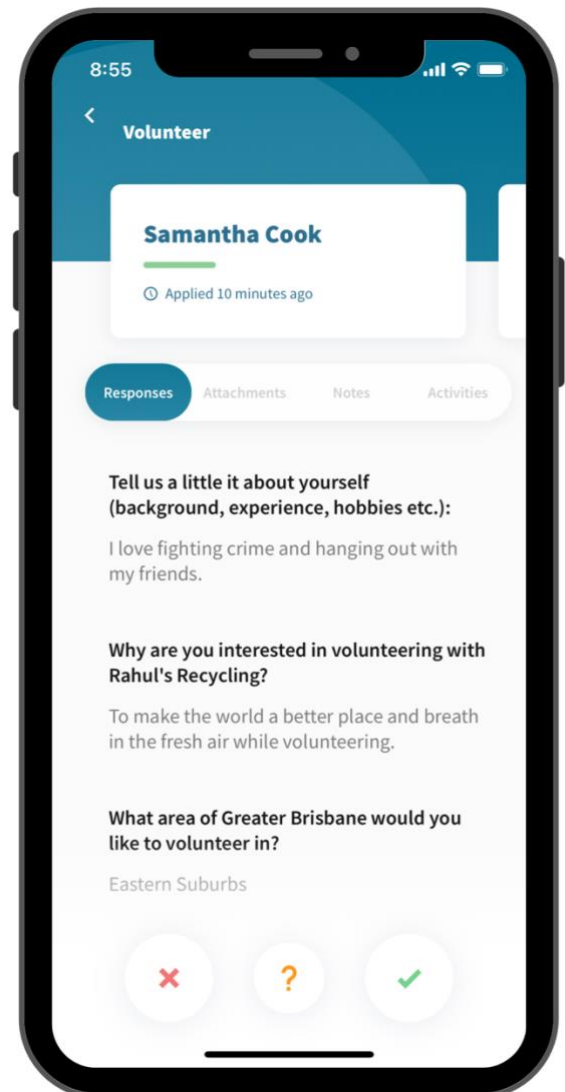
To screen a candidate you have 3 options:

X This will place your candidate into the **unsuccessful** category.

? This will place your candidate into the **maybe** category.

✓ This will place your candidate into the **shortlisted** category.

You can access already screened applications to change your candidate's category at any time if you change your mind or make a mistake.



What happens to screened candidates in :Recruit?

When working with Scout Talent to set up the app, your organisation will have elected one of the below scenarios to determine how using the app will affect candidates in :Recruit.

If you do not know which applies to your organisation, please contact your Human Resources or leadership team to confirm.

Scenario 1: Screening candidates triggers a status change in :Recruit

When a candidate is screened in the app, a corresponding status change is triggered in :Recruit. This will also trigger any job automations related to this status.

For example, if ✓ is linked to a status of "Shortlisted," when a user selects the ✓ button, the candidate will be automatically changed to "Shortlisted" in :Recruit. Any automations linked to the status of "Shortlisted" in :Recruit will then be triggered.

ID	CANDIDATE	SUBURB	STATE	COUNTRY	DATE	RATING	STATUS
12868102	Helen Harris	Milton	Queensland	Australia	Thu, 21 Apr 2022, 08:49AM, AEST	Not rated	Flagged
12868098	Nolan Sorrento	Milton	Queensland	Australia	Thu, 21 Apr 2022, 08:47AM, AEST	Not rated	Unsuccessful
12868089	Samantha Cook	Milton	Queensland	Australia	Thu, 21 Apr 2022, 08:45AM, AEST	Not rated	Shortlisted
12868085	James Halliday	Milton	Queensland	Australia	Thu, 21 Apr 2022, 08:42AM, AEST	Not rated	Shortlisted

Option 1 Candidate statuses have been updated in :Recruit.

Scenario 2: Screening candidates adds a note to the Activity field but does not change statuses

When a candidate is screened in the app, a note in the activity field of the candidate is added to show in :Recruit what the user's choice was. No automations or status changes are triggered.

Activities	ADD NOTE	ADD FORM	SEND FORM	SEND EMAIL	ADD TO EVENT	INVITE TO BOOK IN	E-MAIL EXTERNAL	SEND SMS	TEXTUS	EXPORT COGNOL
Feature Demo Changed hiring status 12868120 - James Halliday to Shortlisted — Thu Apr 21st 09:04AM										
System User initialised the status for 12868120 - James Halliday — Thu Apr 21st 09:00AM										
James Halliday lodged a new application 12868120 - James Halliday for Glass Recycling Sorter — Thu Apr 21st 09:00AM										

Option 2 Candidate status has not been changed but activity field will show that the hiring status chosen was "Shortlisted."

If you have elected this option, and the corresponding job **does not** have an assigned user, you can elect to receive daily updates by email. Please note this can only be applied to one email per entity in :Recruit.

Support

If you encounter any technical issues while using the app, please contact support@scouttalent.com.au.

For questions about how the app has been configured for your organisation, please reach out to your Human Resources or leadership team.