



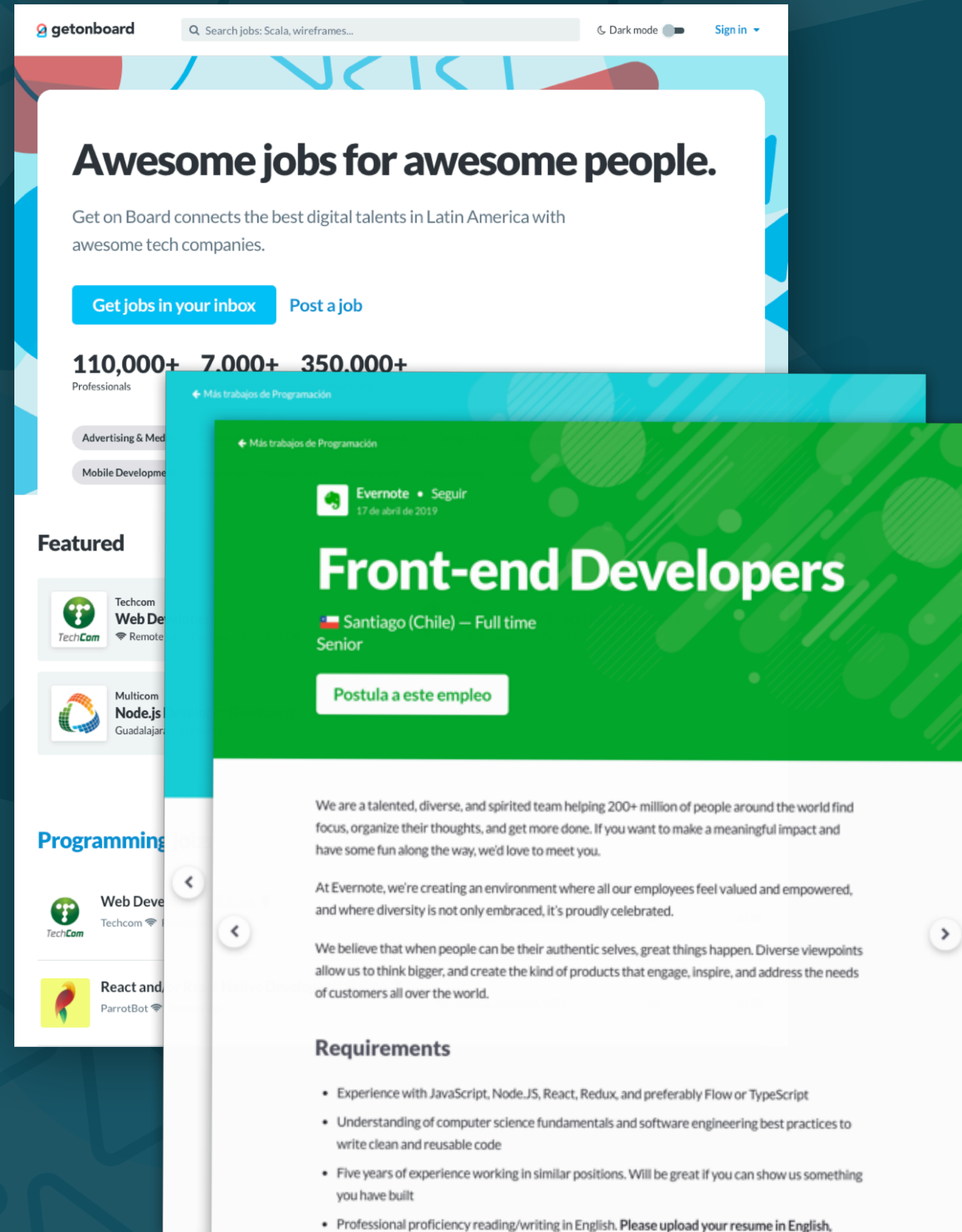
# Recruiters manual

# What is Get on Board?

Get on Board is a recruitment platform specialized in the technology sector where you can find professionals from Latin America and the world.

On Get on Board you can:

- Publish selection processes especially aimed at technology professionals
- Search candidates directly in our database
- Use our integrated Applicant Tracking System (ATS) to manage your selection processes, contacting, filtering and evaluating candidates
- Organize your recruitment work with your team



The screenshot displays the Get on Board website interface. At the top, there is a search bar with the text "Search jobs: Scala, wireframes...", a "Dark mode" toggle, and a "Sign in" link. Below the search bar, a banner reads "Awesome jobs for awesome people." and "Get on Board connects the best digital talents in Latin America with awesome tech companies." Two buttons are visible: "Get jobs in your inbox" and "Post a job".

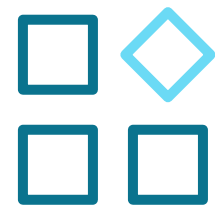
Statistics are shown: "110,000+ Professionals", "7,000+ Advertising & Media", and "350,000+ Mobile Development". A "Featured" section lists job categories like "Techcom Web De" (Remote) and "Multicom Node.js" (Guadalajara). A "Programming" section lists "Web Deve" (Techcom) and "React and" (ParrotBot).

The main focus is a job listing for "Front-end Developers" at Evernote, posted on "17 de abril de 2019". The location is "Santiago (Chile) – Full time Senior". A button "Postula a este empleo" is present. The listing includes a description: "We are a talented, diverse, and spirited team helping 200+ million of people around the world find focus, organize their thoughts, and get more done. If you want to make a meaningful impact and have some fun along the way, we'd love to meet you." It also states: "At Evernote, we're creating an environment where all our employees feel valued and empowered, and where diversity is not only embraced, it's proudly celebrated." and "We believe that when people can be their authentic selves, great things happen. Diverse viewpoints allow us to think bigger, and create the kind of products that engage, inspire, and address the needs of customers all over the world."

The "Requirements" section lists:

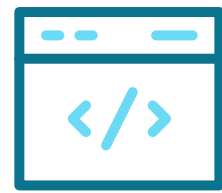
- Experience with JavaScript, Node.JS, React, Redux, and preferably Flow or TypeScript
- Understanding of computer science fundamentals and software engineering best practices to write clean and reusable code
- Five years of experience working in similar positions. Will be great if you can show us something you have built
- Professional proficiency reading/writing in English. Please upload your resume in English.

# What profiles can you hire with Get on Board?



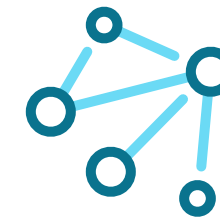
## Back-end Engineers

Ruby, Python, PHP, Java,  
Node.js, C#, Scala, Go, .NET...



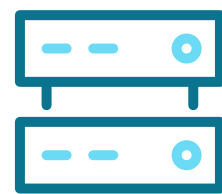
## Front-end Developers

React, Vue, AngularJS,  
JavaScript, HTML, CSS...



## Data Scientists

Data Analysts, Hadoop, R  
Programmers, Statisticians...



## DevOps / Cloud

CI/CD, Release Managers,  
Cloud Architects...



## Mobile Developers

Objective-C, Swift, Kotlin,  
Xamarin, React Native...



## Machine Learning

Artificial Intelligence, Computer  
Vision, Neural Networks...



## QA Engineers

Quality Assurance  
Specialists, test developers...



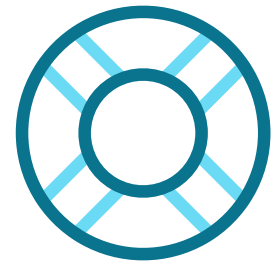
## UI Designers

Web designers, interface  
designers, brand designers...



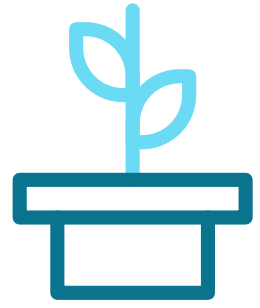
## UX Researchers

Usability specialists, User-  
Centered Designers...



# Always here to help

- Check out our help site, <https://knowledge.getonbrd.com/help>, for dozens of detailed and up-to-date answers to the most frequently asked questions regarding the use of Get on Board.
- During office hours, Monday to Friday, **you can contact us in the chat room** in the lower right corner of Get on Board.



# First steps in Get on Board

1. If you do not already have one, create a company account at [www.getonbrd.com](http://www.getonbrd.com). Registration of companies is free of charge.
2. Have your company logo at hand, in a square format (for example, the one you use for your company's social networks).
3. **When you register your company account, you will also register your user account.** A company can contain an unlimited number of user accounts, both administrators and regular users. You can only access your company account through your user.
4. You will sign in to Get on Board as a company using an e-mail and password. Verify that you are receiving emails from Get on Board; you will need them to confirm your account and to post jobs.
5. Once inside your account, you can invite other people to the same company account, at no additional cost. **Each person must register and log in with their own e-mail and password.** Avoid using shared accounts.

# 1. Dashboard

# Know your dashboard

The Dashboard gives you an overview of all your active selection processes.

1. In this area you will see the processes currently open. The open processes may or may not be published. A published job is visible on Get on Board and you will be able to receive new applicants.
2. By default, when you enter this section you will only see the open jobs you are following (of which you receive notifications). You can change the view to see all the jobs in the company, or to see the processes already closed.
3. In this area you will find your drafts and jobs for which our editorial team has asked you to make changes.

The screenshot displays the Getonboard dashboard for a Recruiter. At the top, it shows the user's name (Marcela García) and a notification bell. The main header includes the Getonboard logo, the role (Recruiter), and progress indicators: 4/25 visible jobs and 0/500 invitations sent this month. The left sidebar contains navigation options: Jobs, Activity, Talent Database, Invitations, Candidates, Your team, Employer profile, Concierge (BETA), Dark mode, Help, Manual (PDF), and English (BETA). The main content area is titled 'Jobs' and shows a summary of 'Watching (4)', 'Open (6)', and 'Closed (2)' jobs. A 'New job' button is visible. The dashboard lists two jobs:

- Ruby Engineer** (San Francisco (CA) — Full time — 25-feb-2020): This job has 0 Interested, 0 Postulantes, 0 Descartados, 0 Seleccionados, and 0 Contratados. It is currently published (accepting applicants) and is available in multiple languages.
- Web UX Designer** (Lima — Part time — 02-aug-2019): This job has 2 Interested, 2 Applicants, 0 Discarded, 0 Technical interview with CTO, 0 Offer letter, and 0 Hired. It is also published (accepting applicants) and available in multiple languages.

A yellow warning banner at the bottom of the job listings states: "It's been 13 days since this job was last checked. If it's not active anymore, consider closing it and letting candidates know." On the right side, there are sections for 'Rejected ads (1)', 'Data Analyst' (Insufficient company info), and 'Pending review (4)'. At the bottom right, there is a 'Drafts (6)' section and a chat icon.

# Summary view of each process

In the Dashboard you will find a summary view of each active process, which allows you to quickly find out its status.

1. Here you see the phases of each process. Each process can have multiple customizable phases. The number in each phase indicates how many applicants are in each phase.
2. The red dot next to the number indicates that there are unread applications at that stage.
3. This switch allows you to easily activate or deactivate the publication of a job.
4. The “Watching” indicator shows that you are receiving notifications for this job. Click it to change your notification preferences for this job.
5. The Actions menu allows you to perform various actions on your job, such as editing it, activating Boost or refreshing its date.

The screenshot shows a job listing summary for 'Web UX Designer' in Lima, part-time, starting on 02-aug-2019. The interface includes a 'Boost this job' button, a 'Watching' indicator, and an 'Actions' menu. The job is currently published, as indicated by a toggle switch. The applicant flow is as follows:

Phase	Count
Interested	2
Applicants	2 (with unread indicator)
Discarded	0
Technical interview with CTO	0
Offer letter	0
Hired	0

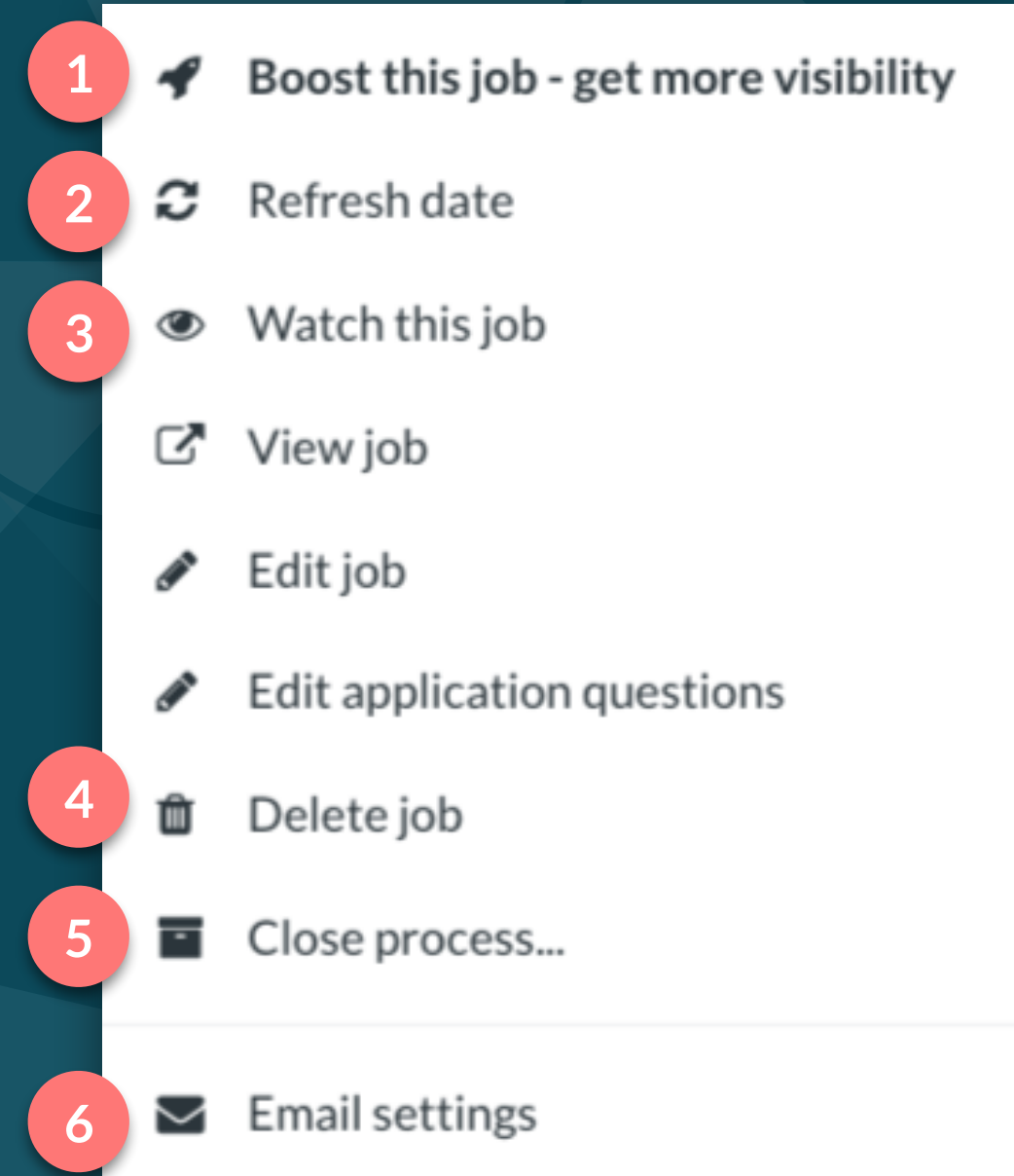
At the bottom, there is a 'Published (accepting applicants)' toggle switch and a 'Published in:' field showing flags for Peru and Italy.



# The Actions menu

You can find this menu on the dashboard and in the individual view of each job. Here we explain some of their options:

1. **Activate Boost for this job:** Boost allows you to send automatic invitations to candidates in our database and provides extra visibility to your job in our listings.
2. **Refresh date:** This function leaves the publication date up to date. This allows you to move up in the listings and lets applicants know that the job is "fresh".
3. **Watch this job:** This option allows you to start receiving notifications and emails of activity in this job (such as new applications or messages sent by candidates).
4. **Delete Job:** This option will make your job disappear permanently from Get on Board and will make you lose access to applicants who have applied for your job. Use it with caution!
5. **Close process:** You must close a process once you have filled the position or in case the process has been suspended. Closing the process will file it and send a message to the applicants.
6. **Email settings:** Here you can configure who receives notifications of this job (and stop following it in case you no longer want to receive them).



# Notification of inactive processes

Processes that have not been reviewed for a long time (i.e. no applications have been reviewed, no messages or notes created) will be marked with an alert strip like the one in the image to help you not to neglect them.

The screenshot displays two job listings. The top listing is for a 'UX PHP Scrum Master' in Arequipa, posted on 28-Jan-2020. It shows 0 interested candidates, 0 applicants, 0 discarded, 0 selected, and 0 hired. A red arrow points to a yellow warning banner that reads: 'It's been 16 days since this job was last checked. If it's not active anymore, consider closing it and letting candidates know.' Below this is a listing for an 'Android Developer' in Lima, posted on 02-dec-2019, with 0 interested, 1 applicant, 1 discarded, 0 selected, 1 in evaluation, and 0 hired. Both listings include a 'Boost this job' button, a 'Watching' indicator, and an 'Actions' dropdown menu. The 'UX PHP Scrum Master' listing also has a 'CONFIDENTIAL' tag and a 'Published (accepting applicants)' toggle.

Job Title	Location	Type	Date	Interested	Applicants	Discarded	Selected	En evaluación	Hired
UX PHP Scrum Master	Arequipa	Freelance	28-Jan-2020	0	0	0	0	0	0
Android Developer	Lima	Full time	02-dec-2019	0	1	1	0	1	0

# 2. Process view

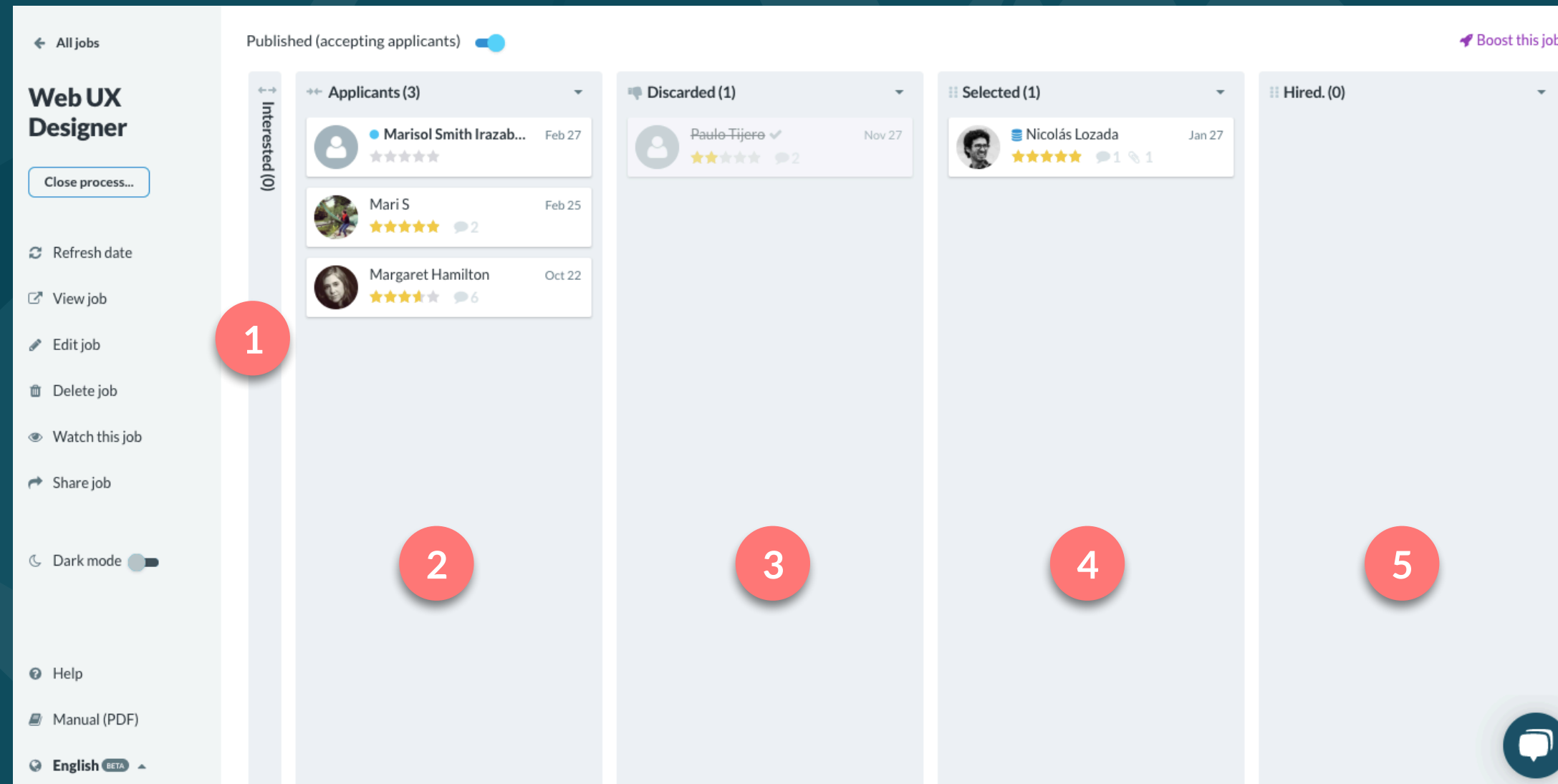
# Your selection process, in a single view

The Process view allows you to manage, review and contact incoming candidates.

This view is a Kanban-style board where the applications will automatically arrive at your process.

When you publish your process on Get on Board, some phases are automatically created:

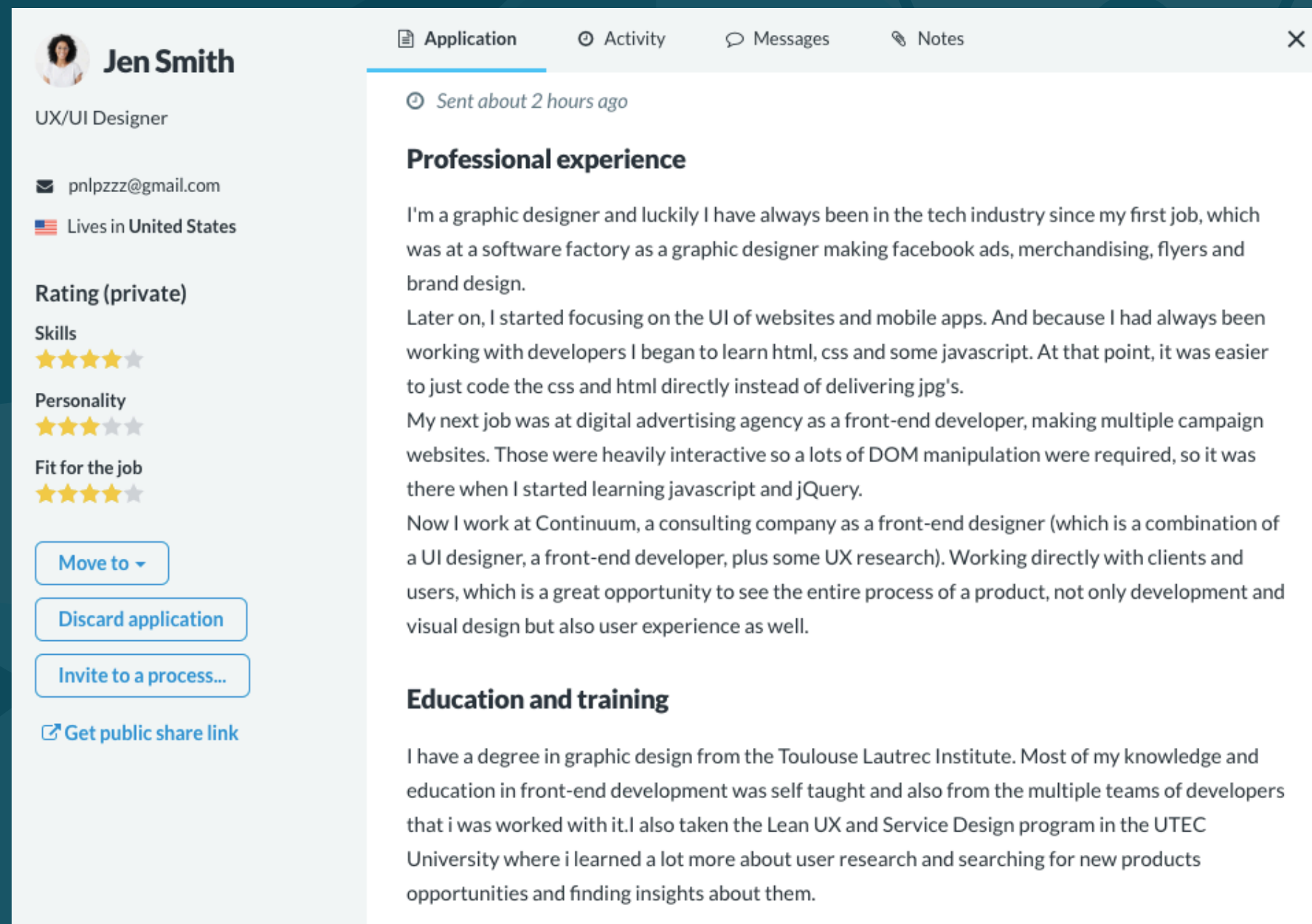
1. **Interested:** candidates who are responding to an invitation from Boost or Talent Database and have fulfilled only the minimum data to apply arrive at this stage.
2. **Applicants:** This is where all the applications that go through the regular form will arrive.
3. **Discarded:** Drag here applications that are no longer in the process. By discarding, you can indicate the reason for discarding.
4. **Selected:** This is an example of a customizable phase. You can rename it and drag it to reorder it.
5. **Hired:** Move candidates with whom you have already closed a hiring agreement to this phase.



# Discover and manage your applicants

Much neater and cleaner than using e-mails or spreadsheets, our system allows you to easily evaluate, sort and discard your applicants. You can exchange messages with candidates directly from Get on Board.

Save more time by sending mass messages and using pre-saved templates with the answers you use most often.



The screenshot displays a user interface for managing applicants. On the left, a profile card for Jen Smith, a UX/UI Designer, includes contact information (pnlpzzz@gmail.com), location (United States), and evaluation metrics for Skills (5 stars), Personality (4 stars), and Fit for the job (5 stars). Action buttons include 'Move to', 'Discard application', 'Invite to a process...', and 'Get public share link'. The main content area shows a resume for Jen Smith, with sections for 'Professional experience' and 'Education and training'. The 'Professional experience' section details her work at a software factory, a digital advertising agency, and a consulting company. The 'Education and training' section mentions a degree in graphic design from the Toulouse Lautrec Institute and a Lean UX and Service Design program at UTEC University.

**Jen Smith**  
UX/UI Designer  
pnlpzzz@gmail.com  
Lives in United States

Rating (private)  
Skills ★★★★★  
Personality ★★★★☆  
Fit for the job ★★★★★

Move to ▾  
Discard application  
Invite to a process...  
Get public share link

Application Activity Messages Notes

Sent about 2 hours ago

### Professional experience

I'm a graphic designer and luckily I have always been in the tech industry since my first job, which was at a software factory as a graphic designer making facebook ads, merchandising, flyers and brand design.

Later on, I started focusing on the UI of websites and mobile apps. And because I had always been working with developers I began to learn html, css and some javascript. At that point, it was easier to just code the css and html directly instead of delivering jpg's.

My next job was at digital advertising agency as a front-end developer, making multiple campaign websites. Those were heavily interactive so a lots of DOM manipulation were required, so it was there when I started learning javascript and jQuery.

Now I work at Continuum, a consulting company as a front-end designer (which is a combination of a UI designer, a front-end developer, plus some UX research). Working directly with clients and users, which is a great opportunity to see the entire process of a product, not only development and visual design but also user experience as well.

### Education and training

I have a degree in graphic design from the Toulouse Lautrec Institute. Most of my knowledge and education in front-end development was self taught and also from the multiple teams of developers that i was worked with it.I also taken the Lean UX and Service Design program in the UTEC University where i learned a lot more about user research and searching for new products opportunities and finding insights about them.

# Communicate directly with the applicants

Use the messaging functionality to talk to each applicant directly from Get on Board.

Send bulk messages to several applicants at once and save templates of your most frequently sent messages.

We notify you by email when you receive a new message from an applicant.

The screenshot displays the messaging interface for a candidate named Jen Smith. On the left, a profile card shows her name, title (UX/UI Designer), email (pnlpzzz@gmail.com), and location (United States). Below this are three rating sections: Skills (4.5 stars), Personality (4.5 stars), and Fit for the job (4.5 stars). Action buttons include 'Move to', 'Discard application', 'Invite to a process...', and 'Get public share link'. The main area shows a message thread: a message from Marcela García dated February 27, 2020, asking for an interview, and a response from Jen Smith dated the same day, stating she is available and providing regards. The interface includes tabs for 'Application', 'Activity', 'Messages (2)', and 'Notes', and a 'Type a message' input field at the bottom.

# Private notes

You can leave private notes to share with the rest of the team. All members will be able to see the conversations between your company and the applicant.

The screenshot displays a user profile for Jen Smith, a UX/UI Designer. The profile includes contact information (email: pnlpzzz@gmail.com, location: United States), private ratings for Skills, Personality, and Fit for the job (all 5 stars), and action buttons: Move to, Discard application, Invite to a process..., and Get public share link. The right sidebar shows a 'Notes (1)' tab with a 'Private team notes' section containing a 'Write a new note' prompt and a note from Marcela García dated February 27, 2020, with 'Edit' and 'Delete' options.

**Jen Smith**  
UX/UI Designer

✉ pnlpzzz@gmail.com  
🇺🇸 Lives in United States

**Rating (private)**

Skills  
★★★★★

Personality  
★★★★★

Fit for the job  
★★★★★

[Move to ▾](#)

[Discard application](#)

[Invite to a process...](#)

[Get public share link](#)

Application   Activity   Messages (2)   **Notes (1)**   ✕

**Private team notes**

Write a new note

**Marcela García** February 27, 2020

She really nailed the challenge we sent. I personally liked the way she solved it.

[Edit](#)   [Delete](#)

# Work better with your team

The Activity menu allows you to quickly see all the latest movements in your account: messages sent, notes saved, processes opened or closed, etc.

[Know the roles of a company account.](#)

## Última actividad en Goodwaves

 Ruby Engineer

 **Marcela García** dejó una nota en la postulación de [Francisca Avalos](#):

Me gustó su respuesta inicial. Quedamos con Francisca para conversar el próximo lunes mediante videollamada.

menos de 1 minuto

 Ruby Engineer

 **Marcela García** envió un [mensaje](#) a Francisca Avalos:

Perfecto Francisca, gracias por el detalle. Cuándo tendrías tiempo para una entrevista mediante videollamada de 15 minutos? Espero tu confirmación. Saludos! Marcela

3 minutos




 Ruby Engineer

 [Mensaje](#) de **Francisca Avalos**:

Hola Marcela! Muchas gracias por el contacto. Te cuento: Llevo 10 años trabajando con equipos de desarrollo que combinaban Ruby en el Backend y otros frameworks en el Frontend. En Supermercados Maximus el front-end estaba hecho en Angular 4 y me tocaba desarrollar algunos microservicios. En el lugar donde estoy ahora es React y me toca ver algunas cosillas en eso también, es un equipo mucho más pequeño así que debemos usar más sombreros :) Espero que esta respuesta te sirva. Saludos! Francisca

4 minutos

 Ruby Engineer

 **Marcela García** envió un mensaje a varios postulantes:

Hola @webpro! Muchas gracias por postular. Nos puedes contar un poco más de tu experiencia con Ruby on Rails? Específicamente: - Qué equipo lideraste - Qué roles eran parte del equipo - Qué objetivos tenían - Qué lograron como equipo estando a tu cargo Muchas gracias! Saludos

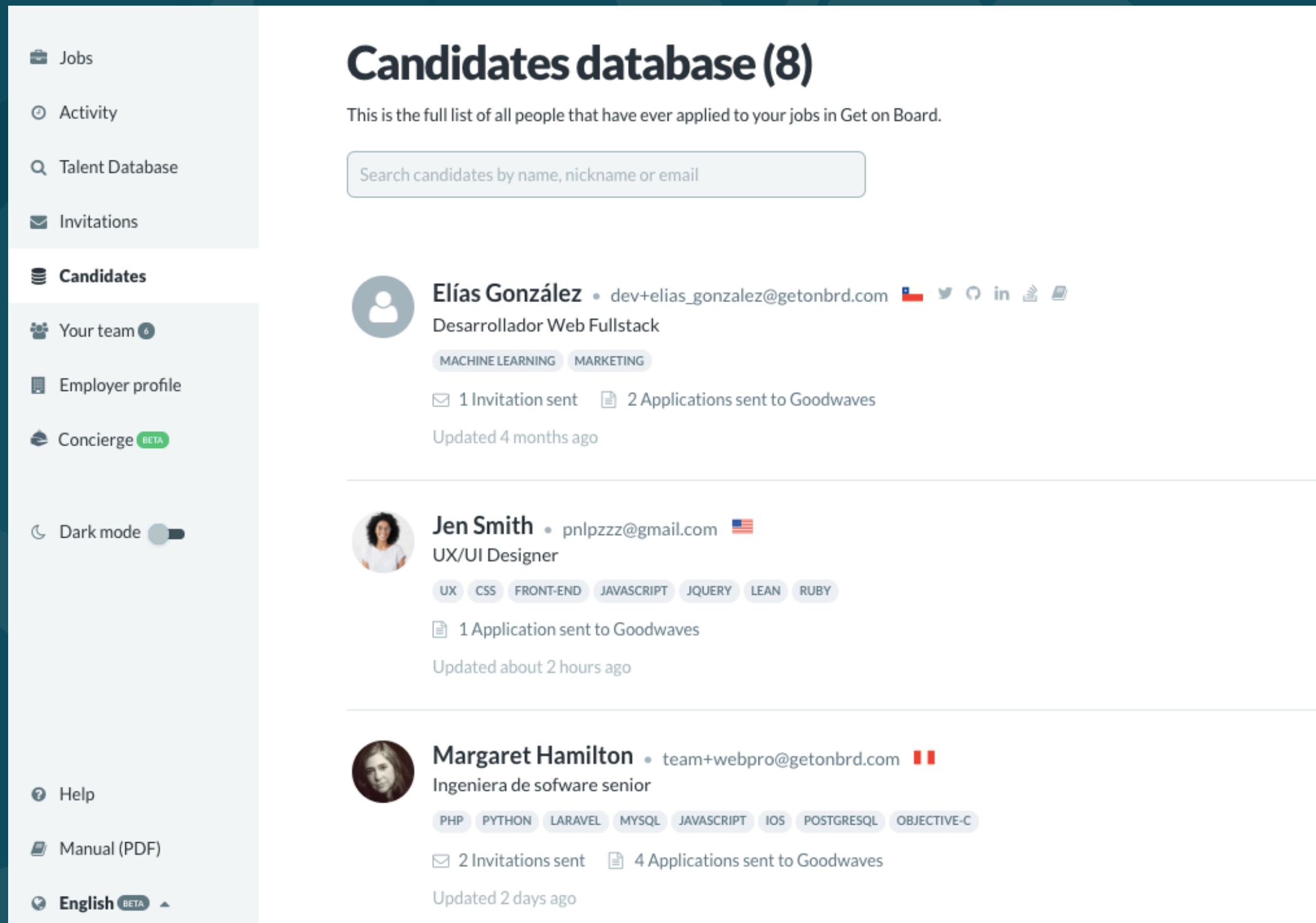
10 minutos










# All your candidates, in one place

The Candidates Database allows you to search and find all the applicants who have applied for your jobs on Get on Board.

Use the search engine to find them by name or email.

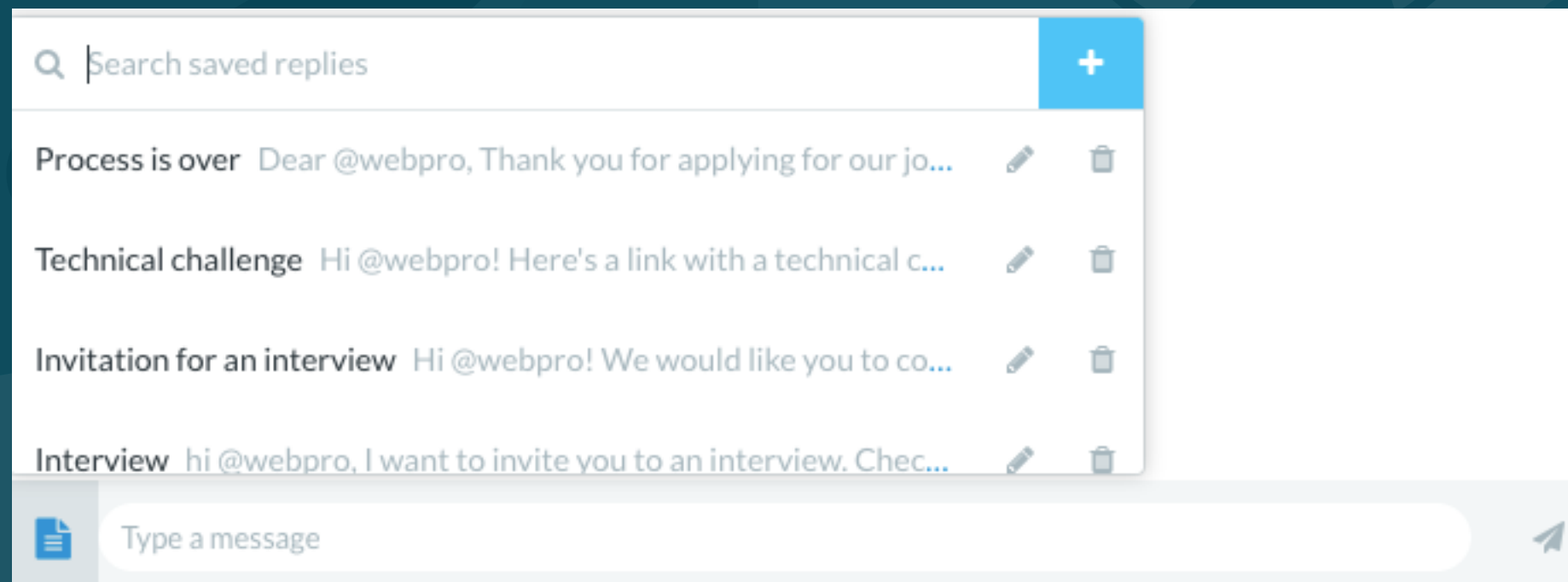


The screenshot shows the 'Candidates database (8)' interface. On the left is a sidebar with navigation options: Jobs, Activity, Talent Database, Invitations, Candidates (selected), Your team (6), Employer profile, Concierge (BETA), and Dark mode (toggle). Below these are Help, Manual (PDF), and English (BETA) with a dropdown arrow. The main content area has a search bar with the placeholder 'Search candidates by name, nickname or email'. Below the search bar are three candidate profiles:

- Elías González** • dev+elias\_gonzalez@getonbrd.com       
Desarrollador Web Fullstack  
MACHINE LEARNING MARKETING  
1 Invitation sent 2 Applications sent to Goodwaves  
Updated 4 months ago
- Jen Smith** • pnlpzzz@gmail.com   
UX/UI Designer  
UX CSS FRONT-END JAVASCRIPT JQUERY LEAN RUBY  
1 Application sent to Goodwaves  
Updated about 2 hours ago
- Margaret Hamilton** • team+webpro@getonbrd.com   
Ingeniera de software senior  
PHP PYTHON LARAVEL MYSQL JAVASCRIPT IOS POSTGRESQL OBJECTIVE-C  
2 Invitations sent 4 Applications sent to Goodwaves  
Updated 2 days ago

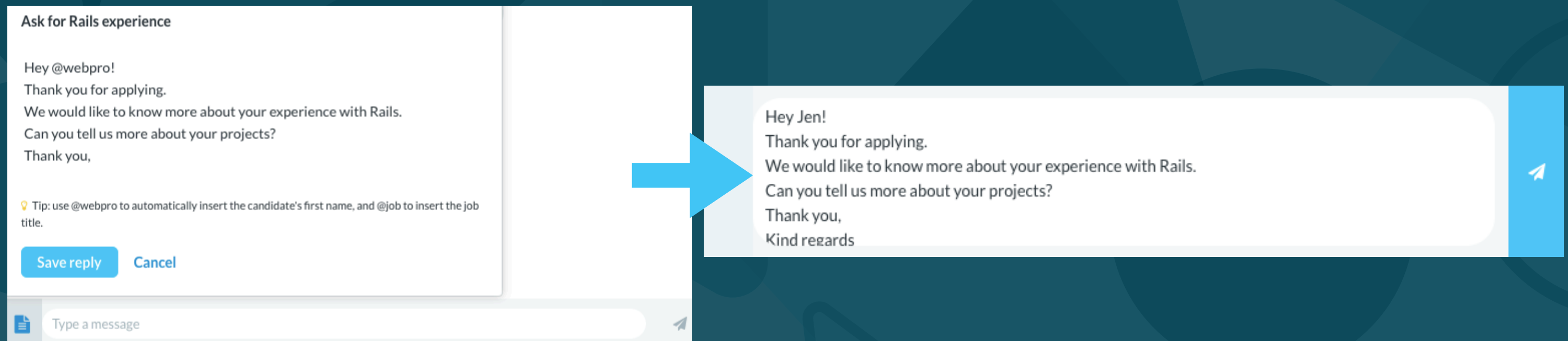
# Save time with saved responses

Saved responses allow you to speed up communication with applicants for messages you send frequently (such as notifying that the process has been closed, requesting extra information, etc.). The responses you save are shared with the entire team.



# Save time with saved responses

You can use the keywords `@webpro` and `@job` to automatically insert the name of the applicant and the job, useful for customizing bulk messages.

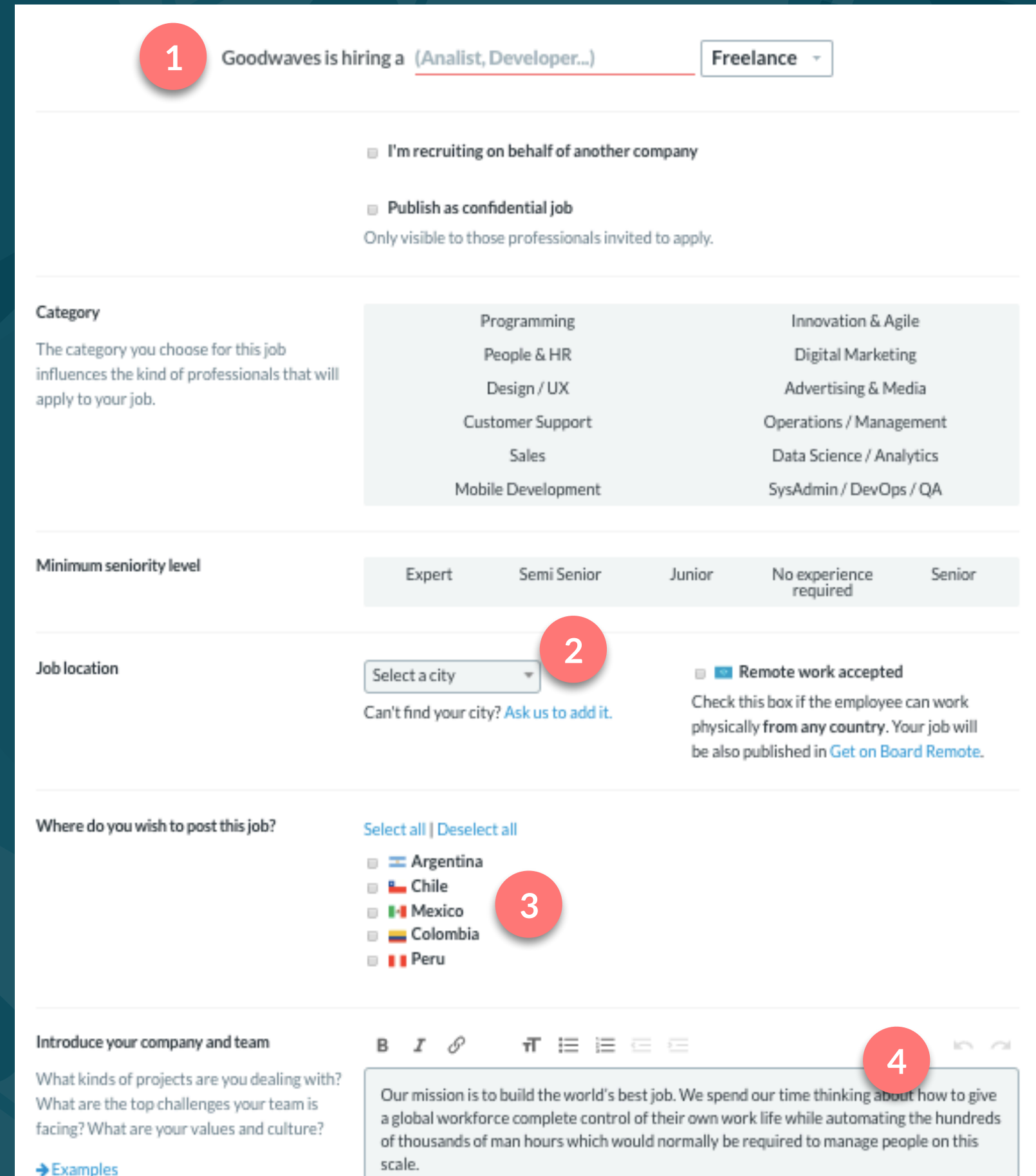


The image shows a message editor interface. On the left, a text box contains a template message: "Ask for Rails experience", "Hey @webpro!", "Thank you for applying.", "We would like to know more about your experience with Rails.", "Can you tell us more about your projects?", "Thank you,", and a tip: "Tip: use @webpro to automatically insert the candidate's first name, and @job to insert the job title." Below the text are "Save reply" and "Cancel" buttons. A blue arrow points from this editor to a larger preview window on the right. The preview window shows the rendered message: "Hey Jen!", "Thank you for applying.", "We would like to know more about your experience with Rails.", "Can you tell us more about your projects?", "Thank you,", and "Kind regards". A blue arrow also points from the tip text in the editor to the rendered message in the preview.

# 3. Creating a new job ad

# Creating a new job ad

1. The Get on Board job creation form is simple and guides you every step of the way.
2. You can offer jobs located in a specific city or totally remote.
3. You can select the countries in which you want to make your ad visible, without spending additional publications.
4. For each field to be filled in, we offer you examples and recommendations.



1 Goodwaves is hiring a (Analist, Developer...) **Freelance**

I'm recruiting on behalf of another company

Publish as confidential job  
Only visible to those professionals invited to apply.

**Category**  
The category you choose for this job influences the kind of professionals that will apply to your job.

Programming	Innovation & Agile
People & HR	Digital Marketing
Design / UX	Advertising & Media
Customer Support	Operations / Management
Sales	Data Science / Analytics
Mobile Development	SysAdmin / DevOps / QA


**Minimum seniority level**

Expert	Semi Senior	Junior	No experience required	Senior
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**Job location**






Select a city **2**

Can't find your city? [Ask us to add it.](#)

 Remote work accepted  
Check this box if the employee can work physically from any country. Your job will be also published in [Get on Board Remote.](#)

**Where do you wish to post this job?**

Select all | Deselect all

-  Argentina
-  Chile
-  Mexico **3**
-  Colombia
-  Peru

**Introduce your company and team**

What kinds of projects are you dealing with?  
What are the top challenges your team is facing?  
What are your values and culture?

[Examples](#)

**4**

Our mission is to build the world's best job. We spend our time thinking about how to give a global workforce complete control of their own work life while automating the hundreds of thousands of man hours which would normally be required to manage people on this scale.

# Creating a new job ad

5. The requirements of the position are crucial in defining the technical knowledge and soft skills of the position.
6. In optional knowledge it is ideal to place those additional skills that could make the candidate stand out.
7. Mentioning company and work environment benefits helps to make jobs more attractive.
8. Indicating the salary offered is optional (but recommended).
9. Remember that we will review and [moderate your ad](#) to ensure that it meets our standards. We are always willing to help you achieve the best possible ad.

5

## Describe the qualifications required for this position

What skills and experience do you expect of who's filling this position?

[Examples](#)

Section title

Qualifications and requirements

**B** *I* [link](#) **¶** **☰** **☰** **☰** **☰**

The role, functions and goals of this position, and the skills you must have to take it, are...

Between 200 and 4000 characters.

0

6

## Mention optional skills

What skills or experience are not required but might increase candidates' chances to get the job?

Section title

Desirable skills

**B** *I* [link](#) **¶** **☰** **☰** **☰** **☰**

The optional skills that will improve greatly your chances are...

Between 0 and 1000 characters.

0

7

## Mention benefits

Why your company is an attractive place to work? Mention tangible and intangible benefits, such as vacations, health coverage, bonuses, stock options, flexible schedule, telecommuting, etc. This field is optional.

Section title

Benefits

**B** *I* [link](#) **¶** **☰** **☰** **☰** **☰**

These are the benefits and perks that makes us stand out as workplace...

Between 0 and 1000 characters.

0

9

I have read and agree with Get on Board's moderation policy.

Your job will be reviewed and we reserve the right of rejecting its publication. [Read the policy here.](#)

# Select the benefits you offer

Get on Board allows you to select benefits from a previously created (and constantly growing) list.

Indicating the benefits you offer in this way allows your job to be filtered by professionals who value a particular benefit.

Select all the perks for this job

Mark only the perks considered for this position.

<input type="checkbox"/> <b>Beverages and snacks</b> Goodwaves offers beverages and snacks for free consumption.	<input type="checkbox"/> <b>Relocation offered</b> If you are moving in from another country, Goodwaves helps you with your relocation.	<input type="checkbox"/> <b>Fully remote</b> You can work from anywhere in the world.
<input type="checkbox"/> <b>Flexible hours</b> Flexible schedule and freedom for attending family needs or personal errands.	<input type="checkbox"/> <b>Informal dress code</b> No dress code is enforced.	<input type="checkbox"/> <b>Pet-friendly</b> Pets are welcome at the premises.
<input type="checkbox"/> <b>Health coverage</b> Goodwaves pays or copays health insurance for employees.	<input type="checkbox"/> <b>Vacation over legal</b> Goodwaves gives you paid vacations over the legal minimum.	<input type="checkbox"/> <b>Partially remote</b> You can work from your home some days a week.

[Show all perks](#) ▾

# Creating a new job ad

Define the salary range. Remember that we reserve the right of publishing jobs that propose a range below the market average.

Our algorithm updates the [salary ranges](#) based on the country average.

## Monthly salary range (after taxes)

We only publish jobs matching market salary rates, depending on the requirements of the position.

[How required salary ranges are calculated?](#)

Between 3000 and 3600 USD/month



Hide salary in public views

Applicants to your job may still be able to view the salary range privately.



# Filter your candidates in a better way

Create customized questionnaires which will allow you to make sure that only those candidates who have the minimum knowledge apply.

You'll be able to ask applicants code challenges and multiple choice questions, and you'll save time by avoiding poor quality submissions.

Show us how you would make a button with gradient and rounded borders with CSS \*

CSS

```
1  
2  
3
```

What's your professional level with Javascript? \*

- Basic
- Intermediate
- Advanced

What JS frameworks are you familiar with? \*

# 4. Customize your career site

# Customize your careers page

1. You can place your brand or business name so that you are easily recognized.
2. Remember to comply with the pre-established dimensions and upload the logo that you usually use, for example in social networks.
3. Select the administrator's email, this person will have all the permissions and will be able to add more members to your team.
4. It is ideal to place your main domain.

[Advantages of using your careers pages](#)

## Edit your careers page



Company info | Careers page design

1 Company name

2 Tax and invoicing info

Company logo

200x200px minimum, in square format (like the one you use for your Twitter or Facebook accounts).

3 Administrator e-mail address

With this account, you will have full admin access. You will also be able to add new team members.

4 Company website

# Customize your careers page

5. In country you can select your location or the geographic location of your headquarter.

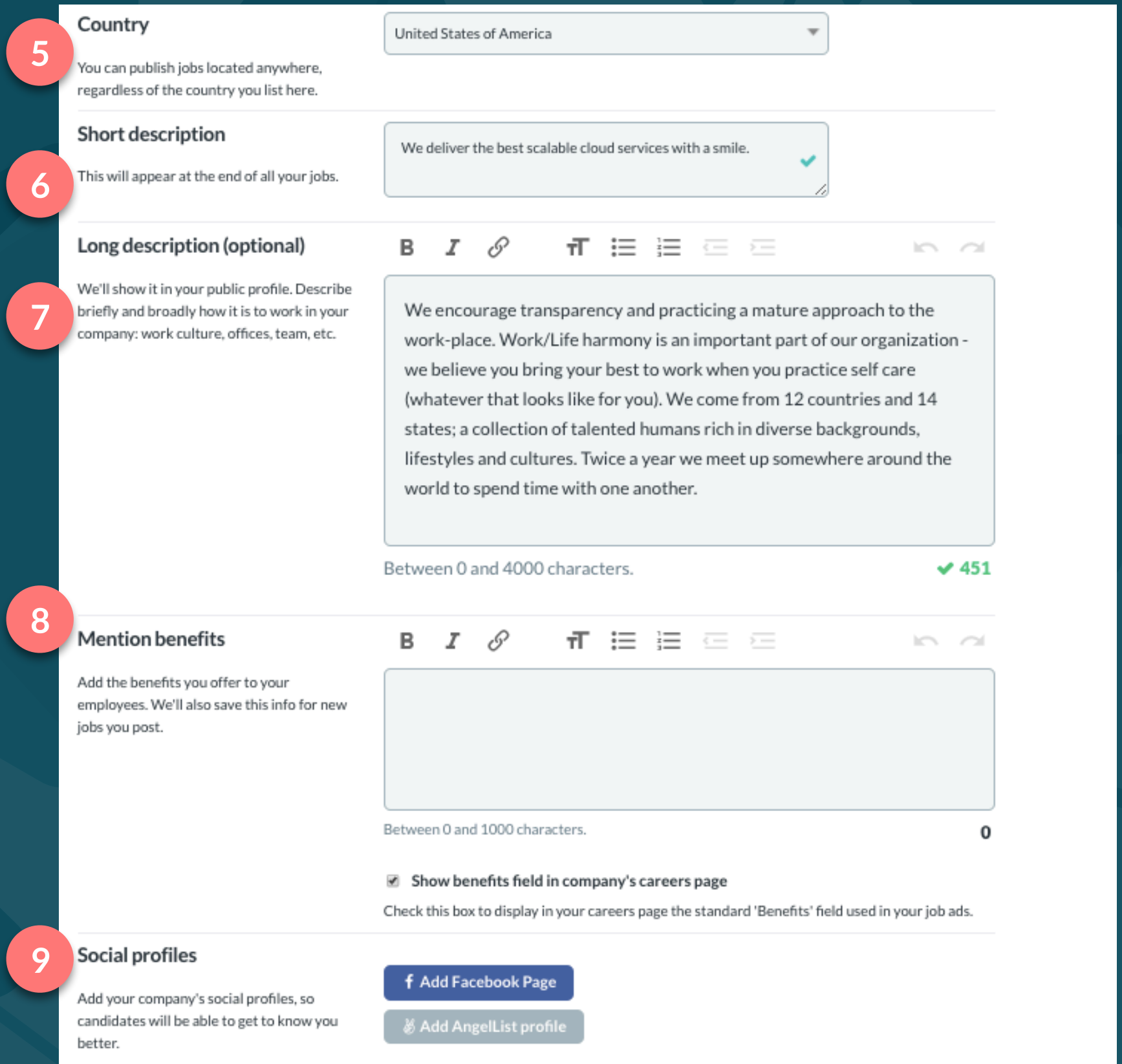
6. In one short sentence define your company or insert your employer brand slogan.

7. The long description is optional, here you can expand, it has up to 4,000 characters.

8. Take advantage of the benefits section to stand out from other companies.

9. Add your social networks and attract them with your style.

[More tips to optimize your careers page](#)



**5** **Country** United States of America  
You can publish jobs located anywhere, regardless of the country you list here.

**6** **Short description** We deliver the best scalable cloud services with a smile. ✓  
This will appear at the end of all your jobs.

**7** **Long description (optional)**  
We'll show it in your public profile. Describe briefly and broadly how it is to work in your company: work culture, offices, team, etc.  
We encourage transparency and practicing a mature approach to the work-place. Work/Life harmony is an important part of our organization - we believe you bring your best to work when you practice self care (whatever that looks like for you). We come from 12 countries and 14 states; a collection of talented humans rich in diverse backgrounds, lifestyles and cultures. Twice a year we meet up somewhere around the world to spend time with one another.  
Between 0 and 4000 characters. ✓ 451

**8** **Mention benefits**  
Add the benefits you offer to your employees. We'll also save this info for new jobs you post.  
Between 0 and 1000 characters. 0  
 **Show benefits field in company's careers page**  
Check this box to display in your careers page the standard 'Benefits' field used in your job ads.

**9** **Social profiles**  
Add your company's social profiles, so candidates will be able to get to know you better.  
[Add Facebook Page](#)  
[Add AngelList profile](#)

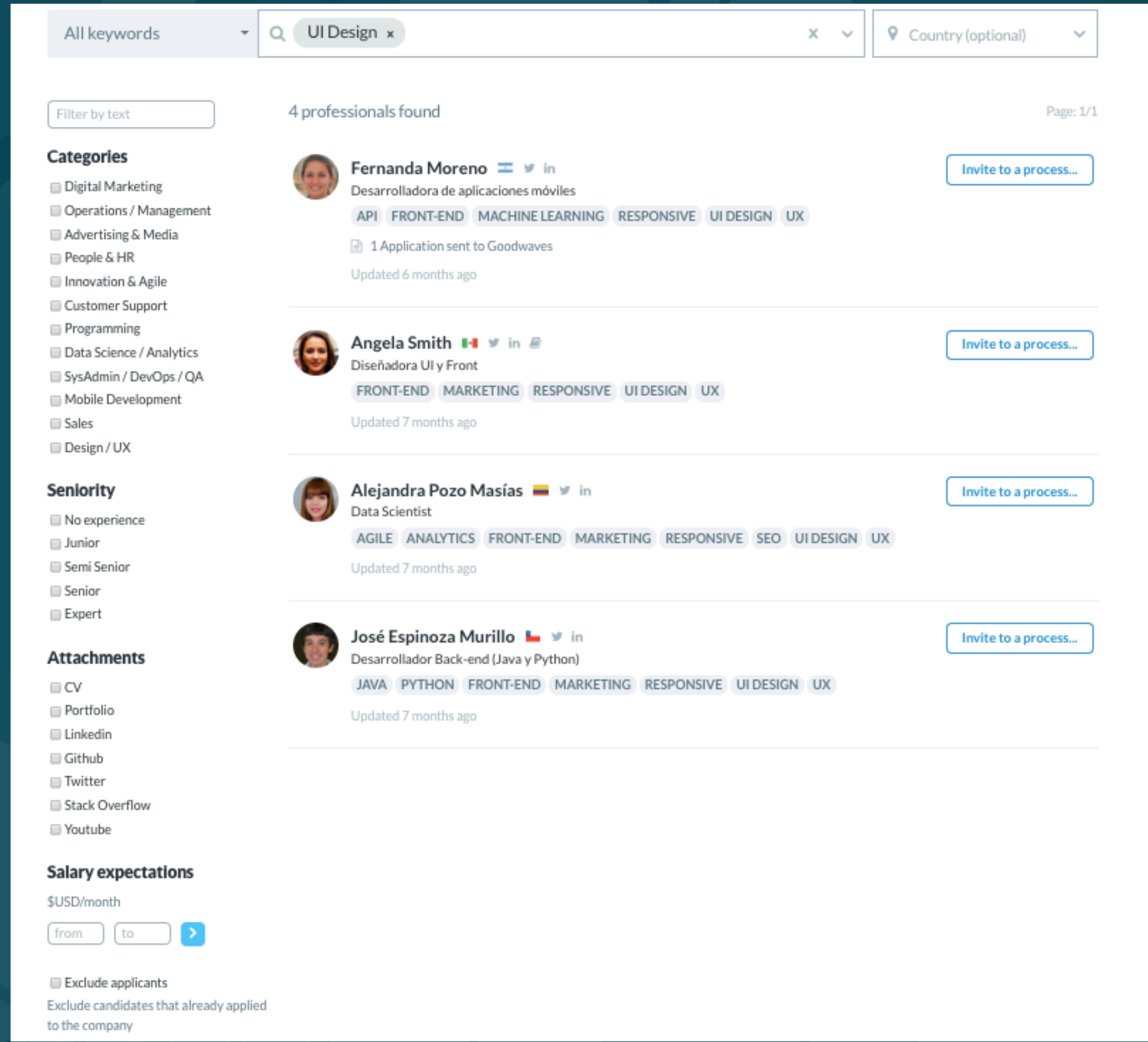
# 5. Unique features of the subscription plans

# Find professionals in Talent Database

Search and invite directly to our database of thousands of technology professionals.

Filter by categories, skills and salary ranges, and send invitations directly to your selection processes.

Once a professional accepts your invitation, an application is automatically created for the process to which you invited them.



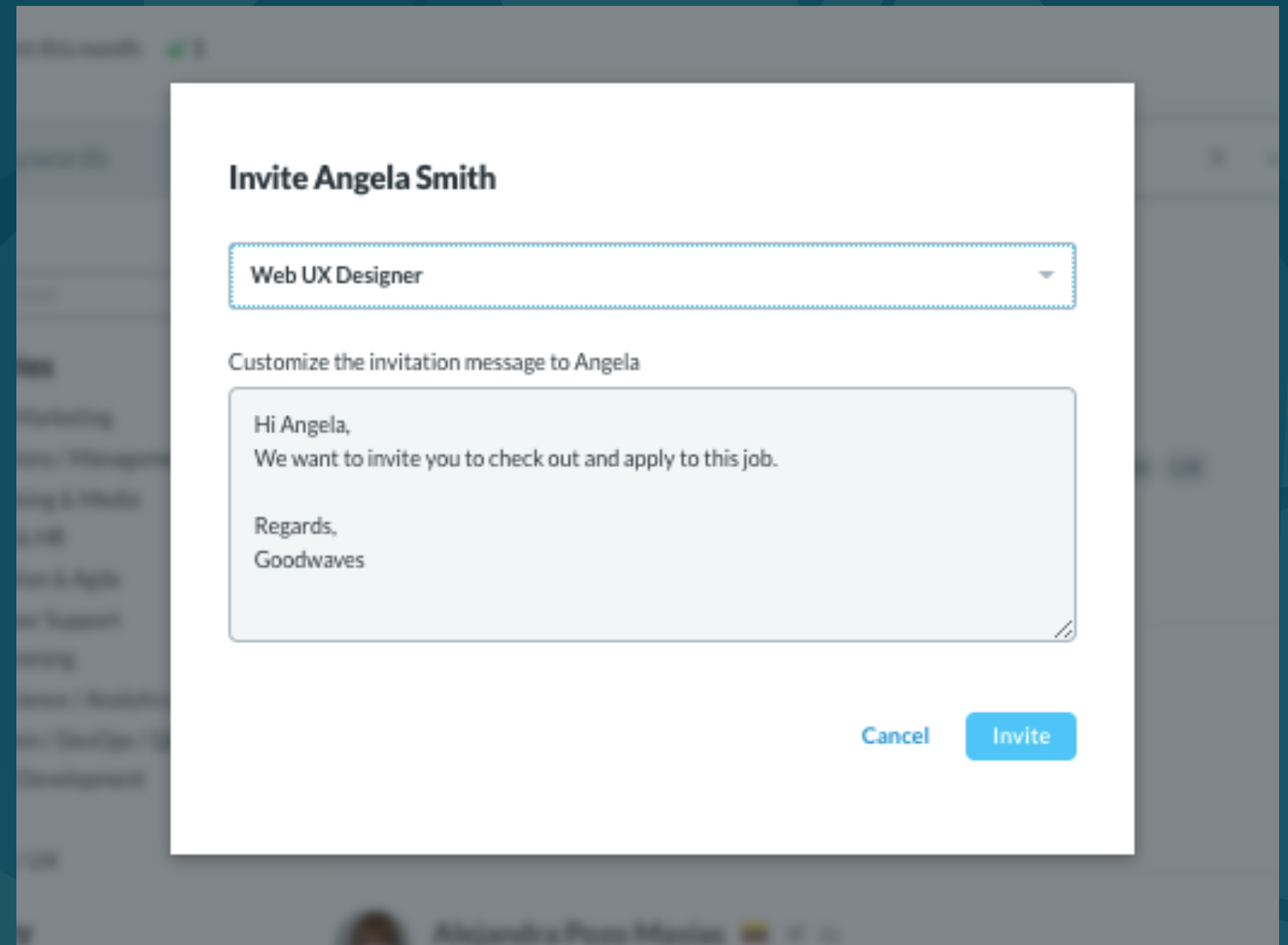
The screenshot shows a search interface for 'UI Design' with the following components:

- Search Bar:** 'All keywords' dropdown, search input 'UI Design x', and 'Country (optional)' dropdown.
- Filters:**
  - Filter by text:** Input field.
  - Categories:** Digital Marketing, Operations / Management, Advertising & Media, People & HR, Innovation & Agile, Customer Support, Programming, Data Science / Analytics, SysAdmin / DevOps / QA, Mobile Development, Sales, Design / UX.
  - Seniority:** No experience, Junior, Semi Senior, Senior, Expert.
  - Attachments:** CV, Portfolio, LinkedIn, Github, Twitter, Stack Overflow, Youtube.
  - Salary expectations:** \$USD/month, 'from' and 'to' input fields with a search icon, and an 'Exclude applicants' checkbox with the text 'Exclude candidates that already applied to the company'.
- Results:** 4 professionals found (Page: 1/1).
  - Fernanda Moreno:** Desarrolladora de aplicaciones móviles. Skills: API, FRONT-END, MACHINE LEARNING, RESPONSIVE, UI DESIGN, UX. 1 Application sent to Goodwaves. Updated 6 months ago.
  - Angela Smith:** Diseñadora UI y Front. Skills: FRONT-END, MARKETING, RESPONSIVE, UI DESIGN, UX. Updated 7 months ago.
  - Alejandra Pozo Masías:** Data Scientist. Skills: AGILE, ANALYTICS, FRONT-END, MARKETING, RESPONSIVE, SEO, UI DESIGN, UX. Updated 7 months ago.
  - José Espinoza Murillo:** Desarrollador Back-end (Java y Python). Skills: JAVA, PYTHON, FRONT-END, MARKETING, RESPONSIVE, UI DESIGN, UX. Updated 7 months ago.

# Perform confidential searches

You can open selection processes that are not visible to the public, and invite candidates manually into the Talent Database to ensure that only the people you select find out about the job.

When you open the modal, select the job and send a message to the talent.

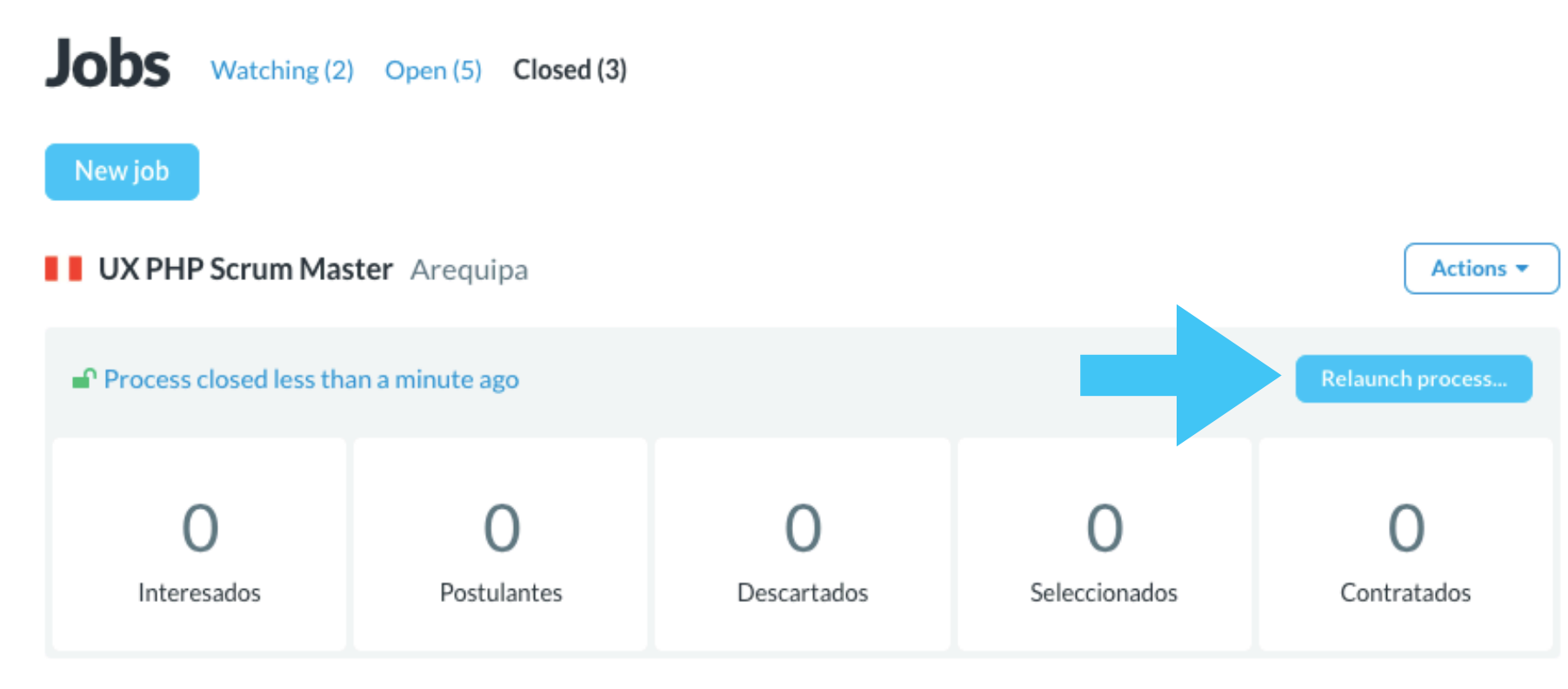


The screenshot shows a modal window titled "Invite Angela Smith". At the top, there is a dropdown menu with "Web UX Designer" selected. Below this, the text "Customize the invitation message to Angela" is displayed. A text area contains the following message: "Hi Angela, We want to invite you to check out and apply to this job. Regards, Goodwaves". At the bottom right of the modal, there are two buttons: "Cancel" and "Invite".

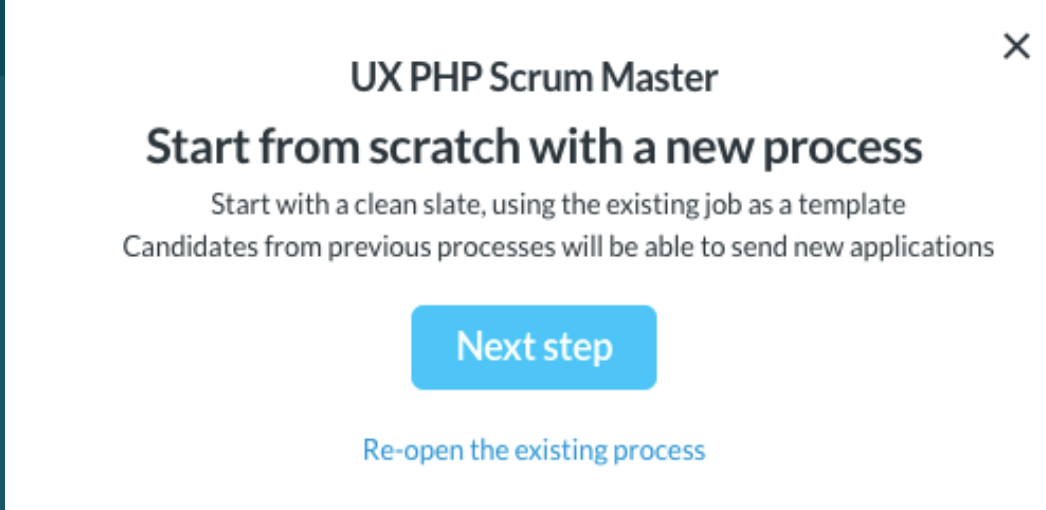
# Duplicate or reopen a job

When you relaunch a job, you'll have two options:

- Duplicate the job and open it with an updated date. (Recommended)
- Re-open the existing job, the initial publication date and all previously received process data will remain visible. The new information will be added to the old one.



The screenshot shows the 'Jobs' management interface. At the top, there are tabs for 'Watching (2)', 'Open (5)', and 'Closed (3)'. A 'New job' button is visible. The main job entry is 'UX PHP Scrum Master Arequipa' with an 'Actions' dropdown menu. A status message indicates 'Process closed less than a minute ago'. A blue arrow points to the 'Relaunch process...' button. Below this, a row of five statistics cards shows zero counts for 'Interesados', 'Postulantes', 'Descartados', 'Seleccionados', and 'Contratados'.



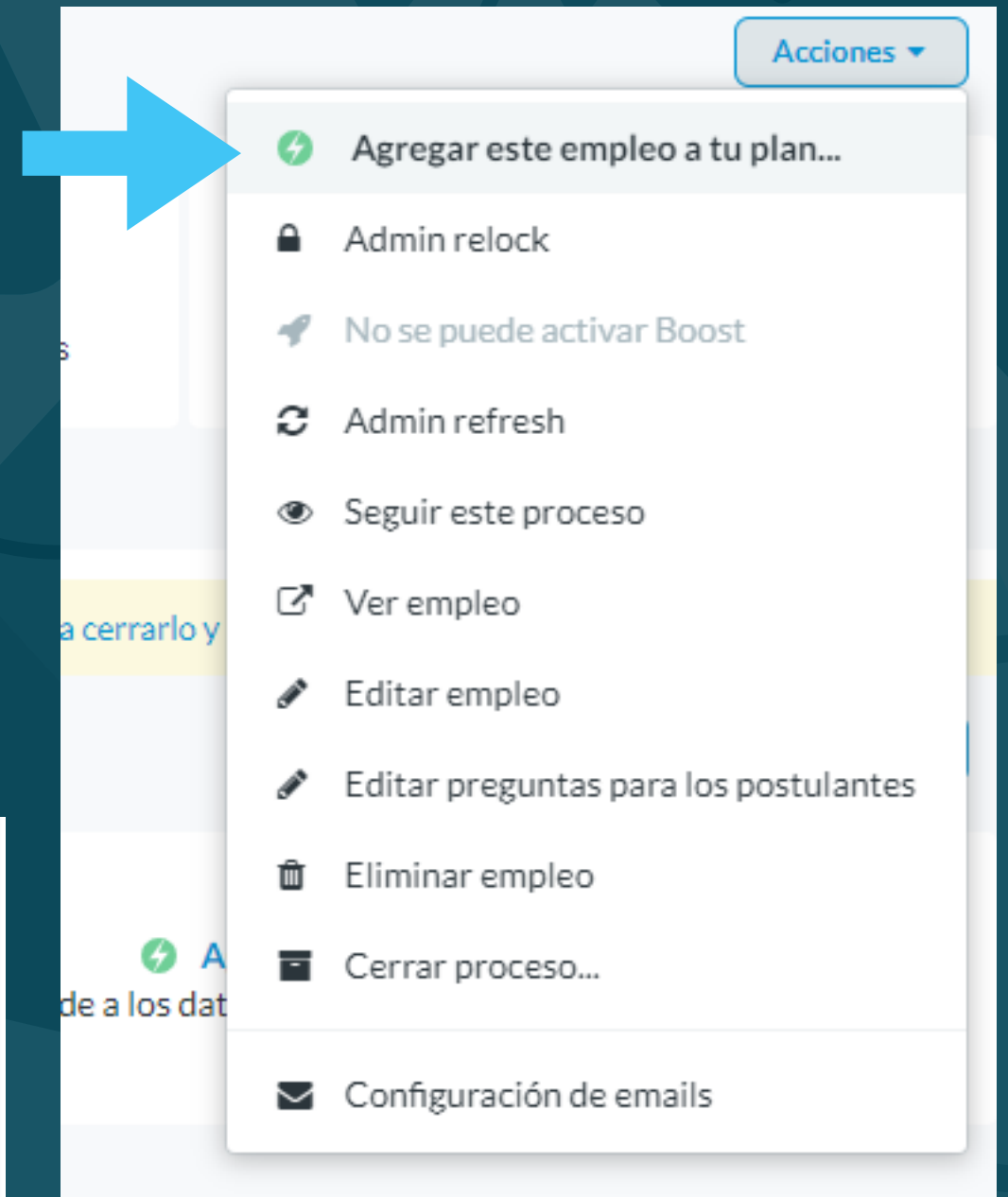
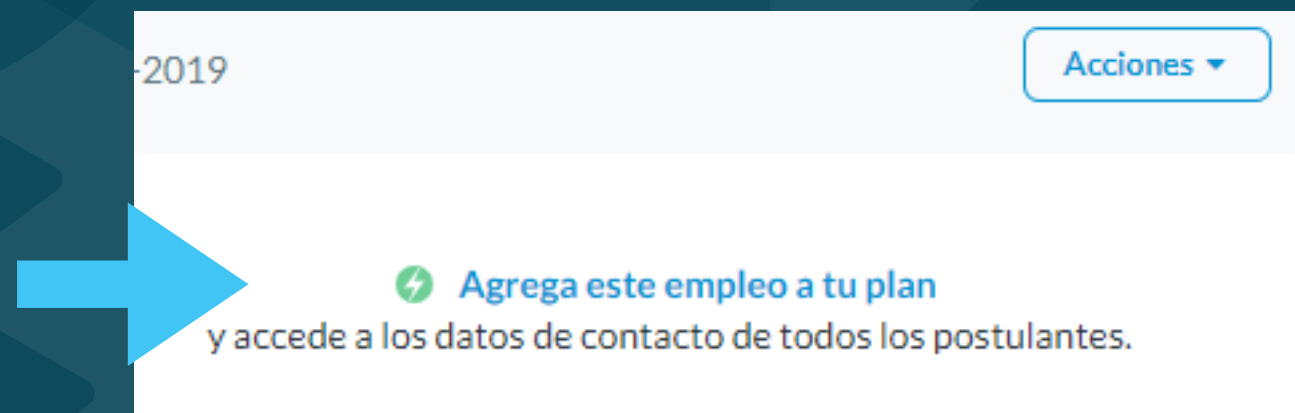
The modal dialog is titled 'UX PHP Scrum Master' and contains the following text: 'Start from scratch with a new process', 'Start with a clean slate, using the existing job as a template', and 'Candidates from previous processes will be able to send new applications'. A blue 'Next step' button is present, along with a link 'Re-open the existing process'.



# Add a job to your plan

You can add a previously published job to your subscription activation, it will be marked as Regular.

By clicking 'Add this job to your plan', and also, by displaying the Actions bar in the top right corner of the job.



# Refresh jobs as many times as you like

All the jobs you create while your subscription is active can be refreshed indefinitely.

To do so, go to the Actions dropdown and click on Refresh date.

Find out about all the benefits of the subscription plans [here](#).

The screenshot displays the 'Jobs' management interface. At the top, there are filters for 'Watching (2)', 'Open (5)', and 'Closed (3)'. A 'New job' button is visible. The main content shows two job listings:

- Ruby Engineer** (San Francisco (CA) – Full time – 25-feb-2020):
  - 0 Interesados
  - 0 Postulantes
  - 0 Descartados
  - 0 Seleccionados
  - Status: Published (accepting applicants) [On]
  - Buttons: BOOST, Watching, Actions
- Web UX Designer** (Lima – Part time – 02-aug-2019):
  - 0 Interested
  - 3 Applicants
  - 1 Discarded
  - 1 Selected
  - 0 Hired
  - 0 Hired
  - Status: Published (accepting applicants) [On]
  - Published in: [Peru]

An 'Actions' dropdown menu is open for the 'Ruby Engineer' job, listing the following options:

- This job can't be boosted
- Refresh date
- View job
- Edit job
- Edit application questions
- Delete job
- Close process...
- Email settings

A blue arrow points from the 'Refresh date' option in the dropdown menu to the 'Refresh date' button in the job's statistics area.

# 6. Users administration

# Work better with your team

Add unlimited team members, who can access with their own account to review applications.

Users with an Admin role will also be able to modify your company profile on Get on Board, check invoices, make purchases and invite other members.

## Authorized users in Goodwaves (6)

Users log in with their own email-password combination and can publish jobs and check applicants. Admin users can also modify your company's profile, access invoices, make purchases and invite or manage other members.

### Add more users to your account

You can add unlimited users to your account. Secure access to your account by inviting the rest of your recruiting team.

Invite a user by e-mail:

[Send invitation](#)

Name	Status	E-mail	Role	Last access	
Sergio Nouvel	✓ Active	sergio@getonbrd.com	member	8 months	<a href="#">⚡ Convert to Admin</a> <a href="#">✕ Remove</a>
Marcela García (You)	✓ Active	dev@getonbrd.com	⚡ admin	2 minutes	
Ernesto Garcia	✓ Active	ernesto@getonbrd.com	member	8 months	<a href="#">⚡ Convert to Admin</a> <a href="#">✕ Remove</a>
Felipe Funes	✓ Active	felipe@getonbrd.com	member	8 months	<a href="#">⚡ Convert to Admin</a> <a href="#">✕ Remove</a>
--	⌚ Waiting for acceptance	fran@getonbrd.com	member	--	<a href="#">🔄 Re-send invitation</a> <a href="#">🗑 Revoke invitation</a>
Jorge Rodríguez	✓ Active	jorge@getonbrd.com	evaluator	5 months	<a href="#">⚡ Convert to Admin</a> <a href="#">✕ Remove</a>

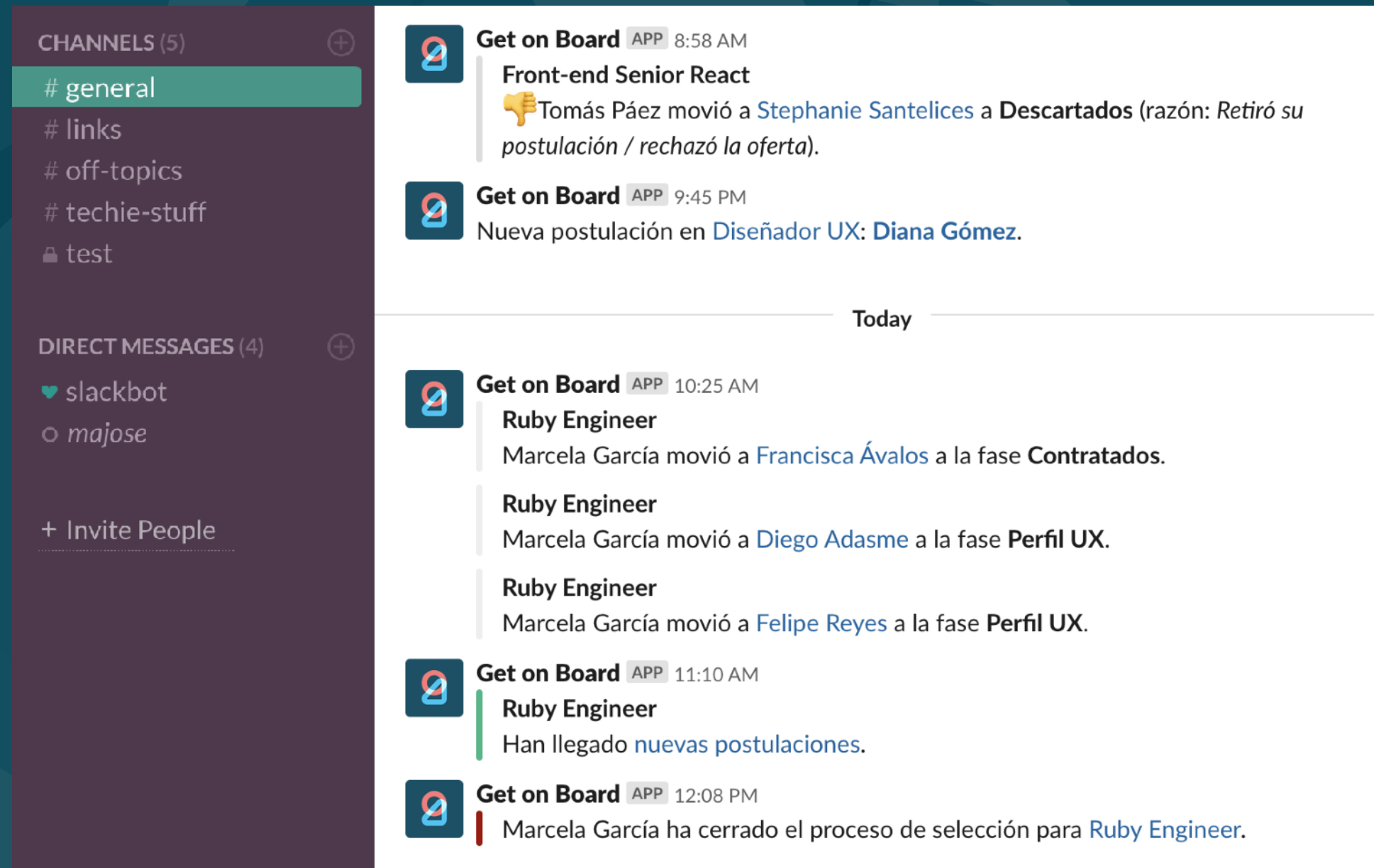
# 7. Other functions

# Integration with Slack

Does your team use Slack? Activate Slack integration to receive real-time notifications of new applicants and team activity in your recruiting processes.

To activate it, go to your username menu (on the desktop, top right) and select the Slack Integration option.

Please note that you may be required to have administrator permissions in Slack to complete the integration setup.



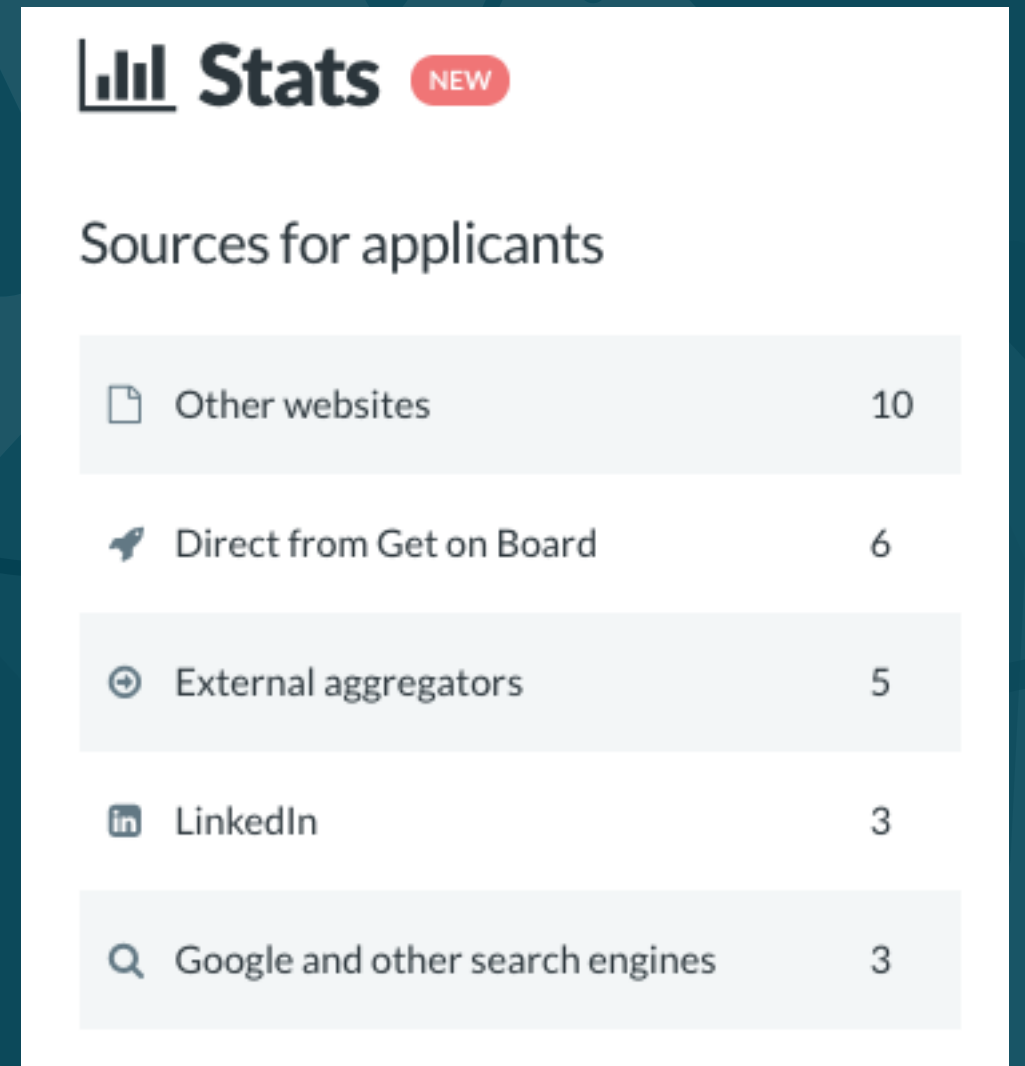
The screenshot displays a Slack workspace interface. On the left sidebar, under 'CHANNELS (5)', the '# general' channel is selected. Below it are '# links', '# off-topics', '# techie-stuff', and a locked 'test' channel. Under 'DIRECT MESSAGES (4)', there are 'slackbot' and 'majose', along with an '+ Invite People' option. The main chat area shows a series of messages from the 'Get on Board' app:

- 8:58 AM: Front-end Senior React. Tomás Páez movió a Stephanie Santelices a Descartados (razón: Retiró su postulación / rechazó la oferta).
- 9:45 PM: Nueva postulación en Diseñador UX: Diana Gómez.
- Today separator.
- 10:25 AM: Ruby Engineer. Marcela García movió a Francisca Ávalos a la fase Contratados.
- Ruby Engineer. Marcela García movió a Diego Adasme a la fase Perfil UX.
- Ruby Engineer. Marcela García movió a Felipe Reyes a la fase Perfil UX.
- 11:10 AM: Ruby Engineer. Han llegado nuevas postulaciones.
- 12:08 PM: Marcela García ha cerrado el proceso de selección para Ruby Engineer.

# Find out where your applicants come from

The Stats section allows you to discover the source of applicants for your job and get a better idea of which channels are working best to attract applicants.

Applicants can come directly from Get on Board, from Google or other search engines, from our newsletter, from external aggregators (sites like Indeed that consolidate many job portals), LinkedIn or others.



# Want to know more?

- Check out our FAQs at [www.knowledge.getonbrd.com/help](http://www.knowledge.getonbrd.com/help)
- Read about our privacy policy at [www.getonbrd.com/about/privacy](http://www.getonbrd.com/about/privacy)
- Consult our ad moderation policy at [www.getonbrd.com/about/moderation](http://www.getonbrd.com/about/moderation)
- Use the chat on Get on Board to talk to us and ask for help in anything you need





 **getonboard**

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