SimpleHire AI

Platform Handbook

Everything you need to know to post jobs, review candidates, schedule interviews and hire smarter with AI.

VERSION	PLATFORM	YEAR
1.0	**simplehireai.com**	**2025**

NAVIGATION

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Getting Started

SimpleHire is an AI-powered applicant tracking system designed to help companies post jobs, attract candidates, and make smarter hiring decisions. This handbook walks you through every feature so you can get up and running in minutes.

Your account at a glance

- Post unlimited job openings
- Review AI-scored applicants
- Schedule candidate interviews
- Send bulk emails to any stage
- Track every hire in one pipeline
- Send timed skill assignments
- Embed jobs on your website
- Access full analytics reports

PRO TIP

Complete your Company Profile before posting your first job. Candidates see your profile page, so a polished logo, description and website link will significantly improve application rates. Navigate to Home > Edit Profile to get started.

Navigating the platform

The sidebar on the left is your main navigation. Hover over it to expand and see all sections. The sidebar is always present across every page so you can jump between sections without losing your place.

Icon	Section	What it does
Home	Home	Overview, quick actions, upcoming interviews & activity feed
Work	Jobs	View, create and manage all your job postings
Dashboard	Dashboard	In-depth hiring analytics, funnels and pipeline velocity
Mail	Inbox	Submitted assignments and booked interview notifications
Groups	Candidates	All candidates across all jobs, filterable by status
Settings	Settings	Company settings, billing and account preferences

Your Home Dashboard

The Home page is your daily command centre. Every time you log in, it gives you a real-time snapshot of where your hiring stands without needing to dig through multiple pages.

1

Greeting & weekly summary
The top banner shows a personalised greeting and tells you how many new applications arrived this week. A red badge highlights any unreviewed candidates waiting for attention.

2

KPI strip
Four cards show your live job count, total candidates, how many are in the Interview stage and total hires to date. Each card is clickable and navigates you directly to the relevant section.

3

Quick Actions
Six shortcut tiles for your most common tasks: Create Job, View Candidates, Interviews, Inbox, Analytics and Edit Profile. One click gets you straight there.

4

Recent Applicants
The five most recently submitted applications with AI match score, pipeline status and relative time (e.g. "2h ago"). Click any row to open the full candidate profile.

5

Upcoming Interviews
A calendar-style list of booked interview slots showing the date block, candidate name, time and a direct Join button if a meeting link was provided.

6

Live Jobs panel
Your currently open job postings with their application counts. Click any job to jump straight to its candidate list.

7

Submitted Assignments
Candidates who have completed and returned a skill assignment appear here with an unread indicator until you open their submission in Inbox.

8

Activity Feed
Automated notifications covering daily application volumes, unreviewed candidates, shortlisting activity and milestone alerts (e.g. 100 applications reached).

NOTE

The Activity Feed automatically generates notifications. On Mondays a weekly summary is created. On the 1st of each month you get a monthly jobs report. These are all viewable on the Home page and cleared once marked as read.

Creating a Job Posting

Jobs are the foundation of everything in SimpleHire. Creating a job is a four-step wizard that walks you through every piece of information candidates and the AI will use to evaluate applicants.

The 4-step creation wizard

Navigate to Jobs > Create Job (or click Create Job in Quick Actions on Home). The progress stepper at the top tracks exactly where you are. You can move backwards at any point without losing your work.

Step	Page	What to fill in
1	**Job Details**	Title, location, job type, experience level, department, work arrangement (remote/hybrid/on-site)
2	**Description**	Rich text editor for the full job description. Use heading blocks and bullet lists for readability.
3	**Requirements**	Custom application questions (checkboxes, dropdowns, file uploads). CV and Cover Letter are always
4	**Review & Publish**	Final preview of everything. Readiness checker flags any missing fields. Publish or save as Draft.

After publishing

Once a job is published (status: Open) three things happen automatically: (1) the job goes live on your public company page, (2) an AI summary of the role is generated to help score incoming applications, and (3) email draft templates for rejections and interview invitations are created in your Inbox.

EMBEDDING YOUR JOB

Every job has an Embed button on its detail page. This generates an code snippet you can paste into your company website or careers page, letting candidates apply directly without leaving your site. Resize the widget by adjusting the width and height values before copying.

Writing a Job Description

Step 2 of the job creation wizard contains a full rich text editor. A well-written description directly improves the quality of applicants and helps the AI produce more accurate match scores.

Editor toolbar

The toolbar is organised into groups. From left to right:

Group	Controls
Heading	Paragraph, Heading 1, Heading 2, Heading 3
Text Style	Bold, Italic, Underline, Strikethrough
Lists	Bullet list, Numbered list
Alignment	Left, Centre, Right
Indent	Decrease / Increase indent
Extras	Blockquote, Horizontal rule, Insert link
History	Undo, Redo
Clear	Wipe all content

Quick Insert templates

Below the editor toolbar is a Quick Insert bar with four pre-written content blocks you can inject with a single click and then customise:

A

About the Role
A structured opening paragraph introducing the position and its core function.

R

Responsibilities
A bulleted list of five common responsibility items to edit and expand.

A

About the Team
A short paragraph about team culture, size and working style.

W

What We Offer
A bulleted list of benefits including salary, flexibility and development.

WORD COUNT GOAL

The editor shows a live word count, character count and estimated reading time. Aim for 200–500 words. The progress bar turns green when you hit 300 words — the sweet spot for candidate engagement and AI scoring accuracy.

Application Requirements

Step 3 of the wizard lets you configure exactly what candidates must submit when they apply. CV and Cover Letter are always collected — you cannot remove them. Everything below that is fully customisable.

Question types

Type	Use case	Example
Text Input	Open-ended answer	How many years of relevant experience do you have?
File Upload	Document submission	Please upload your portfolio PDF
Checkbox	Yes / No questions	Are you legally authorised to work in this country?
Dropdown	Multiple choice	When can you start? Immediately / 2 weeks / 1 month

Quick Add chips

The Requirements page includes six ready-made question chips you can add in one click: Work Authorisation, Years of Experience, Salary Expectation, Relocation Willingness, Portfolio Link, and Start Availability. These cover the most common screening criteria and save you time writing questions from scratch.

KEEP IT LEAN

Candidates abandon applications when they see too many required questions. Aim for 3–5 custom questions at most. Only mark a question as Required if the answer is genuinely a dealbreaker.

Managing Candidates

Every application is stored under its job. Go to Jobs > select a job > view its candidate list. Candidates are ordered by AI match score by default so the strongest applicants are always at the top.

Candidate list features

1. **AI-ranked list**
   Candidates sorted by AI match score (highest first). Switch to name, risk score, status or newest using the sort dropdown.
2. **Score rings**
   Each candidate shows three ring indicators: AI Match (green/amber/red), Skill Match (purple/blue), and Risk (inverted — red is high risk).
3. **Live search**
   The search bar in the topbar filters candidates instantly as you type — no page reload needed.
4. **Status filter tabs**
   Filter by All, Reviewed, Shortlisted, Interview or Rejected with live counts on each tab.
5. **List / Grid toggle**
   Switch between a detailed list view and a compact card grid. Both are filterable and sortable.
6. **Hiring funnel bar**
   A visual bar chart at the top shows the Applied → Reviewed → Shortlisted → Interview → Offer → Hired drop-off for this specific job.

Inside a candidate profile

Click View on any candidate to open their full profile. From here you can:

- Read the AI-generated candidate summary
- View CV and Cover Letter in-browser
- Review answers to custom questions
- Move them through the pipeline stages
- Schedule an interview directly
- Send a skill assignment
- Build a custom hiring flow
- Send a rejection email

The Candidate Pipeline

Every candidate moves through a pipeline of stages. You can move them by clicking the stage buttons at the top of their profile page, or by using the pipeline filter tabs on the job's candidate list.

Pipeline stages

Applied	Reviewed	Shortlisted	Interview	Offer	Hired	Rejected

Stage	Meaning	What to do next
Applied	Fresh application, not yet seen	Review their AI summary and scores
Reviewed	You have opened their profile	Decide: shortlist or reject
Shortlisted	Candidate looks promising	Schedule an interview or send an assignment
Interview	Interview has been scheduled/completed	Record outcome and move to Offer or back to Shortlisted
Offer	Offer has been extended to the candidate	Await acceptance — move to Hired or start again
Hired	Candidate has accepted and joined	Close the loop. Job can now be closed.
Rejected	Not progressing — rejection email sent	Candidate is notified automatically on rejection

Auto-review

When you open a candidate with status Applied for the first time, the system automatically moves them to Reviewed after a brief animation. This ensures your Applied count only ever reflects truly unseen applications.

Scheduling Interviews

SimpleHire uses a time-slot booking system. Instead of emailing back and forth, you offer the candidate a set of available slots and they pick the one that works for them — all handled automatically.

How to schedule an interview

1. **Open the candidate profile**
   Navigate to the candidate you want to interview and click the Schedule Interview button in the Actions panel on the right.

2. **Fill in the interview details**
   Enter the hiring manager's email address and the meeting link (Zoom, Google Meet or any video call URL).

3. **Set the duration**
   Choose a slot length: 15, 30, 45, 60, 90 or 120 minutes. This is how long each time block will be.

4. **Add available time slots**
   Add one or more date/time windows. The system validates that end time is after start time. You can add as many slots as you like — the candidate picks one.

5. **Add optional notes**
   Include any instructions for the candidate such as what to prepare, who they will meet or what platform to use.

6. **Send**
   Click Send Interview Invitation. The candidate receives a branded email with a booking link. They click, select a slot and the interview is confirmed.

MEETING LINKS

Always include a meeting link when scheduling. The Join button on the Home page and in Inbox only appears if a meeting URL was saved. Google Meet, Zoom, Microsoft Teams and any other URL-based platform all work.

Sending Skill Assignments

Assignments let you send a candidate a task to complete before or after an interview. When they submit it, you get a notification in your Inbox and on the Home page Submitted Assignments panel.

1. **Open the candidate profile**
   Find the candidate and click Send Assignment in the Actions panel.
2. **Generate a link**
   Click Generate Link to create a unique submission URL for this candidate.
3. **Set an expiry date**
   Choose when the assignment expires. After this date the link will no longer accept submissions.
4. **Save**
   Click Save Assignment. The link is now tracked under this candidate.
5. **Share the link**
   Copy the link and send it to the candidate via email or message. They submit their work through the link.
6. **Review submission**
   When submitted, an unread indicator appears in your Inbox and Home page. Open it to review.

HIRING FLOW

The Hiring Flow panel on every candidate profile lets you build a custom multi-stage process: add Interview stages, Assignment stages and Other stages with notes. For Assignment stages, generate a submit link directly inside the Hiring Flow card. Save the flow and it persists for that candidate.

10 · ANALYTICS

Analytics Dashboard

The Analytics Dashboard (accessible from the sidebar under Dashboard) gives you a complete picture of your hiring performance. It combines company-wide metrics with per-job deep-dive analysis.

Key metrics

- Active open jobs
- Total candidates across all jobs
- Candidates currently in Interview stage
- Total hires (all time)
- Average days from apply to hire
- Offer acceptance rate (%)
- Average AI match score across all candidates
- Average candidate risk score

Charts and visualisations

Chart	What it shows
Hiring vs Applications	6-month dual-line chart comparing applications received (purple) vs hires made (amber)
Weekly Applications	Bar chart of this month broken into 4 weeks — useful for spotting slow or fast weeks
Pipeline Snapshot	All candidates grouped by current status shown as colour-coded pill chips
Hiring Funnel	Horizontal bar chart per stage with raw counts and conversion % between each stage
Pipeline Velocity	Average days a candidate spends at each stage, shown as gradient bars and a bar chart
7-Day Daily Activity	Line chart of daily applications for the past week with peak, average and total
Job Intelligence panel	Dropdown to select any open job — shows its own funnel, AI/Skill/Health scores and daily tren
Top Performing Jobs table	Ranked by applications with columns for interviews, hires and conversion rate per job
Top AI-Matched Candidates	The highest-scoring candidates across all jobs with their AI score, risk score and stage

Inbox & Bulk Emails

The Inbox badge in the topbar and sidebar shows a combined count of unread assignment submissions and booked interview notifications. Click it to view all.

Bulk email to candidates

From any job's candidate list page, click Bulk Email to send a message to an entire group at once. You select which group to target from a dropdown:

All Candidates — Every applicant for this job regardless of stage.

Applied — Only candidates who have not been reviewed yet.

Reviewed — Candidates you have opened but not yet shortlisted.

Shortlisted — Candidates marked as shortlisted for this role.

Interview — Candidates currently in the interview stage.

Rejected — Candidates already rejected — useful for final closure emails.

REJECTION EMAILS

You can send a personalised rejection email from inside an individual candidate's profile. The system pre-fills the candidate's first name, the job title and your company name. You can edit the message before sending. Sending a rejection automatically moves the candidate to Rejected status.

Tips & Best Practices

Complete your company profile first

Before posting any jobs, add your company logo, description, website and social links on the Company Profile page. Candidates see this when they apply and a polished profile significantly increases application rates.

Let the AI work — review scores before profiles

The AI match score is calculated the moment an application is received. Sort by AI score (the default) and start with the highest-scored candidates. This alone can halve the time you spend screening.

Use the Hiring Flow for complex roles

For senior or technical roles, build a multi-stage Hiring Flow on each candidate's profile: a first interview, a technical assignment, then a final interview. The notes field on each stage keeps your team aligned.

Send assignments before scheduling final interviews

Use the Send Assignment feature to send a skills task after a first interview. Only candidates who complete it well move to the final round. This dramatically improves the quality of final-stage candidates.

Offer multiple interview slots

When using the interview scheduler, add at least three time slots across different days and times of day. Candidates who see only one slot often cannot attend and drop out of the process entirely.

Close jobs promptly

Once you have made a hire, close the job posting. This stops new applications arriving, keeps your Active Jobs count accurate and prevents AI resources from being spent on a role that is already filled.

Use bulk email strategically

After closing a job, send a short thank-you email to all Applied and Reviewed candidates to acknowledge their application. This protects your employer brand and takes under two minutes using the Bulk Email feature.

Monitor pipeline velocity

Check the Pipeline Velocity chart on the Analytics dashboard regularly. If candidates are spending 10+ days in Reviewed without moving forward, your team may be a bottleneck. Set a goal of reviewing all new applications within 48 hours.

Need help?

Visit simplehireai.com for the latest documentation, video tutorials and support. You can also find step-by-step video guides directly inside the platform on the Home page under Platform Tutorials.