IdealTraits

Become an IdealTraits Super User

Getting Started

- Verify that your Company Settings are correct
- Add Additional Users to your account
- Enable important Notifications
- Connect your LinkedIn Account

Job Creation & Management

- Post a Job
- Select Pre-Qualifying Questions
- Scoring Pre-Qualifying Questions
- Redeem Indeed Sponsored Job Ad Credit *(For new Indeed users)*
- Sponsor Your Job Ad

Candidate Engagement

- Create a Video Interview
- Activate SMS Texting
- Create Automated Workflows
- Create a Webhook

Candidate Management

- Customize Candidate Page View
- Tagging Candidates
- Candidate Filters
- Navigating Candidates through Hiring Stages
- Manually Sending Video Interviews
- Manually Sending SMS Texts

Employee Engagement

- Send Current Staff the Assessment
- Create a Pulse Employee Retention Survey

Mastering Assessments

- Review Personality Assessment Results

Additional Resources

- Access the Help Center
- Access the Blog