Wepow Admin/Owner Settings Guide

Make interviewing simple

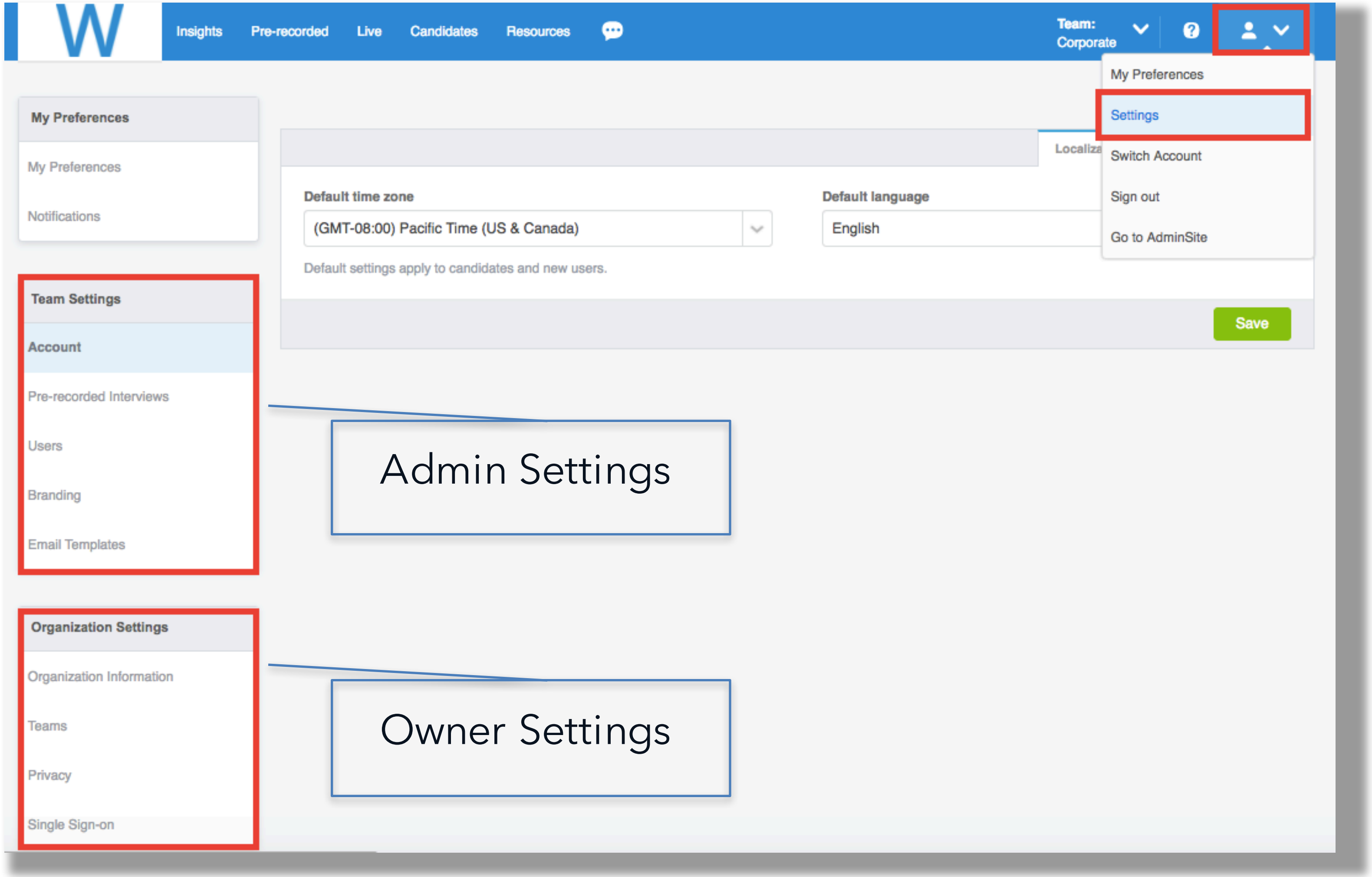
Welcome to Wepow! Now let's ensure all account settings are configured.

Owners and Administrators of the accounts have additional privileges regarding the setup of the overall account.

An owner is typically the primary point of contact for an account, with special access to control Organizational Settings such as Multiple Teams, Privacy Preferences, and Single Sign-On.

There can be multiple Administrators assigned to an account who have the ability to modify settings that control the workflow and processes of your team.

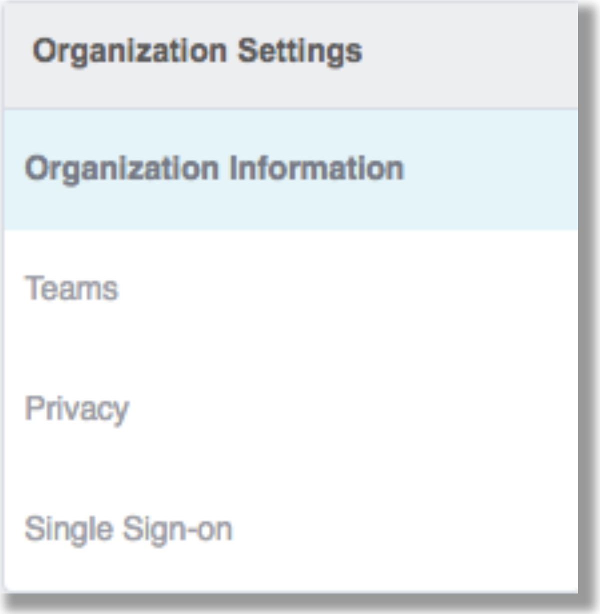
Accessing Settings

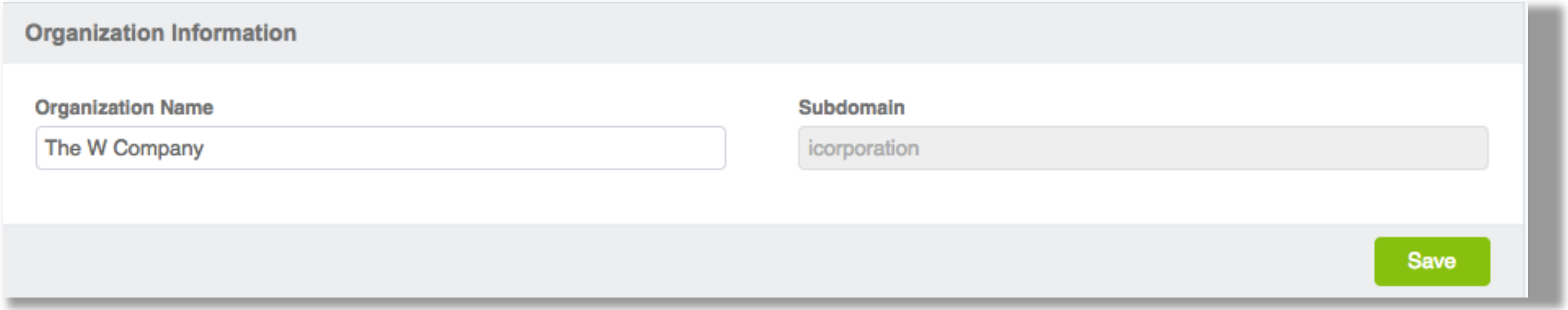


Owner Settings

Organization Information Tab

Ability to update organization name.

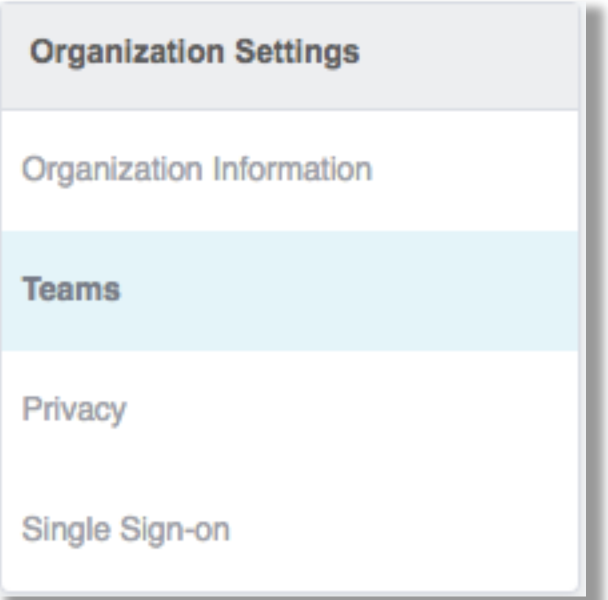


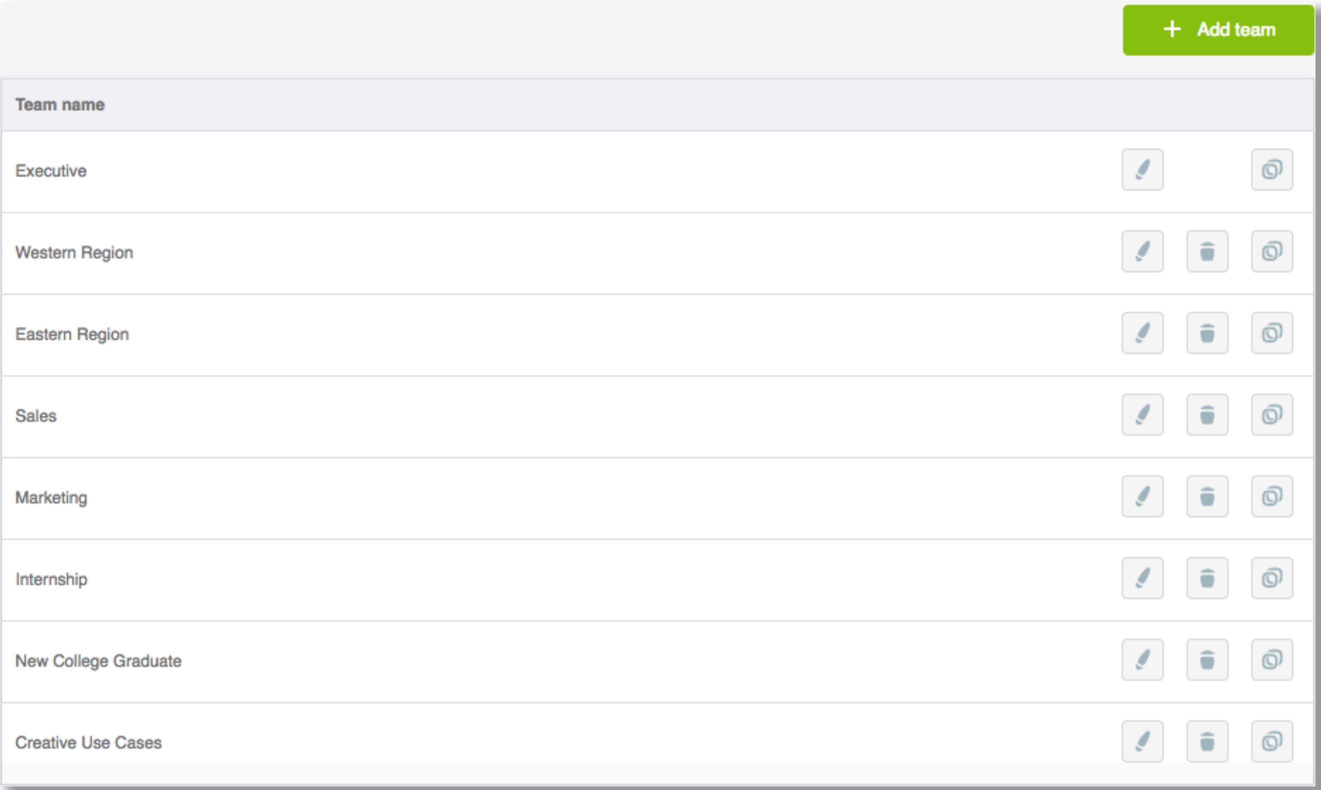


Teams Tab

Depending on your Enterprise package, you can create additional "Teams" within Wepow which will function autonomously from each other (as if each were a separate account).

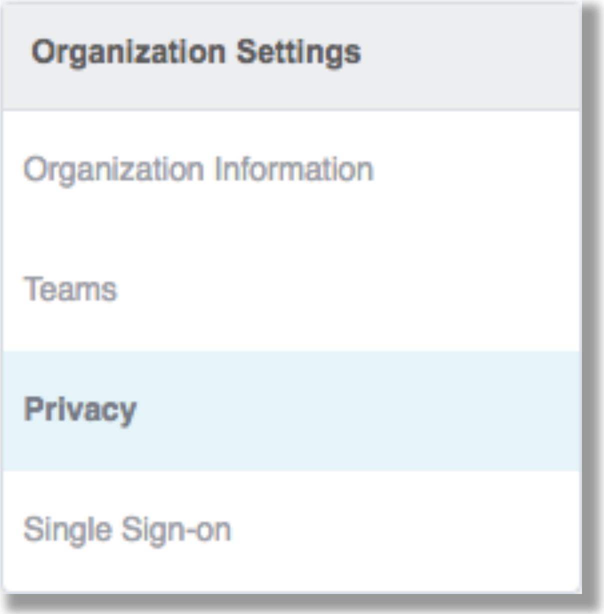
This allows you to have dedicated insights into talent acquisition metrics within various business units, regions, departments/functions, seniority, etc.

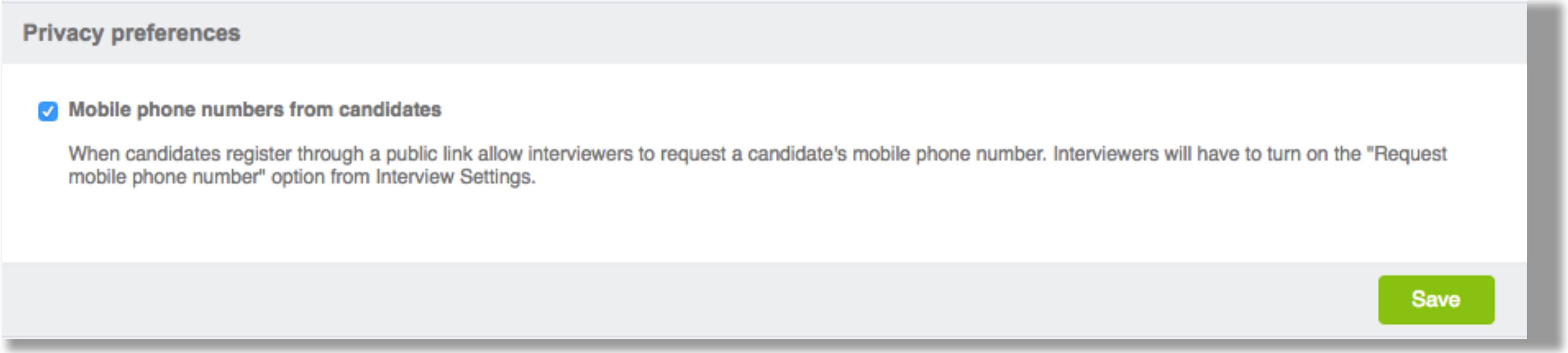




Privacy Tab

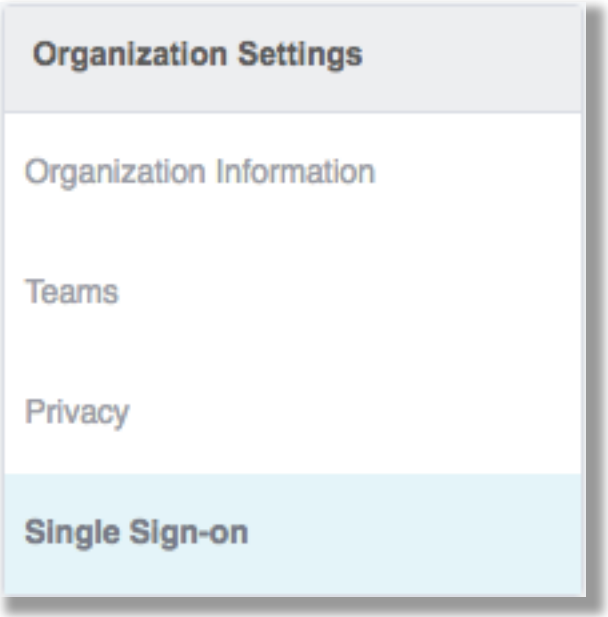
Enable/Disable Interviewers from requesting candidates' mobile phone numbers from Public Links

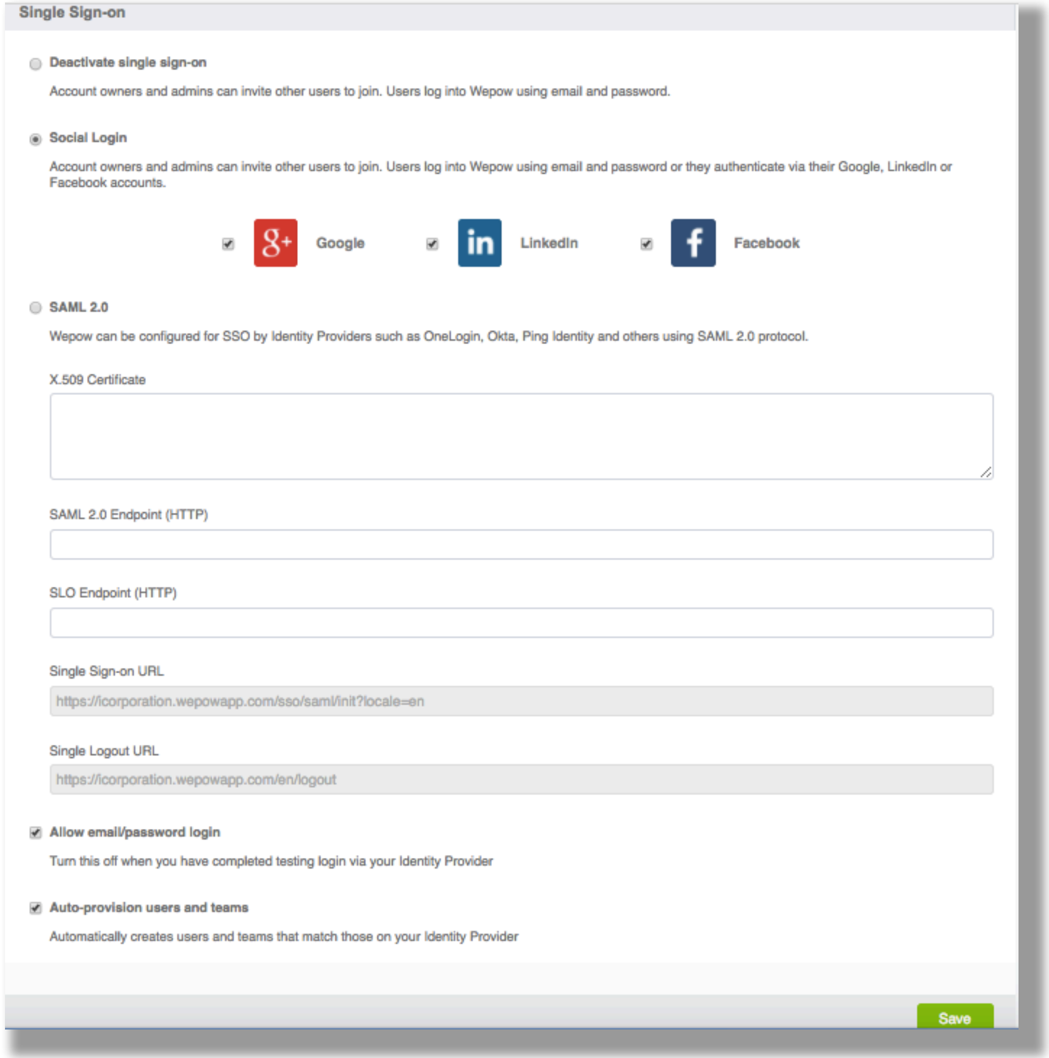




Single Sign-On Tab

In case your organization uses an Identity Access Management tool, you can configure your settings here.



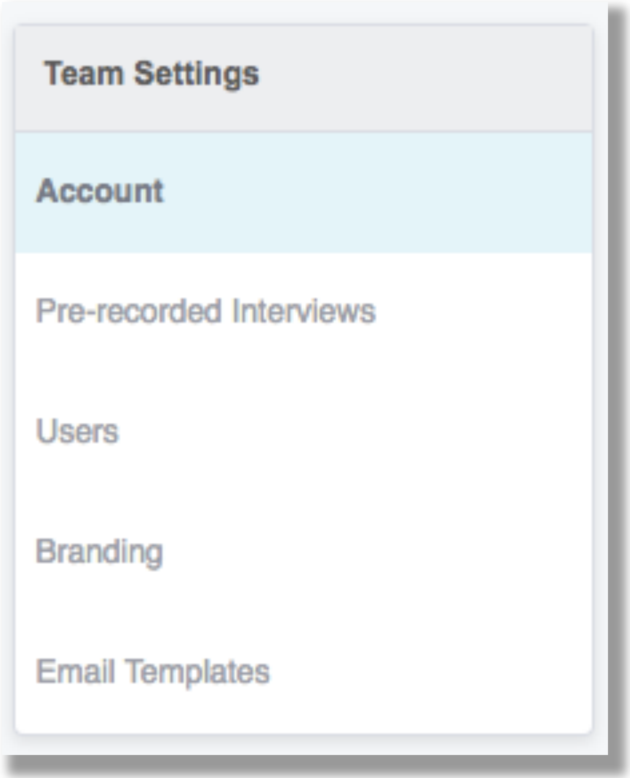


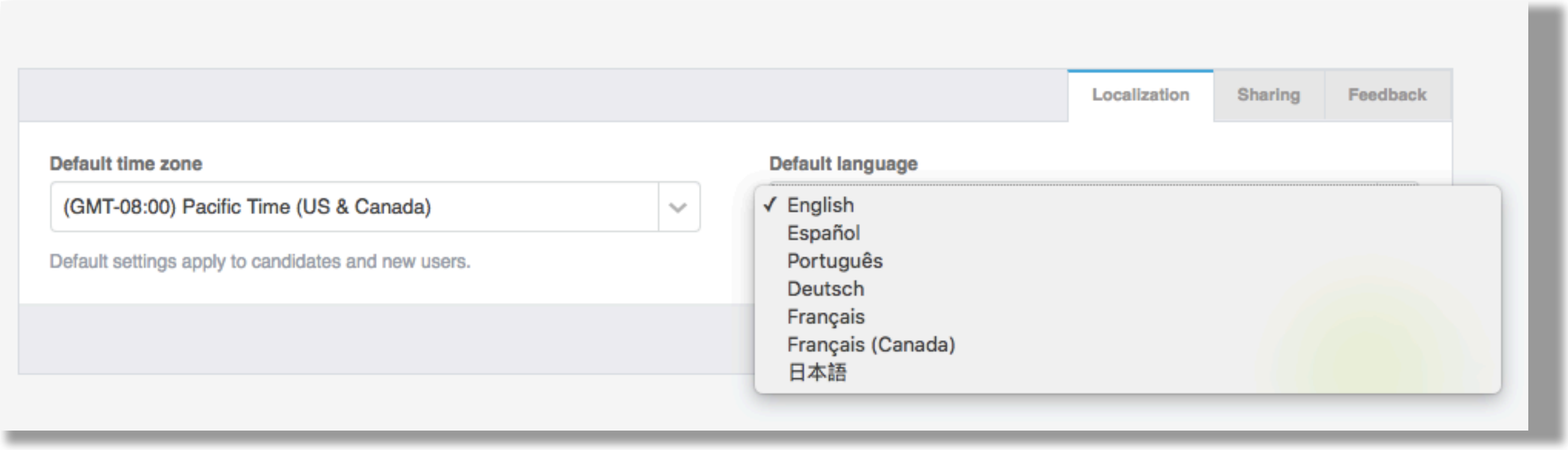
Administrator Settings

*Any changes made to these settings will affect all users on the account

Account Tab - Localization

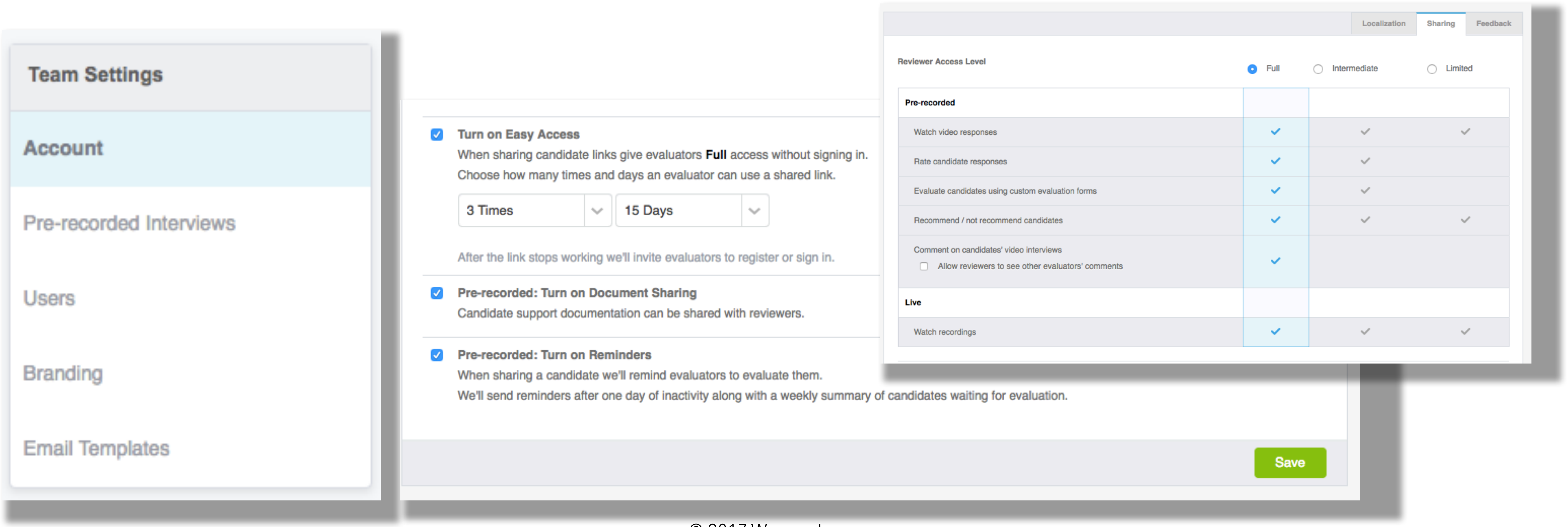
Adjust default time zone and language settings.





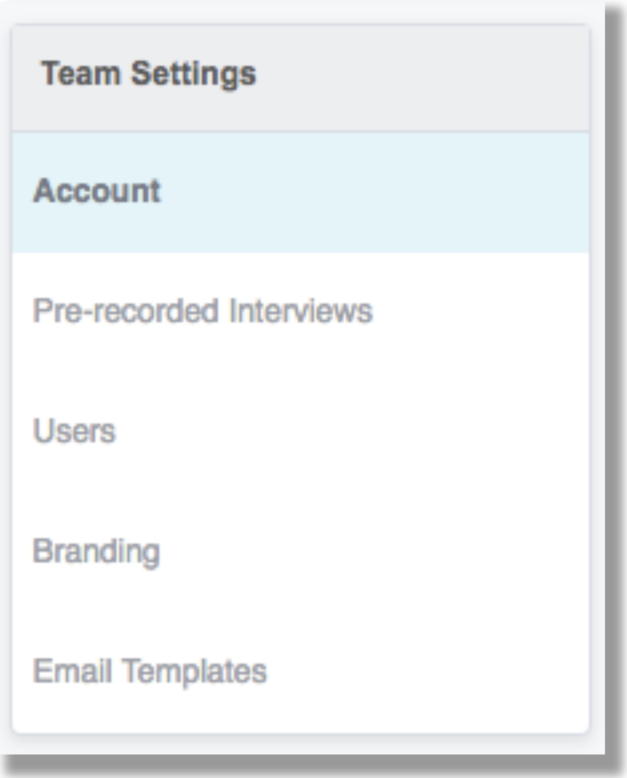
Account Tab - Sharing

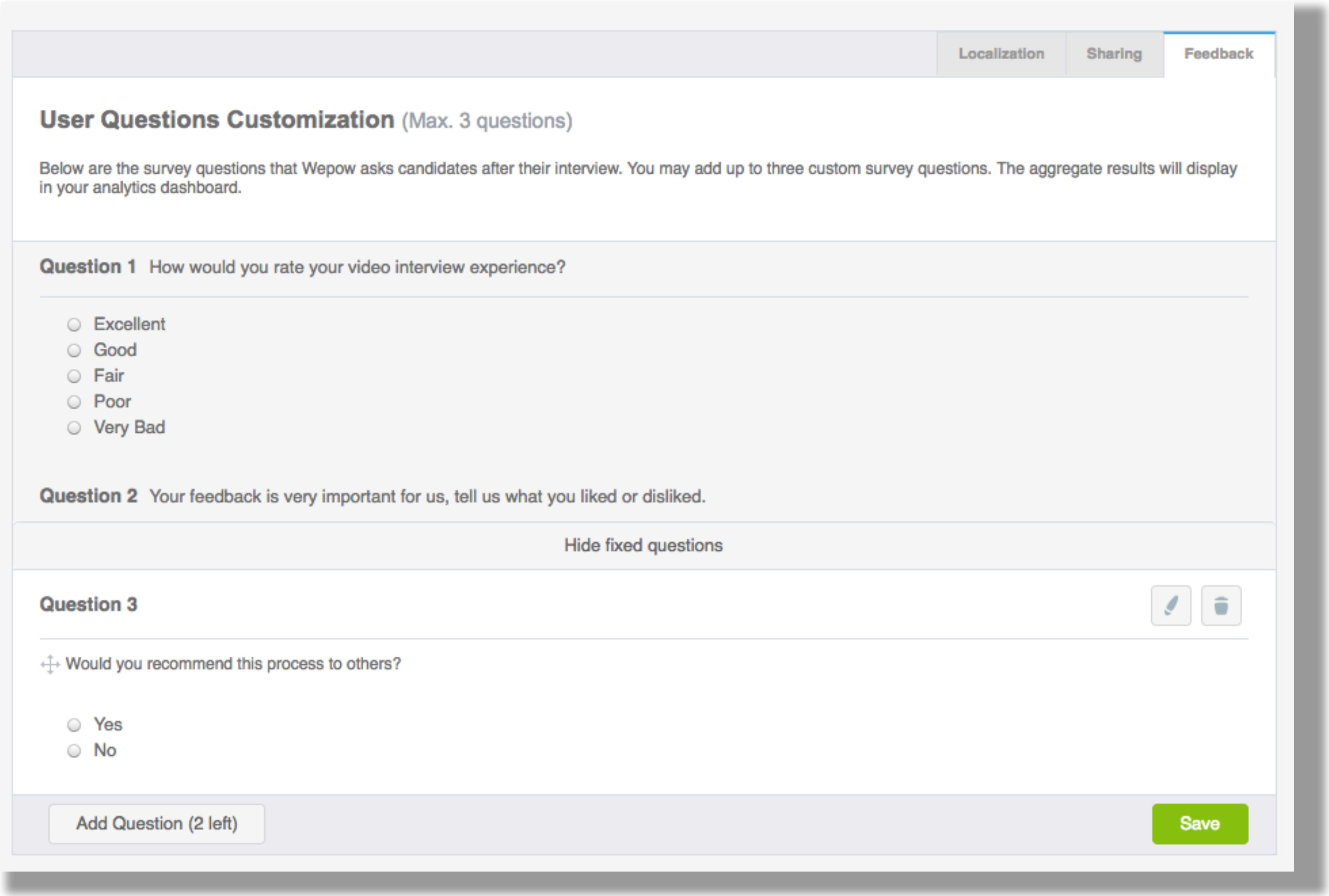
- Give Hiring Managers the ability to rate candidate responses, use custom evaluation forms, and view each others' comments
- Limit the amount of times a candidate response can be viewed within a specified timeframe
- Activate/Deactivate Document Sharing & Reminder settings for Hiring Managers



Account Tab - Feedback

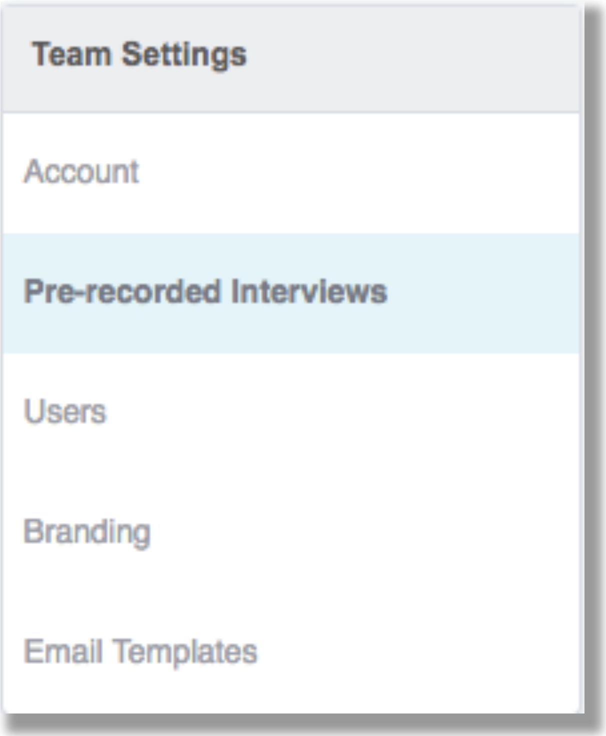
Request feedback from candidates. Add up to three custom questions, and candidates can respond in multiple choice format.

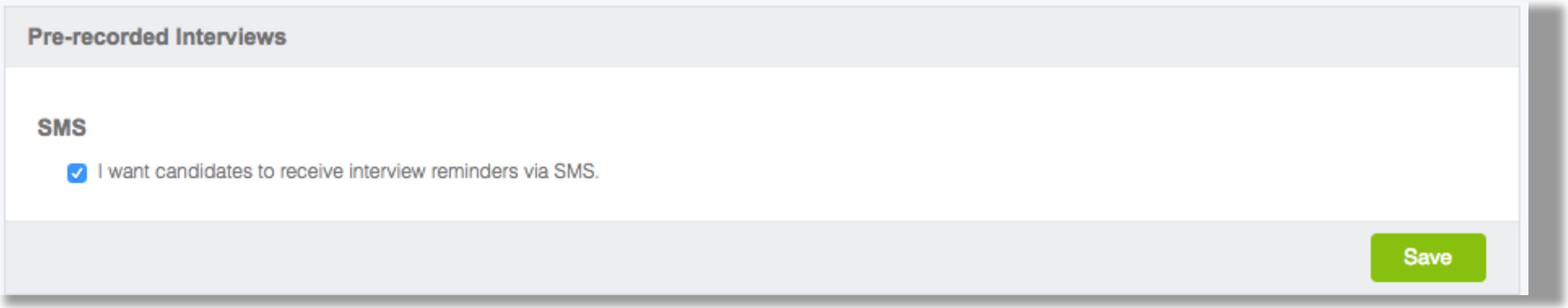




Pre-recorded Interviews Tab

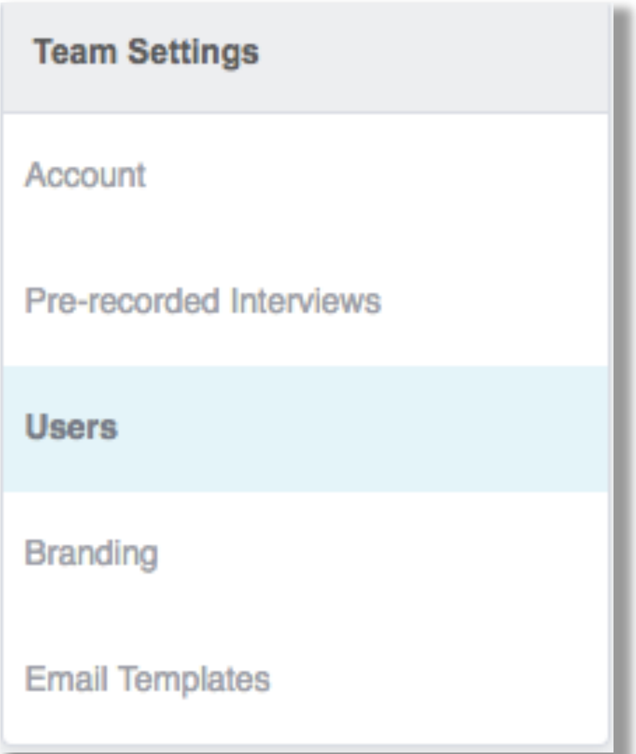
Activate/Deactivate the ability to send SMS / Text reminders

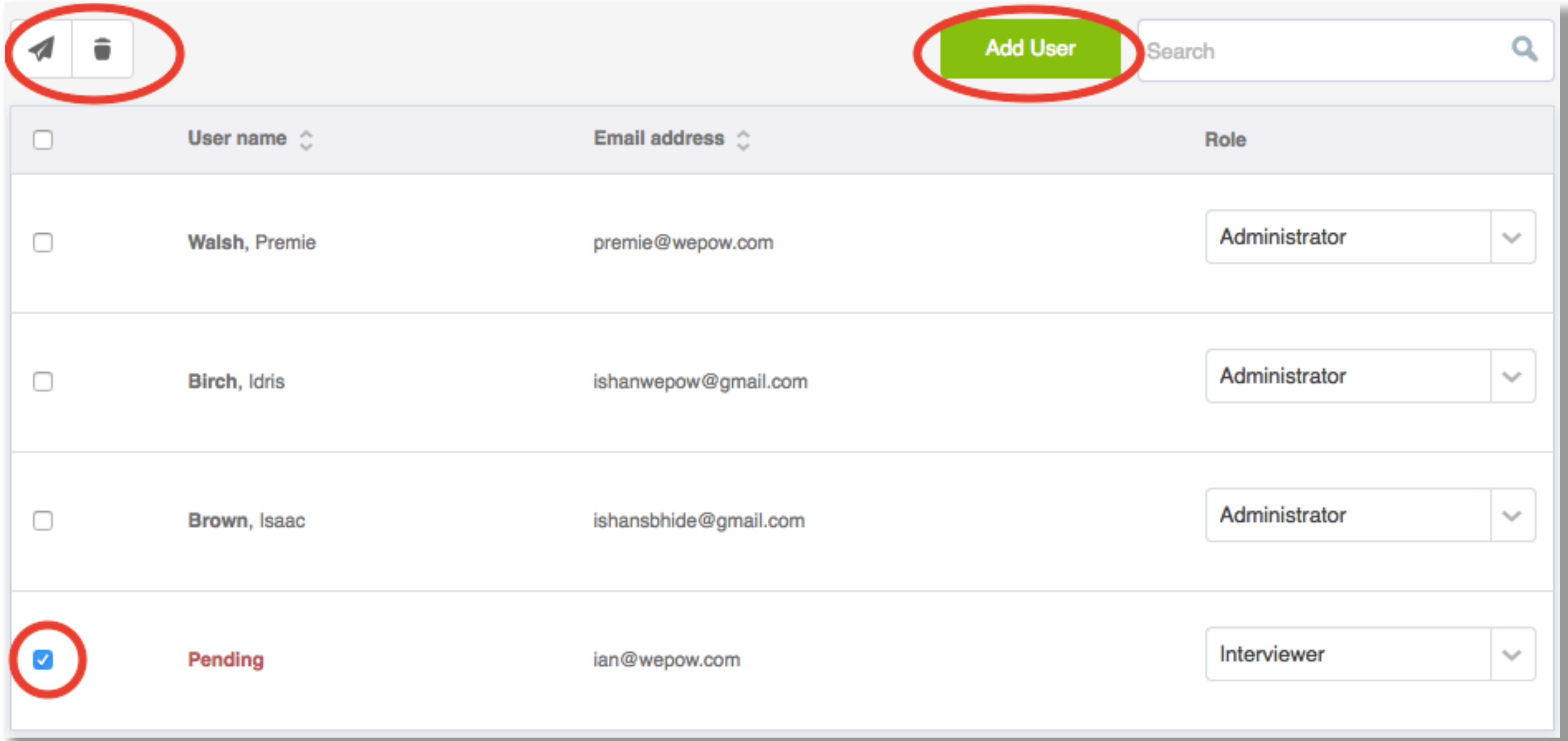




Users Tab

Add or delete users. You can also re-send an invitation to anyone who hasn't activated their account, and alter existing user roles between Admin, Interviewer, and Observer*

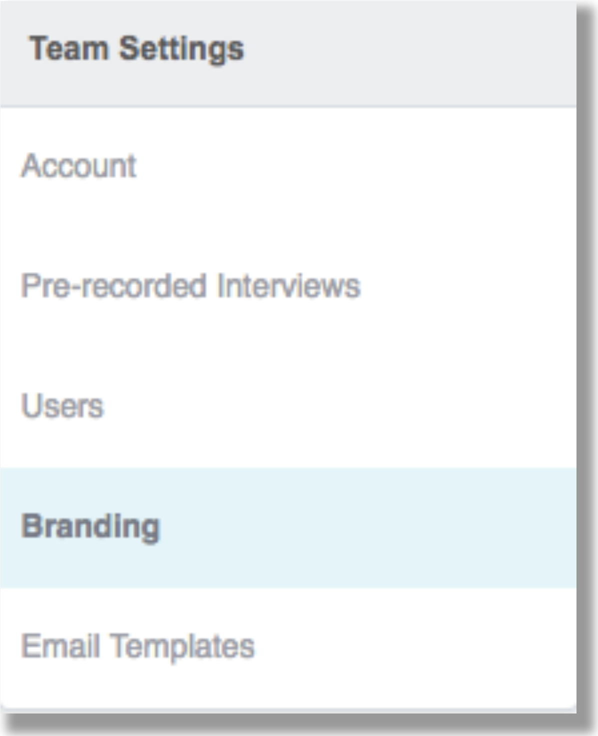


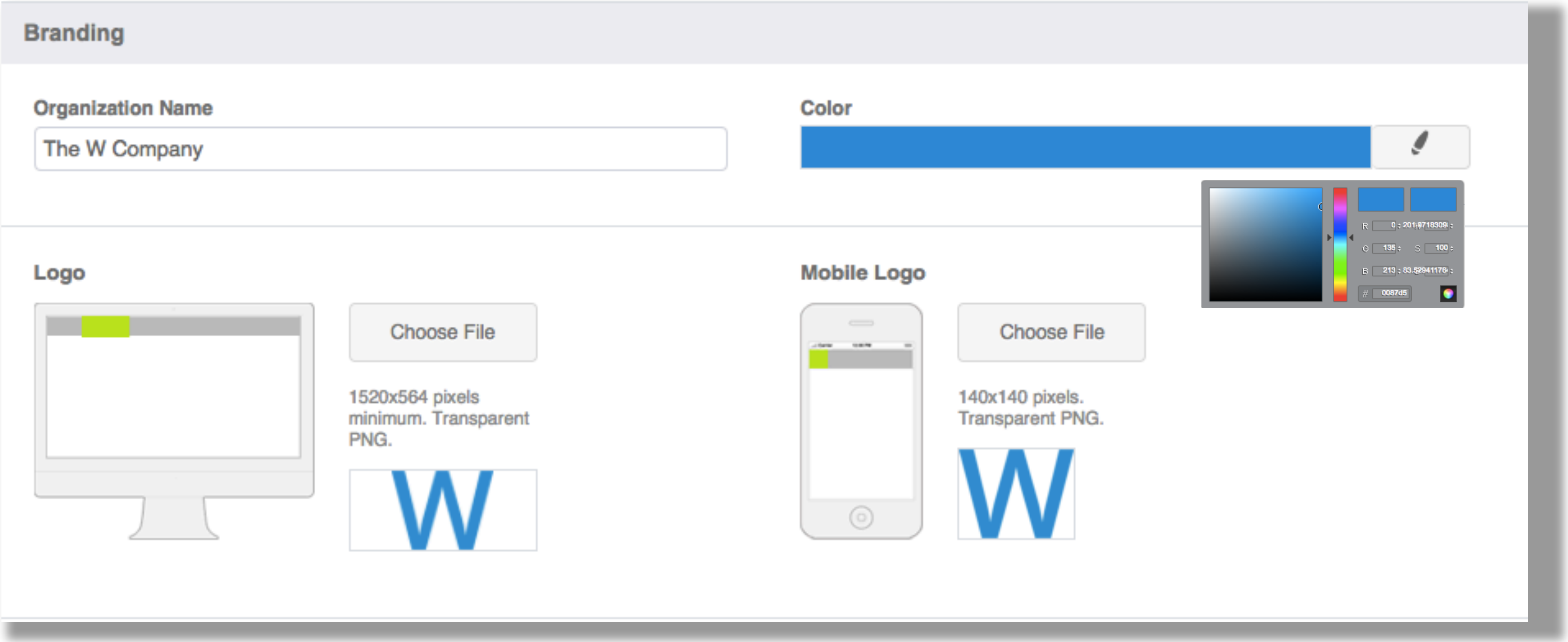


*Observers are limited to a read-only view of the platform

Branding Tab

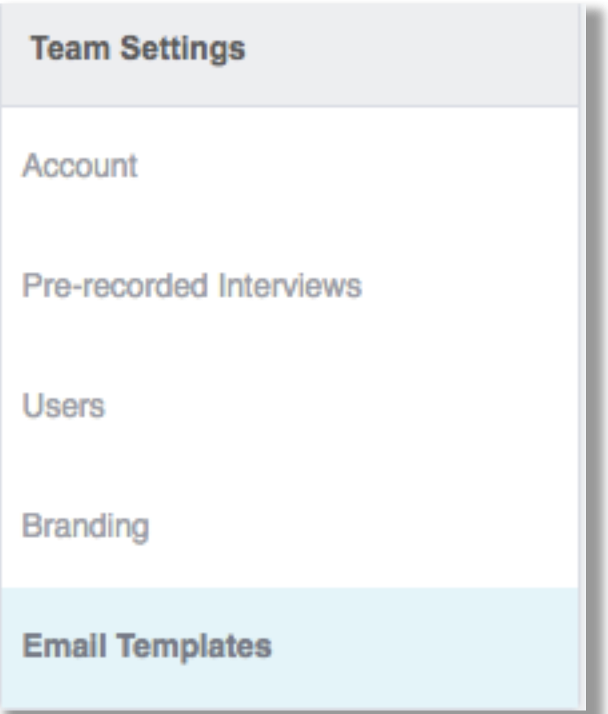
Ability to change your organization name to reflect your specific business unit or regional location. You can also update colors/logos that carry through to the candidate experience.

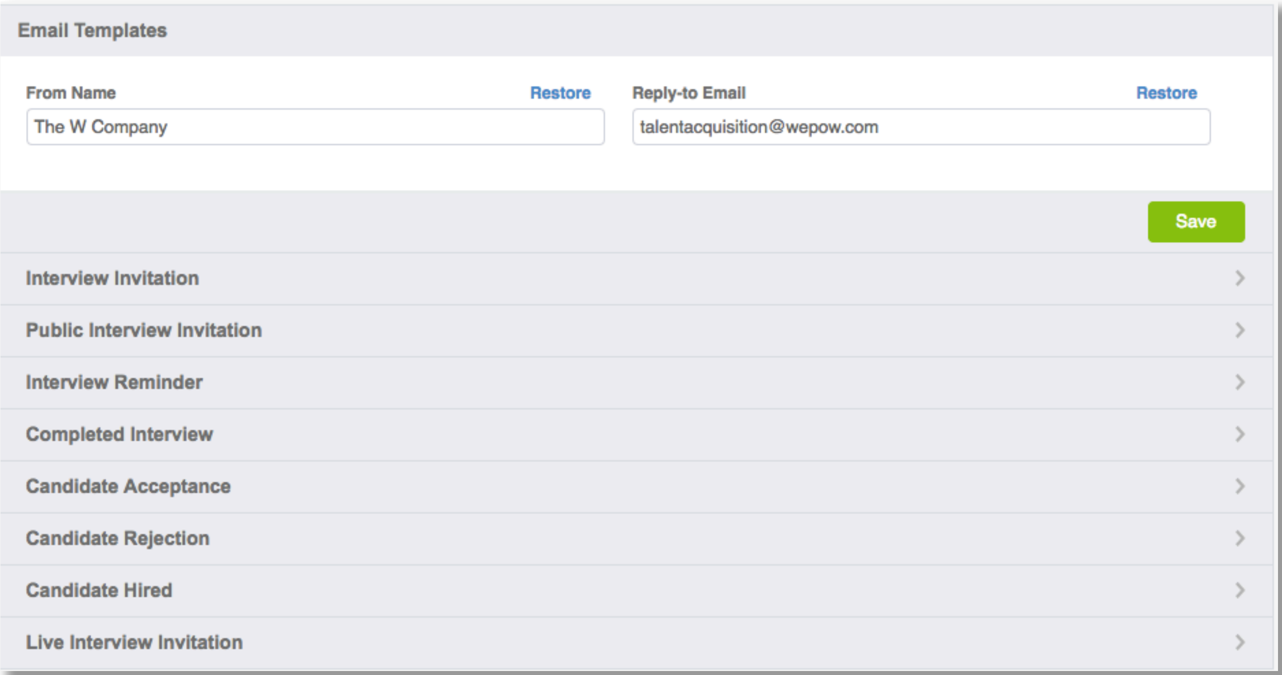


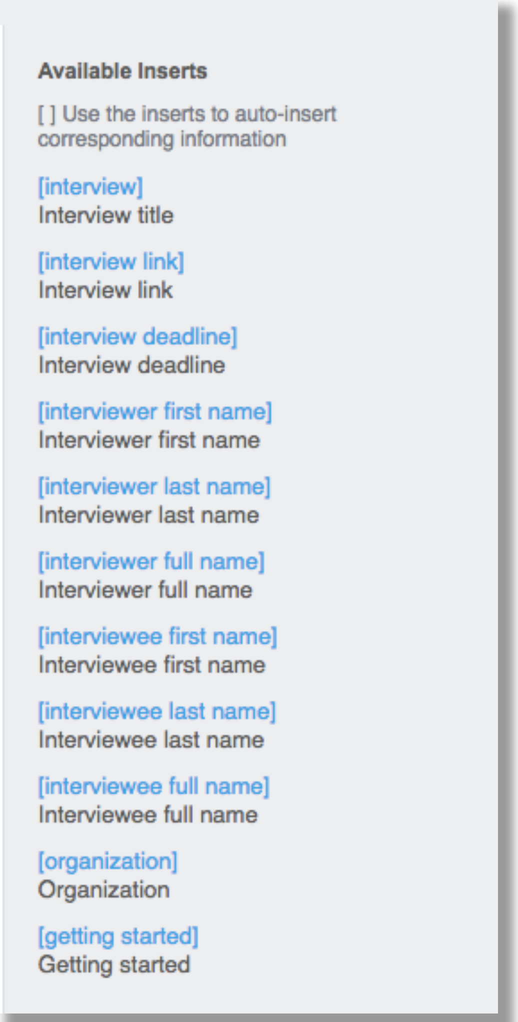


Email Template Tab

Control outbound candidate communication with customizable templates. All templates have modifiable inserts which personalize them towards each candidate.







Top Tips

Click Save

Click "Save" after making any changes to ensure they go into effect.

Email Templates

Change the reply-to email address to a generic talent acquisition email address in order to receive candidate responses to your interview invitations.

Teams

Adding recruiters to each team you'd like for them to have access to.

Single Sign-On

Activate SSO integrations such as Okta, Ping Identity and OneLogin to increase end user efficiencies.

Best of luck!

Feel free to contact your Client Relationship Manager for additional best practices and tips!

Make interviewing simple.