

Recruitment Configuration

GUIDE

A Complete Step-By-Step Guide to Configuring Your Hiring Process in Synclo



1.

Open Recruitment Configuration

Begin by navigating to the Recruitment module and accessing the Configuration section.

This is where you define how your hiring process will be structured across the system.

Steps:

- Navigate to Recruitment
- Click Configuration
- The configuration modules will appear

The screenshot displays the 'Recruitment Configuration' interface. At the top, there's a search bar for employees and navigation buttons for 'Mark Break' and 'Check-In'. The main header indicates the current date and time. Below this, a navigation bar contains several modules: 'Recruitment Users' (highlighted), 'Application Form', 'Distribution', 'Screening Settings', 'Hiring Stages', and 'Offer Letter Template'. A summary section shows '8 Total Users', with a breakdown: 1 Recruiters, 2 Hiring Managers, and 2 Interviewers. The main content area is titled 'Recruitment Users' and includes a table with columns for Employee Name, Department, Designation, Recruitment Role, Status, and Actions. An 'Add User' button is located in the top right of this section.

Employee Name	Department	Designation	Recruitment Role	Status	Actions
Sarah Johnson	Engineering	Software Engineer	Interviewer	Active	Edit Role
John Smith	HR	HR Manager	Hiring Manager	Active	Edit Role
Emily Davis	HR	HR Specialist	Recruiter	Active	Edit Role
David Wilson	HR	HR Lead	Hiring Manager	Active	Edit Role
James Brown	Engineering	DevOps Engineer	Interviewer	Active	Edit Role

2.

Recruitment Users Setup

This step allows you to assign users responsible for managing recruitment activities.

These users will oversee hiring workflows, candidate movement, and evaluation.

Information configured in this step includes:

- Recruiters
- HR Managers
- Interviewers

These roles ensure accountability and proper control throughout the hiring process.

The screenshot displays the 'Recruitment Configuration' interface. At the top, there's a search bar and navigation buttons for 'Mark Break' and 'Check-In'. The main area features a dashboard with several cards: 'Recruitment Users' (8 Total Users), 'Application Form', 'Distribution', 'Screening Settings', 'Hiring Stages', and 'Offer Letter Template'. Below these are summary cards for '1 Recruiters', '2 Hiring Managers', and '2 Interviewers'. The main section is a table titled 'Recruitment Users' with columns for Employee Name, Department, Designation, Recruitment Role, Status, and Actions. The table lists six users with their respective roles and statuses.

Employee Name	Department	Designation	Recruitment Role	Status	Actions
Sarah Johnson	Engineering	Software Engineer	Interviewer	Active	Edit Role
John Smith	HR	HR Manager	Hiring Manager	Active	Edit Role
Emily Davis	HR	HR Specialist	Recruiter	Active	Edit Role
David Wilson	HR	HR Lead	Hiring Manager	Active	Edit Role
James Brown	Engineering	DevOps Engineer	Interviewer	Active	Edit Role

3.

Application Form Configuration

The application form defines what information candidates must provide when applying.

You can customize the form based on your hiring requirements.

Configurations include:

- Personal details
- Work experience
- Document uploads
- Custom questions

The screenshot shows a web application interface for 'Recruitment Configuration'. At the top, there is a search bar labeled 'Search Employee...' and two buttons: 'Mark Break' (yellow) and 'Check-In' (green). The date and time 'Wed, Mar 18, 2026 | 12:39 PM' are displayed in the top right corner. Below the search bar, the main heading is 'Recruitment Configuration' with the subtitle 'Configure recruitment settings and user roles'. A horizontal navigation bar contains six tabs: 'Recruitment Users', 'Application Form' (highlighted in blue), 'Distribution', 'Screening Settings', 'Hiring Stages', and 'Offer Letter Template'. The 'Application Form' section is active, showing a title 'Application Form' and the instruction 'Choose what candidates must provide when applying.'. Under the heading 'Core Fields', there is a list of seven fields, each with a 'Show' and 'Required' toggle switch. The fields and their toggle states are: Full Name (Show: off, Required: on), Email (Show: off, Required: on), Phone Number (Show: on, Required: off), Resume / CV Upload (Show: on, Required: on), LinkedIn Profile URL (Show: on, Required: off), Current Location (City/Country) (Show: on, Required: on), and Portfolio / Website URL (Show: on, Required: off).

4.

Job Distribution Setup

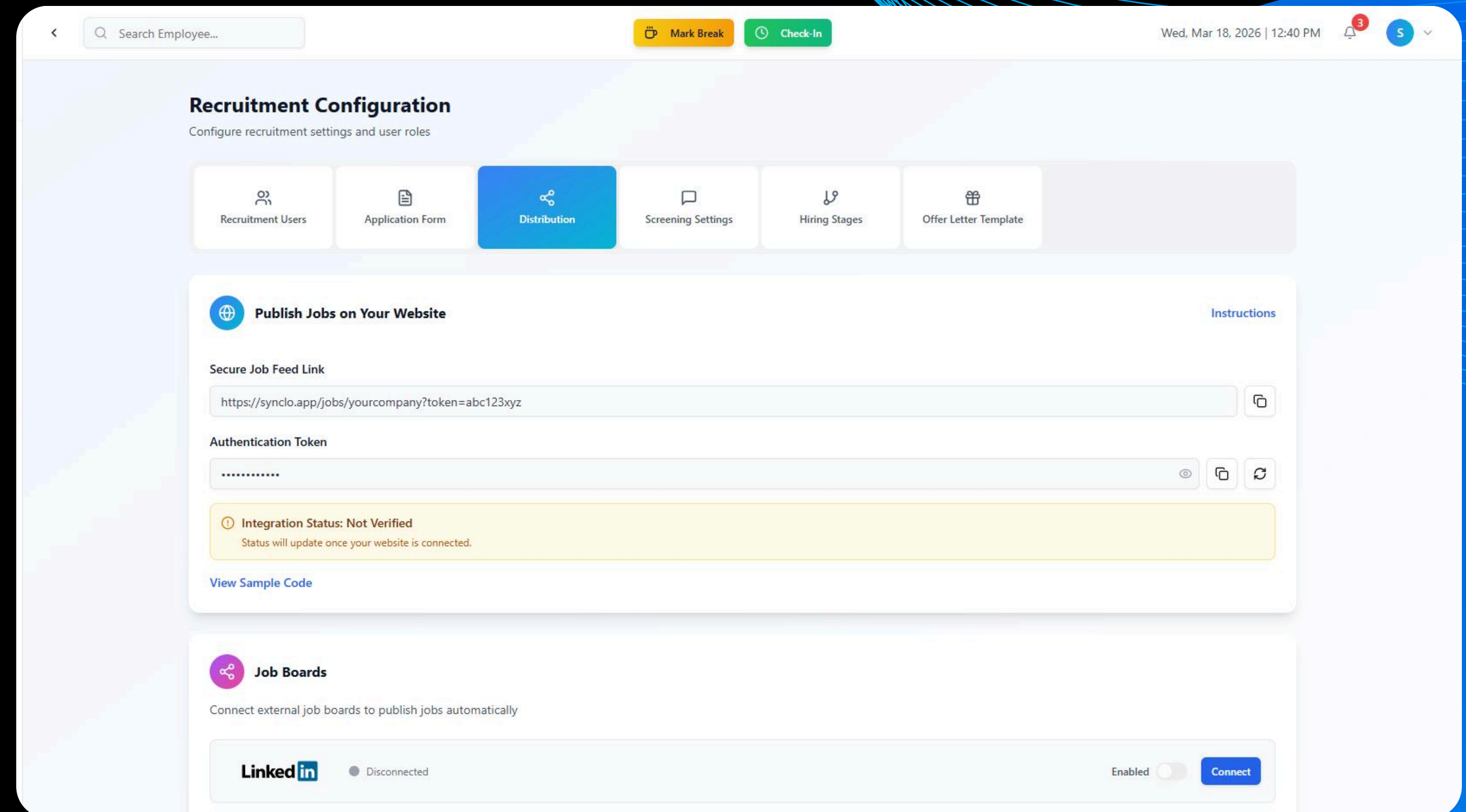
This section controls how job openings are shared and made visible.

It helps you manage where and how your job postings are distributed.

Settings configured here include:

- Distribution channels
- Visibility settings
- Posting preferences

This ensures your job opportunities reach the right audience.



5.

Screening Settings

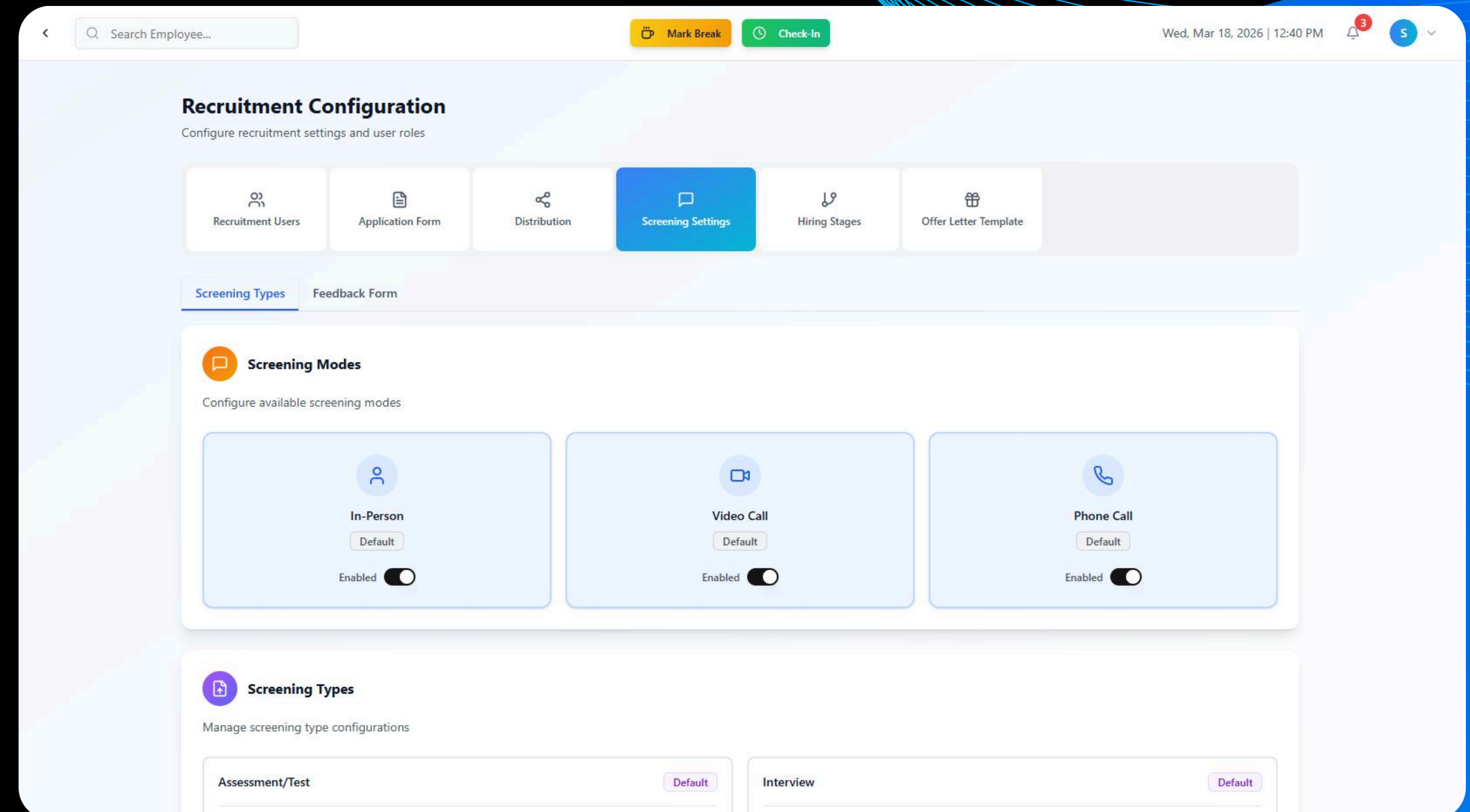
Screening settings define how candidates are evaluated during the hiring process.

You can create structured evaluation methods for consistent assessments.

Configurations include:

- Feedback forms
- Scoring criteria
- Evaluation structure

This ensures fairness and consistency in candidate evaluation.



7.

Sub-Stage Configuration

Sub-stages allow you to break down each stage into smaller steps.

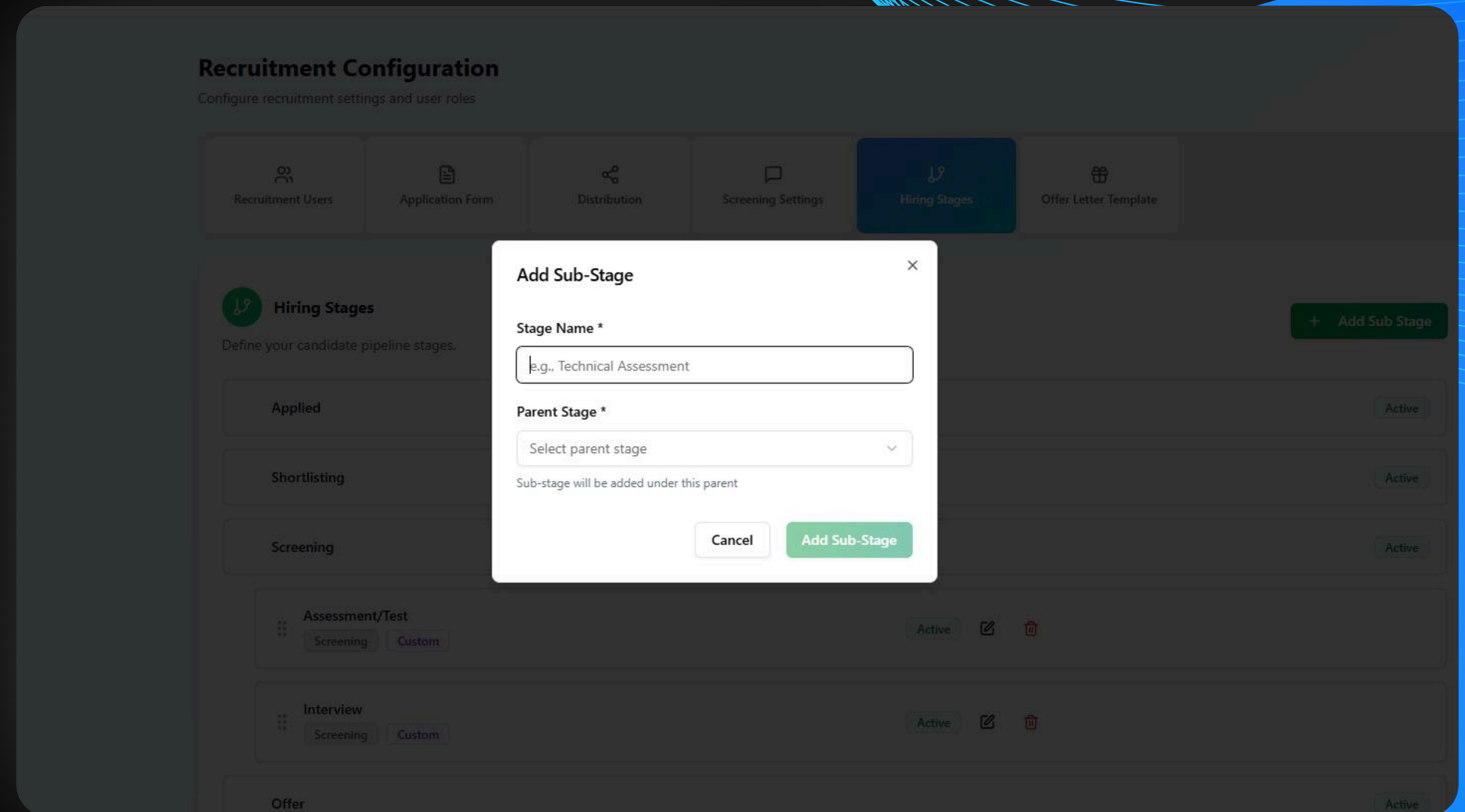
This provides better tracking and more detailed control over candidate progress.

Example:

Interview Stage:

- HR Interview
- Technical Interview
- Final Interview

Sub-stages help structure complex hiring workflows efficiently.



8.

Offer Letter Template Setup

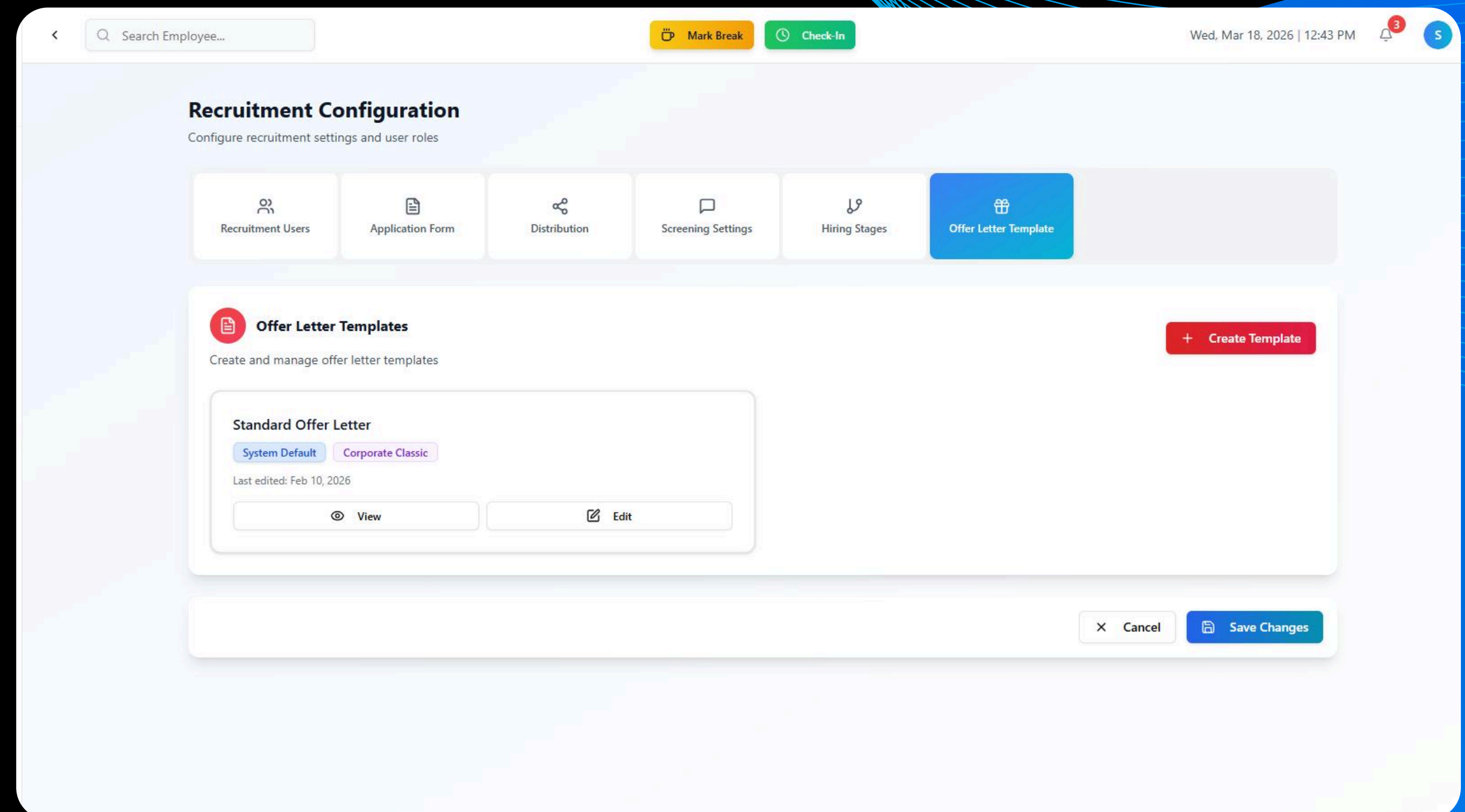
This section allows you to create standardized offer letters for candidates.

Templates help maintain consistency and speed up the hiring process.

Configurations include:

- Offer structure
- Candidate details
- Compensation information

These templates can be reused whenever an offer is generated.



9.

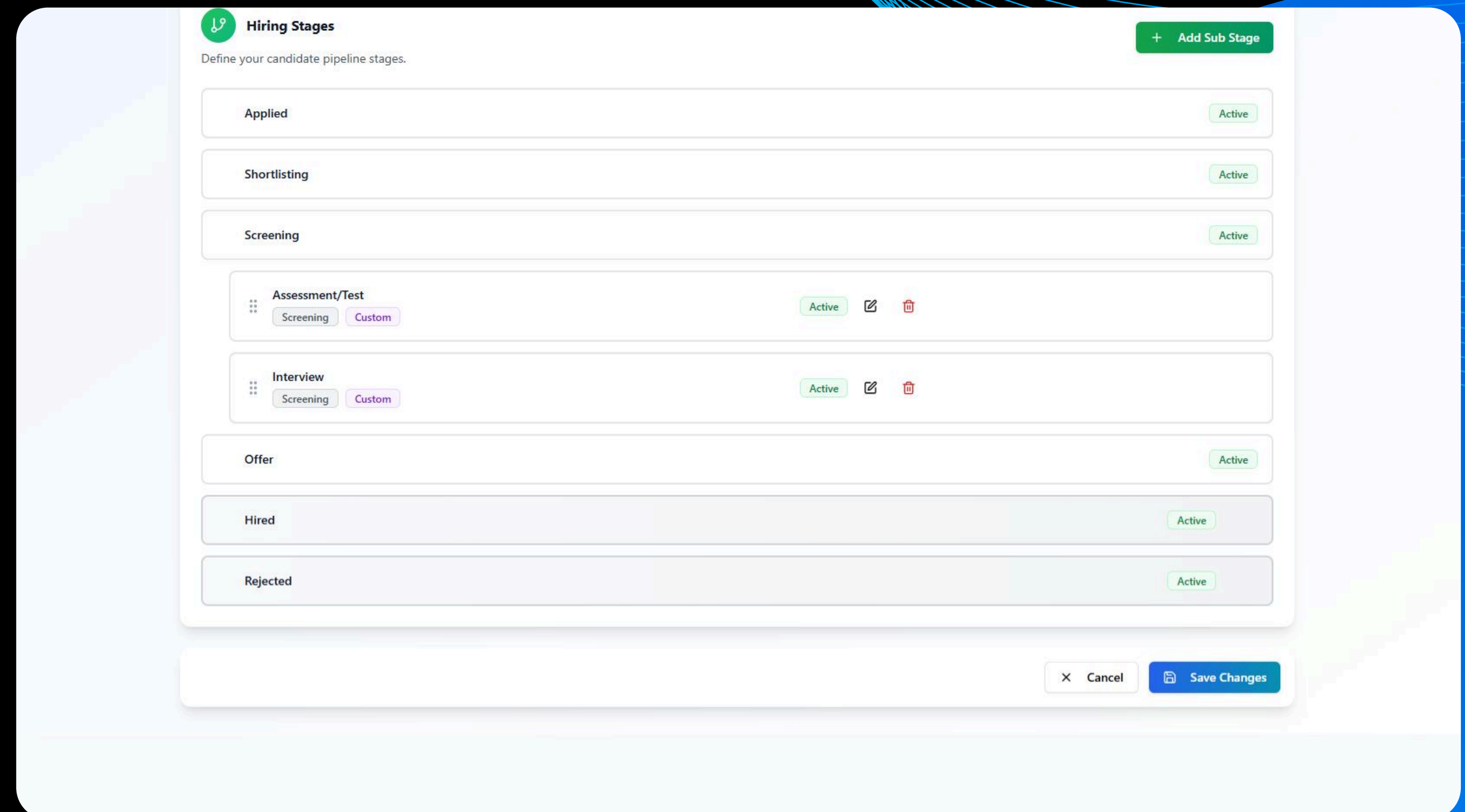
Complete Configuration

Once all steps are configured, your recruitment workflow is fully structured.

At this point:

- Hiring roles are defined
- Candidate data collection is standardized
- Evaluation criteria is established
- Your hiring pipeline is ready
- Offer templates are available

You can now manage recruitment efficiently within Synclo.



6.

Hiring Stages Setup

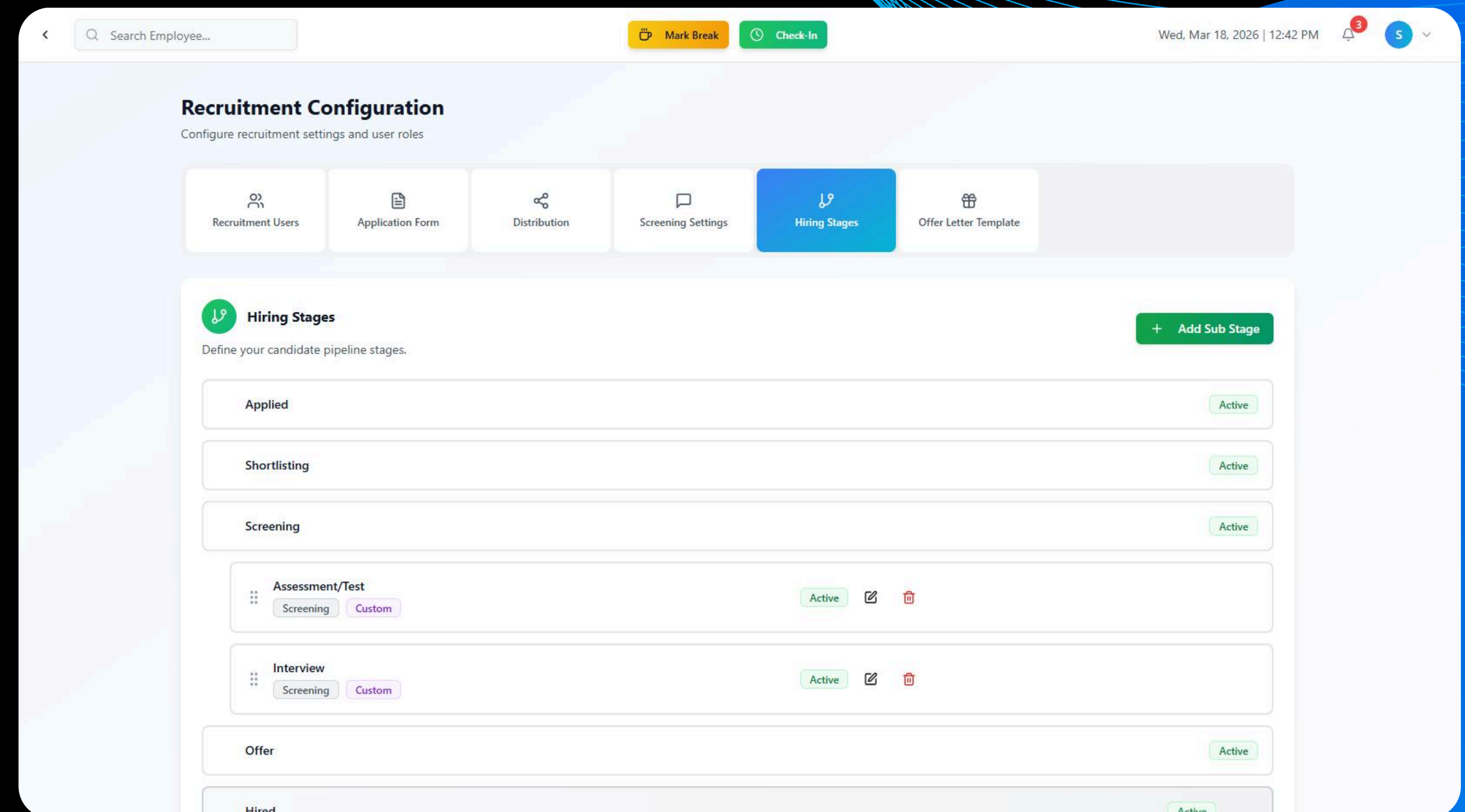
Hiring stages define the main steps of your recruitment workflow.

These stages represent how candidates progress through the hiring process.

Examples include:

- Application Review
- Screening
- Interview
- Final Selection

You can customize these stages based on your organization's needs.



Your recruitment configuration is now complete

Configure smarter. Hire faster. Scale with Synclo.

