



WHITEWATER EXPRESS CAR WASH

📞 (346) 367-2500

✉️ 106 VINTAGE PARK BLVD, #100

HOUSTON, TX 77070

📍 WWW.WHITEWATERCW.COM

## Step 1: Once we have our candidate we would like to schedule a phone screen

- Choose Schedule Phone Screen

The screenshot shows a candidate profile for 'WWE FLIP' (Referral). The profile is applied on January 30, 2024. The candidate is a 'Car Wash Attendant' located in Friendswood, TX. The profile includes tabs for PROFILE, INTERVIEWS, DISCUSSION, SCORECARD, ASSESSMENTS, EMAILS, and DOCUMENTS. Under the PROFILE tab, there is a 'Resume' section with an 'UPDATE RESUME' button. A modal window titled '1. SCHEDULE PHONE SCREENING' is open on the right, containing fields for a comment and a status dropdown set to 'New'. The 'ACTIVE STAGES' section shows '1. SCHEDULE PHONE SCREENING'.

## Step 2: Window will open up - Changing status to “Schedule Phone Screening”

- Scroll Down till you see the texting feature

The screenshot shows a modal window titled 'CHANGING STATUS TO "SCHEDULE PHONE SCREENING"'. It has sections for EMAILS, CANDIDATE EXPORTS, and TEXT MESSAGES. The TEXT MESSAGES section is highlighted with a yellow box. It contains a checkbox for sending an email using the 'Phone Screen Request' template to the candidate, with a 'SEND EMAIL' button set to 'Now'. The CANDIDATE EXPORTS section contains a checkbox for sending selected candidates to a webhook. At the bottom are 'CANCEL' and 'CONFIRM STATUS CHANGE' buttons.



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### Step 3: Select the template you want to use that already been created

- Phone Screen
- In-Person Interview
- No Response

Step 4: Double check you have **CHANGED “Send As”** - your name is listed if you have already Enabled the Texting Feature in your profile.

CHANGING STATUS TO “SCHEDULE PHONE SCREENING”

✖

✉ TEXT MESSAGES

A text message using the template “**Phone Screening Text**” will be sent to the candidate.

**Message Template**

Phone Screening Text

Preview

Hi [applicant\_first\_name]! My name is [my\_full\_name] from WhiteWater Express Car Wash. We received your application to our [job\_title] position and would love the opportunity to speak with you about the opening and our company.

**Send As**

Robert Hernandez

**Delay**

Now

CANCEL

**CONFIRM STATUS CHANGE**

### Step 5: Confirm Status Change