

Roxy Roo
Practice Manager

Department
Hospital

Office
All About Paws

Anniversary
No Hire Date

Fun Fact

Enter a fun fact to share about yourself!

Mission Statement

Provide a sentence or two on how the work you do contributes to the company's success.

Tasks

You have no active tasks in the selected date range



Hide tasks older than

3 Mo. ▾

Schedule

SU	MO	TU	WE	TH	FR	SA
19	20	21	22	23	24	25

No Events Scheduled

This will be where you spend the majority of your time - "Recruiting"



Recruiting

Requisitions

How to create a requisition, page # 1

FILTERS

My Requisitions

CREATE REQUISITION

Simple Form

A-Method of Hiring

Closed



Edit My Columns

REQUISITION TITLE	STATUS	DAYS OPEN	ACTIVE CANDIDATES	TOTAL CANDIDATES	FURTHEST WORKFLOW	HIRING MANAGER	RECRUITER	DEPARTMENT	OFFICE
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NO REQUISITIONS

If you found yourself here after applying filters, try resetting them



Please select or search for a template to begin

Job Templates

Select a template

- All About Paws - Lead RV1 - FT - All About Paws
- All About Paws - Kennel Assistant - PT - All About Paws
- All About Paws - Kennel Assistant - FT - All About Paws
- All About Paws - Veterinary Receptionist - PT - All About Paws
- All About Paws - Veterinary Receptionist - FT - All About Paws**
- All About Paws - Veterinary Assistant PT - All About Paws
- All About Paws - Veterinary Assistant FT - All About Paws
- All About Paws - Registered Veterinary Technician FT - All About Paws

USE THIS TEMPLATE

How to create a requisition, page # 2
-Choose correct template (job title
and PT or FT)

How to create a requisition, page # 3

Delete everything but job title. This will be the posting job title on the career site & other job posting sites.

Select from existing roles

No Role
Optional

Enter job title for posting

All About Paws - Veterinary Receptionist
required

ALL ABOUT PAWS - VETERINARY RECEPTIONIST - FT

Job Description

Need AI assistance? Add a job title and let ClearCompany jump-start a job description for your requisition! **Get Me Started**

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, quote, and link.

Join Our Family at All About Paws Veterinary Hospital in the Heart of Denver, CO!
At All About Paws, we're not just a veterinary practice but a devoted family committed to the well-being of beloved pets and their cherished human companions. Located in the vibrant heart of Denver, Colorado, our two-doctor practice is dedicated to delivering exceptional, comprehensive, customizable veterinary care. We offer everything from surgery and wellness care to preventative care and more! Our primary mission is to provide personalized medicine tailored to meet the distinctive needs of every patient we serve, and we are currently seeking a **Full-Time Veterinary Receptionist** to join our growing team!!

View our world closely by visiting our website: [All About Paws Veterinary Hospital](#).

Job Summary

The Receptionist is "the face of the hospital" and the first point of contact for our clients and patients. The primary responsibility is to ensure our clients' and patients' experience is positive, welcoming, friendly, and exceptional. The incumbent in this role will work closely with the veterinary team to provide quality medical care and help promote it.

Key Responsibilities

Hiring Team

Hiring Manager
Select an option
required

Recruiter
Misty Newton

Make sure your name/PM's is here

Add people who can also evaluate candidates
Reviewers

Optional: you can add PD, Operations Manager, Assistant Manager, etc.

RR Add to the discussion
ADD NOTE

There are no notes.

Attachments

Drop Files or [browse](#)

Continued



Cancel SAVE & CLOSE SEND FOR APPROVAL



How to create a requisition, page # 4

generated upon save.

required required

Salary Range
 0 To 0 Per (Year Hour)

Include Salary Range when posting to Indeed
[Very important to remember to check this box](#)

Employment Status Select an option
Experience Level Select an option

Workplace Type
 Select an option

Budget Not Set
Replacing [Search]
Desired Start Date [Calendar]

EEO Type Not Set
Job Industry Select an option
Job Function Select an option

Close this requisition...
 Manually

Requisition's Assigned Group
 No Group [Change](#)

Number of Openings:
 1 + -

Choose "On-Site"

Choose "When all openings are filled"

i We will ask whether you'd like to restart the approval process or maintain existing approvals any time you make changes to this requisition (including changes to approvers).

Apply Process

Candidates will apply online

Select the online process candidates will use to apply

STANDARD APPLICATION **i**
[Preview Application](#)

Sections

Resume
 Contact Information
 Additional Information
 Experience
 Education
 Legal Signature
 Professional References

CVT Questions
 Veterinary Assistant
 Veterinary Receptionist
 DVM Education Application Question

Use Text to Apply

Toggle on position specific application question(s)



CREATE REQUISITION

How to create a requisition, page #5

Not Set Select an option Select an option

Close this requisition...
When all openings are ...

Requisition's Assigned Group
No Group [Change](#)

Custom Requisition Fields

Brand name
All About Paws
required

Is this an Evergreen position?
required

Choose "No"

Job Status
Full Time
required

Professional References
CVT Questions
Veterinary Assistant
Veterinary Receptionist
DVM Education Application Question
Use Text to Apply
 Candidates will only apply via email

It takes approximately 24 hours (business) for requisition approval. Jobs are automatically posted to the following job boards: Indeed, Glassdoor, LinkUp, ZipRecruiter & Monster.

Cancel

SAVE & CLOSE

SEND FOR APPROVAL



Veterinary Technician

Hospital (Hillsboro Veterinary Clinic 1095)

Open

On Hold

Closed

🔍 Candidates

Dashboard

Candidates

Prospects

1
OPENING

2
DAYS OPEN

1
CANDIDATE

0 INTERVIEWS
0 OFFERS

0
HIRED

My Alerts



ALL CAUGHT UP!

You don't have any alerts at the moment.

Hiring Team Alerts



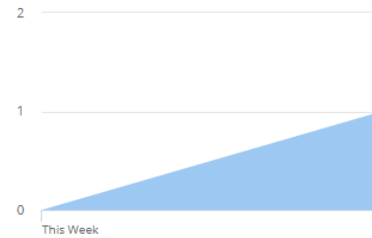
ALL CAUGHT UP!

The hiring team doesn't have any alerts at the moment.

Candidates I'm Following



Inbound Candidates Last Week

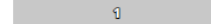


Week Ends on Saturday

Get More Applicants

Top Candidate Sources

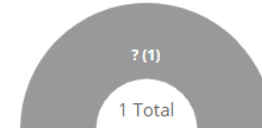
Indeed



A Candidates

All Other Grades

Grade Distribution For All Candidates



Top Disposition Reasons



Veterinary Assistant

Hospital (Animal Hospital of Factoria, 1035

Closed

Open

On Hold

Dashboard

Candidates

Prospects

1
OPENING

35
DAYS OPEN

30
CANDIDATES

3 INTERVIEWS
1 OFFER

1
HIRED

My Alerts



ALL CAUGHT UP!

You don't have any alerts at the moment.

Hiring Team Alerts



ALL CAUGHT UP!

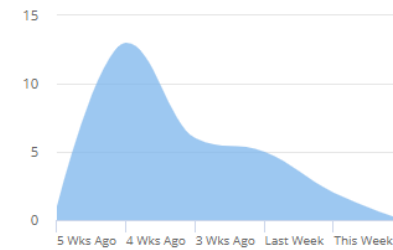
The hiring team doesn't have any alerts at the moment.

Candidates I'm Following

This may require the requisition to be approved by TA again. If you notice it pending approval, reach out to TA.

Candidates

Inbound Candidates Last 5 Weeks



Week Ends on Saturday

Get More Applicants

Top Candidate Sources

Indeed 17

LinkedIn 3

Indeed Sponsored 3

Obtained from public company board 3

ZipRecruiter Apply 1

● A Candidates ● All Other Grades