

Veterinary Receptionist

Hospital (Crittter Doctor Animal Hospital, 1063) Open

🔍 Candidates

Dashboard

Candidates

Prospects

Details

11
Total Applicants

3
New Applicants

1
Screening

4
Interviewing

0
Offer

0
Hired

3
Dispositioned

ALL candidates, ALL stages

Application incomplete, application complete, HM under consideration, Applicant review stages

Phone screening stages

In-person interview/observation stages

Verbal offer, written offer, background stages

Onboarding, hired stages

Declined candidates

Bulk Actions ▾ ADD CANDIDATES ▾

	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input type="checkbox"/>	?	MC Maggie Columbus		Application Incomplete	Greta Ramdin	Jun 7th, 2024 (3 days ago)
<input type="checkbox"/>	?	RV Rachel Vandenberg		Application Incomplete	Greta Ramdin	Jun 5th, 2024 (5 days ago)
<input type="checkbox"/>	?	MS maegen stacey		Application Incomplete	Greta Ramdin	Jun 4th, 2024 (6 days ago)

CANDIDATE MANAGEMENT

This is your candidate **MACRO** stage dashboard. Check new applicants daily; you will **NOT** receive email notifications for each new applicant.



New Applicants (3) ▾

Bulk Actions ▾

MC Maggie Columbus
Application Incomplete
updated 3 days ago

RV Rachel Vandenberg
Application Incomplete
updated 5 days ago

MS maegen stacey
Application Incomplete
updated 6 days ago

Application Incomplete

DECLINE ▾

MOVE FORWARD ▾

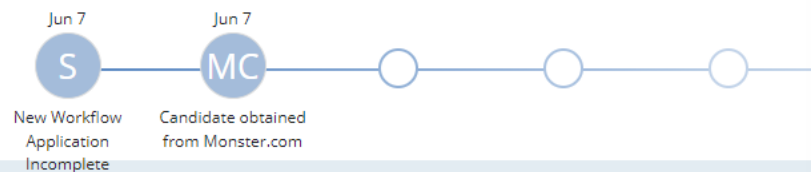
MC Maggie Columbus
Veterinary Receptionist Candidate
☆ follow

Run your background checks faster and at a lower cost with Background Checks by ClearCompany

Applied 4 days ago (Jun 7, 2024)

Profile Interviews Hire Timeline LinkedIn Recruiter

Latest Events



Documents & Links

FILE/LINK NAME	TYPE
MonsterResume.pdf	Resume
MonsterResume.pdf	Other
MonsterResume.pdf	Other

Background Checks by ClearCompany



Benefits of using Background Ch

- Run your first check instantly with no credit card or annual contract required
- See results faster
- Manage the critical pieces of your hiring process in one place
- Automatically update candidate workflows
- Serviced and supported by ClearCompany

- New Applicants
- Application Incomplete
- HM Under Consideration
- Application Completed
- Applicant Review
- Screening
 - Schedule Phone Screening
 - Phone Screening Scheduled
 - Phone Screening Completed
- Interviewing
 - Schedule Interview/Observation
 - Interview/Observation Scheduled
 - Interview/Observation Complet...
- Offer
 - Verbal Offer - Extended
 - Verbal Offer - Accepted
 - Offer Letter Sent
 - Offer Letter Accepted
 - Background Check
 - Background Check - Sent
 - Background Check - Pending
 - Background Check - Clear
 - Background Check - Needs Revi...

Click here to change stage/move forward. This does NOT 'take any action,' but keeps you organized and lets team know where you're at with candidate

Best Practice tip: You should move candidate out of "application incomplete/application complete" once reviewed - Move to one of the "Screening" stages or DECLINE, if not moving forward. Use "HM Under Consideration" if you are still considering and unsure

Notes

Click here to leave notes in candidate profile. You can tag other team members by using the @ symbol.





Maggie Columbus
Veterinary Receptionist Candidate
☆ follow

+14127365704 (Other)
Huntington Beach, CA

columbusmaggie71@gmail.com

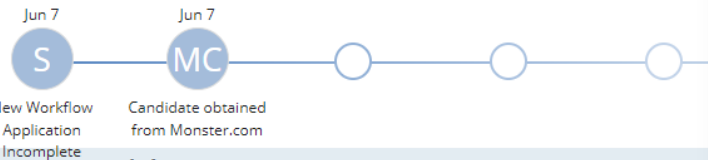
Run your background checks faster and at a lower cost with Background Checks by ClearCompany. [Learn More](#)

Applied 4 days ago (Jun 7, 2024)

Profile Interviews Hire Timeline LinkedIn Recruiter

Actions

Latest Events



Documents & Links

FILE/LINK NAME	TYPE
MonsterResume.pdf	Resume
MonsterResume.pdf	Other
MonsterResume.pdf	Other

Background Checks by ClearCompany



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EXPLORE OPTIONS

Email Candidate

Share

Forward to Another Req

Print Candidate Profile

Propose 1:1 Meeting Times

Schedule with Multiple Interviewers

Create or Send Scorecard

Add Event to my Calendar

Background Checks by ClearCompany

3rd Party Background Checks

Edit Candidate Info

Upload a Document

There are 2 ways to Decline and send a rejection email at the same time

Notes



REPLY TO CANDIDATE

Subject:

USE TEMPLATE

PREVIEW

- Application Incomplete
- Complete Application to move candidate forward
- CVT decline - licensing/credentialing
- DVM - Link for application
- Misty - Decline after phone screen
- Misty - Phone Screen Request
- Misty - Relief DVM Info Gathering
- Observation/In-person interview Confirmation - PARA
- Para - In-person Interview request
- Para - phone screen request
- Position Closed - Decline
- Position Filled
- Rejection**
- Rejection Post-interview
- Student Programs - Feedback from Student to send to Hospital
- Student Programs - Hospital Feedback on Student
- Student Programs - Hospital Welcome Email about Student
- Student Programs - School Job Fair
- Student Programs - Student Feedback on Hospital
- Student Programs - Student Feedback on Hospital - Halfway through
- Student Programs - Student Stipend Request
- Student Programs - Student Welcome Email
- Students Programs - Hospital Feedback on Student Halfway
- Thank you After Interview

our email copy started.

Get Me Started

Styles | Format | Font | Size

mail (optional)

When should we send this email?

Send immediately

Times are in Pacific Standard Time

Attachments

DISCARD

SEND



REPLY TO CANDIDATE

Dear [CandidateFirstName],

Thank you for applying to the [PositionTitle] position at [BrandName]. After careful consideration, we will not be moving forward with your application. Though your resume is strong, we've decided to move forward with other applicants whose qualifications more closely fit the position.

We appreciate your interest in employment with WellHaven Pet Health and [BrandName] and the time you spent applying for the position.

We wish you success as you continue with your career journey.

Sincerely,

Current workflow stage: **Application Incomplete**

Change workflow stage upon sending or scheduling email (optional)

 **DECLINE** ▾

 **MOVE FORWARD** ▾

Decline - Lack Of Mentorship At...

Decline - Compensation Expect...

Decline - Consider in the Future

Decline - Credentials/Licensing

Decline - Culture Fit Not Aligned

Decline - Duplicate Application

Decline - Education

Decline - Hiring Freeze/Position...

Decline - Locum 1099

Decline - Moved to Another Req...

Decline - No Call/No Show

Decline - Not Eligible to Work in ...

Decline - Not Responsive

Decline - Offer Rescinded - Leav...

Decline - Previous Employee - N...

Decline - Reference Check/Wor...

Decline - Relocation/Commute

When should we send this email?

Send immediately ▾

Times are in Pacific Standard Time

You can push out time you send decline email if you wish to do so. No action means, it will be sent immediately

Choose appropriate decline reason

Attachments



Drop files or [Browse](#)

DISCARD

SEND



3
Total Applicants

3
New Applicants

0
Screening

0
Interviewing

0
Offer

0
Hired

0
Dispositioned

How to add a candidate manually & email candidate application

ADD CANDIDATES ▾

actions ▾

GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LA
?	KA Kelsey Adair		Application Completed	Lisa Mathews	Jun 3rd, 2024 (4 days ago)
?	JK Julianne Kersgaard		Application Completed	Lisa Mathews	Jun 3rd, 2024 (4 days ago)
?	ML MACKENZIE LASHLEY		Application Incomplete	Lisa Mathews	Jun 3rd, 2024 (4 days ago)

- Bulk Upload Using CSV File
- Via Manual Entry
- By Uploading Resume(s)
- By Emailing Resume(s)

ADD CANDIDATES

Applying For
Veterinary Assistant

First Name

required

Last Name

required

Email Address

Primary Phone

Type ▾

Secondary Phone

Type ▾

LinkedIn Profile

Facebook Profile

Twitter Profile

Portfolio Website

CANCEL

SAVE & CLOSE

Veterinary Receptionist - TEST

Hospital (All About Paws, 1096) Open ▾

🔍 Candidates

Dashboard **Candidates** Prospects Details

0
Total Applicants

0
New Applicants

0
Screening

0
Interviewing

0
Offer

0
Hired

0
Dispositioned

Bulk Actions ▾

ADD CANDIDATES ▾

- Via Manual Entry
- By Uploading Resume(s)**
- By Emailing Resume(s)

<input type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
--------------------------	-------	-----------	--------	--------------	----------------	-------------

🔒
NO CANDIDATES
If you found yourself here after applying filters, try resetting them

**Add candidate by uploading
resume**



UPLOAD RESUME

Upload Resume

Use the form to submit one or more resumes. Each resume uploaded will be parsed to create a candidate for the selected requisition. Note, parsing can sometimes take several minutes.

- Files must be smaller than 10MB
- Only .doc, .docx, .rtf, .txt, .ascii, .pdf and .html file types are accepted

Requisition Selection

Veterinary Receptionist - TEST

Hiring Workflow

⊕ MOVE FORWARD ▾

Choose - "Application Incomplete"

Candidate Source (Optional)

Source

None ▾

Always add candidate source when known

Drop files or [browse](#)

Upload resume from computer here

Cancel

UPLOAD FILES

Run your background checks faster and at a lower cost with Background Checks by ClearCompany. [Learn More](#)

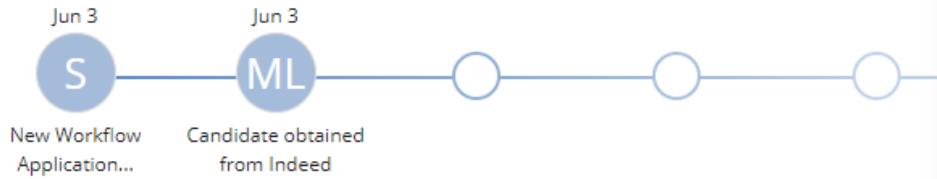


Applied 5 days ago (Jun 3, 2024)

Profile Interviews Hire Timeline LinkedIn Recruiter

Actions ▾

Latest Events



Documents & Links

FILE/LINK NAME	TYPE
Resume.pdf	Resume

Background Checks by ClearCompany



Benefits of using Background

- Run your first check instantly with
- See results faster
- Manage the critical pieces of your
- Automatically update candidate workflows
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EXPLORE OPTIONS

Email Candidate

Share

Forward to Another Req

Print Candidate Profile

Propose 1:1 Meeting Times

Schedule with Multiple Interviewers

Create or Send Scorecard

Add Event to my Calendar

Background Checks by ClearCompany

3rd Party Background Checks

Edit Candidate Info

Upload a Document

Potential Fit For

Add Roles, Locations, or Tags

REPLY TO CANDIDATE

lashleymcs@gmail.com

Cc:

Search Cc Email

Bcc:

Search Bcc Email

From:



Misty Newton
misty.newton@wellhaven.com

CHOOSE A DIFFERENT SENDER

Subject: Please Complete Application - WellHaven

COMPLETE APPLICA...

PREVIEW

- Application Incomplete
- Complete Application to move candidate forward
- CVT decline - licensing/credentialing
- DVM - Link for application
- Misty - Decline after phone screen
- Misty - Phone Screen Request
- Misty - Relief DVM Info Gathering
- Observation/In-person interview Confirmation - PARA
- Para - In-person Interview request
- Para - phone screen request
- Position Closed - Decline
- Position Filled
- Rejection
- Rejection Post-interview
- Student Programs - Feedback from Student to send to Hospital
- Student Programs - Hospital Feedback on Student
- Student Programs - Hospital Welcome Email about Student
- Student Programs - School Job Fair

our email copy started.

Get Me Started

Styles | Format | Font | Size

and are excited to move you forward in the hiring process for [PositionTitle] at [BrandName]. In order to do

for application.

the application process. If you encounter any difficulties or have inquiries, please feel free to reach out to our
every step of the way.

mail (optional)

When should we send this email?

DISCARD

SEND

Application Completed DECLINE MOVE FORWARD

Kelsey Adair
Veterinary Assistant Candidate
follow (541) 410-7751 (Mobile) Bend, OR kelsey.adair@outlook.com

Run your background checks faster and at a lower cost with Background Checks by ClearCompany. [Learn More](#)

Applied 2 days ago (Jun 6, 2024) • Application Complete

Profile Interviews Hire Timeline LinkedIn Recruiter Actions

Latest Events

Jun 6 Jun 6 Jun 6

S S KA

New Workflow Application... New Workflow Application... Applied via LinkedIn Apply Connect


Documents & Links

Upload a Document

FILE/LINK NAME	TYPE	DATE ADDED	
Resume.pdf	Resume	Jun 6, 2024	Other/Older Versions
Veterinary Assistant	Application	Jun 6, 2024	Other/Older Versions

Background Checks by ClearCompany

Live Chat with ClearCompany



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[EXPLORE OPTIONS](#)

This will sometimes indicate a complete application, but it is not always accurate because it can be manually changed.

Relief DVM Roster - WA South/Portland

Talent Acquisition (WellHaven Corporate, 956) Open

Candidates

Dashboard

Candidates

Prospects

Details

40

Total Applicants

40

New Applicants

0

Screening

0

Interviewing

0

Offer

0

Hired

0

Dispositioned



Bulk Actions 40 Candidates Selected

ADD CANDIDATES

If you wish to deselect a specific candidate, simply uncheck their name

<input checked="" type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input checked="" type="checkbox"/>	?	BB Becky Brandenburg		Application Incomplete	Misty Newton	May 13th, 2024 (24 days ago)
<input checked="" type="checkbox"/>	?	ES Eleanor Shelburne		Applicant Review	Misty Newton	May 7th, 2024 (a month ago)
<input checked="" type="checkbox"/>	?	CV Craig Vance		Application Incomplete	Misty Newton	May 7th, 2024 (a month ago)
<input checked="" type="checkbox"/>	?	RT Ron Titterington		Application Incomplete	Misty Newton	May 7th, 2024 (a month ago)
<input checked="" type="checkbox"/>	?	MG Michael Glynn		Application Incomplete	Misty Newton	May 6th, 2024 (a month ago)
<input checked="" type="checkbox"/>	?	CC Cristal Carey		Application Incomplete	Misty Newton	May 6th, 2024 (a month ago)

Relief DVM Roster - WA South/Portland

Talent Acquisition (WellHaven Corporate, 956) Open

Candidates

Dashboard **Candidates** Prospects Details

40
Total Applicants

40
New Applicants

0
Screening

0
Interviewing


















0
Offer

0
Hired

0
Dispositioned

Bulk Actions 40 Candidates Selected

ADD CANDIDAT

	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input checked="" type="checkbox"/>  Reply				
<input checked="" type="checkbox"/>  Send Text Message <i>(max 100 at a time)</i>				
<input checked="" type="checkbox"/>  Share				
<input checked="" type="checkbox"/>  Propose 1:1 Meeting Times				
<input checked="" type="checkbox"/>  Send To...				
<input checked="" type="checkbox"/>  Grade				
<input checked="" type="checkbox"/>  Decline				
<input checked="" type="checkbox"/>  Move Forward				
<input checked="" type="checkbox"/>   Crista Carey		Application Incomplete	Misty Newton	May 13th, 2024 (24 days ago)
<input checked="" type="checkbox"/>   Katie Olbricht		Applicant Review	Misty Newton	May 7th, 2024 (a month ago)
<input checked="" type="checkbox"/>   Mariel Edlund		Application Incomplete	Misty Newton	May 7th, 2024 (a month ago)
<input checked="" type="checkbox"/> 		Application Incomplete	Misty Newton	May 7th, 2024 (a month ago)
<input checked="" type="checkbox"/> 		Application Incomplete	Misty Newton	May 6th, 2024 (a month ago)
<input checked="" type="checkbox"/> 		Application Incomplete	Misty Newton	May 6th, 2024 (a month ago)
<input checked="" type="checkbox"/>		Application Incomplete	Misty Newton	May 1st, 2024 (a month ago)

REPLY TO CANDIDATE

1 selected candidate does not have a valid email: Janette Wells

To: 39 Candidate(s) Selected

Cc:

Search Cc Email

Bcc:

Search Bcc Email

From: Misty Newton
misty.newton@wellhaven.com

CHOOSE A DIFFERENT SENDER

Subject:

USE TEMPLATE

PREVIEW

Hello Dr. {choose} "Last Name," here



General Info Candidate Info

body p

Add anyone you wish copy in on email here - recommend Bcc

Click here to preview email before sending

Change workflow stage upon sending or scheduling email (optional)

When should we send this email?

DISCARD

SEND