

Creating a Position

How do I create a Position?

Positions help us match you with the best candidates for your qualifications. You can set them up in a few easy steps. Set up Positions for all the headcount you are looking to hire so you can see candidates that match those skills. To start, select [Create a position](#) on the left-hand side of your home page.

Follow the prompts to build out your Position by adding your respective qualifications, including title, role, salary range, preferred years of experience, location, and more. If you have a Greenhouse, Lever, Workable or Workday ATS, by integrating with Hired, this process can be expedited by only requiring a few quick updates to set up the Position. See: [Integrating your ATS with Hired](#)

Create a position

Defining basic requirements is the first step to help us match you with the best candidates.

Link to an ATS job
Linking your job ensures that the status of your Hired candidates are always up to date.

Select or Search

✓ LEVER Last sync: 21 minutes ago

Position title *
Candidates will see this position title when you send interview requests.

Full Stack Engineer

Minimum base salary ⓘ * **Years of experience: 4-6 ***

USD \$ 150,000 / year 4 to 6 years
Between 20k-350k

Cancel

Adding Position Location

You can indicate where candidates for the position can work from: fully remote, on-site, and/or hybrid. If you indicate that the position is remote, it will pull candidates who are open to remote

positions that match the rest of your position qualifications. You can include and exclude remote candidates based on their current location.

By selecting on-site or hybrid, you can list up to 8 cities - this will pull candidates who are looking for opportunities in the listed locations. You can limit candidates by radius to your selected cities as well.

Where can candidates work?

Remote
From anywhere (telecommute)

Candidate's location
eg. United States
States or countries (8 max.)

Exclude candidates from
eg. Colorado
Cities, states, or countries (8 max.)

On-site or Hybrid
From one or more in-person office locations

On-site preference
 Hybrid (on-site some days) On-site every day

Office locations
Austin, TX x New York, NY x
Select cities (8 max.)

Radius from each city
Within 50 mi
5 15 25 50 100

Open to relocation ⓘ

Hired and Oyster have partnered to make global hiring simple. With Oyster's all in one, easy-to-use platform, you can hire, pay, and provide benefits to your team across borders while managing HR and payroll and automating compliance across 180+ companies. Explore for free and be sure to ask your Hired rep about special incentives for Hired clients that sign up for Oyster.

Selecting a Role

Next, select the primary role that your position falls under. You may select as many subroles that apply.

Tell us about the position

First, select your role *

Software Engineering

Next, select all specializations that apply:

<input type="checkbox"/> Security / Cybersecurity	63992	<input checked="" type="checkbox"/> Frontend Engineer	
<input checked="" type="checkbox"/> Full Stack Engineer		<input checked="" type="checkbox"/> Backend Engineer	
<input type="checkbox"/> Mobile Engineer	68993	<input type="checkbox"/> Hardware Engineer	63693
<input type="checkbox"/> Data Engineer	67207	<input type="checkbox"/> Embedded Engineer	64344
<input type="checkbox"/> Machine Learning Engineer	63957	<input type="checkbox"/> Gaming Engineer	63560
<input type="checkbox"/> Computer Vision Engineer	63351	<input type="checkbox"/> Search Engineer	63175
<input type="checkbox"/> NLP Engineer	63141	<input type="checkbox"/> AR/VR Engineer	63210
<input type="checkbox"/> Blockchain Engineer	63212		

Must-have skills (Up to 3)

Python x Java x Start typing to select a skill

Note: Having more than one skill may limit and decrease results.

Nice-to-have skills

JSON x Start typing to select a skill

Cancel Back Next

Adding Coworkers (Optional)


If you have other coworkers on Hired who are collaborating with you on the position you are creating, you can add them in the last step. See: [Adding Coworkers to your Account](#)

You can also indicate if this position is confidential to limit who can view that the position is open on your company's account. If this filter is turned on, the position can only be viewed by you, your hiring team (anyone collaborating with you on the position), and anyone in a Company Admin (Premium) seat on your company's Hired account. See: [User Types and Permissions](#)

Add coworkers to your position

Work with your coworkers to shortlist candidates and to notify them when you find promising candidates.

Add coworkers

Confidential position 

Confidential positions can only be viewed by you, your hiring teams, and admins.

Cancel

Once you select 'create position' you will be brought to the position view with the candidate results. From here, you can begin sourcing and further refine your position with additional requirements to narrow in your search!

Related: [Refining your Position](#)

Refining your Position

Once you have [created a position](#), you can utilize the filters to narrow down your search even further.

We recommend casting a wider net, then adjusting your search as needed. If you are thinking about refining your position after it is created, the process is as easy and seamless as the creation process. The filters can be found on the left-hand side and will update your candidate results in live time as you adjust.

When you are viewing a position, all the filters used to create the position initially will be present to the left of the candidate results list view. By clicking on the arrow (>) button next to each filter, the specific filter will expand for editing.

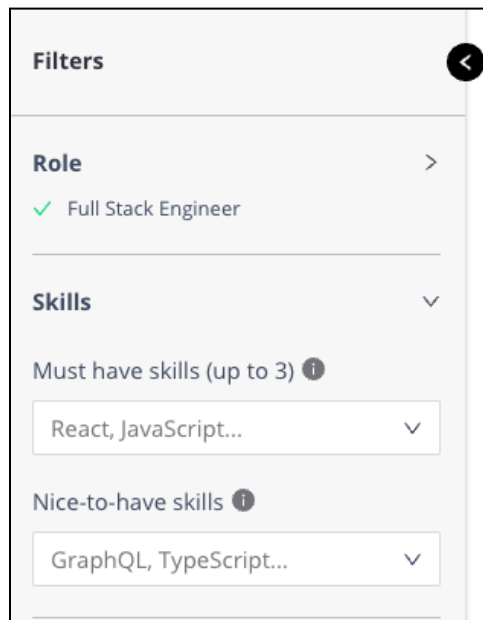
Adding Skills: Must Have vs. Nice to Have

Must Have Skills

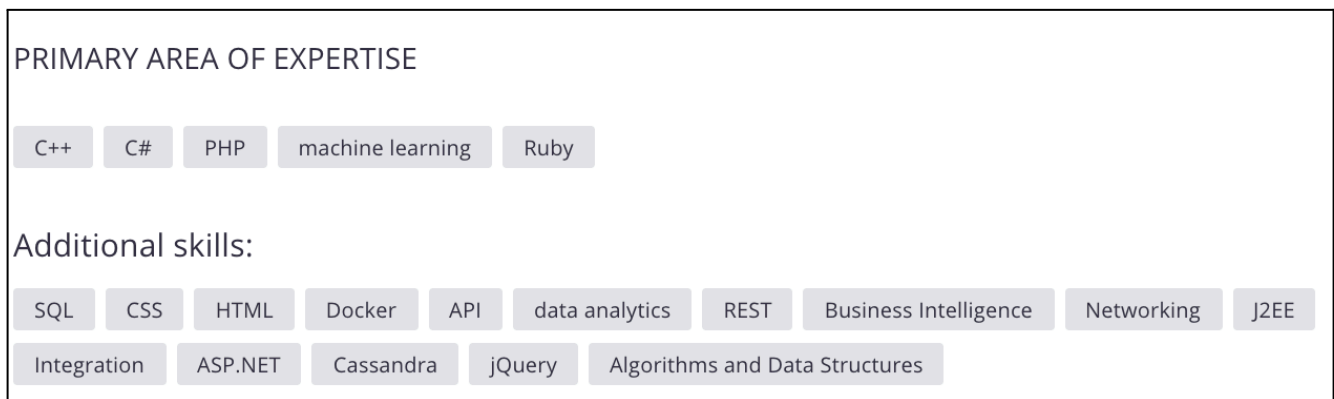
- Think of these as your required Technical skills (stay away from functional or intangible skills/terms like leadership or management).
- Functions as an “AND” boolean statement.
- Limit this section to 1 or 2 Required Skills maximum to increase the number of candidates shown.

Nice to Have Skills

- Search will yield candidates with any combination of the skills listed.
- Functions as an “OR” boolean statement.
- List nice to have technical skills along with functional or intangible skills like leadership or management here.



TIP: The search query is **NOT** keyword searching the entire candidate profile. It's only searching the skill tags selected by the candidate under the sections of **Primary Areas of Expertise & Additional Skills**.



Years of Experience

Upon creating a position, the years of experience filter will default to show all levels. You may update the range for the overall years of experience you need for the given position. **Note:** This will only pull a candidate's years of experience in the specific role you have selected, not their overall work experience across all fields.

Years of experience ▼

2 ▼ to 10 ▼ years

Location

The location filters are broken up into two sections: Onsite Location, and Remote Location.

Onsite Location: You are able to indicate up to eight cities within a position and adjust the mile radius from the city center of each. By doing this, you will surface candidates who are local to each city, within the mile radius, and are willing to work in the city or cities you indicate. By selecting 'Relocation', the results will include candidates not currently located in the city your position is located in but who are willing to relocate to that city for the right opportunity.

Onsite location ▼

Position location ⓘ
(up to 8 cities)

New York, NY, USA × Select | ▼

Radius from each city ⓘ
Within 25 miles

5 15 25 50 100

Include relocation ⓘ 4971

Remote Locations: If you are open to remote candidates, you can select 'Include remote candidates'. You'll have the option to include and/or exclude locations, as well as indicate the time zone and working hours this position requires.

Remote location BETA ▼

Include remote candidates ⓘ

Candidate's location ⓘ
(up to 8 states or countries)

Select a location ▼

Exclude candidate locations ⓘ
(up to 8 cities, states or countries)

Select a location ▼

Enable working hours (Advanced)

Position working hours ⓘ

9:00 AM ▼ to 5:00 PM ▼

Position time zone ⓘ

(GMT -04:00) Eastern Time (US & Canada) ▼

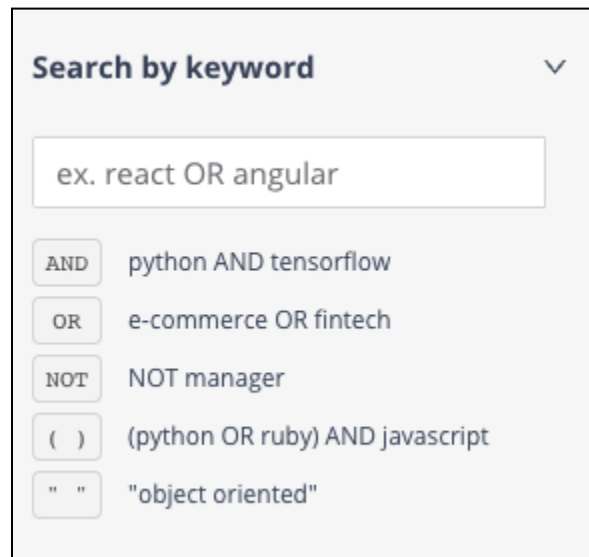
Hours of overlap ⓘ

At least 2 of the same working hours

0 2 4 6 8

Keyword Search

In addition to the initial filters, the position feature allows for you to keyword search, which will keyword search candidates' entire profiles. This is distinctly different from the Must Have and Nice to Have filters, as those relate to the correlating section on a candidate's profile. Keyword searching will work with the filters to canvas the entire profile, as well. Traditional boolean search rules apply.



Diversity Goals

We are committed to building equity and improving representation in the hiring process. Check out [this article](#) for more information on how this filter surfaces underrepresented talent!

Candidate Preferences


Check out [this article](#) for more information on candidate preferences.

Assessments

You can also filter for candidates who have [earned a skills badge](#) from our wide variety of technical assessments. Select the name of the assessment or assessments that fit the skills required for your position to see candidates whose skills match and a demonstration of those skills.

Assessments ▼

Find candidates who scored 80% or higher on assessments.

Technical Assessments 

Full Stack × ^

- Any assessment (405)
- Programming Skills (84)
- Backend (41)
- Frontend (40)
- iOS (2)
- Android (0)
- Debugging (28)
- Dev Ops Generalist (12)

More Filters

We provide a few other filters in the 'More' section including "New candidates only", "Candidates with a CS degree", "Candidates open for contract", and "Candidates who don't require sponsorship".

Based on the filters and/or search criteria listed, we also include the number of candidates that will appear in the results if you decide to apply these filters.

More ▼

US Security Clearance

▼

- New candidates only 15
- Candidates with a CS degree 1029
- Candidates open for contract 782
- Candidates who don't require sponsorship 845

Interviews Tab

We recently gave our Interviews tab a makeover. It may look very different than you remember.

Why did we make these changes?

We are always striving to make the hiring process as smooth and simple as possible, even for those without a recruiting background. After considering significant feedback from our loyal users, we streamlined our Interviews tab to give it a better flow, allowing you more control of the candidates in your Hired pipeline. We've also added some handy new features.

New Layout

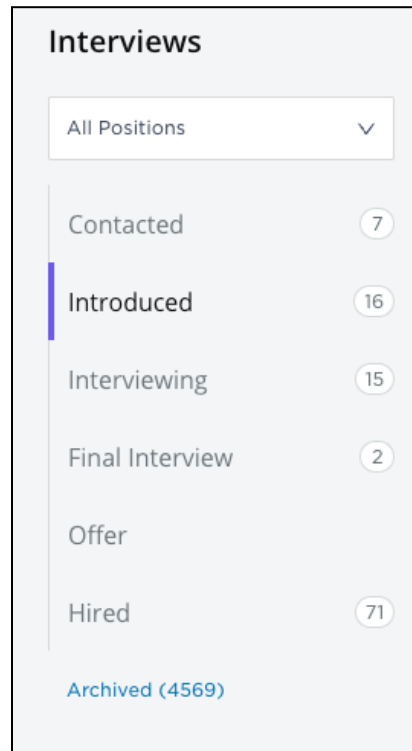
Stage Folders

Your candidates are now separated into folders that represent each stage of the hiring process. You will recognize most of these stages from the previous design. However, we have added a few new stages as well. The folders for each of the stages of the hiring process are as follows:

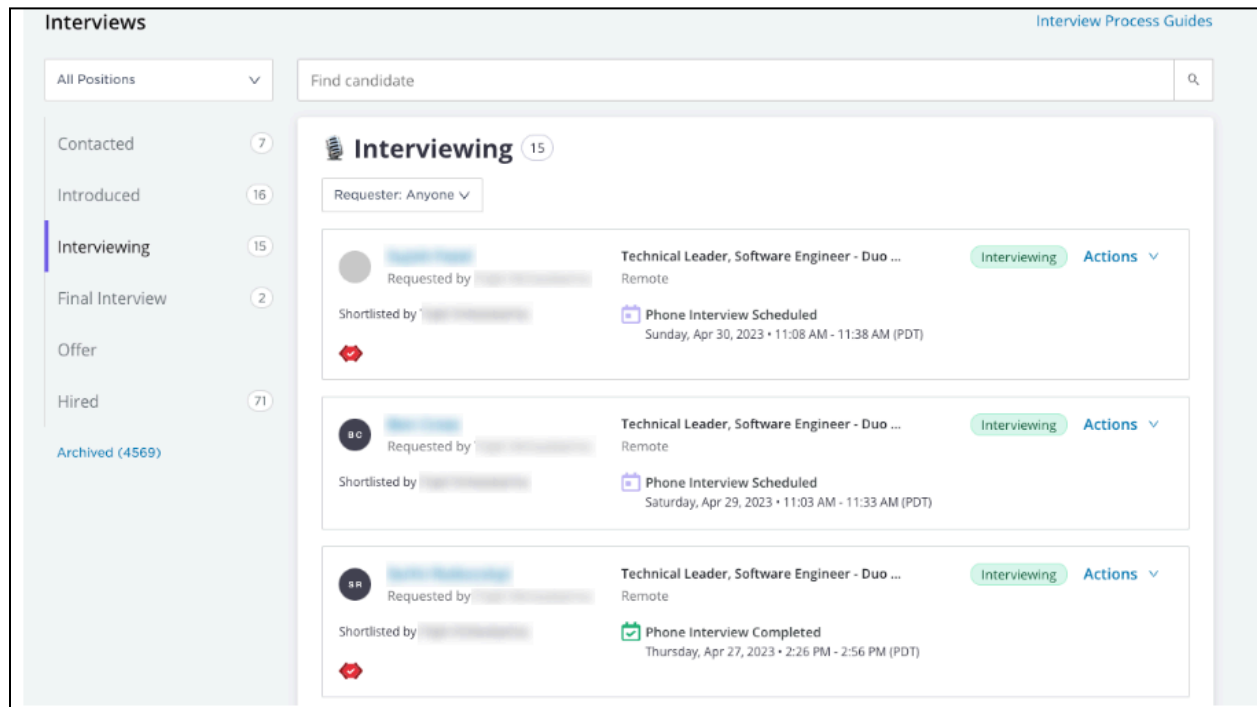
- Contacted - candidates that received an interview request but have not responded yet.
- Introduced - candidates that accepted your request but no interview is scheduled yet.
- Interviewing - candidates with whom you have scheduled one or more interviews.
- Final interview - candidates in the final interview stage.
- Offer - candidates to whom you've extended an offer but have not responded yet.
- Hired - candidates who have accepted your offer/you have hired.
- Archived - candidates that are no longer in process (either rejected or declined).

These folders and new stages allow greater organization and easier compartmentalization. Again, your in-process candidates will appear in the folder that corresponds with their stage.

A visual of all folders can be seen here:



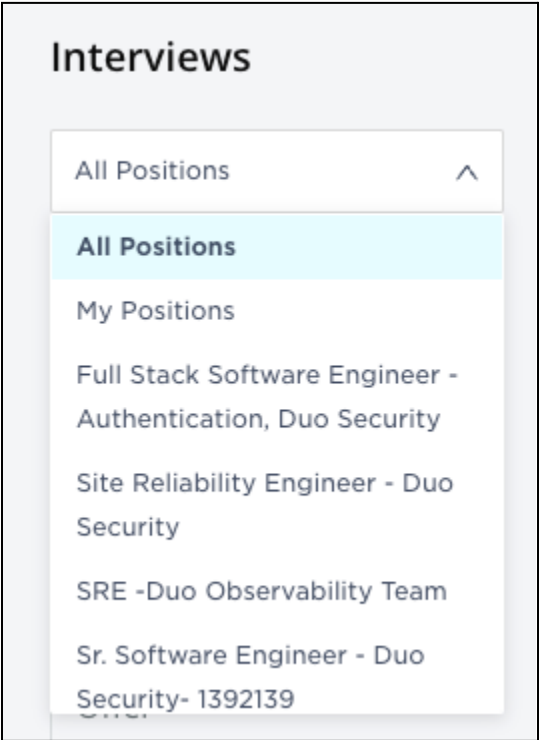
Click on the appropriate folder to see candidates in that stage. For example:



New Features

Positions Filter

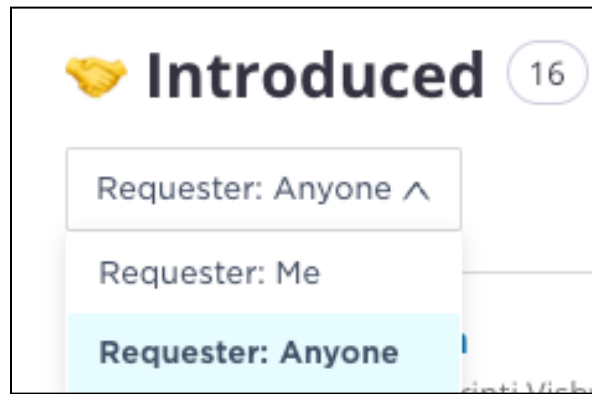
You can now filter to view candidates being considered for all positions, your positions only, or any of your individual positions. Simply make your selection from the dropdown as follows:



The candidates you will then see in your stage folders will be limited to the selection you made.

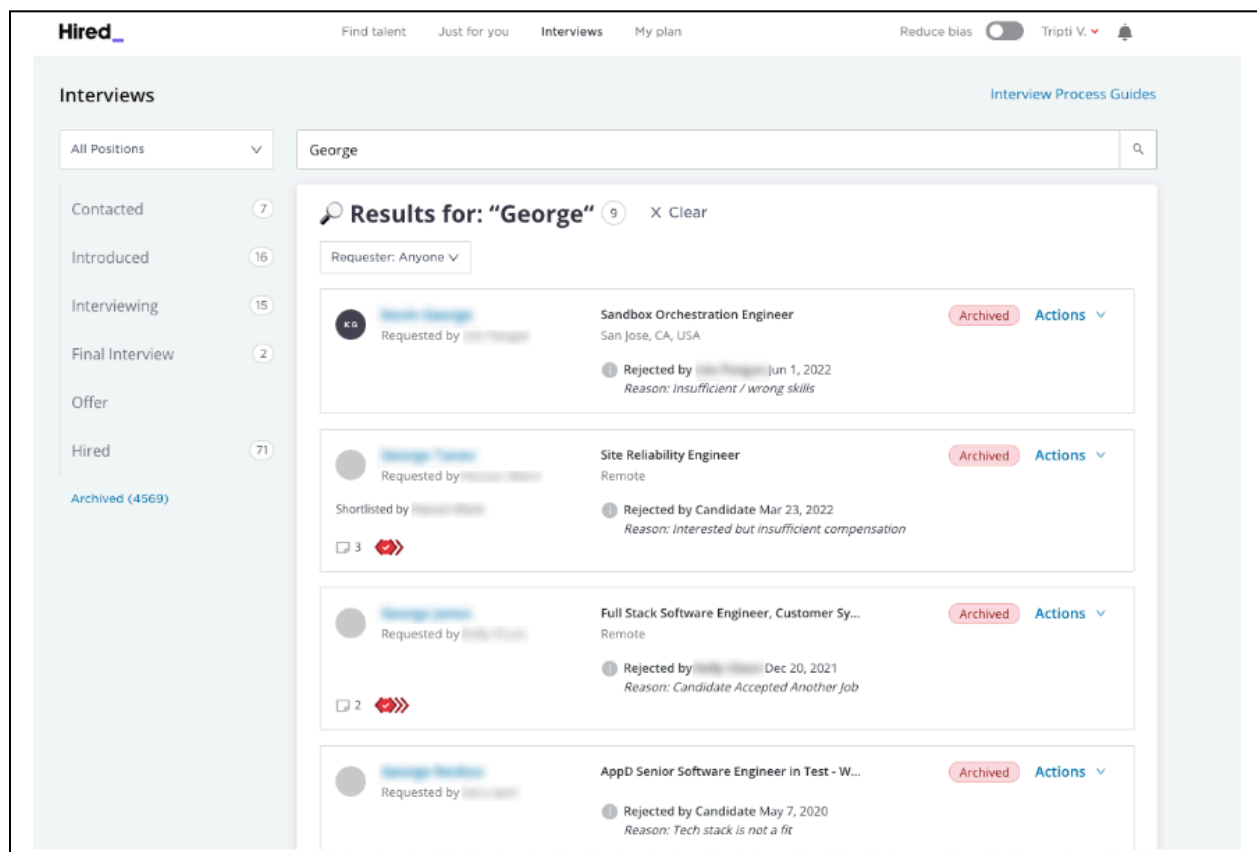
Requester Filter

For any stage folder, you can now filter to view candidates where the interviews were requested by you, or by anyone. Simply make your selection from the dropdown as follows:



Type Search

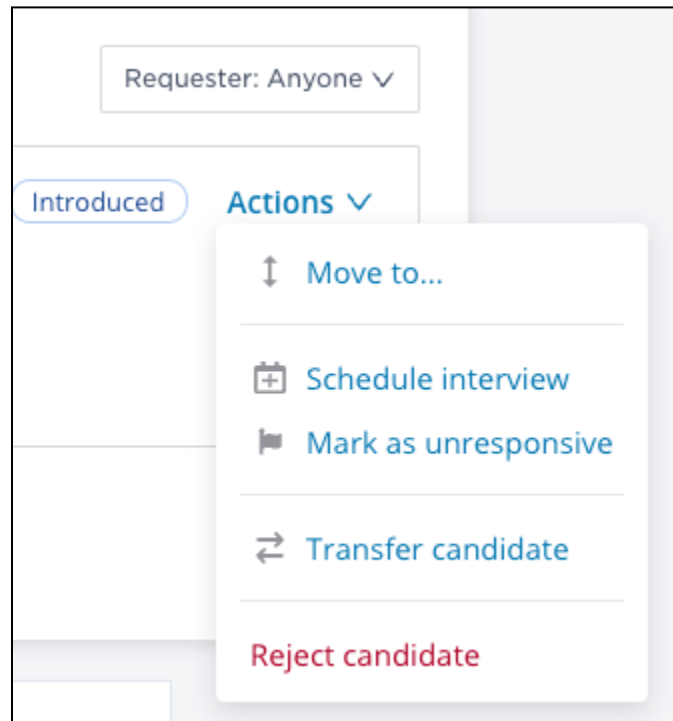
You now have the ability to search for candidates throughout your entire pipeline. Regardless of their current stage, surface any candidate you like with the search bar for quick access:



Action Items

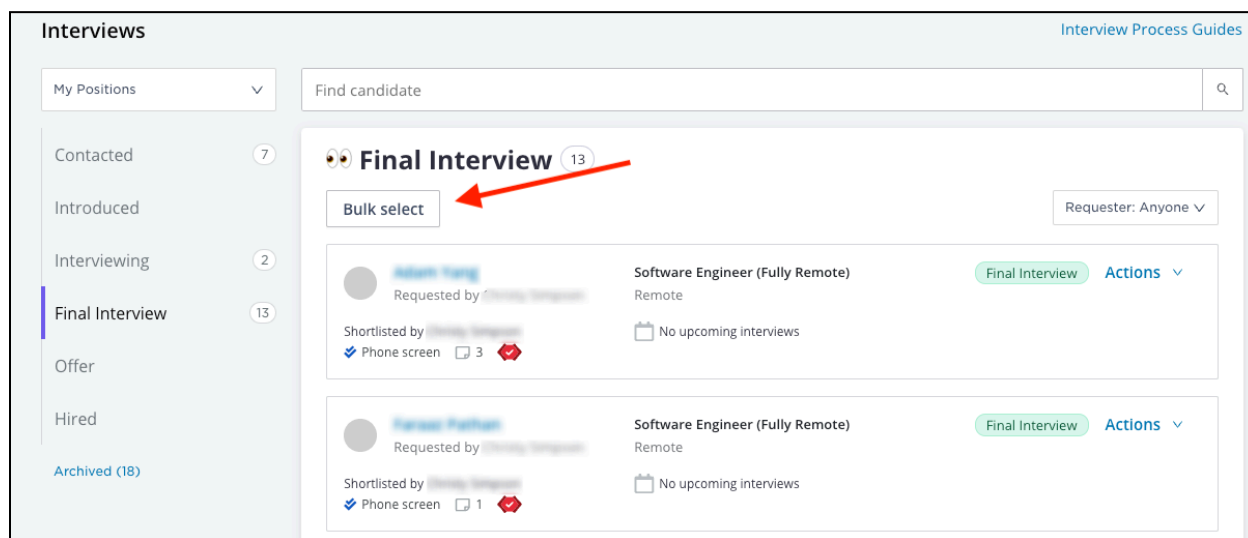
We have added new action items that you can take on candidates without needing to open their profile. Click the Action dropdown that corresponds to a candidate's profile in the pipeline/stage folder (candidate card) and select. The action items you may now choose from are as follows:

- Move to - making this selection moves candidates to another stage (see image below).
- Schedule interview - making this selection redirects you to the Schedule Interview page so you to take the appropriate actions and, once scheduled, the candidate will move to the Interviewing folder with the time and date of the interview reflected on their card.
- Mark as unresponsive - making this selection redirects you to the Mark As Unresponsive page and puts a flag on the candidate's profile.
- Transfer candidate - making this selection allows you to transfer a candidate from one of your positions to another one of your positions or transfer a candidate to a coworker. For an in-depth rundown of this process, visit [this Help Center article](#).
- Reject candidate - making this selection redirects you to the Reject Candidate page and once submitted moves the candidate to the Archived folder.

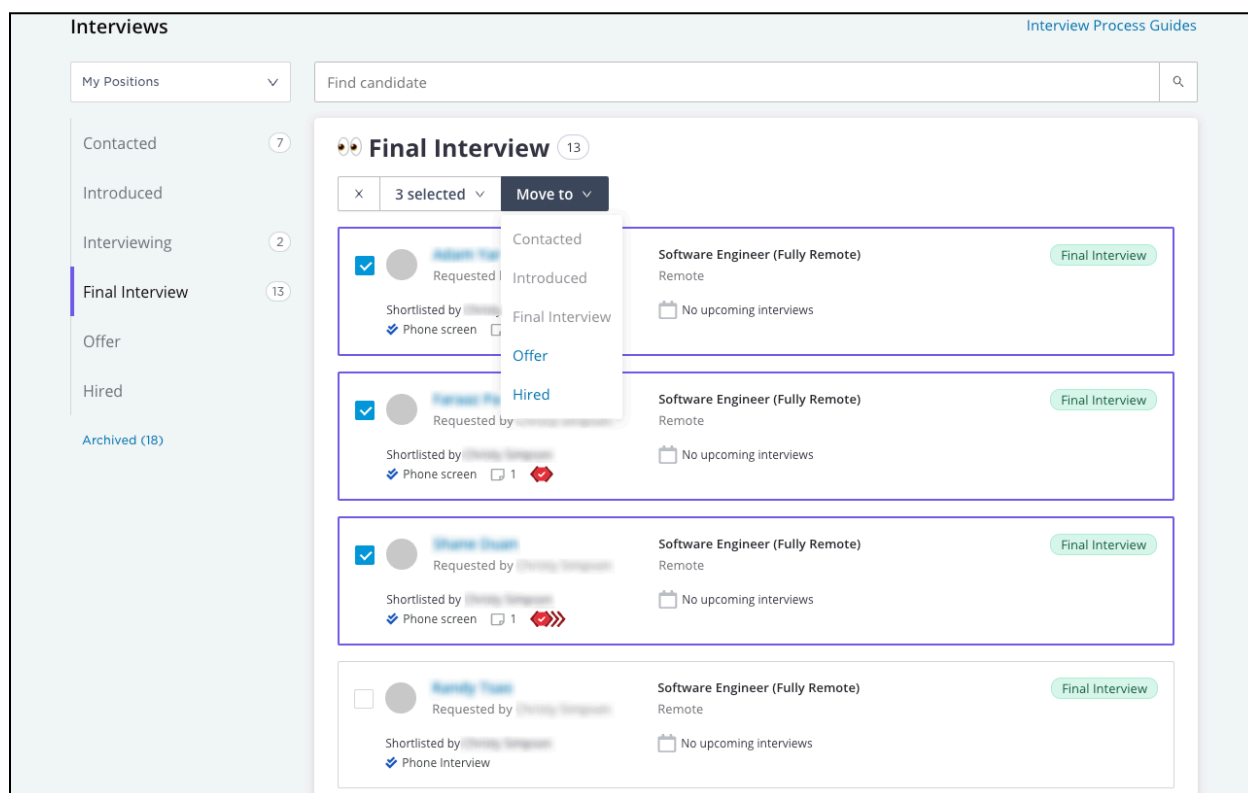


Bulk Actions

Candidates can now be moved between stages in bulk. Simply open the folder for any stage of the hiring process. Find the Bulk select button at the top and click it:



Tick the boxes for any/all candidates that you'd like to move. Then, click Move to and choose their new stage:



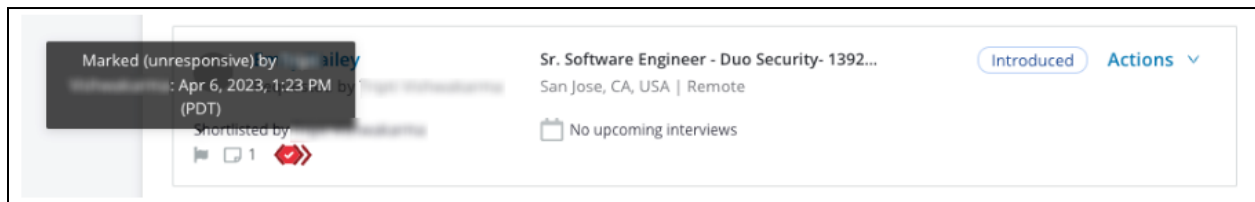
All selected candidates will be moved to the new stage you selected immediately.

Card Icons

Corresponding with actions taken by yourself, your team, or the candidate, icons will appear on the candidate card without needing to open the candidate's profile. The icons are as follows:

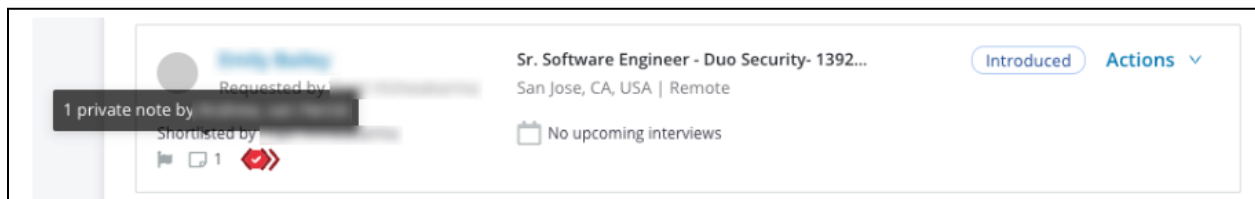
Unresponsive flag

If you take the "Mark as unresponsive" action, this icon appears in your view and your coworkers' views, keeping them up to speed on the candidate's lack of intent:



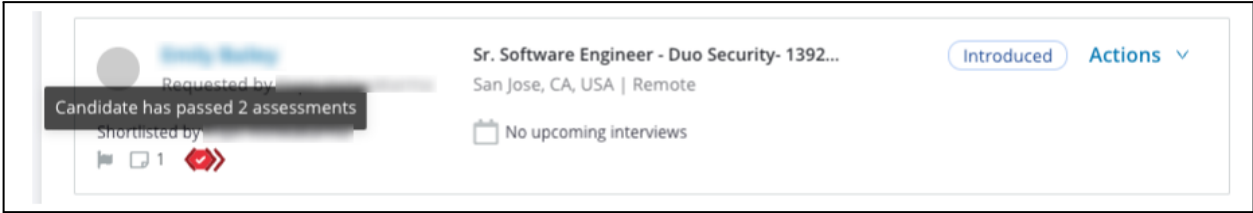
Notes icon

If either you, a coworker, or your Hired representative leaves a Private Team Note on a candidate, the following icon will display:



Assessments icon

If the candidate has passed one or more technical assessments, you will see the red badge icon. Click to see the individual assessments, their scores, and a playback of their sessions:



The screenshot shows a candidate profile card with the following details:

- Job Title:** Sr. Software Engineer - Duo Security- 1392...
- Location:** San Jose, CA, USA | Remote
- Status:** Introduced
- Actions:** Actions (dropdown menu)
- Assessments:** Candidate has passed 2 assessments (indicated by a red badge icon)
- Interviews:** No upcoming interviews
- Shortlisted by:** 1 (indicated by a red badge icon)

Setting your video call provider

Employers can now set their preferred video call provider for virtual interviews directly through Hired.

Why did we make this feature?

Previously, employers had to manually generate a link from their preferred video call provider externally and add it into the calendar invite into Hired. Understandably, an automatic process to save employers time was desired and this feature was built as the solution.

Who can use this feature?

Any employer that has integrated their calendar with Hired can take advantage.

What does the feature do?

Thanks to this feature, you can now:

- Set your preferred video call provider within Hired.
- Automatically generate a video call link for your virtual interview within Hired.
- Automatically include the video call link in the calendar invite Hired sends to both the employer and the candidate to easily access the interview at the scheduled time.

Does Hired set a default provider?

Yes. Your default provider is determined by:

1. If your calendar is already integrated with a video call provider, we will default your selection to that provider. For example, if you use Google Calendar and your Google Calendar is integrated with Zoom, Hired will select Zoom as your default.
2. If your calendar isn't integrated with a video call provider, we will use the video call provider that is standard with your email provider. For example, Google Meet for Google Calendars, Teams for Outlook calendars, and so on.
3. If we can't determine a default provider through either of the methods above, you'll be able to authorize and connect with a supported provider of your choice.

Can I change my default provider or add a new provider?

Yes. You can change/set your default video call provider and/or add a new provider when either scheduling an interview with a candidate or by visiting your [Integrations tab](#) at any time.

Will this set the provider for my entire team?

No. Taking these actions will only set the video call provider for you.

Setting when scheduling an interview

From the Actions tab next to the candidate's profile, select Schedule Interview. On the landing page, select Video Call from the Format dropdown. Under the Video Conference Tool section, video call providers will appear. You will see a provider set as the default. You can leave the default set as is or switch to another connected provider and set it as the new default.

Hired_ Find talent Just for you Interviews My plan Reduce bias Hector J.

Schedule Interview

Andrew Johnson Availability last updated: 2 days ago

Interview Date & Time
Select a date and time based on availability

Interviewer: Hector Johnson | Availability: Set from agreed upon date & time | Duration: 30 min

Date: Thursday, September 8, 2022 | Time: 9:00 am

Format: Video Call

Video Conference Tool [Add new](#)

- Zoom (Default) myAccount1@gmail.com
- Zoom myAccount2@gmail.com
- Microsoft Teams myAccount@gmail.com
- GoTo Meeting myAccount@gmail.com
- Google Meet myAccount@gmail.com [Make default](#)

Google account successfully added!

Message to Andrew (optional)

Hi Andrew,
I'm excited to connect with you on for the Fullstack Engineer role for Patient HQ. Please let me know if you have any questions ahead of the call or are unable to attend.

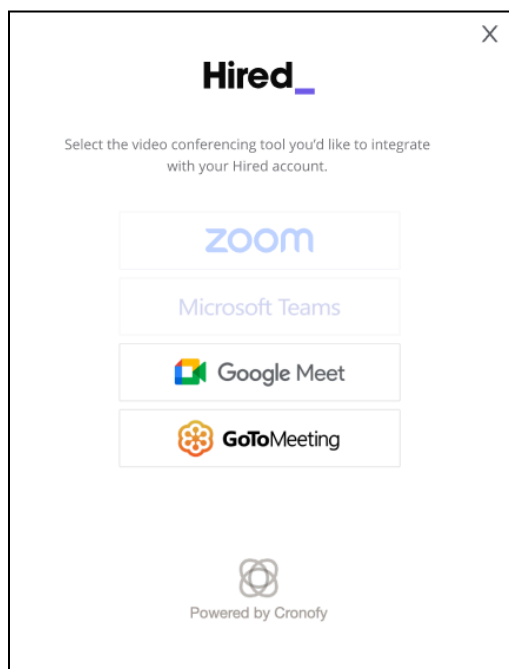
Thanks,
Hector

Send a calendar invite to the candidate and interviewer.

Thursday, September 8, 2022 at 8:00 am - 8:30 am Pacific Time (US & Canada)

[Schedule Interview](#)

You may also add a new provider if you don't see your preferred provider already listed. Simply click "Add new" and the following modal will appear with additional selectable options:



Select your new provider and Save and set as the new default if desired.

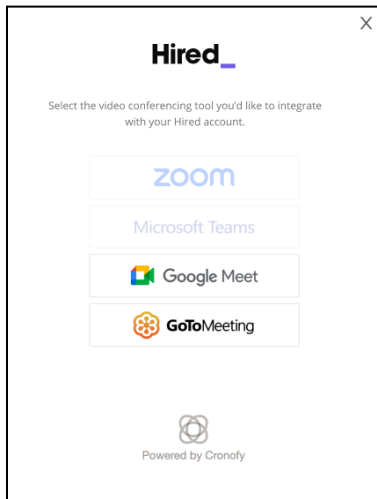
Once a video conferencing tool is selected and 'Schedule interview' is clicked, the calendar invite will be sent with the video call link attached automatically for easy access.

Setting from your Integrations tab

Select Integrations from the dropdown menu in the top right corner and scroll down to the Calendars section. There, you will see the section titled Video Conferencing Tools that shows all the tools currently available/connected and which is set as the current default.

You may change your default selection here by ticking the corresponding bubble. Your new selection will then also appear as the default on the Schedule Interview page when scheduling.

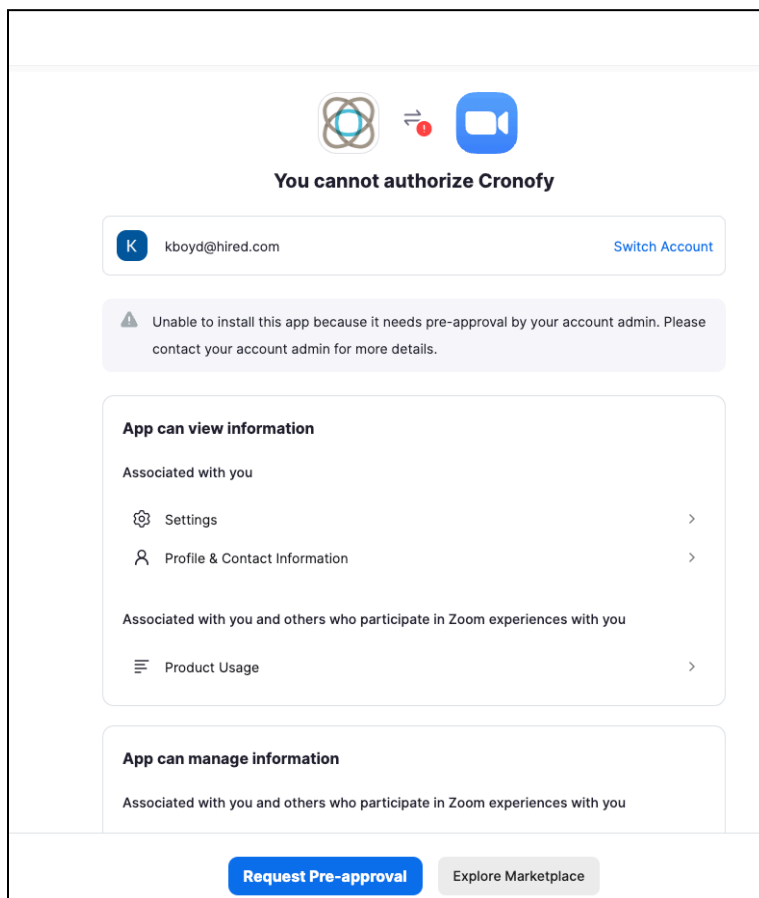
You may also delete a provider from this page by clicking the corresponding trash icon as well as add a new tool by clicking “Add new”. Additional selectable options will appear:



Select your new provider and Save and set as the new default if desired.

Common roadblocks and solutions (Zoom)

If your Zoom account is not authorized to connect to Cronofy, you may see the following error:



To remedy this, simply contact your company's Zoom admin and request that they give Cronofy permission to connect to your Zoom instance.

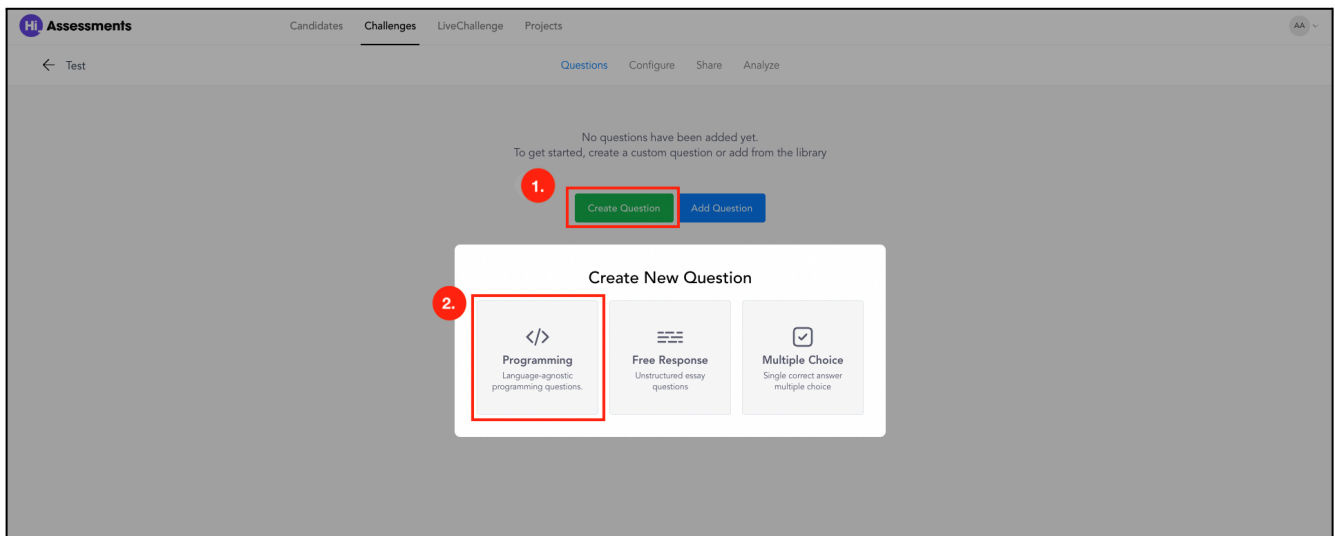
Creating Custom Questions for Challenge

How do I create custom questions for challenges?

There are three types of questions you can create for a Challenge: programming, multiple choice, and free response. We will cover how to create each type of question below as well as best practices we recommend for how to design a great question!

Programming Questions

To create a new programming question, simply navigate to a Challenge (see: ['How to build a Challenge'](#)) and press the green button "Create Question", then select "Programming".



This will prompt you to enter a description of what the candidate needs to do to solve the question. We recommend that the question description contain an example in it. This makes it much easier for candidates to understand the question and begin solving it. We also recommend that any code within the question should be formatted with backticks or as a code block, specified by putting 4 spaces in front of the line. This makes it easier to read the question description and makes it look more professional!

< Challenges Problem Statement > Configure > Test Cases Next

Name Score

Difficulty Tags

Description

B *I*

Enter your problem statement here

Once the question description and basic question details are filled in, the next step is to build the function signature, which is part of what allows us to automatically grade the assessment. We have a handy function signature builder so that you don't have to write out the function signature for every language!

< Challenges Problem Statement > Configure > Test Cases Next

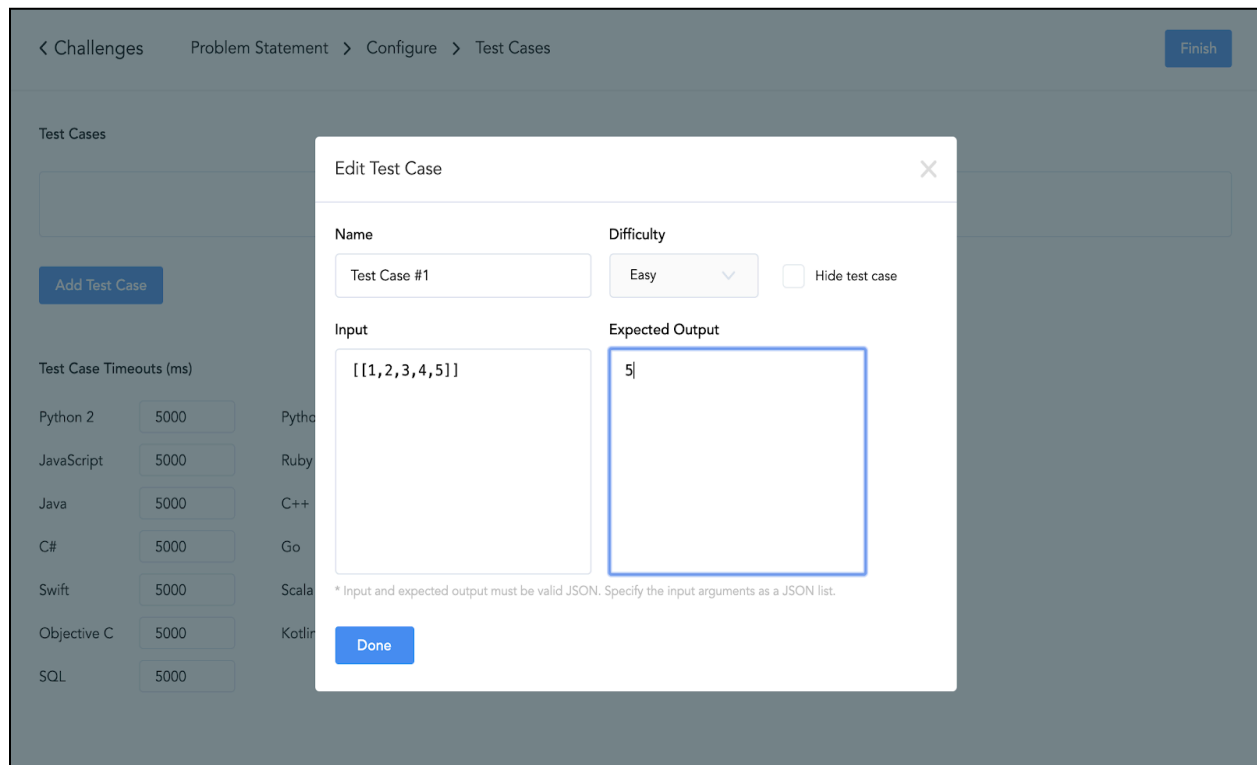
Return Type Default Code

Function Arguments

```
1
2 #include <cctype>
3 #include <iomanip>
4 #include <iostream>
5 #include <sstream>
6 #include <string>
7 #include <vector>
8 using namespace std;
9
10 long solution() {
11     // Type your solution here
12 }
13
14
```

Languages

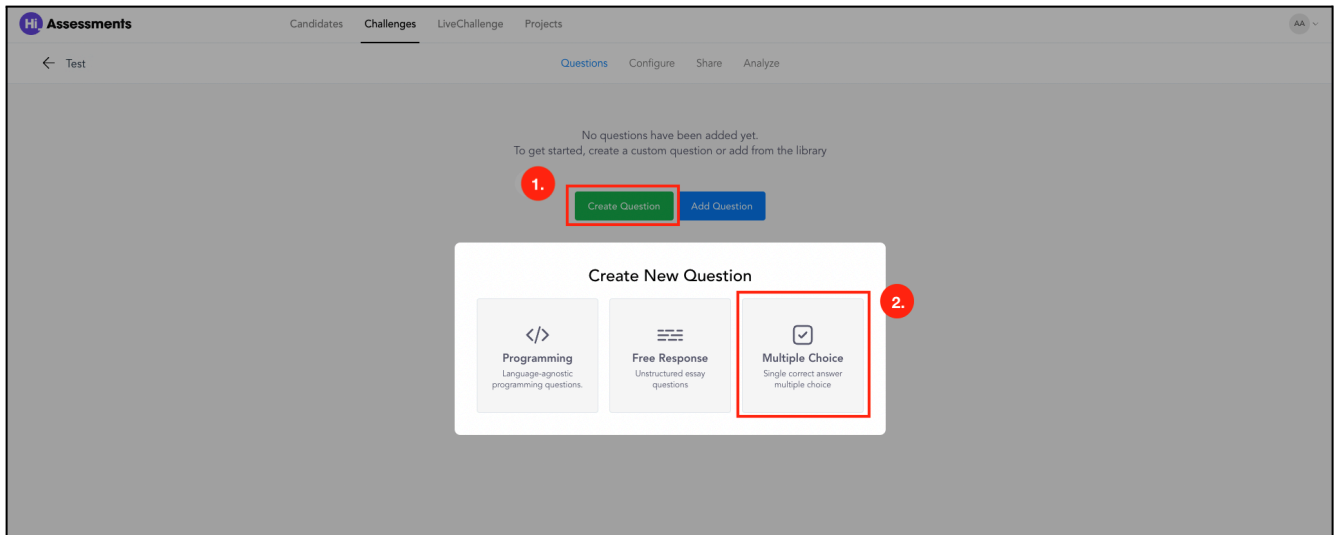
Finally, once you have the function signature defined you can write test cases, specified by inputs and outputs, to automatically grade the question. The input is a JSON array, where each element in the array corresponds to an argument in the solution function, and the output is also JSON.



And that's all there is to it!

Multiple Choice Questions

To create a new multiple-choice question, simply navigate to a Challenge and press the green button "Create Question", then select "Multiple Choice".



Once selected, you will be taken to a page where you can enter the question description. We recommend that the question description is concise and readable within 1-2 minutes. Like programming questions, we also recommend that any code within the question be formatted with backticks or as a code block, specified by putting 4 spaces in front of the line. This makes it easier to read the question description and makes it look more professional.

The screenshot shows the 'Problem Statement' page in the 'Challenges' section. At the top, there are navigation tabs: '< Challenges', 'Problem Statement', and '> Choices'. A 'Next' button is located in the top right corner. The form contains the following fields:

- Name:** A text input field with the placeholder 'Name'.
- Score:** A text input field with the value '5'.
- Difficulty:** A dropdown menu with the value 'Easy'.
- Tags:** A text input field with the placeholder 'Tags'.
- Description:** A rich text editor with a toolbar containing icons for bold (B), italic (I), link, quote, code, image, list, indent, and undo/redo. The text area contains the placeholder 'Enter your problem statement here'.

Once the description is written, you can enter the answer choices. At least one answer must be selected as the correct answer. And that's it! You just created a multiple-choice question.

The screenshot shows a web interface for configuring a multiple-choice question. At the top, there are navigation links: '< Challenges', 'Problem Statement', and '> Choices'. A 'Finish' button is in the top right corner. Below the navigation, there is a table with two columns: 'Correct' and 'Choice'. The first row has a checked checkbox in the 'Correct' column and a text input field containing 'First choice' in the 'Choice' column. The second row has an unchecked checkbox in the 'Correct' column and a text input field containing 'Second choice' in the 'Choice' column. Below the table is a blue 'Add Choice' button. At the bottom, there is a note: '* These choices will be presented to candidates in random order.'

Free Response Questions

To create a new multiple-choice question, simply navigate to a Challenge and press the green button "Create Question", then select "Free Response".










The screenshot shows the 'Assessments' interface. At the top, there are tabs for 'Candidates', 'Challenges', 'LiveChallenge', and 'Projects'. Below the tabs, there are links for 'Questions', 'Configure', 'Share', and 'Analyze'. The main content area displays a message: 'No questions have been added yet. To get started, create a custom question or add from the library.' Below this message are two buttons: 'Create Question' (highlighted with a red box and a red '1.' marker) and 'Add Question'. A 'Create New Question' dialog is open, showing three options: 'Programming' (with a code icon), 'Free Response' (with a list icon and highlighted with a red box and a red '2.' marker), and 'Multiple Choice' (with a checkbox icon). The 'Free Response' option is described as 'Unstructured essay questions'.

This will take you to a page where you can enter the question description. Candidates will submit answers to your free response questions using a long-form textbox.

< Challenges Problem Statement Next

Name

Description

B *I* |     |    |  

Enter your problem statement here

Once the question description has been entered and you press 'Next', the question will be created!