

Org Admin Duties: governance, approvals, configuration

Job creation & approval – Approves new role

Recruiter assignment – Assigns recruiters

Offer approval – Approves offer

Account Manager Duties: client-facing, demand, alignment

Client requirement briefing – Captures JD & expectations

Candidate shortlist review – Reviews shortlist

Offer rollout – Releases offer

Recruiters Duties: execution

Requirement Intake, Sourcing, Screening, Shortlisting, Interview Coordination, Client Interview, Offer & Negotiation, Onboarding

Talent pool search – Searches internal & external databases

Outreach to candidates – Sends outreach

Profile screening – Screens resume

Pre-screen call – Conducts screening call

Client submission – Submits profiles to client

Interview scheduling – Coordinates availability

Feedback communication – Updates candidate

Joining coordination – Tracks joining

Candidate Duties: engagement + responses

Application submission – Applies / shares profile

Interview confirmation – Confirms schedule

Offer acceptance – Accepts/declines

System Duties: automation, nudges, state changes

Candidate status update – Updates stage & notifies

Closure & reporting – Marks closure & analytics

Client Duties:

Interview feedback – Shares feedback

Assessment types

Approval layers

boarding & Closure