AIEnablers employer user manual

Registration to AI screening results
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Use this manual to register a company, create and advertise a role, review candidates and manage AI screening. The example throughout is a Category Assistant role for a fictional Indian retail company. Substitute your own approved business details and recruitment requirements.

1 Registering a company

1. Open https://www.aienablers.io/employer-access and enter your business email. Personal email domains are not supported for employer access.
2. Select Send verification code, check your mailbox and enter the six-digit code. Select Verify and continue. Review any privacy notice presented before continuing.
3. If this is a new company, complete the registration flow. Enter the company or trading name, country and business address. Add the website, phone and registration number where available.
4. Review any business details discovered by the platform and correct errors. A suggested public record is not a substitute for checking your company details.
5. Read the registration terms and the plan or trial details shown. Confirm only when the details and conditions are correct.
6. Open the employer workspace and check the company profile. For an Indian role, confirm country India and the applicable INR currency before creating the job.

Expected result: your employer workspace is available with the correct company details. A returning company may open its existing workspace instead of showing new-company registration. Registration does not itself purchase an external advertisement.

2 Creating and using a login

1. For a return visit, open the employer access page and use the same business email. There is no employer password to create in this email-code flow.
2. Select Send verification code. Enter the new code from your mailbox and select Verify and continue. Wait for verification and navigation to finish.
3. If joining an existing workspace, use the email address that received the invitation. Ask its administrator to confirm your membership and role if access is unavailable.

Codes expire after ten minutes. Request a fresh code if needed and never share it. Email-code sign-in alone is not MFA. Admin portal credentials and Trust Centre approvals are separate from ordinary employer login.

3 Options for creating a job description

1. Open Jobs and choose the option to create a job. The Create a job screen supports an entered job title or Upload a JD.

2. For a new draft, enter a title such as Category Assistant and provide the requested role context. Review the draft generated by the platform.

3. For an existing JD, select Upload a JD and choose a PDF, DOCX or TXT file up to 5 MB. Wait for the file to be read, then review the extracted description.

4. Decide whether to answer the capability questions or continue with the JD as it is. Describe the outcomes expected in the first 6 to 12 months, essential skills, developable skills and transferable experience.

5. Check industry, location, number of hires, salary and currency. Correct any assumptions in the generated text.

6. Review Pre-screening selection criteria. Check each question, answer type, expected answer or minimum, weight and class: Knockout, Must have or Nice to have. Use Add row if another criterion is needed.

7. Review the displayed token reservation and consent before a chargeable action. Save or submit using the screen’s primary action, then inspect the saved JD in its job workspace.

8. Use Start a new JD when beginning another role so the previous draft does not become the new job by mistake.

Expected result: a saved role with the intended requirements and screening criteria. Knockout failures can exclude applicants automatically, so validate these rules before accepting applications. Review any optional vacancy approval status before publishing.

4 Planning advertisement costs

1. Open the saved role’s advertising screen. Confirm the job country, location and salary currency; use India and INR for the example role.

2. Review the suggested advertising channels, wording, keywords and budget information. Choose channels appropriate to the target market.

3. Separate platform activity costs from external job-board advertising fees. Review the quote shown at the time of the action rather than relying on an earlier estimate.

4. Read the proposed token reservation or cost approval before confirming. Record the approved budget and check the wallet activity afterwards.

5. Confirm whether the selected channel has a working integration. Follow its publishing flow where supported, or use the available copy or sharing workflow.

6. Check the publishing status and live advertisement link when available. A recommendation or draft is not confirmation that an advertisement was published.

Reserved tokens are not necessarily the final charge. Unused reservations are returned under the applicable workflow. External job-board refunds and charges follow that provider’s terms. Do not assume a channel is connected just because it appears in an advertising recommendation.

5 Reviewing candidates and shortlisting

1. Open the vacancy workspace and candidate list. Review the application totals and the Pre-screen, CV fit, Recommendation and Recruitment stage columns.
2. Open each relevant candidate's review record and inspect the supporting CV and answers available to you. A sourced talent profile is different from a submitted application.
3. Compare evidence with the role's essential requirements and expected outcomes. Consider relevant transferable skills, including experience from adjacent roles or industries.
4. Select the candidates you want to progress using the checkboxes. Choose Shortlist and check that Recruitment stage changes to SHORTLISTED.
5. Check Candidate communication separately. Shortlist is a decision action; it does not, by itself, send the shortlist email or an AI screening invitation.
6. For candidates you do not progress, use Mark not shortlisted. Follow the controlled rejection communication flow rather than assuming the decision immediately emailed a rejection.

Expected result: the shortlist stage reflects your decision. Completed rejections and pending rejection communications are separate states. Where the interface requires vacancy closure and explicit approval before rejection emails, complete those steps before expecting delivery.

6 Understanding the recommendation

1. Read the recommendation beside the JD requirements so its context is clear. Treat rank, CV fit, pre-screen result and recruitment stage as separate signals.
2. Check the explanation and evidence behind each reported strength and gap. Distinguish stated experience from assessed answers and missing information.
3. Use fit scores to prioritise review; do not interpret them as a probability of successful employment.
4. Look for transferable skills that could meet the role's outcomes even where job titles differ. Identify gaps that need clarification rather than assuming missing information proves a lack of ability.
5. Record follow-up questions and apply the same role-relevant criteria consistently across candidates. Make and document the recruitment decision through your team's process.

Expected result: you can explain why a candidate should progress and identify what still needs checking. AI recommendations support recruiter judgement; they do not remove responsibility for the decision.

7 Shortlist notification and screening invitations

1. Select the shortlisted candidates who should receive an update. Choose Send shortlist notification and review the confirmation before sending.
2. Check the resulting message and Candidate communication status. Do not assume delivery merely because you clicked the button.
3. Use Invite shortlisted candidates to AI interviews from the vacancy workspace. Confirm the correct vacancy and recipients.
4. Select eligible shortlisted candidates with an email address. Up to 20 recipients are supported per batch; use another batch if more candidates need screening.
5. Configure the questions and answer format, then review the total batch quote. Check the recipient count before approving the reservation.
6. Complete the invitation action and inspect the invitation or delivery state. Keep the shortlist notification and interview invitation records separate.

If a candidate does not appear, check that they are shortlisted, have an email address, are not marked not shortlisted, and belong to the selected vacancy. Sending another invitation should be an intentional action, not a workaround for an unclear status.

8 AI screening options and setup

1. In AI interviews, choose the Answer format: Written, Audio or Video. Select a format appropriate to the job requirements and candidate.
2. Choose Generate with AI or Provide our questions. For your own question set, upload TXT or CSV with one question per line, then review and edit the questions.
3. Use 3 to 10 distinct questions. If selecting a saved question set, confirm it is valid for this vacancy. Review the generated or supplied wording before inviting candidates.
4. Check the displayed quote. Format, question source, question count, reuse and recipient count can affect the cost.
5. Approve the batch budget only after checking questions, format and recipients. Complete the invitation and verify its state.
6. Ensure candidates understand the actual interview instructions. Formal screening is separate from written student practice. If a sitting is interrupted, follow the hiring-team review process; an authorised replacement may require fresh questions.

Expected result: recipients have a valid invitation for the intended question set and format, with a reviewed budget. Recordings have a transcript and content assessment when processing is available; do not assume either exists before its status is complete.

9 Reading AI screening results

1. Open the candidate's screening record and check the status first. An invitation being sent is not evidence that the interview has been completed.
2. For a completed interview, review each answer and its assessment details. For audio or video, inspect the transcript or recording where available and authorised.
3. Check whether transcription or assessment is still processing, missing or failed. Resolve that before relying on an incomplete result.
4. Compare the responses with the JD, essential skills, expected outcomes and CV. Read the explanation behind any score or recommendation.
5. Treat inconsistencies as clarification questions rather than proof of dishonesty. Assess job-relevant content and avoid drawing conclusions from appearance or unrelated personal characteristics.
6. Record a human next step, such as a hiring-manager interview, a clarification request or a documented decision. Update the recruitment stage and communications deliberately.

Expected result: your team can explain the screening evidence, its limits and the next action. AI screening is decision support; it is not an automatic offer or a substitute for recruitment judgement.

Common issues and what to check

No code or sign in does not finish

Check the email address, Spam or Junk folder and code expiry. Wait for verification to finish. For an invited workspace, confirm membership with its administrator. Do not create duplicate registrations to solve an access issue.

Costs or currency look wrong

Check company country, vacancy location and salary currency, then read the current quote and wallet record. Stop before confirming a charge if the displayed amount or currency is unexpected.

Candidate missing or screening result unavailable

Check vacancy, shortlist stage, email address, permissions and invitation state. For results, check completion and processing status before resending or restarting anything.

Requesting support

Contact info@aienablers.io with the page, time, steps taken, expected result and actual result. Include a redacted screenshot where useful. Never send verification codes, passwords or unnecessary candidate information in a support email.

For a safe first walkthrough, use fictional job and candidate information and controlled test inboxes. Company registration, publishing, notifications and interview invitations can have real effects; review each confirmation before proceeding.