

CR Caroline Reilly

# Paradox Recruiting Guide



## Bloomin' Brands Hiring Managers use this App to:

- 🧑‍💻 Meet Your Virtual Assistant
- 📅 Setup and Customize Your Paradox Account
- 🏠 Learn What to Do Before and After Interviews
- 💻 Learn Pro-Tips for your Paradox Account
- 🔗 Return to the Paradox Recruiting Article:  
[bbi.training/ParadoxResources](https://bbi.training/ParadoxResources)

## GETTING STARTED

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☰ Setup Your Account







☰ How to Login

☰ Setup Your Calendar

☰ Turning Jobs On and Off





## BEFORE AND AFTER INTERVIEWS

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-  [Navigating the Interview Page](#)
-  [Prepare for Your Interview](#)
-  [Rescheduling or Editing Interview](#)
-  [Sending a Direct Link to Walk Ins](#)
-  [Hiring and Declining Candidates](#)



## PRO-TIPS

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-  [Filter Candidates by Job](#)
-  [Sharing Candidates With Other Restaurants](#)
-  [Virtual Assistant Assist](#)

## TECH SUPPORT

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## SHARE IT

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## FEEDBACK

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# Setup Your Account



 **Only salaried members of the Management Team will setup their Paradox Accounts. Never share your login information with Hourly Managers or Team Members.**



**Check the boxes as you complete each step to setup your Paradox account.**

☐

Navigate to your Paradox account login page by clicking the link or entering the URL into your browser: <https://olivia.paradox.ai/login>

☐

Enter the email address associated with your Paradox account, then select “Next.”

- This is the email address registered in your BBI Connect profile.

☐

On the next screen, select “Forgot Password” under the “Enter Password” box.

☐

Check the email associated with your account, for a password reset email from your virtual assistant.

☐

Click on the link in the email to reset your password.

☐

To complete your setup, you must verify your account. A verification code will be sent to the email you used as a username, enter this code into the verification code box (pictured).

## Verification Code

We just sent a code to  
briarmstewart8@gmail.com. Please enter the code  
to continue.

—

Didn't receive a code?

Cancel




# How to Login



**Review images 1 & 2, then check the boxes as you complete each step to login to your virtual assistant software.**

**1**

PARADOX  OLIVIA

---

## Login

Phone number, email, or Employee ID

Next

☒ Keep me signed in on this device.

**2**

← Login

Enter Password

Sign in

Cancel

☒ Keep me signed in on this device.

[Forgot your Password?](#)

For easy login access, click the link or enter this URL into your browser: <https://olivia.paradox.ai/login>

---

☐

Enter the email address you used to set up your account

- If you have not set up your account yet, please visit the “Setup Your Account” lesson of this app

☐

Select “Next”

☐

Enter your password

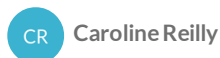
☐

Select “Sign in”



**As a best practice, bookmark this login page on your devices. If you forgot your password, select “Forgot Password” on the screen to receive a password reset link.**

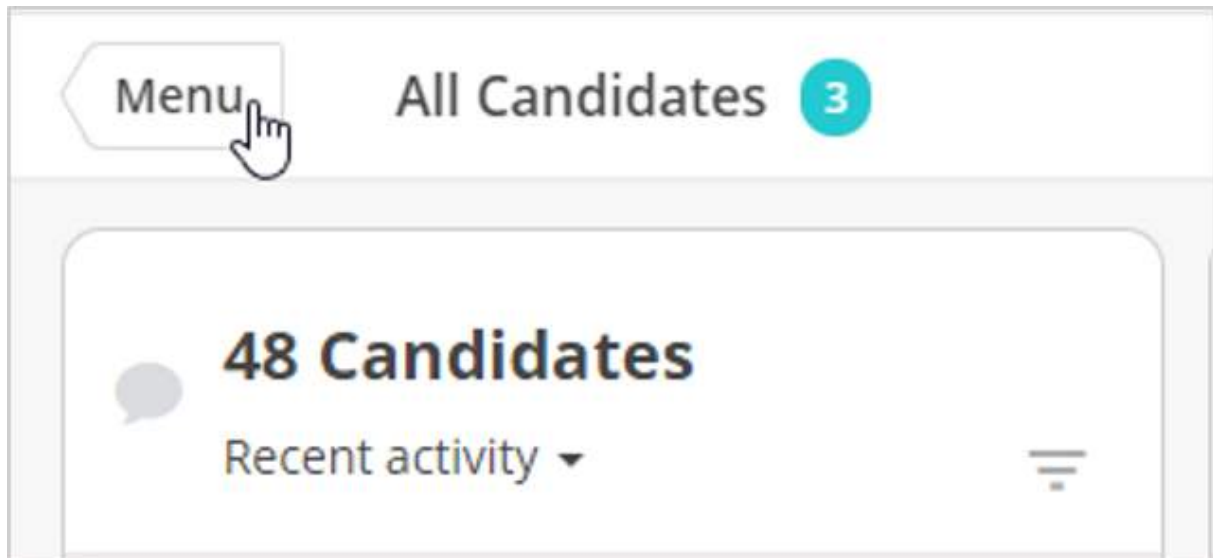
# Setup Your Calendar



**i** Make it a best practice to adjust your calendar as needed at the beginning of every week. Your Paradox calendar is linked to your restaurant's Outlook Calendar. Ensure you check it before setting up your available times.

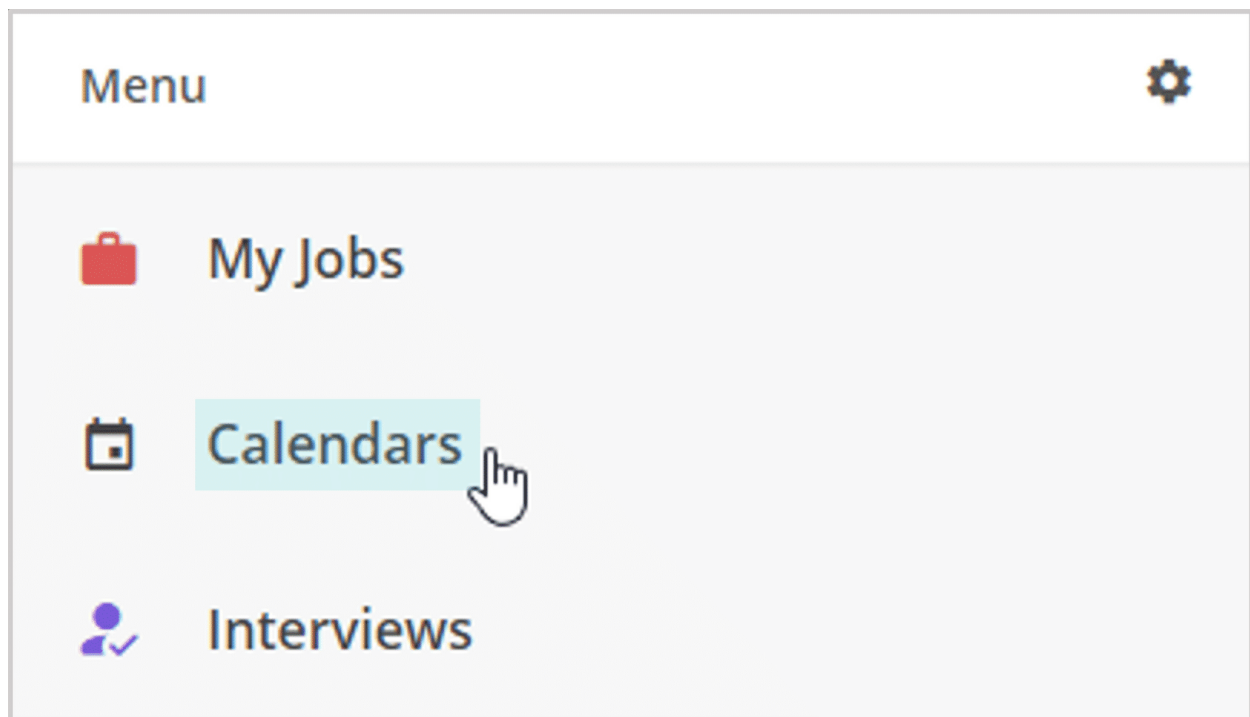


**Click the arrows or swipe on the images and read their captions to discover how to open your Calendar page.**



Select “Menu” to expand the Paradox Menu.

---



Select “Calendars” to open the calendar page where you can edit your interview availability on a daily or weekly basis.

---

Menu

Calendars

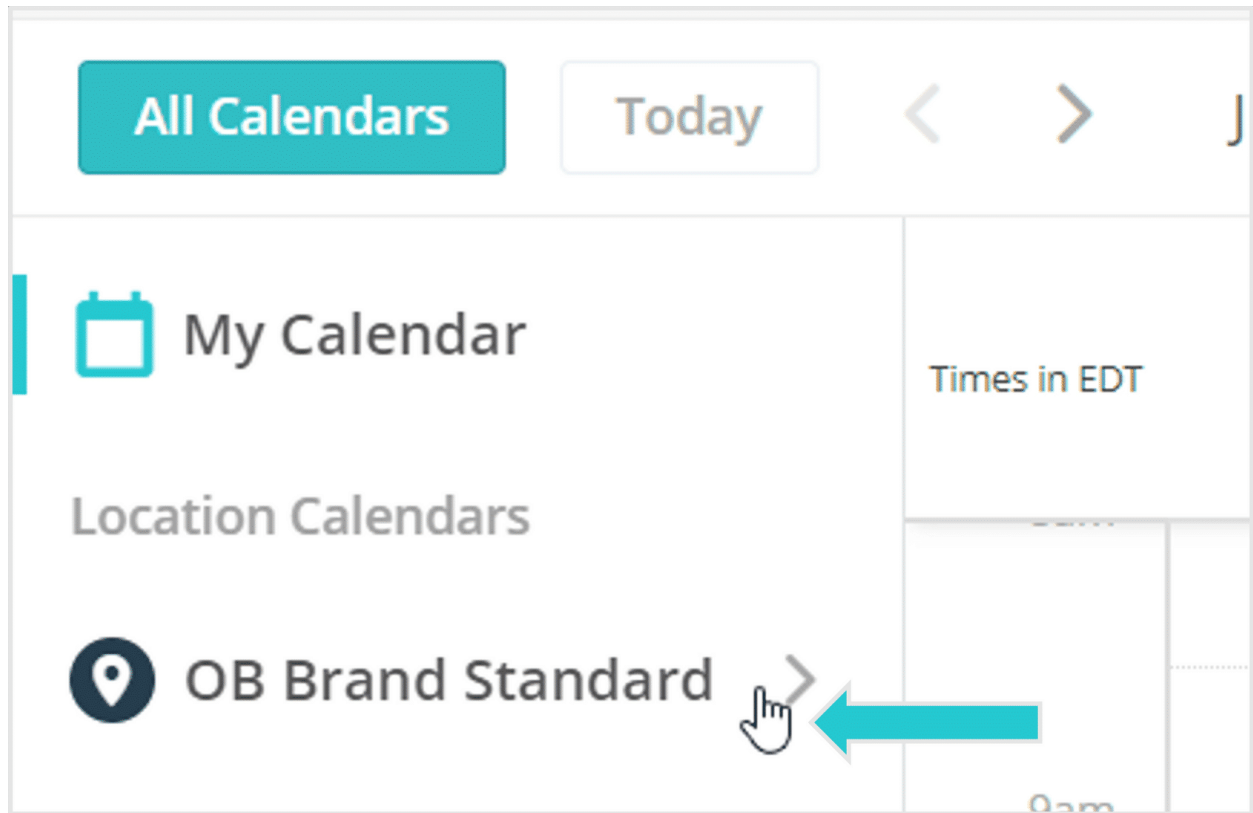
All Calendars

Today



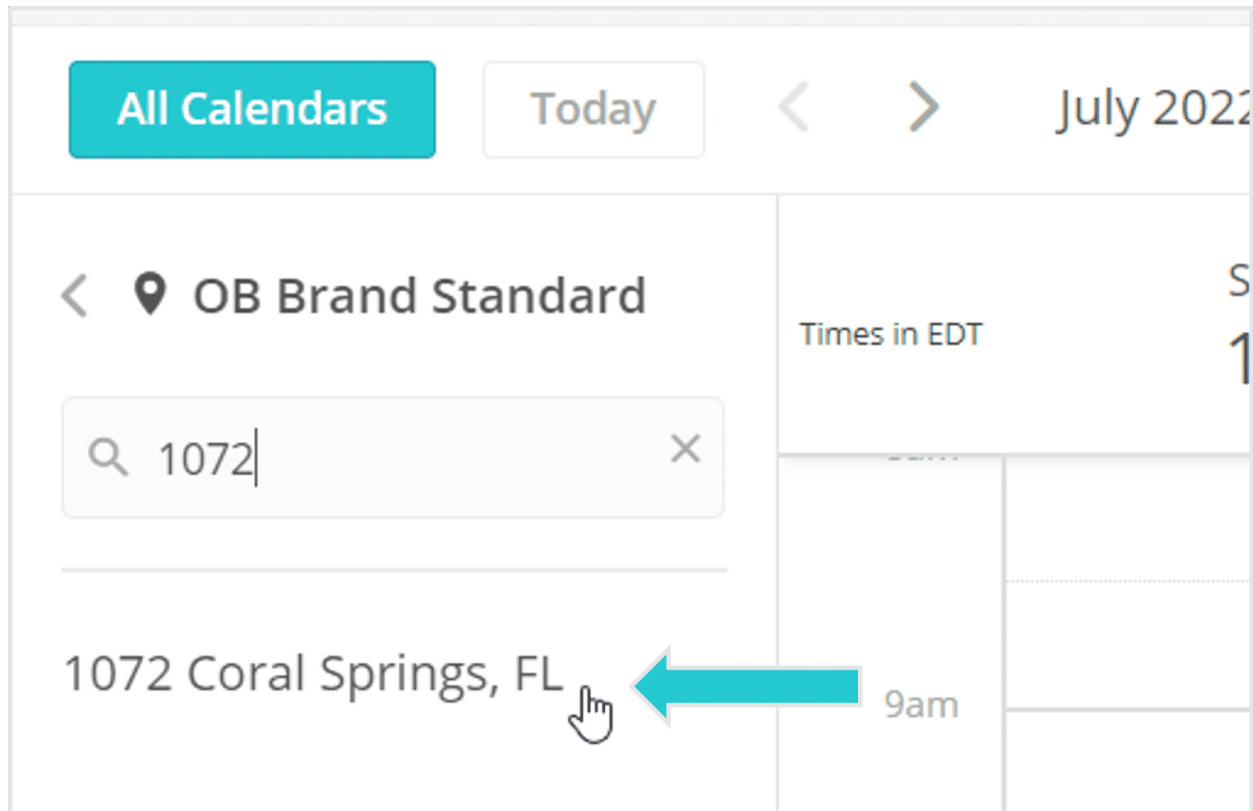
Select "All Calendars" to open your brand standard  
Calendar options.

---



Select your concepts "Brand Standard" from the options.  
Ex: Outback Managers select OB Brand Standard (Pictured)

---



**Select your location to open your restaurant's calendar.**

---

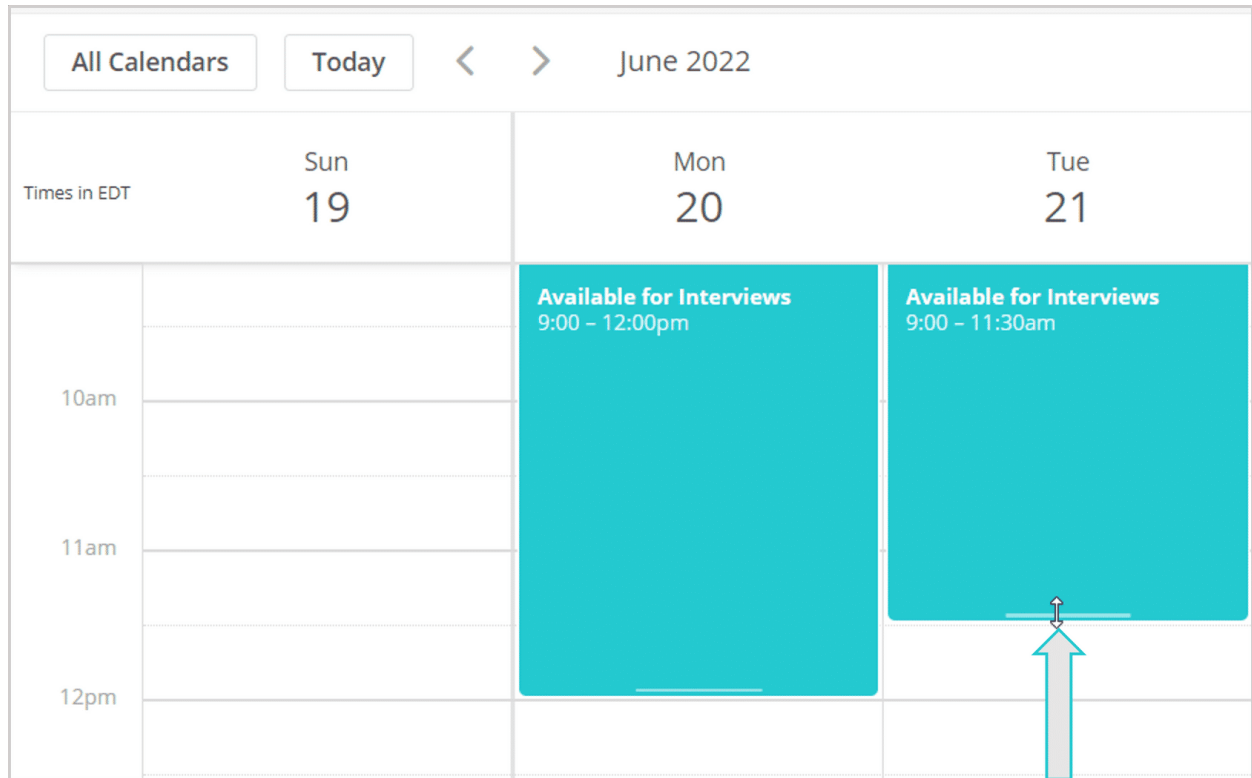


**Once on the calendar page, you have 3 options for editing your interview availability. Click the arrows or swipe on the images and read their captions to discover how to edit your Calendar on a daily or weekly basis.**

---



**Watchout:** Your centralized store Calendar cannot be accessed on the Paradox App!  
You must access through the web browser.



**Hover your mouse over the bar toward the bottom of the timeslot panel to reveal a double-sided arrow.**

---

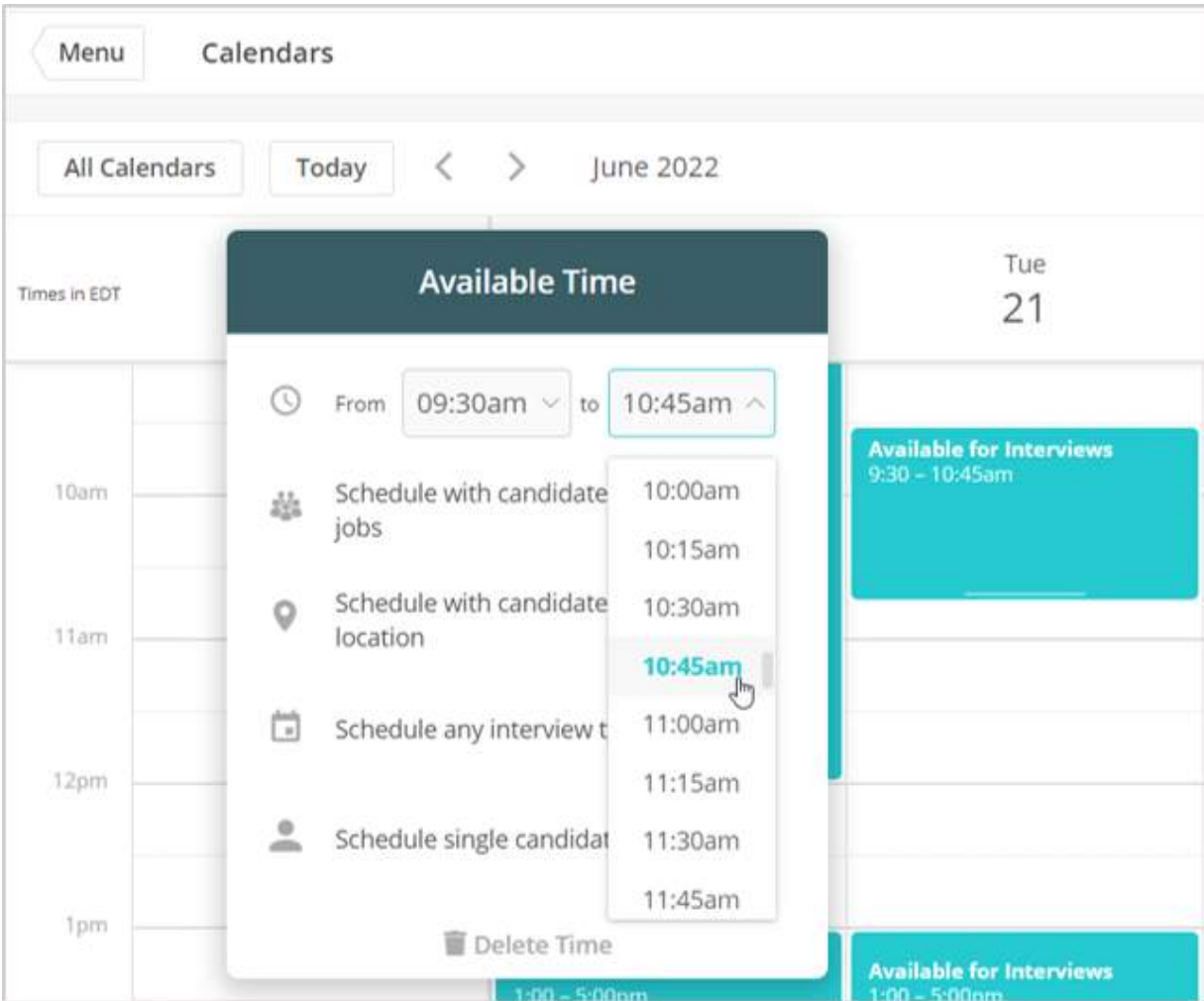


All CalendarsToday<>June 2022

Times in EDT		Sun 19	Mon 20	Tue 21
10am			Available for Interviews 9:00 – 12:00pm	Available for Interviews 9:15 – 11:45am
11am				
12pm				

Select a timeslot panel by clicking on it. Then drag and drop it into the time you are available.





**Select the timeslot and open the Available time menu by clicking on it. Use the time dropdowns in the menu to set your available interview time.**

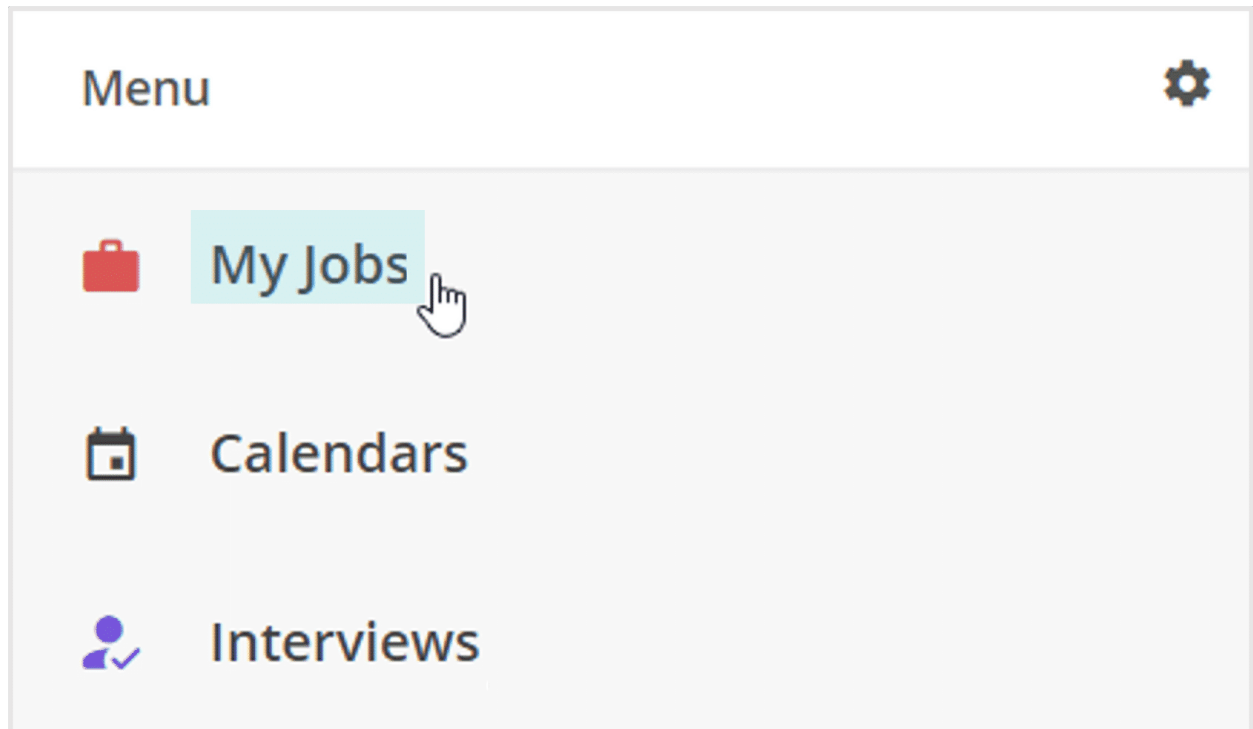


Paradox calendars are automatically set to show your permanent interview availability. To change these times permanently, contact [BBIconnect@bloominbrands.com](mailto:BBIconnect@bloominbrands.com) and provide them with the desired days and hours. Default times are different for each of our brands, open your centralized calendar to check yours.

# Turning Jobs On and Off



**Get the most out of your Virtual Assistant by turning Jobs on and off through the “My Jobs” page. Click the arrows or swipe on the images and read their captions to discover how to turn on and off jobs.**



**From the Menu page, select “My Jobs” to open the My Jobs page.**

---

My Jobs

1072 Coral Springs, FL ▾

🔍 Search for Job Title

Bartender

▾

✓  
Any Shift

Delivery Driver

▾

Dishwasher

▾

Host

▾

✓  
Any Shift

Cancel

Confirm Changes


**On the My Jobs page use the toggle in each job's box to turn a job on and off. The toggle will appear transparent if the job is turned off and will turn a teal color when it is turned on. Select "Confirm Changes" to save your changes before exiting the page.**

---

# Viewing Interview Candidates



**Click the numbered markers on the image below to learn how to manage candidates on the View All Candidates page.**

** Some key times to visit this page are when you need to change the date or time of and interview, if you want to print the Candidate's resume, and after the interview to hire or decline the Candidate.**

Menu

1 All Candidates 2

49 Candidates

Recent activity 2

Recent activity

Unread messages

Newest to Oldest

Oldest to Newest

Send Information Form

Al Horford

Dishwasher (Any shift)

3656 Reynoldsburg, OH

Interview Canceled

1 week

Matt Test

Line Cook

1072 Coral Springs, FL

Decline After Interview w/ Me...

1 week

Steph Curry

Restaurant Busser (Any shift)

1257 Huntsville, AL

Onboarding Sent to UKG

1 week

Mandy Woods

1 month

Jason Tatum

Onboarding Sent to UKG

More

Conversation 3

Jun 15, 2022 at 12:56 PM

Katie Shrum viewed Jason Tatum

Jun 15, 2022 at 1:45 PM

Hi Jason! Your 15 minute in-person interview for Host at Outback Steakhouse is in one hour. Good luck :)

Your interview will be held at: 4777 Whitesburg Dr, Huntsville, AL, 35802

Nina Narvaez viewed Jason Tatum

Jun 15, 2022 at 4:58 PM

Nina Narvaez viewed Jason Tatum

Jason does not know this text is coming from Sydney yet

Send text message and email to ja...

4 About

5 Resume

6 Hire Details

7 Candidate Summary

Download

Host (Any shift)

(810) 623-8227

1257 Huntsville, AL

matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume

Add Resume

Hire Details

Add Forms

Candidate Forms

Menu
1 All Candidates
2

49 Candidates
Recent activity

Recent activity
Unread messages
Newest to Oldest
Oldest to Newest

Send Information Form

**Al Horford** 1 week  
Dishwasher (Any shift)  
3656 Reynoldsburg, OH  
Interview Canceled

**Matt Test** 1 week  
Line Cook  
1072 Coral Springs, FL  
Decline After Interview w/ Me...

**Steph Curry** 1 week  
Restaurant Busser (Any shift)  
1257 Huntsville, AL  
Onboarding Sent to UKG

**Mandy Woods** 1 month

JT Jason Tatum
Onboarding Sent to UKG
More

Conversation

Katie Shrum viewed Jason Tatum

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Nina Narvaez viewed Jason Tatum

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Jason does not know this text is coming from Sydney yet

Send text message and email to ja...

About
Resume
Hire Details

Candidate Summary
Download

Host (Any shift) 1257 Huntsville, AL  
(810) 623-8227 matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume
Add Resume

Hire Details
Add Forms

## All Candidates:

This number at the top of the page shows you how many Active Candidates are available for you to view.



Menu All Candidates 2

49 Candidates  
Recent activity

- Recent activity
- Unread messages
- Newest to Oldest
- Oldest to Newest

Send Information Form

**Al Horford** 1 week  
Dishwasher (Any shift)  
3656 Reynoldsburg, OH  
Interview Canceled

**Matt Test** 1 week  
Line Cook  
1072 Coral Springs, FL  
Decline After Interview w/ Me...

**Steph Curry** 1 week  
Restaurant Busser (Any shift)  
1257 Huntsville, AL  
Onboarding Sent to UKG

**Mandy Woods** 1 month

**Jason Tatum** Onboarding Sent to UKG

Conversation

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Send text message and email to ja...

7 Candidate Summary

Download

Host (Any shift) 1257 Huntsville, AL  
(810) 623-8227 matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume Add Resume

Hire Details Add Forms

## Candidate Summary:

View a summary of the Candidate's Information. Select "Download" if you would like to print this summary.

The screenshot displays a recruitment management dashboard. On the left, a sidebar shows a list of 49 candidates. A dropdown menu is open over the 'Recent activity' filter, showing options: 'Recent activity' (checked), 'Unread messages', 'Newest to Oldest', and 'Oldest to Newest'. The central panel shows a conversation with Jason Tatum, including messages from Katie Shrum and Nina Narvaez. The right panel provides details for Jason Tatum, including his contact information, a candidate summary, and sections for resumes and hire details.

## Message Filter Dropdown:

Click this arrow to open the dropdown menu. You can filter your messages by “Recent Activity”, “Unread Messages”, “Newest to Oldest”, or “Oldest to Newest.”

Menu

All Candidates2

49 Candidates

Recent activity

Recent activity

Unread messages

Newest to Oldest

Oldest to Newest

Send Information Form

Al Horford

Dishwasher (Any shift)

3656 Reynoldsburg, OH

Interview Canceled

1 week

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Decline After Interview w/ Me...

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More

Conversation3

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Jun 15, 2022 at 4:58 PM

Nina Narvaez viewed Jason Tatum

Jason does not know this text is coming from Sydney yet

Send text message and email to ja...

About

Resume

Hire Details

Candidate Summary

Download

Host (Any shift)

(810) 623-8227

1257 Huntsville, AL

matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume

Add Resume

Hire Details

Add Forms

Conversation:

Read the conversation history between your Virtual Assistant, the Candidate, and your restaurant.

Menu
All Candidates 2

49 Candidates
Recent activity

Recent activity
Unread messages
Newest to Oldest
Oldest to Newest

Send Information Form

**Al Horford**
1 week

Dishwasher (Any shift)  
3656 Reynoldsburg, OH  
Interview Canceled

**Matt Test**
1 week

Line Cook  
1072 Coral Springs, FL  
Decline After Interview w/ Me...

**Steph Curry**
1 week

Restaurant Busser (Any shift)  
1257 Huntsville, AL  
Onboarding Sent to UKG

**Mandy Woods**
1 month

JT
**Jason Tatum**
Onboarding Sent to UKG
More

Conversation

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Jason does not know this text is coming from Sydney yet

Send text message and email to ja...

4
About
Resume
Hire Details

Candidate Summary
Download

Host (Any shift)
1257 Huntsville, AL
(810) 623-8227
matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume
Add Resume

Hire Details
Add Forms

## About:

Read the Candidate's Personal Information and review their answers to the Application Questions.

Menu
All Candidates 2

49 Candidates
Recent activity

Recent activity
Unread messages
Newest to Oldest
Oldest to Newest

Send Information Form

**Al Horford** 1 week  
Dishwasher (Any shift)  
3656 Reynoldsburg, OH  
Interview Canceled

**Matt Test** 1 week  
Line Cook  
1072 Coral Springs, FL  
Decline After Interview w/ Me...

**Steph Curry** 1 week  
Restaurant Busser (Any shift)  
1257 Huntsville, AL  
Onboarding Sent to UKG

**Mandy Woods** 1 month

JT
**Jason Tatum**
Onboarding Sent to UKG
More

Conversation

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Jason does not know this text is coming from Sydney yet

Send text message and email to ja...

About 5 Resume Hire Details

Candidate Summary
Download

Host (Any shift) 1257 Huntsville, AL  
(810) 623-8227 matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume
Add Resume

Hire Details
Add Forms

## Resume:

If the Candidate uploaded a resume, you can review it here.

Menu

All Candidates 2

49 Candidates

Recent activity

Recent activity

Unread messages

Newest to Oldest

Oldest to Newest

Send Information Form

Al Horford

Dishwasher (Any shift)

3656 Reynoldsburg, OH

Interview Canceled

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Steph Curry

Restaurant Busser (Any shift)

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Jason Tatum

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More

Conversation

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About

Resume

6 Hire Details

Candidate Summary

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1257 Huntsville, AL

matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume

Add Resume

Hire Details

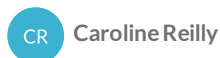
Add Forms

Candidate Forms

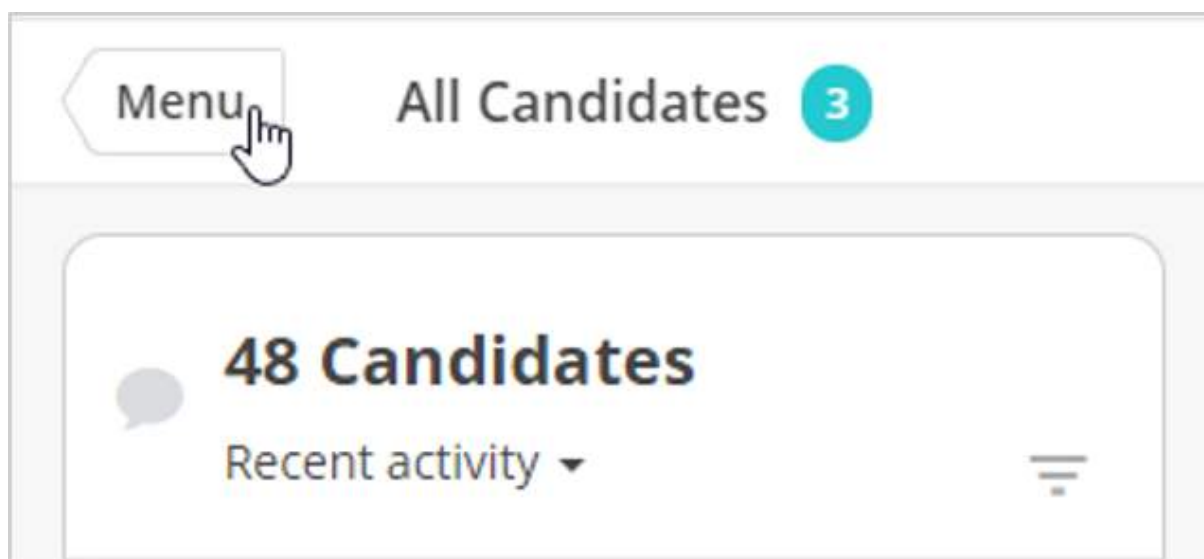
## Hire Details:

View the Candidate's Application Form and any other forms that have been uploaded. You can view and download the Application Form in this tab or edit details about the Candidate prior to Onboarding.

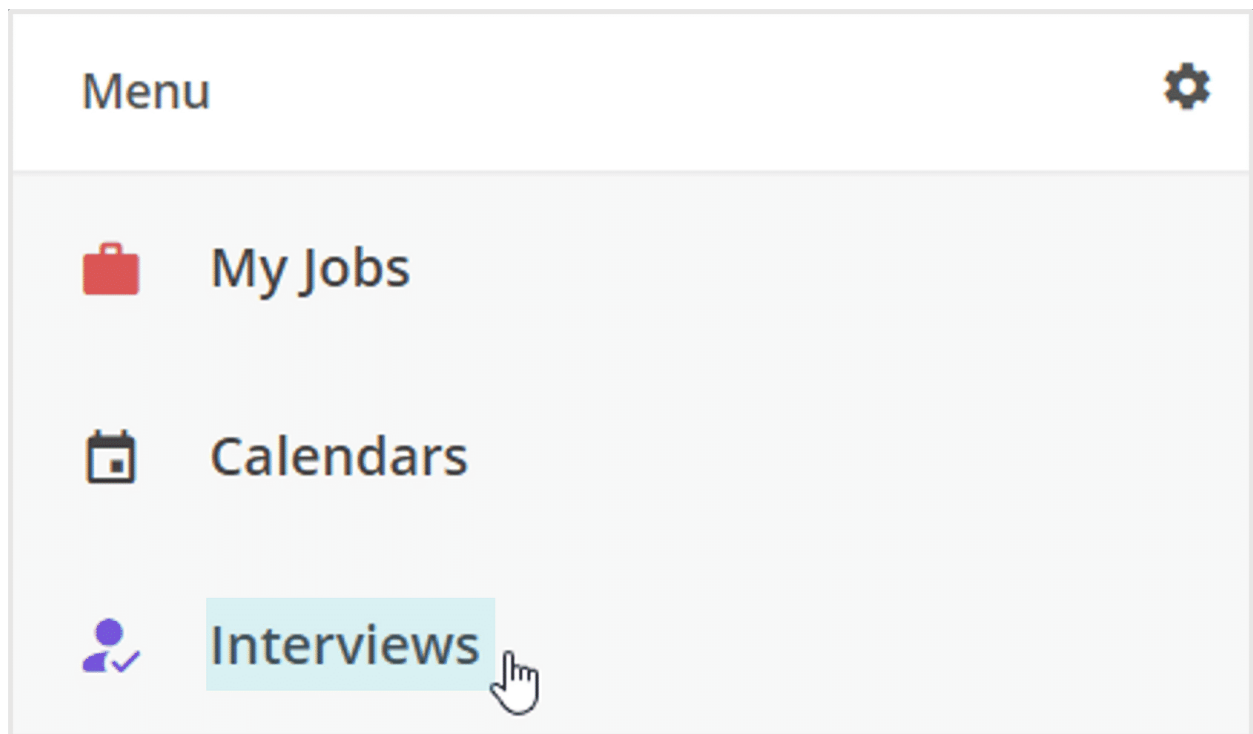
## Navigating the Interview Page



**Click the arrows or swipe on the images and read their captions to discover how to open your Interview page.**



**Select “menu” to expand the Paradox menu.**



**Select “interviews” to open the interview page where you view and manage your interview.**

---



**Once on the interview page, you can view details for your interviews. Click the numbered markers on the image below to learn more about the functions of the interview page.**

---



Menu

Interviews

Interviews

1

Scheduled

0

No Availability

0

Pending

4

Request Expired

0

Completed

15

Canceled

0

All Interviews

19

Completed

2

Add Filter

Select a Filter

Interview Location

Attendee Name

Scheduled By

Attendee Status

Job Name

Job Req ID

3

Search candidate name, job or group

Type & Time	Job Name	Attendee Confirmation Status			Loca
<div>11:00am - 11:15am EDT</div>	Restaurant Busser	<div><div></div>0</div>	<div><div>2</div>1</div>	<div><div></div>0</div>	4777 AL, 3
<div>1:45pm - 2:00pm EDT</div>	Line Cook	<div><div></div>0</div>	<div><div>2</div>1</div>	<div><div></div>0</div>	1892 Sprir
<div>12:15pm - 12:30pm EDT</div>	Line Cook	<div><div></div>0</div>	<div><div>2</div>1</div>	<div><div></div>0</div>	1892 Sprir
<div>1:15pm - 1:30pm EDT</div>	Restaurant Busser	<div><div></div>0</div>	<div><div>2</div>1</div>	<div><div></div>0</div>	2704 4322
<div>11:15am - 11:30am EDT</div>	Host	<div><div></div>0</div>	<div><div>2</div>1</div>	<div><div></div>0</div>	1892 Sprir
<div>3:00pm - 3:15pm EDT</div>	Host	<div><div></div>0</div>	<div><div>2</div>1</div>	<div><div></div>0</div>	1892 Sprir
<div>12:00pm - 12:15pm EDT</div>	Server	<div><div></div>0</div>	<div><div>2</div>1</div>	<div><div></div>0</div>	1892 Sprir

Menu

Interviews

Interviews

1

Scheduled

0

No Availability

0

Pending

4

Request Expired

0

Completed

15

Canceled

0

All Interviews

19

Completed

+ Add Filter

Select a Filter

Interview Location

Attendee Name

Scheduled By

Attendee Status

Job Name

Job Req ID

Search candidate name, job or group

Type & Time	Job Name	Attendee Confirmation Status	Location
11:00am - 11:15am EDT	Restaurant Busser	0 1 0	4777 AL, 3
1:45pm - 2:00pm EDT	Line Cook	0 1 0	1892 Sprir
12:15pm - 12:30pm EDT	Line Cook	0 1 0	1892 Sprir
1:15pm - 1:30pm EDT	Restaurant Busser	0 1 0	2704 4322
11:15am - 11:30am EDT	Host	0 1 0	1892 Sprir
3:00pm - 3:15pm EDT	Host	0 1 0	1892 Sprir
12:00pm - 12:15pm EDT	Server	0 1 0	1892 Sprir

## Interview Status:

Select the status of the interview type you would like to view details for. Options include “Scheduled”, “Pending”, “Completed.”

Menu

Interviews

Interviews

Scheduled0

No Availability0

Pending4

Request Expired0

Completed15

Canceled0

All Interviews19

Completed

2 Add Filter

Select a Filter

Interview Location

Attendee Name

Scheduled By

Attendee Status

Job Name

Job Req ID

Search candidate name, job or group

Type & Time	Job Name	Attendee Confirmation Status	Loca
11:00am - 11:15am EDT	Restaurant Busser	0 1 0	4777 AL, 3
1:45pm - 2:00pm EDT	Line Cook	0 1 0	1892 Sprir
12:15pm - 12:30pm EDT	Line Cook	0 1 0	1892 Sprir
1:15pm - 1:30pm EDT	Restaurant Busser	0 1 0	2704 4322
11:15am - 11:30am EDT	Host	0 1 0	1892 Sprir
Mon, Apr 18 3:00pm - 3:15pm EDT	Host	0 1 0	1892 Sprir
Josie Test 12:00pm - 12:15pm EDT	Server	0 1 0	1892 Sprir

## Filter:

Narrow your Candidates by adding a “Filter.”

Menu

Interviews

Interviews

Scheduled0

No Availability0

Pending4

Request Expired0

Completed15

Canceled0

All Interviews19

Completed

3

Search candidate name, job or group

+ Add Filter

Select a Filter

Interview Location

Attendee Name

Scheduled By

Attendee Status

Job Name

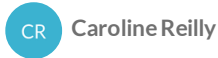
Job Req ID

Type & Time	Job Name	Attendee Confirmation Status	Location
11:00am - 11:15am EDT	Restaurant Busser	0 1 0	4777 AL, 3
1:45pm - 2:00pm EDT	Line Cook	0 1 0	1892 Sprir
12:15pm - 12:30pm EDT	Line Cook	0 1 0	1892 Sprir
1:15pm - 1:30pm EDT	Restaurant Busser	0 1 0	2704 4322
11:15am - 11:30am EDT	Host	0 1 0	1892 Sprir
3:00pm - 3:15pm EDT	Host	0 1 0	1892 Sprir
12:00pm - 12:15pm EDT	Server	0 1 0	1892 Sprir


### Search Box:

Use the search box to locate Interview details by entering a Candidate's "Name" "Job" or "Group"

# Prepare for Your Interview



**Review the Hot Buttons below to discover how to prepare for an Interview in the Paradox System. Check the boxes as you complete each step.**

 To learn more about how to navigate the All Candidates page visit the “Viewing Interview Candidates” lesson in this app.

## Interview Preparation Hot Buttons



Build interview preparation into your daily success routines by developing a process for your Management Team to verify and prepare for your interviews.



Confirm the Candidate’s interview time and date by visiting the “Interviews” page, and filtering to “Scheduled.”



Select the Candidate you are preparing to interview on the All Candidates page.



Review the Candidate's Conversation History and make note of any important details.



If you need to provide any additional information to the Candidate, reply to them in their Conversation History.

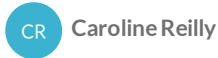


Review Candidate's Personal Information, Application Questions, Resume, and Hire Details.



Confirm the Candidate's interview time and date by visiting the "Interviews" page, and filtering to "Scheduled."

# Rescheduling or Editing Interview



**i** You can reschedule and edit interviews through the Candidate's Profile, or the Interviews page continue. This lesson will provide you with an overview of both options.

1



**Click the arrows or swipe on the images and read their captions to discover how to reschedule or edit your interview through the Candidates page.**

The screenshot displays a user interface for managing a candidate's profile. At the top left, the candidate's name "Jason Tatum" is shown next to a circular profile picture with the initials "JT". To the right of the name, there is a status indicator "Interview Pending" and a "More" button. Below the header, the interface is split into two main sections. The left section, titled "Conversation", shows a chat history with messages from the candidate. The right section, titled "Candidate Summary", contains a "Download" button and a list of candidate details including contact information and application questions. A red arrow points to the "Update" button located in the top right corner of the "Candidate Summary" section.

Jason Tatum

Interview Pending

More

Conversation

Interview Request Sent

Update

Candidate Summary

Download

Host (Any shift)

1257 Huntsville, AL

(810) 623-8227

matt.kauppi+777@paradox.ai

Personal Information

Application Questions

Resume

Add Resume

**On the Candidate's Profile, select "Update" to open the "Update Interview" menu.**



## Update Interview



### Candidate



**Jason Tatum**

Host (Any shift)

1257 Huntsville, AL

Interview Pending

### Interview Summary

 In-Person Interview

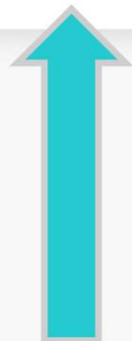
 30 min

 1257 Huntsville, AL

 OB Brand Standard

Cancel Interview

Edit Interview



**In the “Update Interview” menu, select the action you would like to take. Here you have the option to “Cancel Interview” or “Edit Interview.” Select “Cancel Interview” if you would like to send a cancellation message to the Candidate.**

---

## Interview Details

Type



In-Person Interview



Duration

30 min



Location

1257 Huntsville, AL



Interviewers (1)



OB Brand Standard



Add Interviewers



Add Interview

## Prep & Instructions



Add Interview Prep

Choose Time

Send New Times

Select “Edit Interview” to open “Interview Details” menu.  
From here, select “Choose Time” if you would like to select a new time for the Candidate. Select “Send New Times” if you would like the Candidate to select a new time.

2



Click the arrows or swipe on the images and read their captions to discover how to reschedule or edit your interview through the Interviews page.

Menu

Interviews

Interviews

Scheduled0

No Availability0

Pending4

Request Expired0

Completed15

Canceled0

All Interviews19

Pending

+ Add Filter

me	Response	Type	Job Name	Location
	<div><div></div><div></div><div></div></div> 1st Reminder Sent	<div><div></div>In-Person Interview</div>	Host	4777 Whitesburg Dr, Huntsville, AL 35802
na	<div><div></div><div></div><div></div><div></div></div> 3rd Reminder Sent	<div><div></div>In-Person Interview</div>	Server	
	<div><div></div><div></div><div></div></div> 1st Reminder Sent	<div><div></div>In-Person Interview</div>	Server	West, FL, 33040
	<div><div></div><div></div><div></div><div></div></div> 3rd Reminder Sent	<div><div></div>In-Person Interview</div>	Restaurant Busser	2704 Bethel Rd, Columbus, OH, 43220

View Candidate Profile

Edit Interview Details

**On the Interviews Page, scroll to the three dots all the way to the right of the page and click on them to open the options menu.**

---



Sydney



Hi Katie! I'm working with Jason to coordinate a time for the interview.



Here's a recap of the interview. You can make adjustments if needed.

### Pending Interview

CANDIDATE NAME



Jason Tatum



JOB ID

-

JOB TITLE

Host



In-Person Interview



30 minutes



1257 Huntsville, AL



OB Standard

Cancel Request

Edit Details

**Select “Edit Interview Details” to open the “Interview Details Menu.” Here you have the option to “Cancel Request” or “Edit Interview.” Select “Cancel Request” if you would like to send a cancellation message to the Candidate.**

---

## Interview Details

Type



In-Person Interview



Duration

30 min



Location

1257 Huntsville, AL



Interviewers (1)



OB Brand Standard



Add Interviewers



Add Interview

## Prep & Instructions



Add Interview Prep

Choose Time

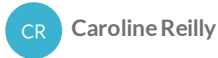
Send New Times



**Select “Edit Interview” to open “Interview Details” menu will open. From here, select “Choose Time” if you would like to select a new time for the Candidate. Select “Send New Times” if you would like the Candidate to select a new time.**

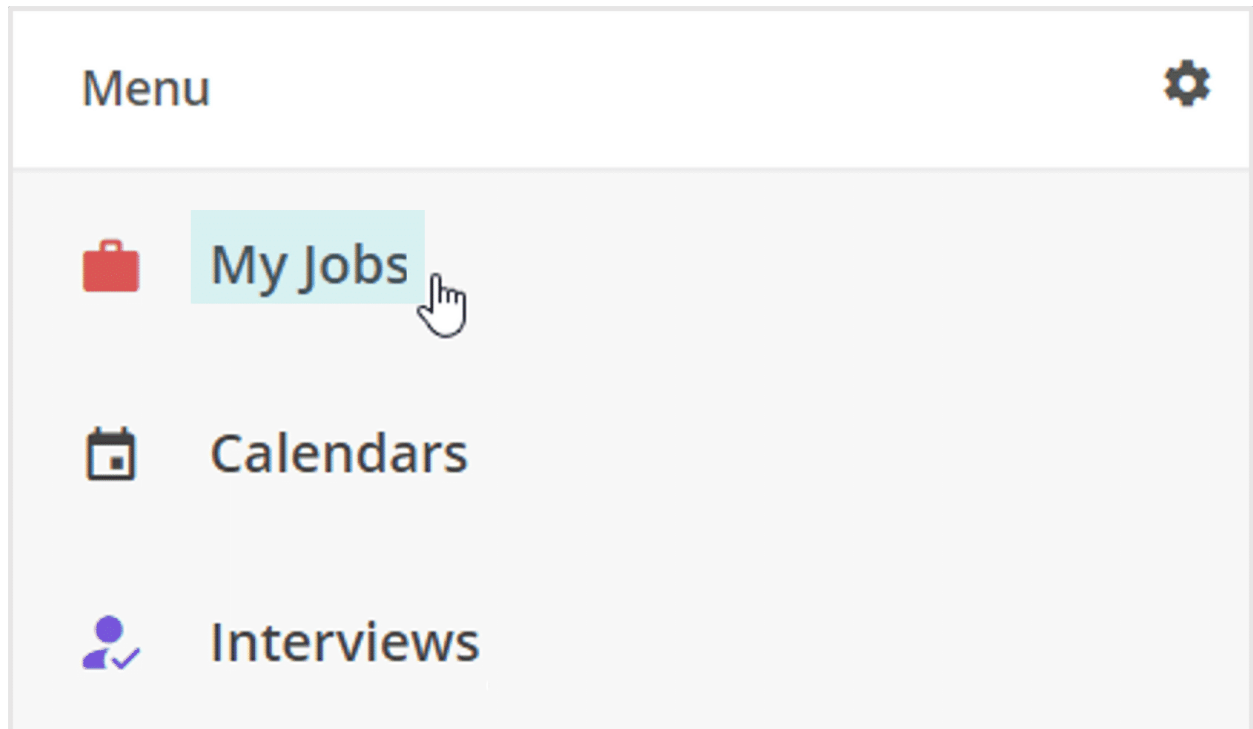
---

# Sending a Direct Link to Walk Ins



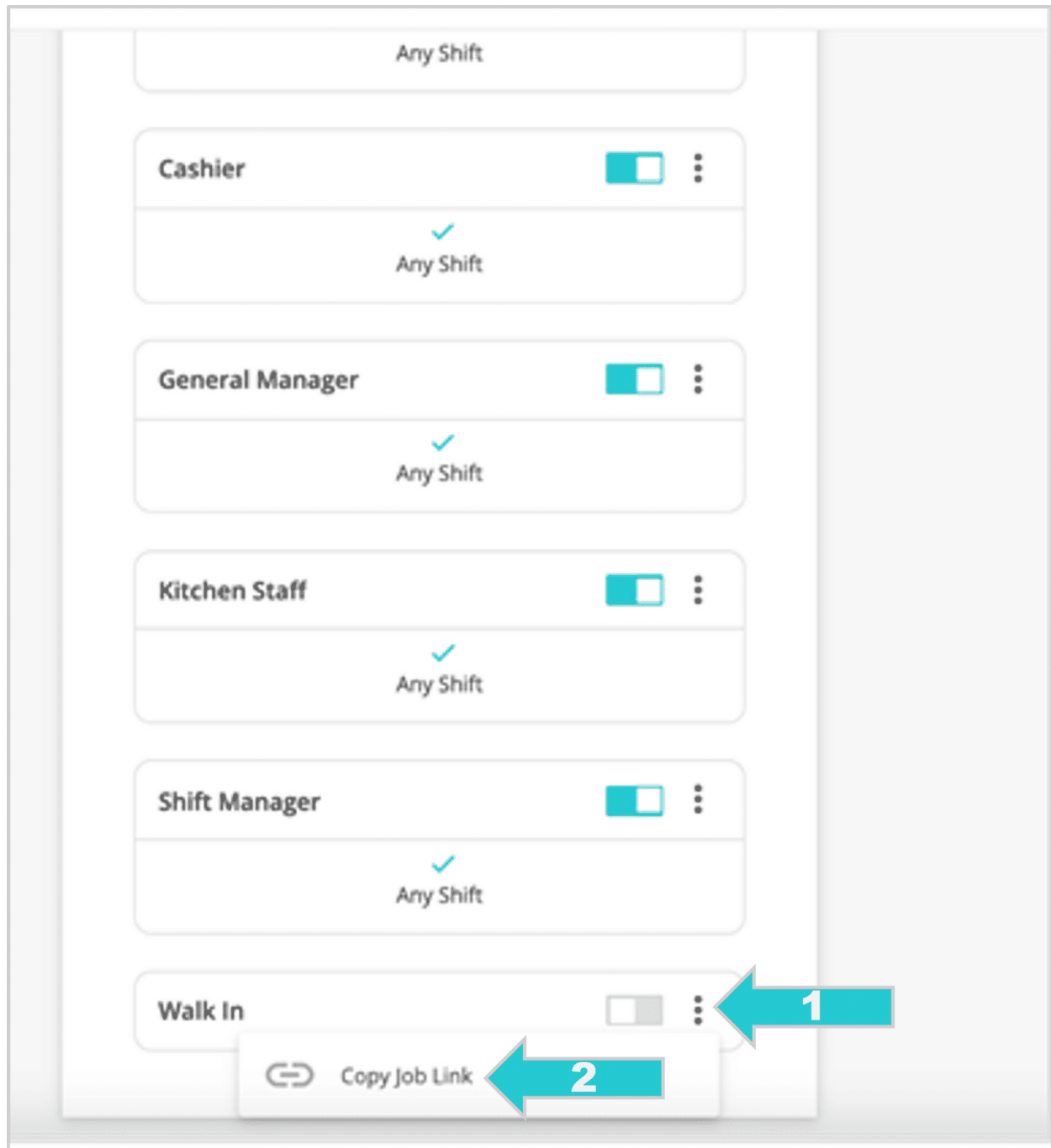
**If you have a candidate who walks in to the restaurant and would like to apply for a specific Job, you can send them a direct link/QR Code to the “Walk In” job. Click the arrows or swipe on the images and read their captions to discover how to retrieve and send this link to the Candidate.**

** The Walk In Job needs to remain turned off at all times, so it does not appear to candidates applying virtually.**



**From the Menu page, select “My Jobs” to open the My Jobs page.**

---



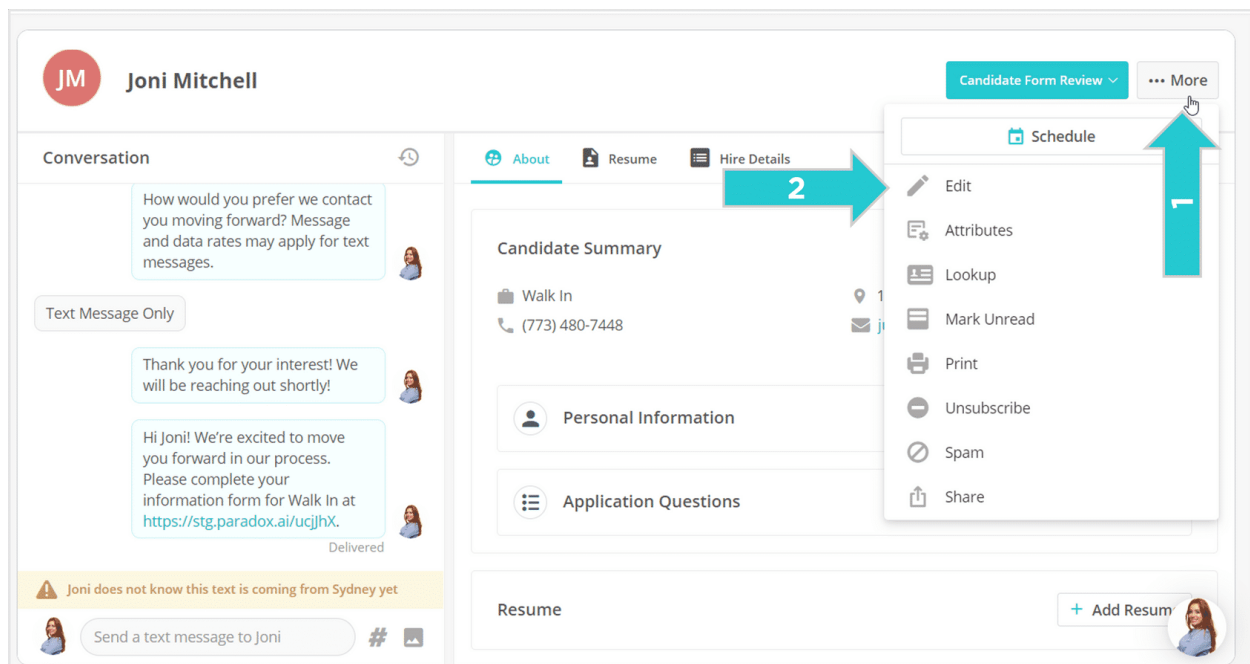
**On the My Jobs page, scroll to the bottom to find the Walk In Job. Then, click the three dots to the right of the Job and select "Copy Job Link". Once you have copied the link, you can paste it in a text message or email to send it to the Candidate.**

---

**Before automatically onboarding a Walk In Candidate to UKG (BBI Connect) through the Paradox system, you must change their Job on their Candidate page.**



**Click the arrows or swipe on the images and read their captions to discover how to change the Candidate's Job.**



**On the Candidate page, select "More" to open the options menu (1). Then select "Edit" on the options menu (2).**

Edit Candidate Information


First name

Joni

Last name

Mitchell

Phone number

 +1

(773) 480-7448

Email

julie.godfroy+JM@paradox.a

Location

1072 Coral Springs, FL

Job

Walk In

Language

English

Find a job

Dishwasher

Host

Line Cook

Prep Cook

Restaurant Busser

Restaurant Cleaner

To-Go Specialist

Cancel

Save

**Select the arrow next to Walk In under "Job" to open the job dropdown and select the Candidate's new Job.**

Edit Candidate Information


First name

Joni

Last name

Mitchell

Phone number

 +1 ▼

(773) 480-7448

Email

julie.godfroy+JM@paradox.ai

Location

1072 Coral Springs, FL ▼


Job

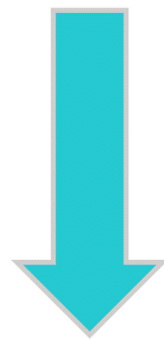
Line Cook ▼

Language

English ▼

Cancel

 Save



**Select "Save" to save the Candidate's new Job.**

---

# Hiring and Declining Candidates

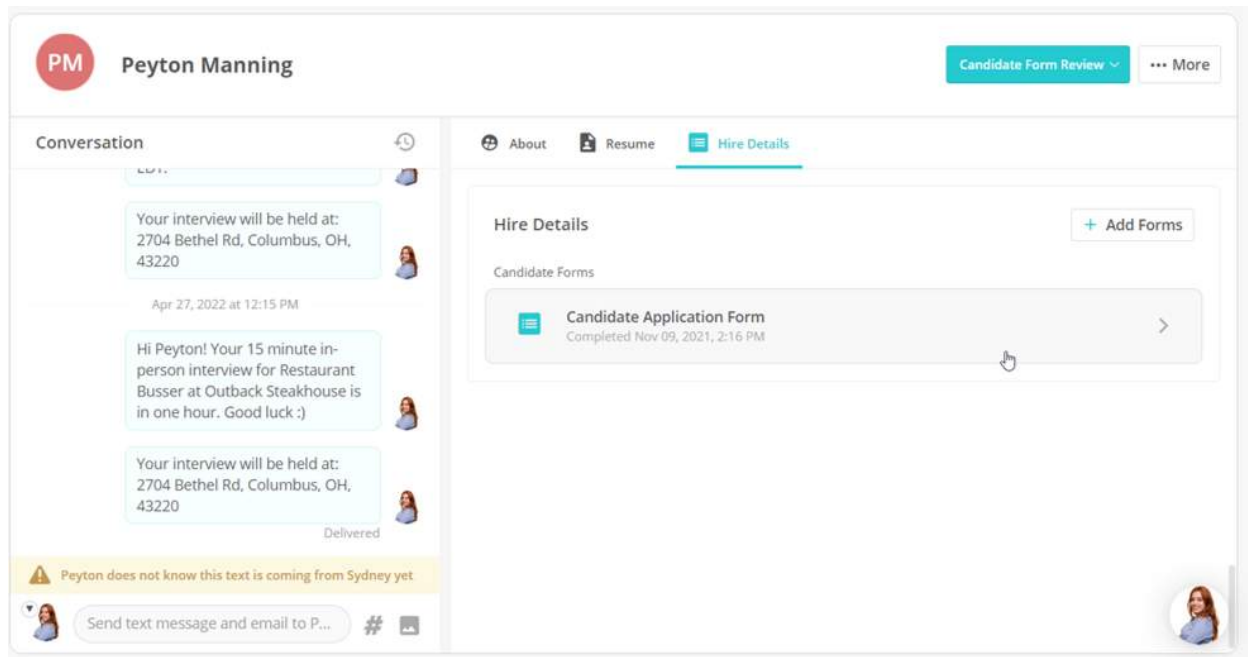


**i** After completing the interview, it is important to return to the Paradox system to "Hire" or "Decline" the Candidate. Selecting "Hire" will automatically send their information to BBI Connect for onboarding; no more manual onboarding!

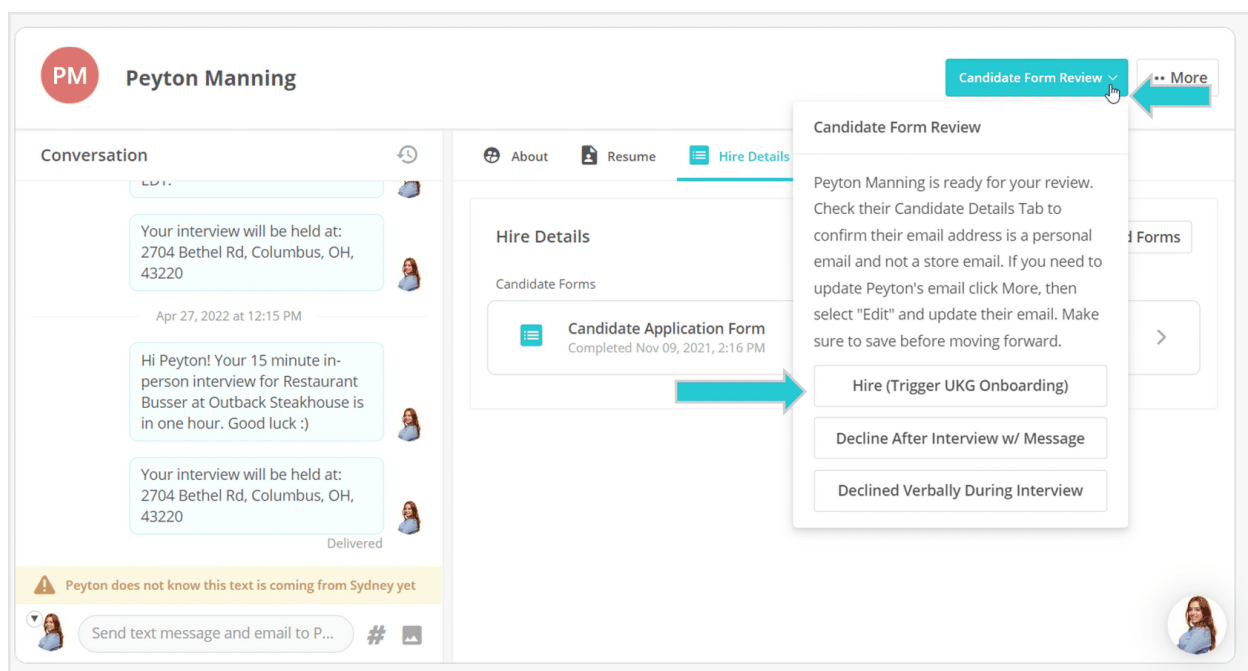


**Click the arrows or swipe on the images and read their captions to discover how to onboard or decline a Candidate.**



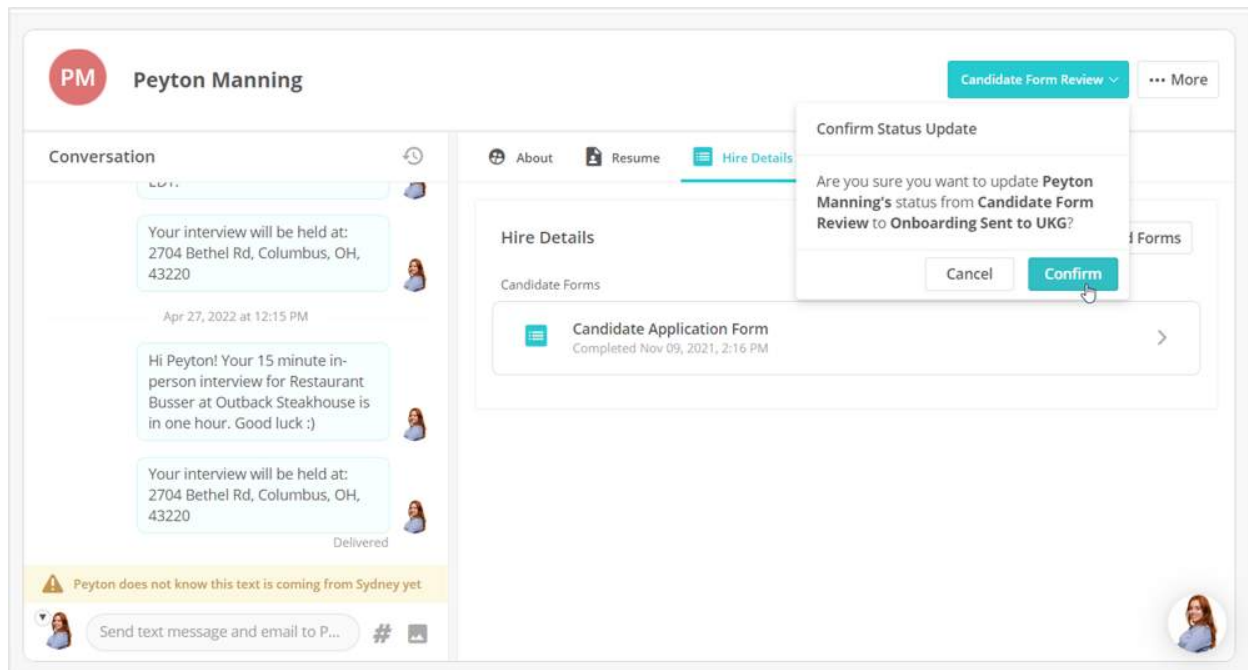


**1) Before onboarding a candidate, review their “Candidate Application Form” by selecting “Hire Details” on their Candidate Profile. 2) You must verify that they entered a personal email address for the UKG (BBI Connect) Onboarding process to be successful.**



**To hire the candidate, select the “Candidate Form Review” button to reveal the review options drop-down. Hire the Candidate by selecting “Hire (Trigger UKG [BBI Connect] Onboarding)”**

---



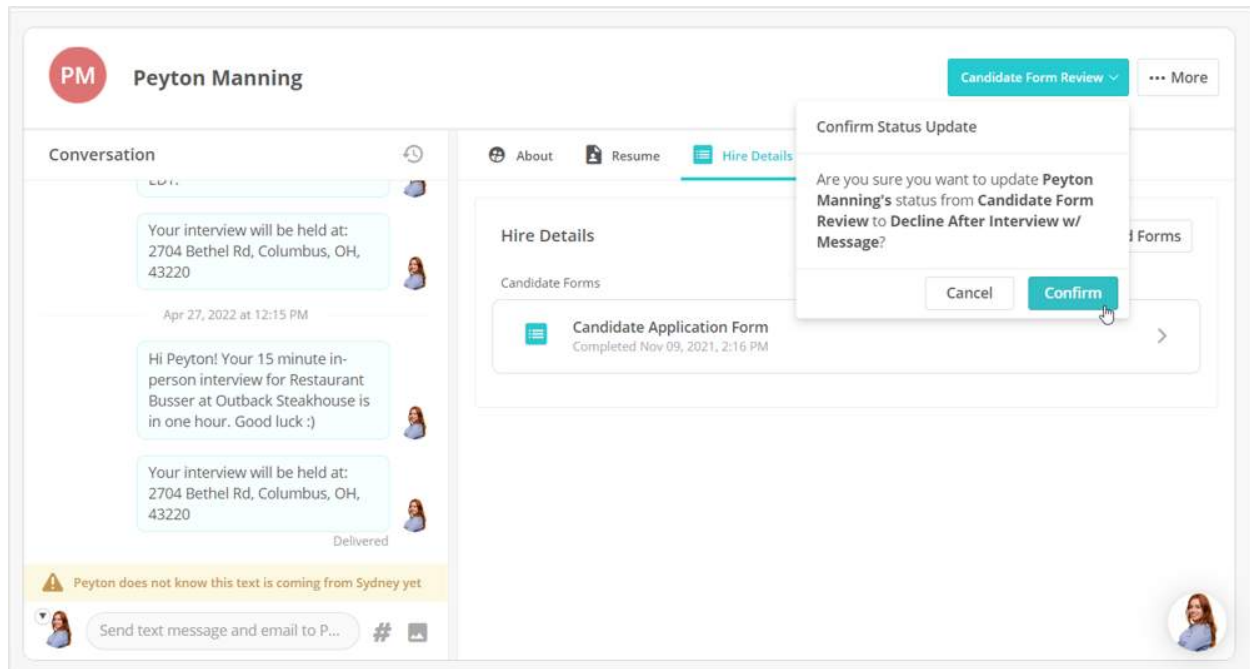
**To complete the hiring process, select “Confirm” on the “Confirm Status Update” pop-up menu.**

---

The screenshot shows a user interface for managing a candidate named Peyton Manning. On the left is a 'Conversation' panel with three messages: an interview location, a 15-minute interview notice, and a reminder of the interview location. The middle panel shows 'Hire Details' with a 'Candidate Application Form' completed on Nov 09, 2021. On the right, a 'Candidate Form Review' dropdown menu is open, displaying instructions and three options: 'Hire (Trigger UKG Onboarding)', 'Decline After Interview w/ Message', and 'Declined Verbally During Interview'. Two red arrows point from the 'Hire Details' section to the decline options in the dropdown. A warning message at the bottom states: 'Peyton does not know this text is coming from Sydney yet'.

**If you are not going to onboard the Candidate, you must decline them. If you told the Candidate during the interview that you were not going to move forward with hiring them, select “Declined Verbally During Interview.” If you want your Virtual Assistant to send a message to the Candidate, select “Decline After Interview with Message.”**

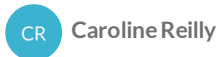
---



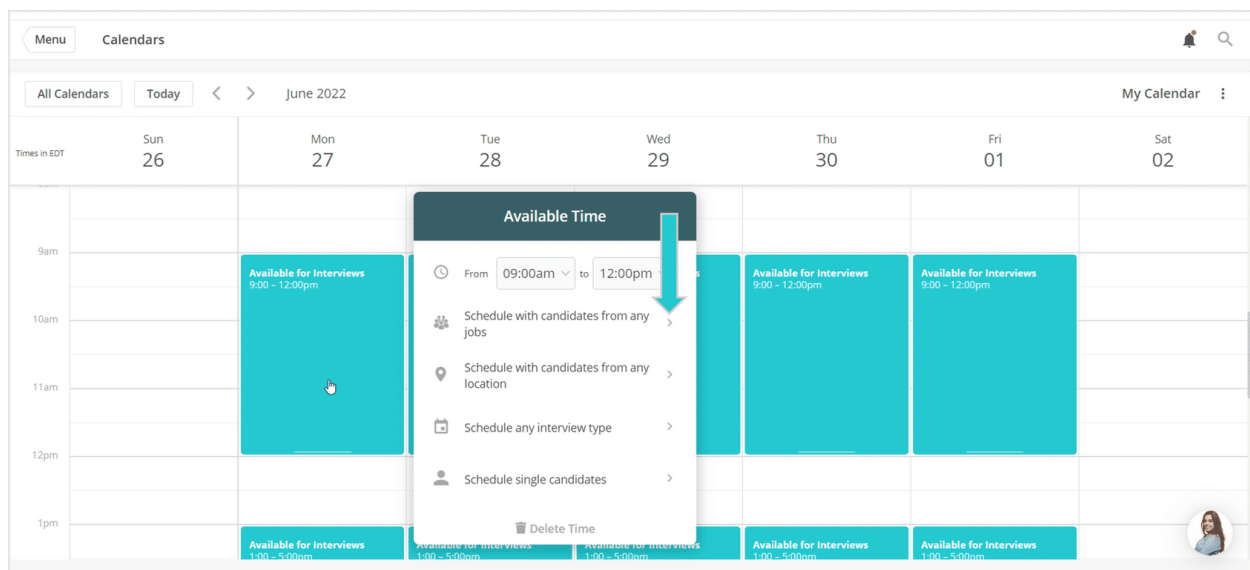
**Caption: To verify that you wish to decline the Candidate, select “Confirm” on the “Confirm Status Update” pop-up menu.**

---

# Set Calendar Availability by Position



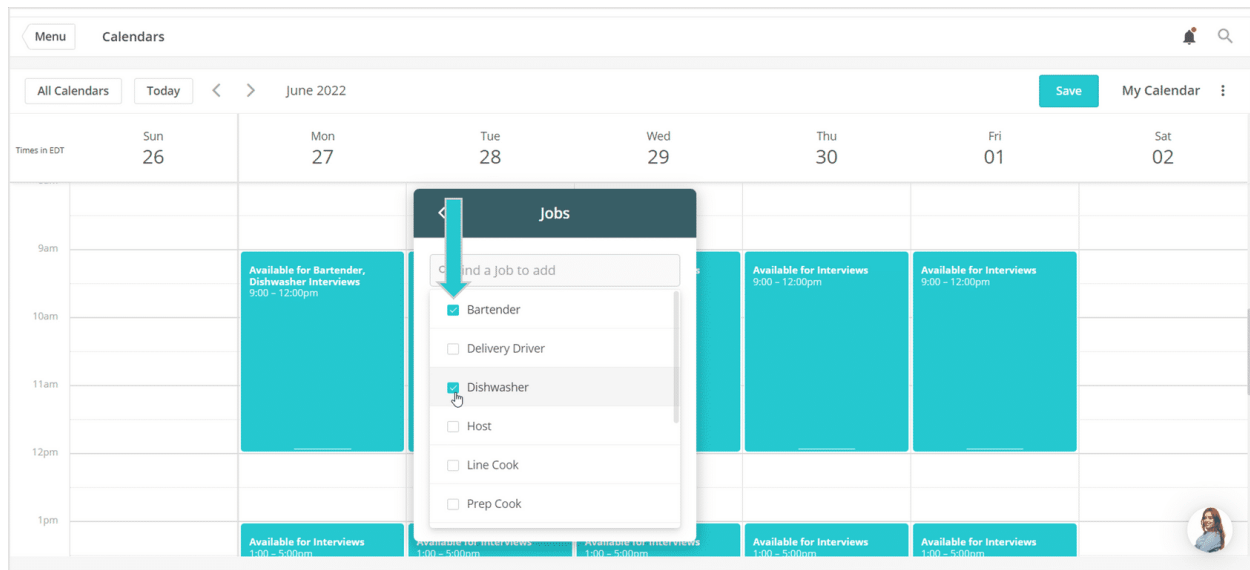
**Click the arrows or swipe on the images and read their captions to discover how to set your Calendar’s “Available Time” by job position.**



**On the Calendars page, select a time slot to open the “Available Time” menu. On the menu, select “Schedule with**

**candidates from any job.”**

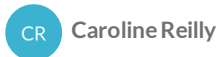
---



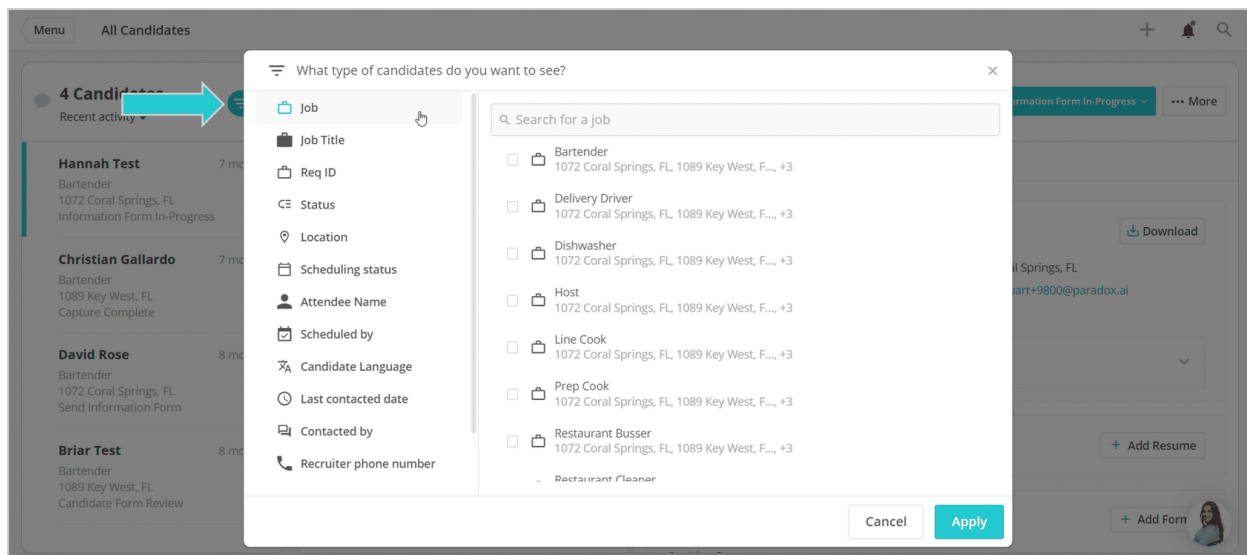
**On the “Jobs” menu, select the search box to open the Jobs checkbox menu. Check the boxes next to the Jobs you would like to interview for during the selected “Available Time.”**

---

# Filter Candidates by Job



**Review the image below to learn how to filter Candidates on the All Candidates page by Job.**



**Open the Candidate Filter Options menu and select “Job” then check the boxes next to the job category you want to view candidates in.**





# Sharing Candidates With Other Restaurants

CR Caroline Reilly

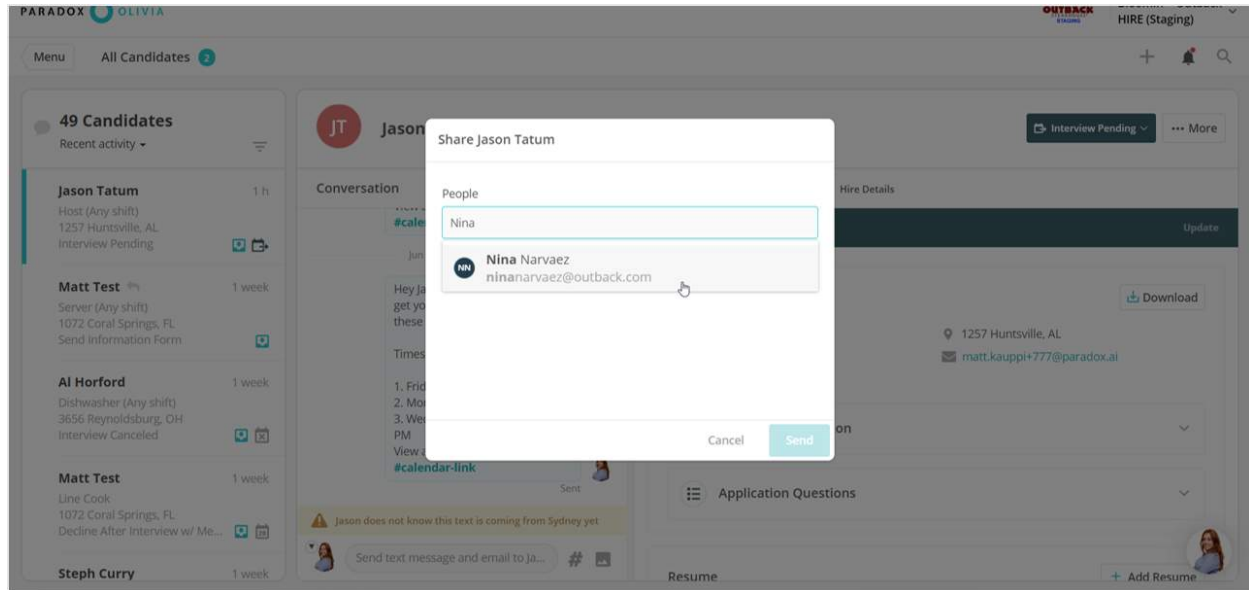


If you find a Candidate that is not right for your team, but you think they would be a great addition to another restaurant, you can share that Candidate through the Paradox System. Click the arrows or swipe on the images and read their captions to discover how to share a Candidate.

The screenshot displays the Paradox System interface. On the left, a sidebar shows a list of 49 candidates, including Jason Tatum, Matt Test, Al Horford, and Steph Curry. The main area shows the profile for Jason Tatum, including a conversation history, a candidate summary, and a resume. A 'More' menu is open, showing options like Edit, Attributes, Lookup, Mark Unread, Print, Unsubscribe, Spam, and Share. A teal arrow points to the 'Share' button in the menu.

**On the Candidate's Profile, select “More” to open the drop-down menu, then select “Share” to open the sharing menu.**

---



**On the Candidate's sharing menu, enter the name, email address, or phone number of the person you want to share the candidate with and select “Send.”**

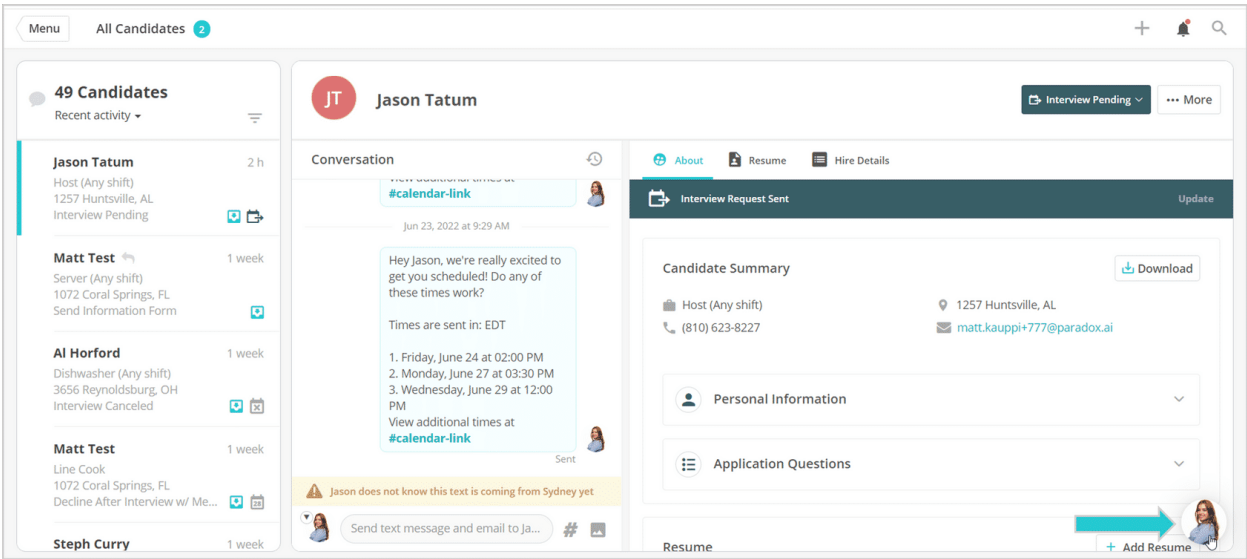
---

# Virtual Assistant Assist

CR Caroline Reilly



**You Virtual Assistant is always available to help you navigate the Paradox System. Click the arrows or swipe on the images and read their captions to discover how to access Virtual Assistant Assist.**



**On any page, select the Virtual Assistant icon from the bottom righthand corner of the screen.**

---



Hi Katie! How can I help?

You can type...



What jobs are currently open?



Update my jobs



I need to schedule an interview



When is my next interview?



How do I manage jobs?



Type a message

Send

Sydney by **Paradox**

**Select one of the pre-populated help options or “Type a Message” in the text box and select “Send” to learn from your Virtual Assistant.**

---

# Paradox Help Page

CR Caroline Reilly

---



**Need Help?**

---

## Paradox Help

Copy or click the “HELP” link or copy and paste this URL into your browser to visit the Paradox System Help Page: <https://olivia.paradox.ai/help-hire/>

HELP


# Need Tech Support?



 If you need technical support for the Paradox System or your Paradox Account, contact the BBI Resource team.

## BBI Resource Team Contact Information

1

 1-800-555-5808  
Extension: 3

2

 [BBIConnect@BloominBrands.com](mailto:BBIConnect@BloominBrands.com)



## Share This App

 Caroline Reilly

---

Know a fellow Manager who'd like to learn too?



Have them scan the code below with their mobile device's camera app or tell them to visit:

[bbi.training/ParadoxApp](https://bbi.training/ParadoxApp)





# Tell Us What You Think



Caroline Reilly



## Paradox Recruiting Guide App Feedback

At BBI we create a sense of Belonging by listening to the needs of Our People. Use this form to tell us about your experience using this app.

...

\* Required

1. How useful is this app for helping you to use the Paradox System to recruit top talent for your restaurant?

\*



2. What else would you like to tell us?

Enter your answer

Submit

Never give out your password. [Report abuse](#)

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