

The Road To Your First Hire

Welcome to CareerPlug! You're here to make the right hires for your team, and we're here to help make hiring easier.

Get Your First Job Live

One Click to Start

Don't wait for perfection—you can always edit your job details later. The goal is to get your post active so qualified applicants can start finding you today.

[Posting a Job](#)[Using Job Templates](#)[Understanding Job Statuses](#)

Faster Collaboration

Hiring is a team sport. Even if you already have 3–5 employees, adding just one colleague to the platform makes the process smoother by sharing the load of reviewing and notes before things get busy.

[Adding a User](#)[Managing Permissions](#)[Editing/Removing Users](#)

Bring in Your Team

Review Your Applicants

Build Your Pipeline

Whether your list is short or long, building the habit of daily sorting saves time. Keep your momentum by moving top talent to the next step and rejecting those who aren't a fit.

[Reviewing New Applicants](#)[Inviting to Interview](#)[Adding Applicant Comments](#)[Rating Your Candidates](#)

Preparation is Key

Avoid the post-interview scramble by prepping your questions in advance. Use scorecards to capture real-time feedback so you can compare candidates fairly.

[Configuring Scorecards](#)[Using Interview Scorecards](#)[Sample Interview Questions](#)

Ace Your Interviews

Customize Your Contact

Sound Like Yourself

Personalized communication builds trust. Customize your email and text templates now so every candidate touchpoint feels like a natural extension of your brand.

[Editing Email Templates](#)[Editing Rejection Templates](#)[Automating "Thank You" Emails](#)[Using Text Message Templates](#)

Close the Deal

When you find "the one," speed is your best friend. Familiarize yourself with the offer letter flow now so you can move quickly when you're ready to make it official.

[Using Offer Letters](#)[Candidate Offer Responses](#)

Prepare to Hire

Set-up Post Hire Success

Seamless Integration

You've made the hire! Finish the journey by sending your new employee's data directly to your ADP RUN account for a smooth transition from candidate to teammate.

[Sending Data to ADP RUN](#)

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