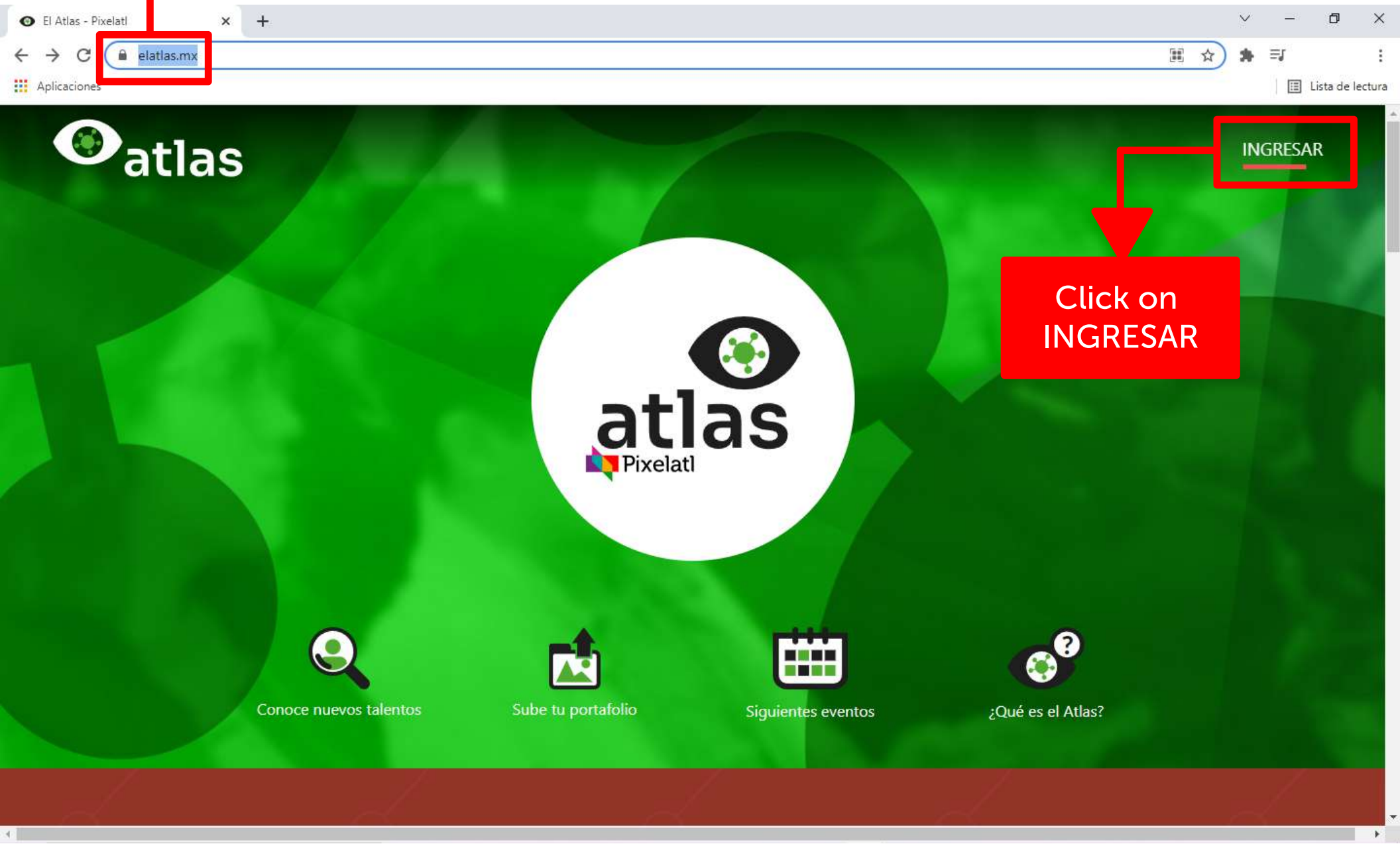
WELCOME TO THE RECRUITMENT HANDBOOK



atlas

Pixelatl

Go to “elatlas.mx”



LOG IN WITH YOUR USERNAME AND PASSWORD

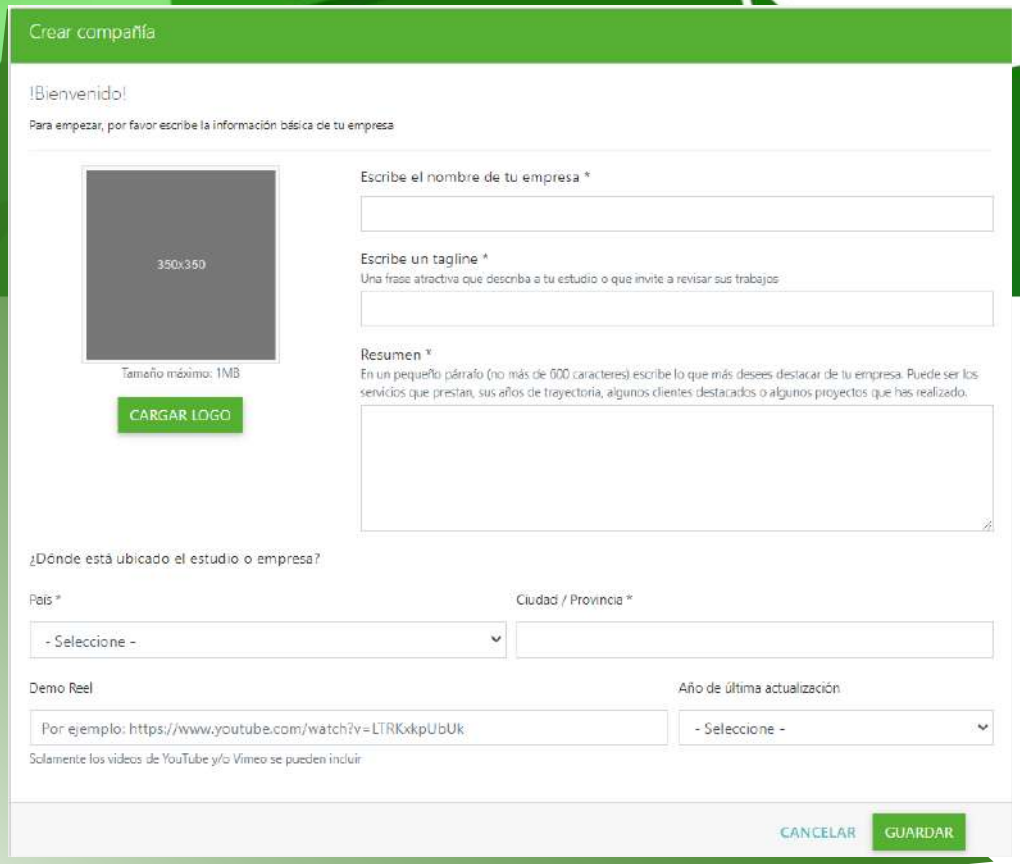


In case you forget your password you can recover it using the standard methods

IF YOU ALREADY HAVE YOUR COMPANY PROFILE CREATED, YOU CAN SKIP THIS STEP

To create your company profile, go to the dropdown menu at the top right hand corner and click on: AGREGAR COMPAÑÍA (ADD COMPANY)



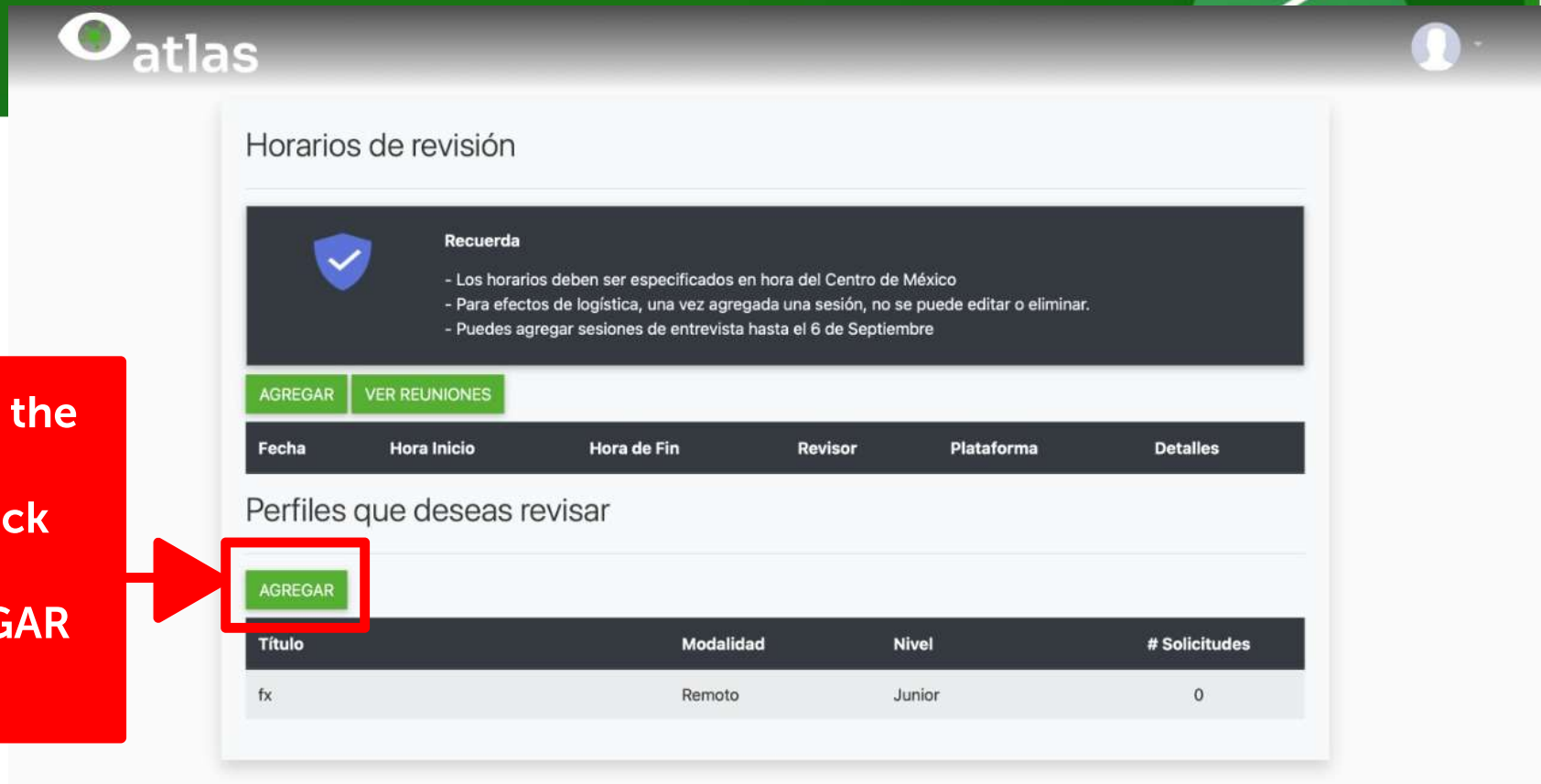


To complete your studio registration, fill in all the blank fields in the form.

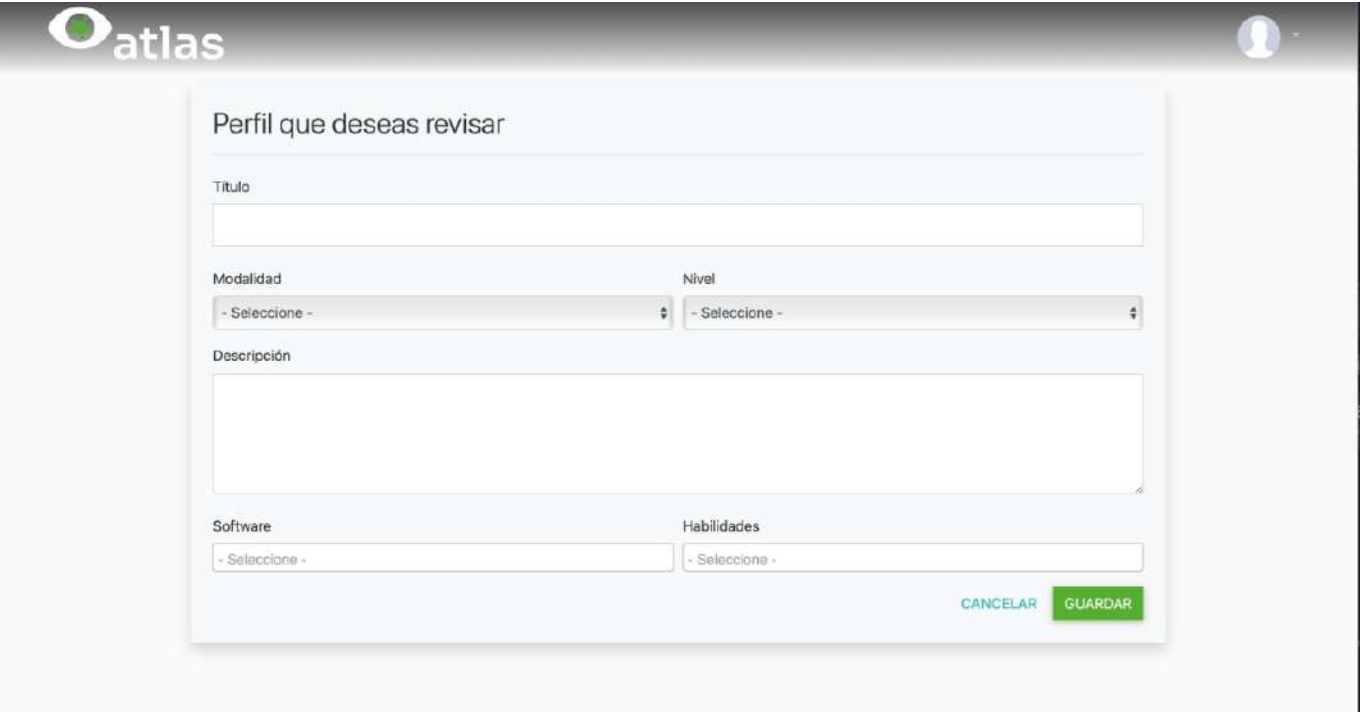
It's important to have as much of your companies information as possible.

To start the recruitment process go to the dropdown menu at the top right hand corner and click on RECLUTAMIENTO (RECRUITMENT)





After, to register the job opening you want to offer, click on the second option of AGREGAR (ADD)

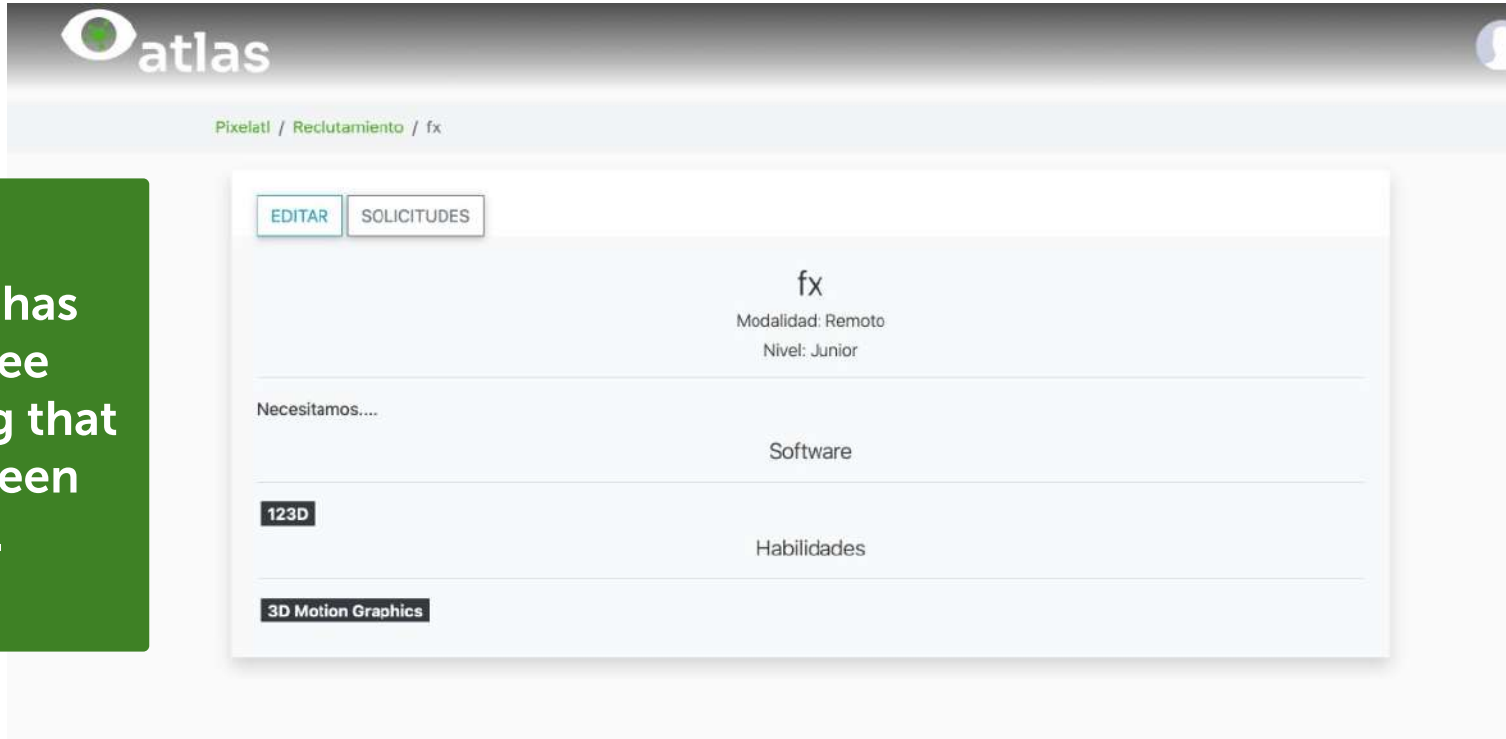


Fill in the required fields to register the type of job opening that you are looking for.

It's important that the name of the job opening be clear.

Remember to click on GUARDAR (SAVE)

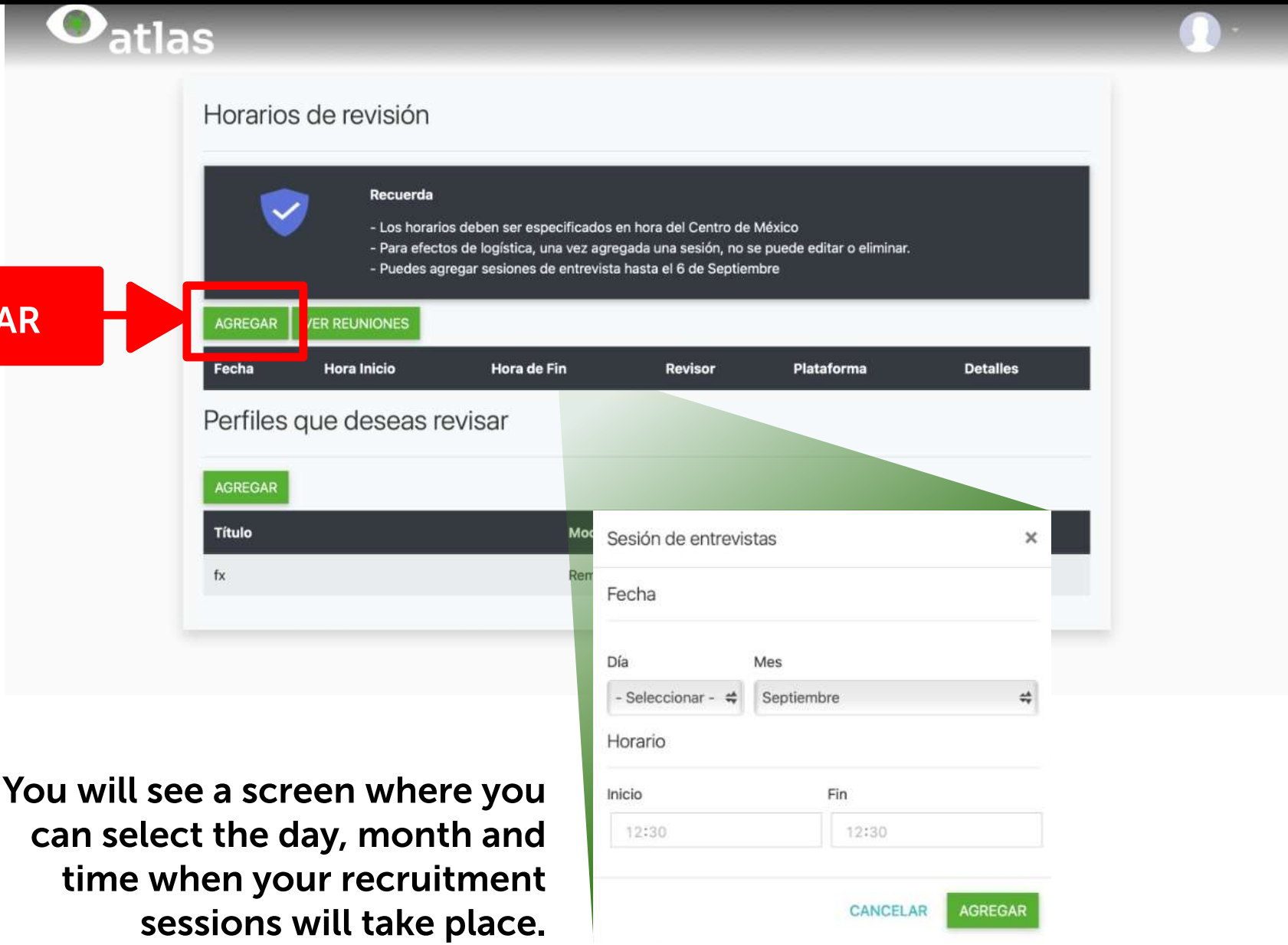
After the job opening has been saved, you will see this screen confirming that the job opening has been posted on the system.



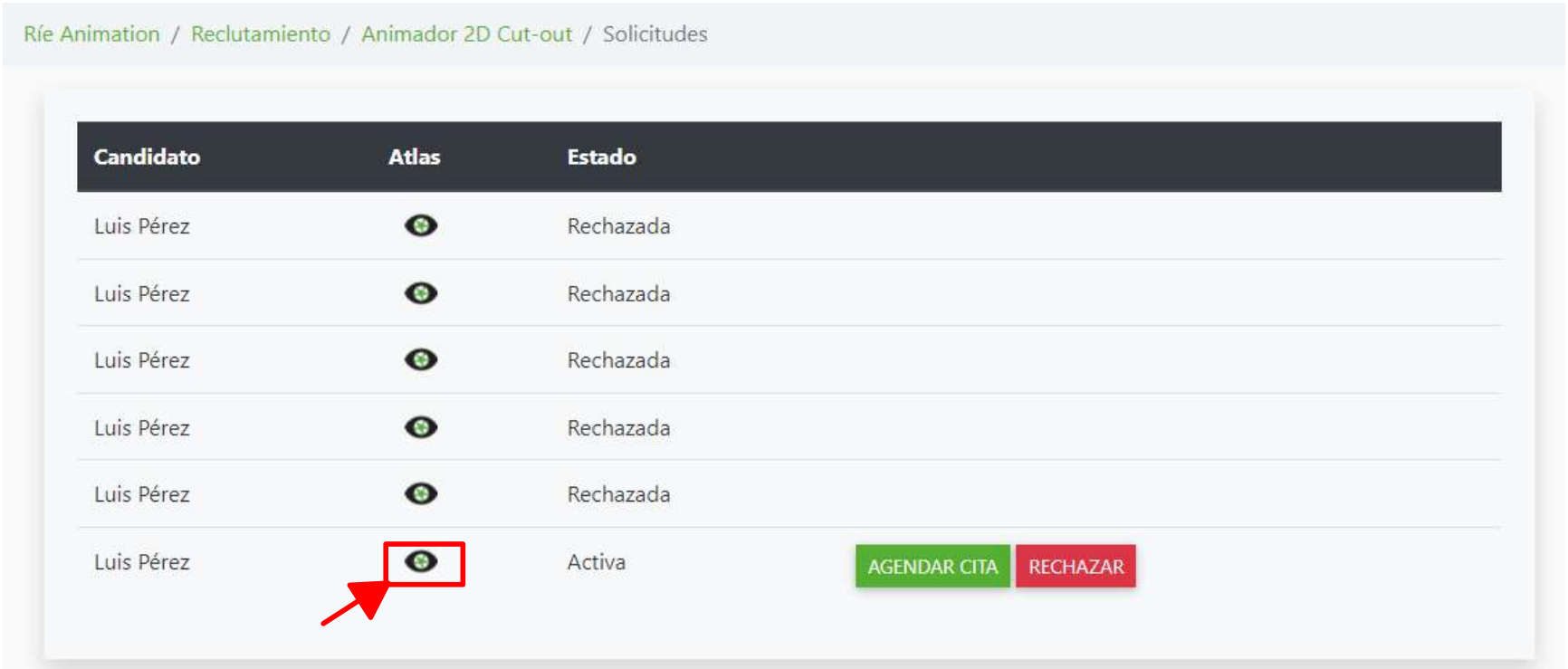
MEETINGS

To create your Recruitment meeting schedule, go back to the RECLUTAMIENTO option.

Click on AGREGAR



You will see a screen where you can select the day, month and time when your recruitment sessions will take place.



Once your appointment blocks are complete and the participants have requested meetings with your studio, you can see the participants' ATLAS by clicking the ATLAS icon to select possible candidates that registered with their ATLAS to be selected.

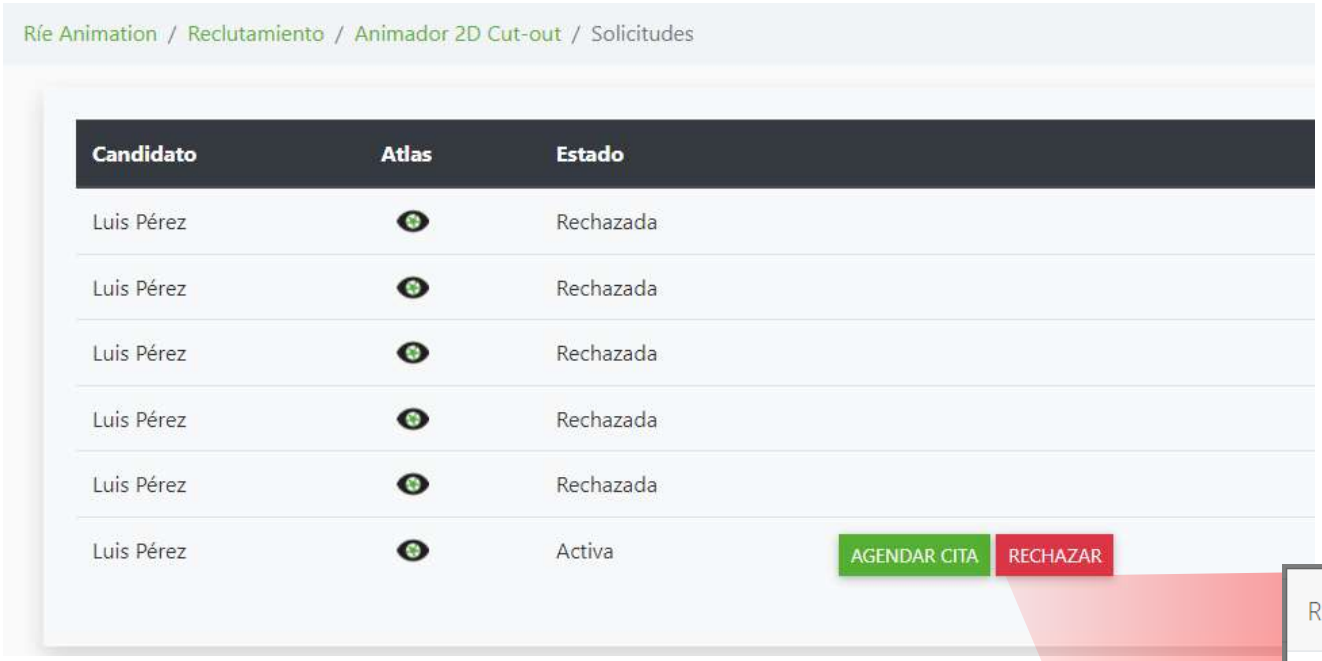


To select the profiles that interest you, you will have to check their ATLAS and to select them click on the AGREGAR CITA (ADD APPOINTMENT) or in the case that you don't, then click on RECHAZAR (REJECT).

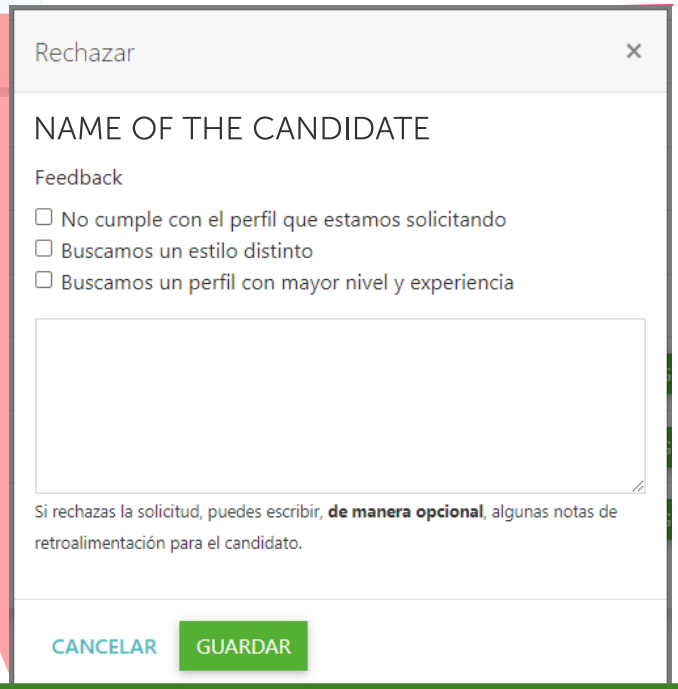


By clicking on AGENDAR CITA (MAKE AN APPOINTMENT) a dropdown menu is displayed where you can select the time of the meeting.

The applicants will be automatically notified via email with the date and time of their meeting.



In case you reject an applicant you will see this screen:



We consider it important that the rejected applicants know why they won't be interviewed.

If you have any questions you can write us at:
atlaspixelatl@gmail.com