



Quest Guide: SAWiT Recruitment Membership

Kalido Quests revolutionise recruitment. If you're a recruiter or manager looking to fill open roles, or staff projects and teams, a Quest will find you the best, stack-ranked candidate matches in seconds.

How do I create a Quest?

What is a Quest?

A Quest is an AI-powered search that you can create to find candidates with the right expertise for your open jobs. Simply input your criteria and Kalido will find you great, stack-ranked Matches in just seconds. A Kalido Quest continues to search until you decide to close it. So you can be confident that you are always getting the freshest, most relevant [Matches](#) from inside the SAWiT Community.

Where can I access the Quest creation feature on Kalido?

Click on the Quests tab on the top navigation bar then click 'Create a Quest'.

What requirements can I specify on a Quest?

Quests are designed to help you find exactly the right candidates for your open job, so you have the flexibility to add a range of requirements. They include: Role, job description, Role start and end dates, job Location, visibility, Industries, desired and required [Skills](#), and desired and required [Certifications](#).

Are there any mandatory requirements?

Yes, you must specify requirements for Role, job description and Role start date.

Are there any best practices for writing a job description?

Make sure that you add comprehensive details for the required Skills so that Kalido can analyse them and suggest required and desired Skills and Certifications for you during the next step. This saves time and helps to focus your Quest to get the most relevant candidates.

What is Quest visibility?

You can choose whether to make your Quest public or private. Candidates can see a Public Quest as an Opportunity and express interest or dismiss it. A Private Quest will not show up as an Opportunity and will be visible only to you and any Quest Co-Managers or Candidate Reviewers you have added. You can select your Quest's visibility in the 'Job Details' section of the Quest Creation process by clicking the dropdown for 'Select Co-Managers, Reviewers and Networks to search' and making your choice in the Visibility section.

What happens after I publish my Quest?

Kalido will instantly search for candidates who match your Quest requirements. You can see your Matches by clicking 'View Matches' on your Quest.

Can I edit my requirements after posting my Quest?

Yes, click on View Quest and then the edit icon next to any section you want to update.

How can candidates view and interact with my Quest?

Candidates can see your Public Quest as an Opportunity in their Opportunities tab in Kalido. They can choose to show interest or dismiss it, or directly contact the Recruiter who is linked to the Quest.

How do I view and process Quest Matches?

Where can I find my active Quests and their Matches?

Go to the top navigation bar and click on the Quests tab to see all your active Quests. To view or edit your Quest, click View Quest. To see your Matches, click View Matches.

Can I see the breakdown of each candidate's score?

Yes, click on the candidate's score and a popup will show you exactly how it has been calculated.

How is the match score calculated?

Match scores are calculated by combining a candidate's Role, Band, Skill, [Skill Competency](#), Location, Industry, Certifications, [Availability](#), and Capacity against the Quest's requirements. We use a weighted equation for this that has broad applicability, and has been developed in conjunction with existing clients.

How can I review individual candidate profiles?

On the Quest card you can see what criteria the candidate matches, partially matches or doesn't match at all. To view a candidate's full details, click View CV.

What are the different types of candidates?

CV candidates only have CVs on Kalido but they can still show up as Matches for your Quests. You can't send them Chat messages, but you can invite them to join Kalido and create a [Profile](#). Live Profile candidates have Kalido Profiles and you can Chat with them directly.

What actions can I take with my Quest Matches?

For candidates who match your Quest, you can take the following actions:

- Shortlist: this means you can come back to the candidate later to review.
- Put them On Hold for a set period: prevents them from showing up as a Match for any other Quest that you share.
- Dismiss: removes them from your Quest Matches.
- Chat: if the candidate has a Kalido Profile you can contact them directly and securely through Kalido Chat.
- View their Profile.

If the candidate only has a CV and not a Kalido Profile, you can't chat with them but you can invite them to join Kalido and create a Profile.

How can I contact promising candidates?

You can start a secure Chat with them by clicking the Chat icon on the top right-hand side of their Kalido Profile.

How do you track which candidates you've reviewed?

You can keep track of which candidates you've reviewed by moving them to a different state e.g. To Review, Shortlisted, On Hold or Dismissed. If you have the right permissions, you can set custom Quest states for your Network. You can also use the Notes feature to record your latest thoughts and updates about each candidate.

Can I save a candidate to review later?

Yes, click Shortlist on the Match card and you can come back to them later.

How do I complete a Quest?

You can choose to complete a Quest by clicking on the tick mark on the right-hand side of the Quest page.