Your first role in CLARA, start to finish

Set up once. Then align your hiring team on every role before the job posts.

SET UP ONCE

Company info

Start with your website address. CLARA pulls the basics for you to review. Add mission and values, goals, benefits, or a job description template whenever you like.

Teams & permissions

Invite the colleagues who open or manage roles. Users are unlimited. Hiring managers don't need an account: you send them a link and they respond from any device.

THEN, FOR EVERY ROLE

1 Role

Choose **New Job** and pick the company. Type, paste, or upload a job description, intake notes, or a transcript. Even one line is enough to start. Add how success is measured and what the role must deliver in its first 6, 12, and 18 months. CLARA drafts an editable role summary.

2 Personas

CLARA proposes career paths of people who could succeed in the role. Each is a strong match, not a perfect one. Edit, remove, or add. Send your hiring manager the review link to keep, edit, or remove each persona, then **lock the set**. Everything cascades from there.

3 Job Posting

Review the skills-focused posting and screening criteria. Open **Required skills** to add, remove, or reweight (high, medium, low), and see what counts as an exact match and what counts as a transferable one. Send the posting link to your hiring manager for approval of either or both.

4 Job Assets

All tied to the same skills: **Application Questions**, **Interview Guides** with questions for each panelist and the same questions for every candidate, and a **Sourcing Playbook** with a play for each persona.

Choose your own adventure: Stop with alignment, or go all the way.

Stop here and take everything above into your ATS, or keep going and bring candidates into CLARA.

5 Candidates

Candidates apply in CLARA, or you upload resumes from your ATS. Each candidate gets a match score with evidence for every criterion. Sort by match score and share a shortlist or the full batch with your hiring manager by link. You make every hiring decision. CLARA never rejects a candidate.

GOOD TO KNOW

You choose how to share. Copy the link and send it via Slack, Teams, email, or text. No account or login required.

Already aligned? Bypass a hiring manager review and note the reason. Locks, unlocks, and skips are logged.

Ready to post. Export the full package as text, PDF, or Word, or as a file for manual import to your ATS.

Each step takes just a moment.