InstaScreen.ai

PEOPLE MOVE HIRING FORWARD

Candidate Profile Intake

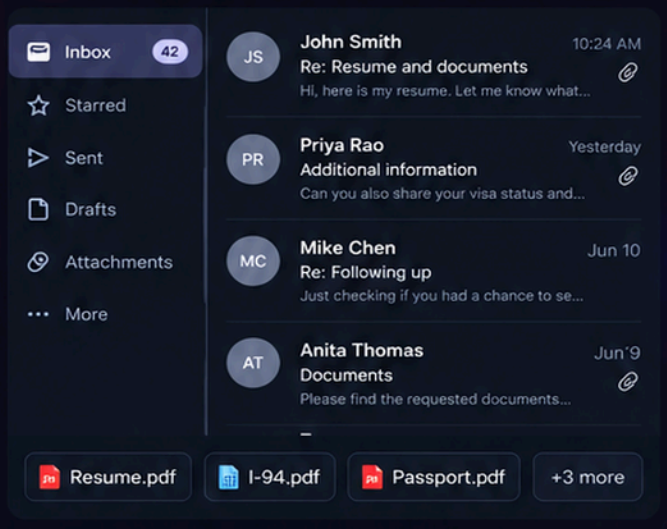
SECURE
STRUCTURED
CONSISTENT
INTEGRATED
BUILT FOR RECRUITERS

Stop chasing candidate details across emails, attachments, and follow-ups.

Replace scattered, unstructured candidate intake with one secure, standardized workflow for collecting information and documents.

The old way

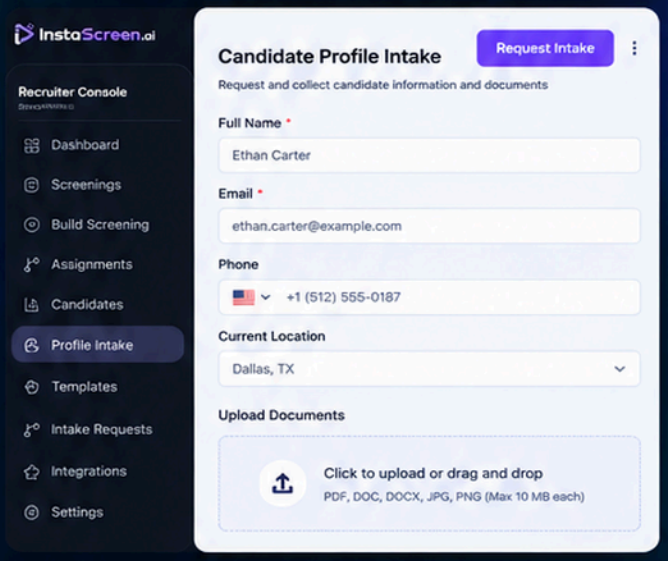
Scattered. Unstructured. Time-consuming.



- Information scattered across email threads
- Multiple attachments and file types
- Inconsistent, non-standardized intake
- Repetitive follow-ups and manual tracking
- Sensitive information in inboxes
- No single, complete intake record

With InstaScreen

Structured. Secure. All in one place.



- Reusable templates for different hiring needs
- Structured fields with required/optional controls
- Secure document uploads (e.g. resume, I-94, passport)
- Consistent candidate experience
- All information in the candidate record
- Full activity history and visibility

A simple, end-to-end intake workflow

From template to recruiter review — all in one place.

1. Build Template
Create reusable intake templates for different hiring needs.

2. Request Intake
Send a secure intake link directly from the candidate record.

3. Candidate Provides
Candidate completes the form and uploads requested documents.

4. Review & Move Forward
Review all information in one place and move the candidate forward.

Less email clutter. More complete candidate profiles.

Give recruiters a secure, structured, and consistent way to collect candidate information.

BETTER CANDIDATES | SMARTER HIRING | BRIGHTER OUTCOMES

InstaScreen.ai

Candidate Profile Intake

TEMPLATES

Build it once. Reuse it across your recruiting workflow.

SECURE
FLEXIBLE
CONSISTENT
EFFICIENT
BUILT FOR RECRUITERS

People Move Hiring Forward.

Create, clone, preview, and reuse intake templates for different roles, teams, or hiring needs.

Create Templates

Build intake templates with the right fields and document requirements.

Clone Templates

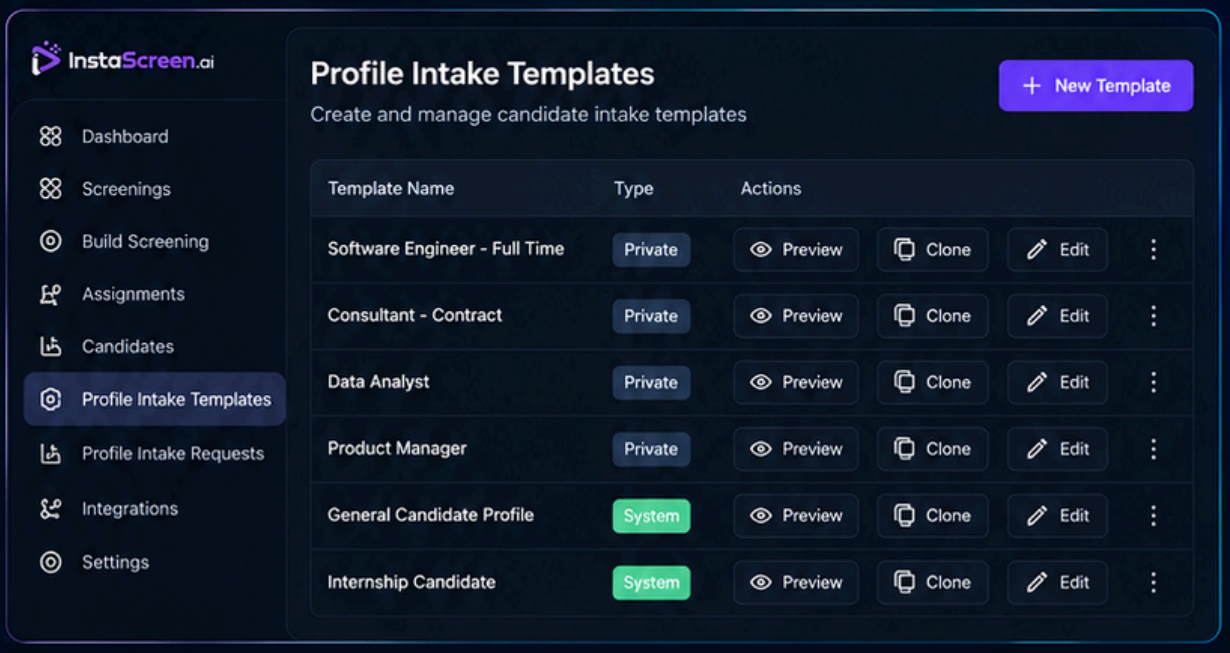
Quickly clone existing templates and make changes for new roles or teams.

Preview Templates

See exactly how the candidate will experience the form before you share it.

Reuse Across Hiring Needs

Use the same template for multiple openings or tailor it for specific requirements.





Why use templates?

Save time
Build once and reuse for multiple openings.

Ensure consistency
Standardize intake across roles and teams.

Easily customize
Clone and adjust for specific requirements.

Better candidate experience
A clear, structured, professional process.

Standardized intake. Smoother hiring.

Use templates to collect the right information, the right way — every time.

BETTER CANDIDATES | SMARTER HIRING | BRIGHTER OUTCOMES

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Candidate Profile Intake

FLEXIBLE + SECURE COLLECTION

Collect exactly what you need — with control over what's sensitive.

Supported field types, custom fields, required/optional, visibility, sensitivity, and uploads.

SECURE
FLEXIBLE
CONSISTENT
EFFICIENT
BUILT FOR RECRUITERS

People Move Hiring Forward.

Wide range of field types
Text, Email, Phone, Number, Currency, Date, MM/DD, Yes/No, Single select, Multi select, Long text, File upload, Skill matrix.

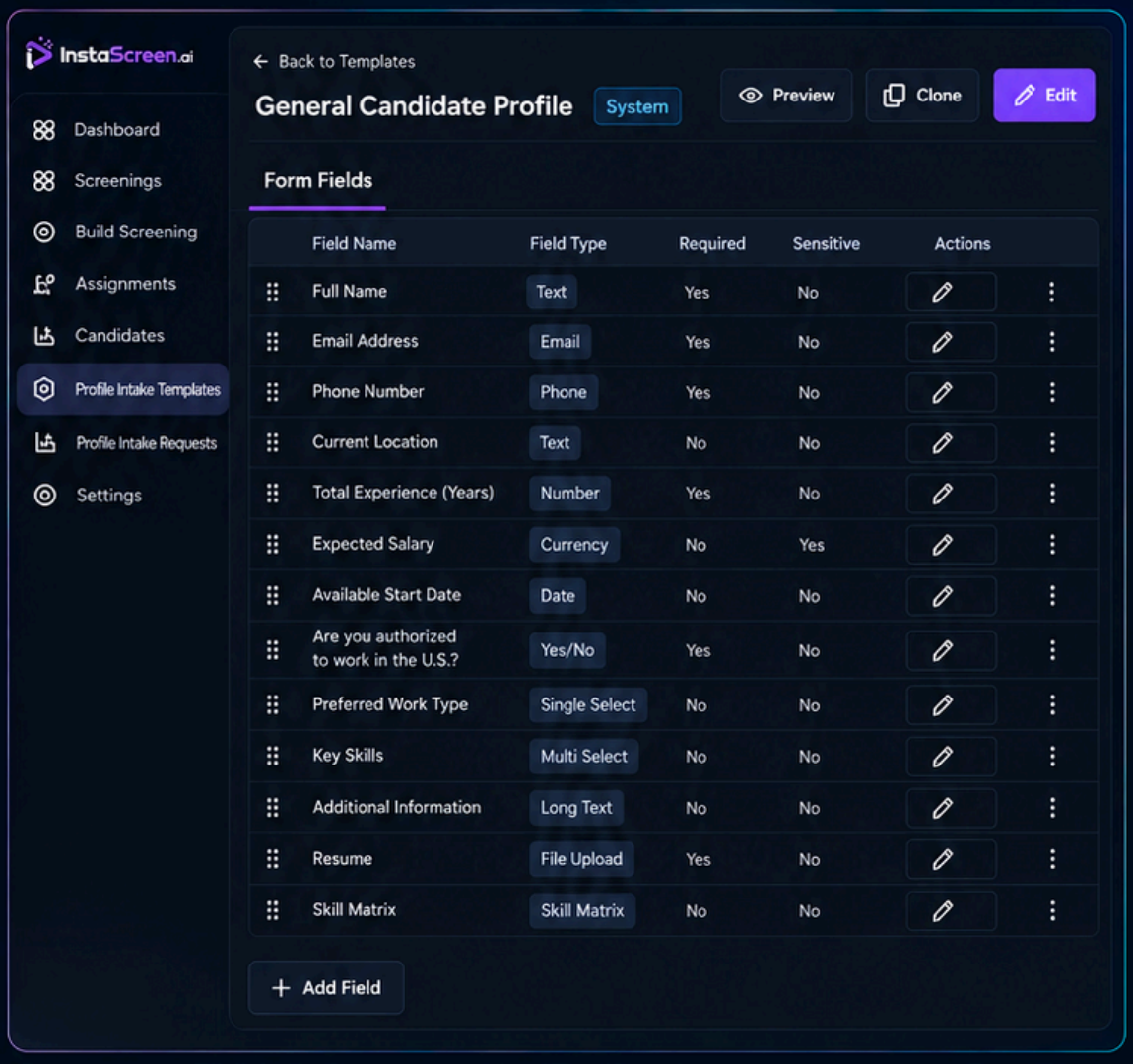
Custom fields
Add and configure fields for your specific hiring requirements.

Set requirements
Choose which fields are required or optional, with helpful guidance text.

Control visibility
Show or hide fields based on role, team, or intake type.

Mark as sensitive
Protect sensitive information like SSN, DOB, or salary expectations.

Support for uploads
Collect resumes, IP documents, and other files.



Supported field types

Text · Email · Phone · Number · Currency · Date · MM/DD · Yes/No · Single Select · Multi Select · Long Text · File Upload · File Upload · Skill Matrix

SECURE DATA COLLECTION | TAILORED FOR YOUR WORKFLOW | BETTER, MORE QUALIFIED CANDIDATES

STANDARDIZED INTAKE | LESS BACK-AND-FORTH | FASTER HIRING

InstaScreen.ai

Candidate Profile Intake

CANDIDATE EXPERIENCE

One clear, secure place for candidates to provide their information.

A structured form to share details and upload requested documents — all in one place.

SIMPLE
STRUCTURED
SECURE
LESS BACK-AND-FORTH
A BETTER EXPERIENCE

People Move Hiring Forward.

One Structured Form

Provide your information in a clear, easy-to-follow format.

Upload Documents

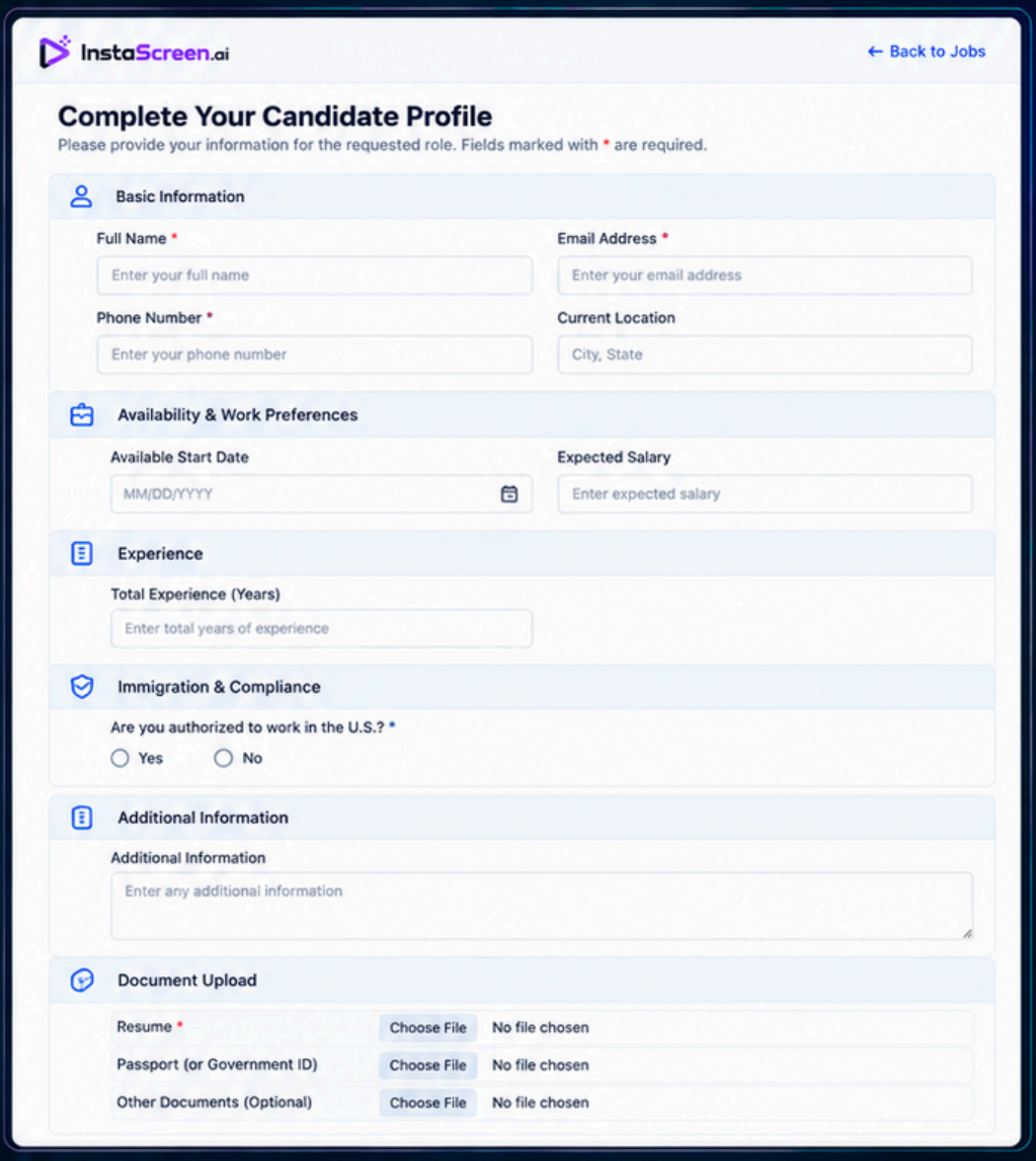
Attach requested documents like resume, ID, or other files.

Clear Requirements

See exactly what information is needed for the role.

Save Time

Share everything once with less back-and-forth emails.



A simple process for candidates

1. **Receive Intake** — Get a secure link to the candidate profile form.
2. **Provide Information** — Fill out your details in one place.
3. **Upload Documents** — Attach requested documents.

SECURE INTAKE | A SMOOTHER CANDIDATE EXPERIENCE | BRIGHTER OUTCOMES

PEOPLE | OPPORTUNITIES | BRIGHTER TOMORROWS

InstaScreen.ai

Recruiter Console

INTEGRATED CANDIDATE WORKFLOW

From intake request to recruiter review — keep the full workflow connected.

Candidate information, documents, communications and activity — all in one place.

TRACK
MANAGE
COLLABORATE
MOVE FORWARD
BRIGHTER OUTCOMES

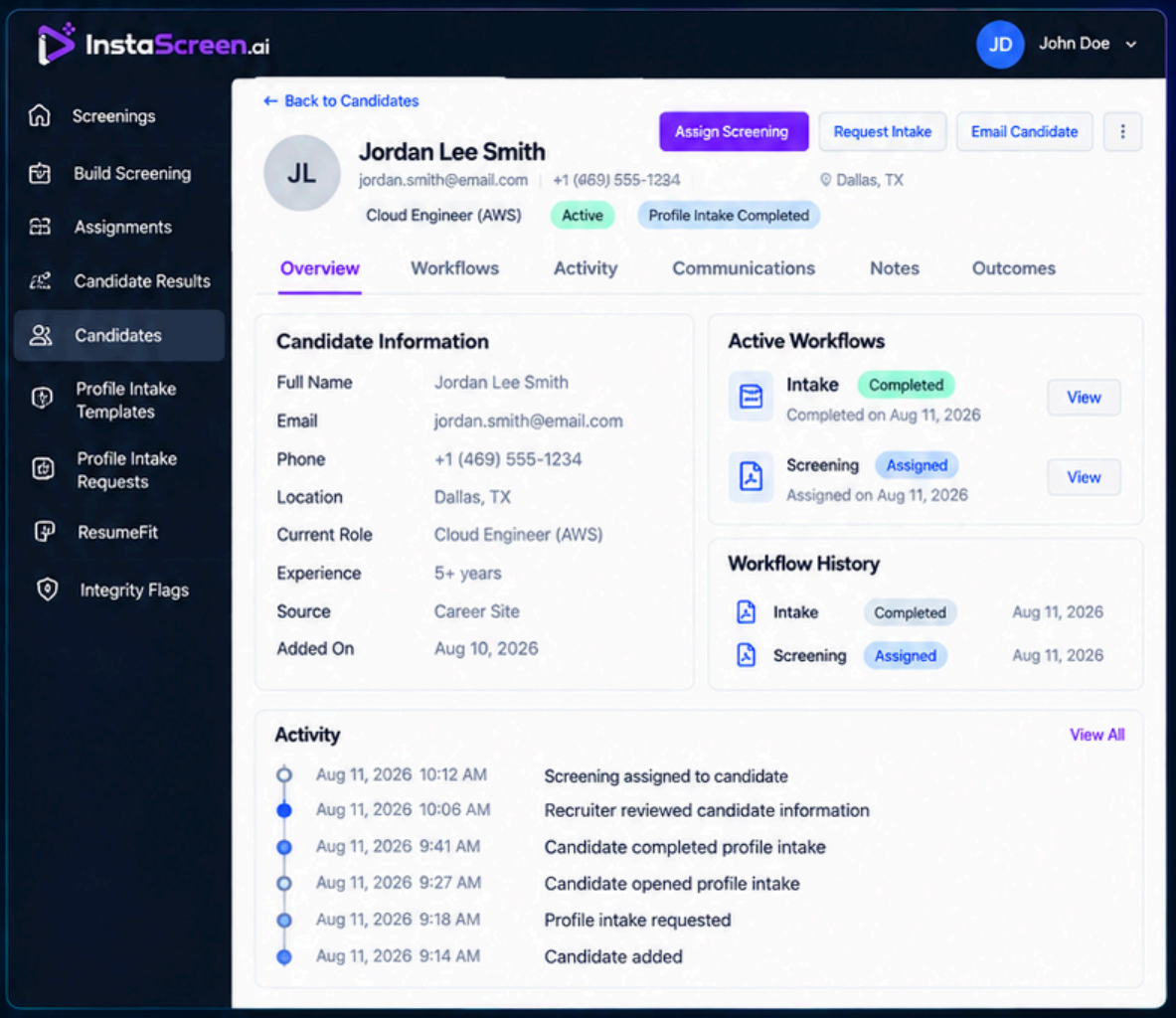
People Move Hiring Forward.

Track Progress
See intake status and move candidates through each step.

View Communications
All candidate conversations in one place.

Access Documents
View requested and submitted files instantly.

Complete History
Keep a full record of activity, updates, and next steps.



A connected workflow for better hiring

1. Request Intake
Send a secure intake request.

→

2. Candidate Completes
Candidate provides information and uploads requested documents.

→

3. Review Information
View details, activity, and submitted documents in the candidate record.

→

4. Collaborate
Keep communications and notes in one place.

→

5. Move Forward
Assign screenings and continue the hiring process.

BETTER CANDIDATES | SMARTER HIRING | BRIGHTER OUTCOMES

InstaScreen.ai

Broader InstaScreen Platform

InstaScreen is more than Candidate Intake.

CONNECTED
STRUCTURED
SECURE
COLLABORATIVE
BUILT FOR RECRUITERS

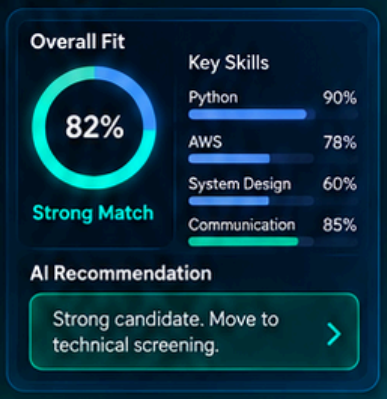
Candidate intake is just one part of the workflow. InstaScreen also helps recruiters evaluate fit, run structured screening, review evidence, and keep the team aligned.

People Move Hiring Forward.

ResumeFit Match Analysis

Understand candidate fit before screening.

- Fit score + recommendation
- Evidence breakdown
- Matched vs. missing skills
- Guidance for recruiter review



AI Screening

Run structured, role-specific technical screening.

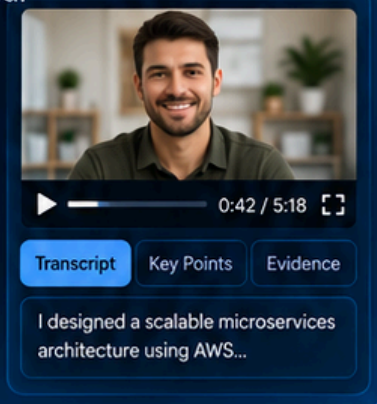
- JD-driven screening
- Role-specific questions
- Recorded candidate responses
- Integrity-aware evaluation



Video Review & Evidence

Review what the candidate actually said.

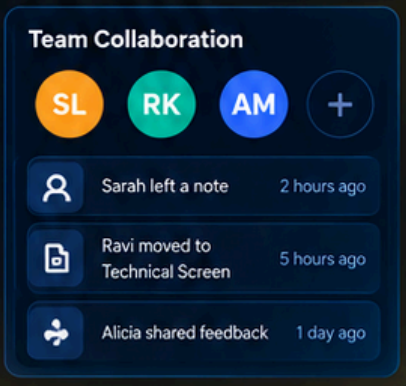
- Interview video recording
- Playback and key moments
- Answer evidence
- Flexible review workflow



Team Workflow & Reporting

Keep recruiters and managers working from the same information.

- Candidate dashboard
- Collaboration notes
- Activity and status tracking
- Multi-user visibility



One platform. From candidate intake to confident recruiter decisions.

Collect candidate information → Screen the right skills → Review the evidence → Collaborate and move forward

FASTER HIRING. STRONGER TEAMS.