

ShortlistMe for Recruiters & Staffing Agencies

The complete organization guide — console, credits, cohorts, invite links, progress & billing · shortlistme.ai/organizations

1. What your candidates get

Your candidate gets one shot with your client — and most stumble on rehearsable things: rambling introductions, weak STAR stories, freezing on the second technical follow-up. ShortlistMe lets every candidate rehearse the whole thing realistically before the interview that counts, so you submit people who are ready.

Every session funded by your organization is the **full product** — identical to what individual paying users receive:

- A realistic **20-minute mock interview** with a video AI interviewer (natural voice, eye contact, professional manner).
- **Adaptive questioning** — follow-ups react to each answer; difficulty calibrates to the chosen seniority (student → executive).
- **Hands-on challenges** for technical roles, graded against a real marking scheme.
- An **honest score report**: technical, communication, confidence and seniority scores with concrete improvement steps.
- A **personal improvement plan**, crash-safe resume (an interrupted session continues within 24 h), and 10 role tracks + company-style packs.
- The **CV Studio** (build / fix / tailor a CV — one CV credit per action) and the Confidence toolkit.

2. Your console at a glance

Sign in and you land on your **Organization console** (you manage; you don't take interviews). From top to bottom:

Panel	What it does
Credit pool (top tiles)	Interview sessions and CV credits remaining, active candidates, sessions and completion over the last 30 days.
Sessions per day	A live chart of started vs finished sessions — your adoption curve.
Credit packs	Every pack you've bought, what's been used, and expiry dates.
Buy credits	Self-serve purchase — card or emailed Stripe invoice.
Your interview programme	Tailor what the interviewer emphasises for your candidates.
Cohort progress	Aggregate results per candidate group.
Invite links	Create, copy and revoke the links your candidates join through.
Members	Everyone enrolled: usage, caps, consent status, last session.
Invoices	Your automatic Stripe invoice history.

A **guided tour** of these panels replays any time via the “Take the tour” button at the top of the console.

3. Credits and the shared pool

- **1 interview credit = 1 complete 20-minute session** for one person, report included.
- **1 CV credit** = one CV build, analyse-&-fix, or job-description tailoring.
- Credits are **pooled**: all your candidates draw from the same balance, so nothing is wasted on inactive seats.
- Packs are valid **12 months** from purchase.

No surprise overage — ever. When the pool reaches zero, sessions pause until you top up. You can never be billed for usage you didn't buy, and one enthusiastic person cannot silently drain your budget if you use caps (\$5).

4. Sessions vs invite seats — the one distinction that matters

These are **two different numbers**, and mixing them up causes most confusion:

	Sessions (pool credits)	Seats (on an invite link)
Controls	How many interviews can be taken in total	How many people can join through that link
Where set	By the packs you buy	Per link, when you create it (1–500)
When used	Each time a member starts a session	Once per person, at joining

Worked examples with a ×10 pack (10 sessions):

- **10-seat link**: up to 10 candidates join and *share* the 10 sessions. If you want **exactly one interview each**, ask us to set a per-member cap of 1 — the system then refuses anyone's second session.
- **5-seat link**: 5 candidates join; on average two sessions each (first come, first served unless capped).
- **20-seat link**: 20 people can join, but only 10 sessions exist — the first 10 starts win. Do this only deliberately (e.g. optional practice).

Rule of thumb: **seats ≤ sessions ÷ sessions-per-person**. One interview each for 10 people → 10 seats on a ×10 pack. Two interviews each for 20 candidates → a ×40 pack and a 20-seat link.

5. Per-member caps

A cap is a hard per-person limit (e.g. 1 or 2 sessions each). With a cap in place, the pool maths above becomes a guarantee instead of an average. Caps are currently set for you on request — tell us the number you want per candidate and it applies immediately to your organization.

6. Cohorts — group by client, role or drive

For an agency, a cohort works best as one group per client, per role, or per hiring drive. Progress then reads exactly the way you sell: “the BankCo shortlist averages 78 and everyone has rehearsed twice.”

1. In **Invite links**, type a name under “New cohort” (e.g. “BankCo — Network roles”) and click **Add cohort**.
2. Create an invite link with that cohort selected — everyone who joins through it lands in the cohort automatically.
3. Watch the **Cohort progress** panel: members, finished sessions and the average score per cohort.

7. Enrolling candidates step by step

1. **Buy a pack** sized to your plan (\$8) — credits appear the moment payment clears.
2. (Optional) **Create a cohort** so results stay grouped.
3. In **Invite links**: choose role *Member*, the cohort, the number of **seats**, an optional expiry — then **Create & copy link**.
4. **Share the link** in your own channel (email, WhatsApp, Slack — anything). No emails need to be typed into ShortlistMe.
5. Each person opens it, signs up in under a minute, and lands as a member of your organization. At joining they choose whether to **share their individual results** with you (\$9).
6. They practise on their own — every session draws from your pool. You watch the dashboard fill in live.
7. Need to stop a link? **Revoke** kills it instantly. Removing a member frees nothing already used, but stops further spending; the person keeps their personal free account and history.

8. Buying credits & automatic invoices

Pack	Interviews	CV credits	Price	Per session
Candidate pack × 10	10	10	\$89	~\$8.90
Candidate pack × 25	25	25	\$199	~\$7.96
Candidate pack × 40	40	40	\$299	~\$7.48
Candidate pack × 100	100	100	\$649	~\$6.49

- **Card**: instant — hosted Stripe checkout, credits active immediately, receipt emailed.
- **Invoice**: click “Email me an invoice” — Stripe sends a formal invoice on **14-day terms** to your billing email; credits activate automatically when it's paid.
- Every document also appears in the **Invoices** panel. Above 100 sessions per order, SSO or a custom programme: info@techbluecorp.com.

9. Reading progress — and what you can't see (by design)

- **Always visible**: operational usage — who joined, sessions used, caps, cohort aggregates (member counts, finished sessions, average score).
- **Visible only with consent**: an individual's own scores and session dates. Each person decides at joining (and it defaults to No). Without consent they are counted in the averages but can't be singled out.

This split protects your candidates's trust *and* keeps you clear of using a training tool as a covert assessment — see the legal note below.

10. Tailoring the interviewer (your programme)

The **Your interview programme** panel steers every session you fund:

- **About your programme** — one paragraph of context the interviewer knows (e.g. “We place network engineers with UK banks; client interviews are panel-style and heavy on incident response”).
- **Focus areas** — themes to probe harder. · **Must cover** — topics guaranteed to come up. · **Tone** — e.g. “warm but rigorous”. · **Never bring up** — off-limits topics.

This is prompt-level guidance: the interview structure, seniority calibration and honest scoring never change, so results stay comparable across candidates. With **white-label** enabled (ask us), your logo and brand colour front the console and join page, and the interviewer introduces the session as *your* programme.

11. Quick answers

- **Does an admin use credits?** No — admin accounts manage; they don't take interviews.
- **Can someone join twice?** No — one membership per account; a used seat isn't consumed again by re-joining.
- **What if a session crashes?** It resumes within 24 hours at no extra credit.
- **Do unused credits expire?** After 12 months, per pack.
- **Can we bring our own brand?** Yes — white-label is available; write to us.

The line we put in writing: ShortlistMe is a preparation and training tool. Its scores are coaching feedback for the candidate's own development and must not be used to make or inform hiring, admission, or ranking decisions.

ShortlistMe · shortlistme.ai/organizations · info@techbluecorp.com · Guide v1 — August 2026. Prices shown are current published pricing and may change; the live page always wins.