

Biocom

Career Hub

Step-by-step guide for member companies

Post jobs, reach life science talent, and manage every applicant in one free workspace.

JOIN THE CAREER HUB

biocom.scalis.ai/employers/request-access

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Powered by SCALIS

FOR MEMBER COMPANIES

Welcome to Career Hub

Career Hub is a free job board and hiring workspace for Biocom California member companies, powered by SCALIS. Post your open roles, receive applications from life science job seekers, and manage every candidate in one place.

Free for members
Post jobs and manage applicants at no cost. It's included with your Biocom California membership.

Reach life science talent
Your jobs appear on the Career Hub job board, where job seekers in the life science community search and apply.

Every applicant in one place
Applications land in your workspace, organized by hiring stage and ready to review.

Hire as a team
Invite colleagues and give each person the right level of access.

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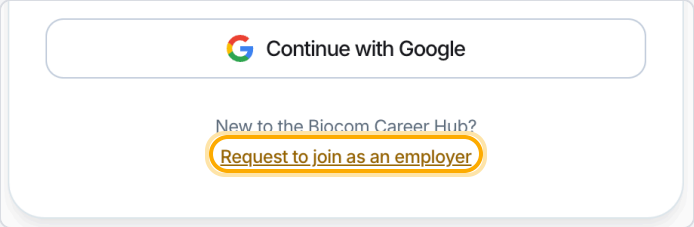
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01 Request access for your company

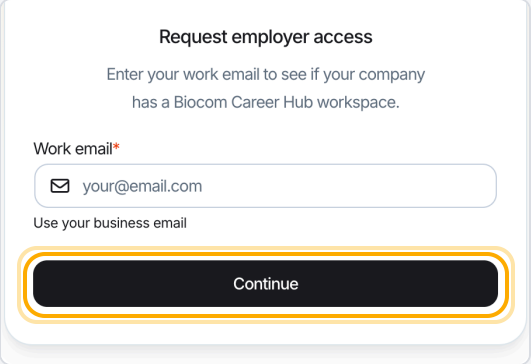
The first person from your company to request access sets up your workspace.

1. Go to **biocom.scalis.ai/employers/login** and select **Request to join as an employer**.



2. Enter your work email address and select **Continue**.

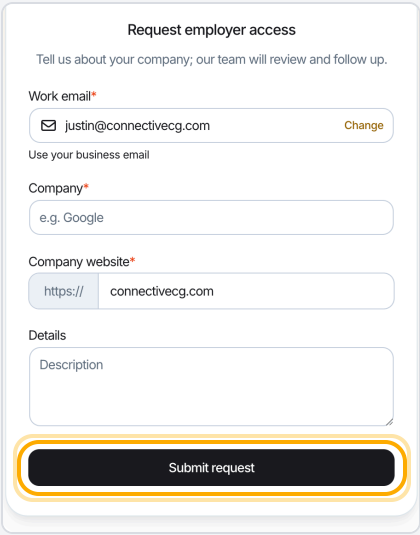
Use your company email
Personal addresses like Gmail or Outlook are harder to verify and take longer to approve.



3. Add your company name, website, and any details that help us confirm your membership.
4. Select **Submit request**.

WHAT HAPPENS NEXT

- You'll see **Request sent**.
- The Biocom California team reviews your request.
- You get an email when your workspace is ready. Continue to step 02.



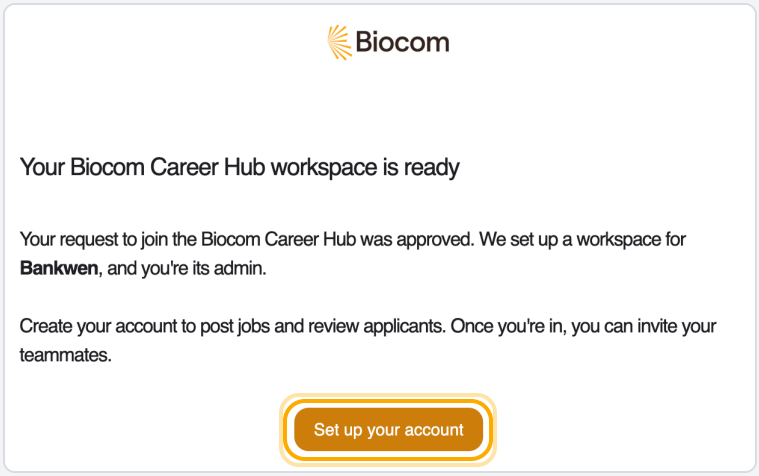
Seeing "Your company is already here"? A colleague already set up your workspace. Join it right away, no approval needed.

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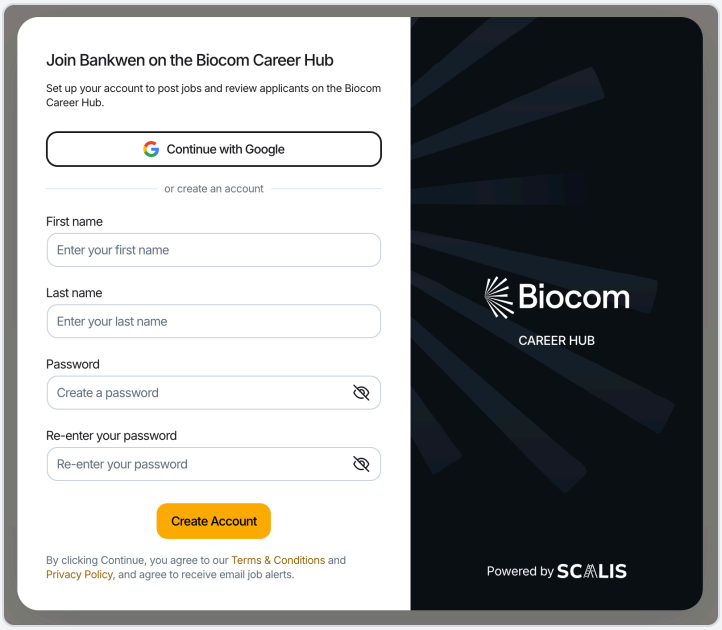
02 Set up your account

Once approved, you'll get an email titled **"Your Biocom Career Hub workspace is ready."**

1. Open the email and select **Set up your account**.



2. Select **Continue with Google**, or enter your name and a password and select **Create Account**.



You're the Super Admin
As the person who requested access, you control your company's workspace, including who else can use it. Invite teammates in step 04.

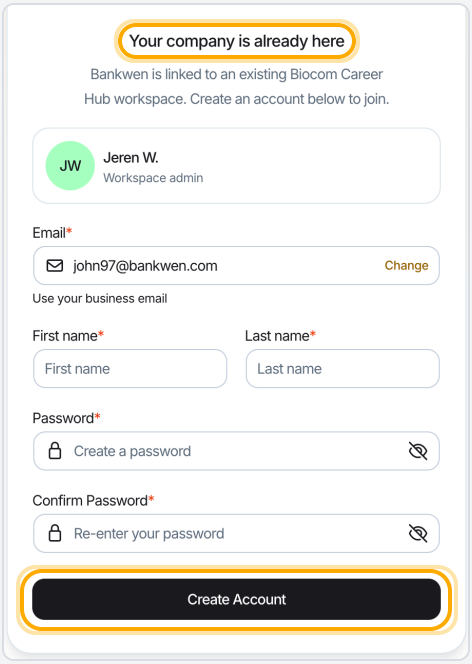
Logging in later
Go to **biocom.scalis.ai/employers/login** and log in with your email and password, or with Google.

ALTERNATE PATH · INSTEAD OF STEPS 01 AND 02

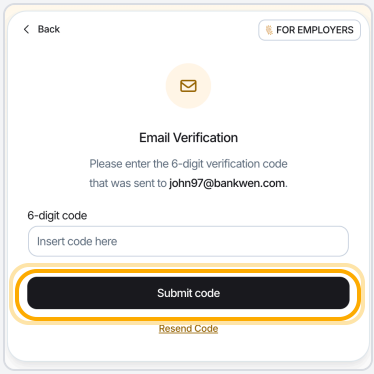
Company already on Career Hub? Join your team's workspace

If a colleague has already set up your company's workspace, you can join it right away. No approval is needed.

1. Go to **biocom.scalis.ai/employers/request-access** and enter your work email. You'll see **Your company is already here**.
2. Enter your first and last name and a password, then select **Create Account**.



3. Enter the 6-digit code we email you and select **Submit code**.



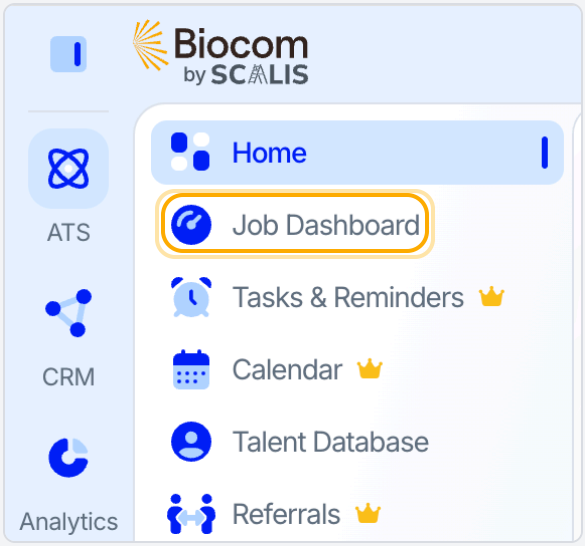
You'll join as an Admin
Admins can post jobs and manage candidates. Your Super Admin can change your role anytime (see step 04).

03 Get to know your workspace

Use the menu on the left to get around. Here's what's included with your membership.

Included with your membership

- **Job Dashboard** START HERE
  Post your first job (step 05), then edit or close it anytime.
- **Talent Database**
  Every candidate who has applied to your jobs.
- **Settings**
  Your company profile, careers page, and team.

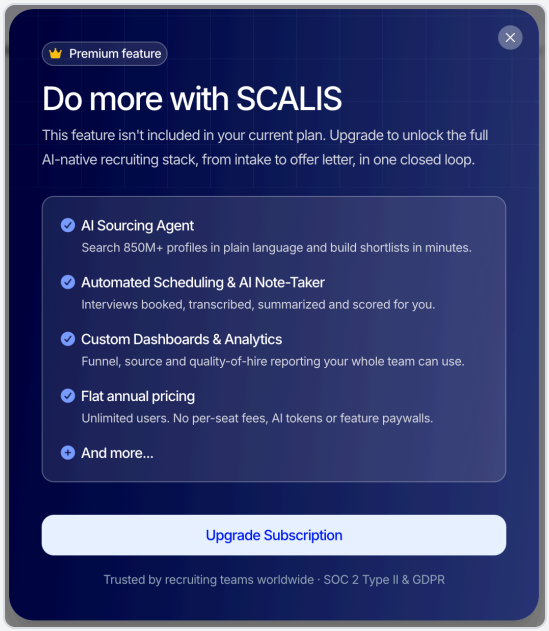


Premium features

Items marked with a crown are part of paid SCALIS plans. Select one to see what's included:

- Calendar and interview scheduling
- Tasks & Reminders
- Referrals and Video Screens
- Pipeline, scorecard, and interview templates
- Automations

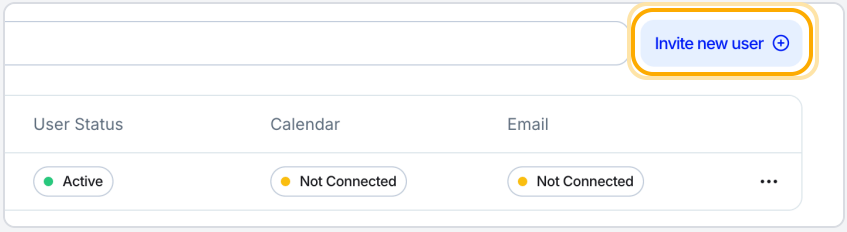
Want them? Book a demo at **scalis.ai**.



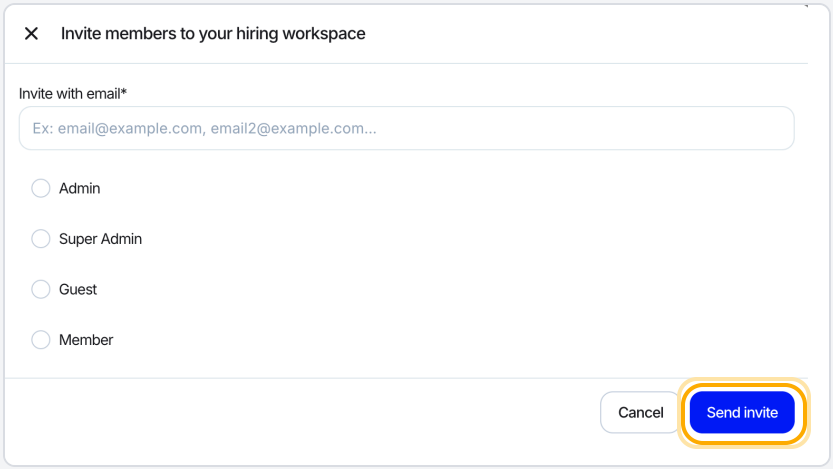
04 Invite your team

Bring in recruiters, hiring managers, and interviewers. Only a Super Admin can invite people.

1. Go to **Settings › User Management** and select **Invite new user**.



2. Enter teammates' email addresses, separated by commas, and choose a role.
3. Select **Send invite**. They'll get an email to join your workspace.



Which role should I choose?

Super Admin	Everything: jobs, candidates, interviews, feedback, reports, demographic data, users, and all settings.
Admin	All recruiting work, but can't manage users, workspace settings, or demographic data.
Member	Works only on jobs assigned to them: reviews, interviews, feedback, and referrals.
Guest	Outside collaborator with read-only access to specific jobs or candidates. Can leave notes.

05 Post a job

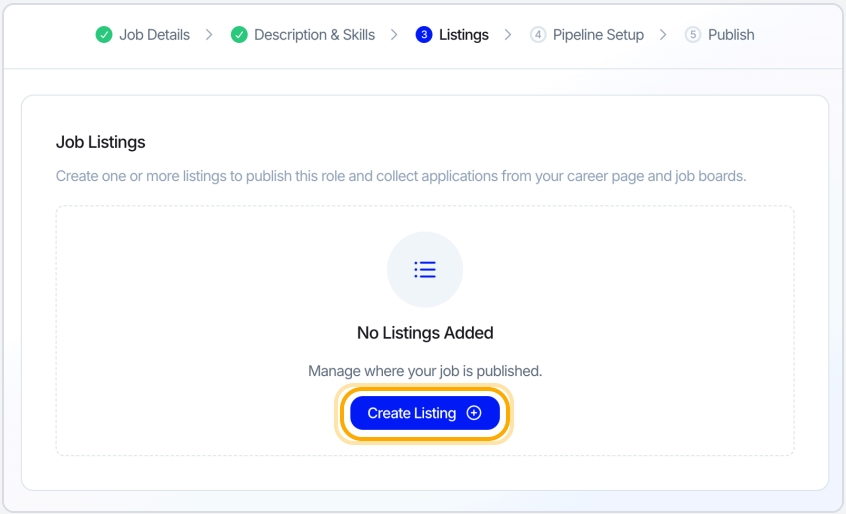
Start from the Job Dashboard, then work through five short screens.

→ Go to **Job Dashboard** and select **New Job Requisition**.



1. **Job Details:** add the basics, such as job title, job type, level, and department.
2. **Description & Skills:** write or paste your job description and add the key skills you're looking for.

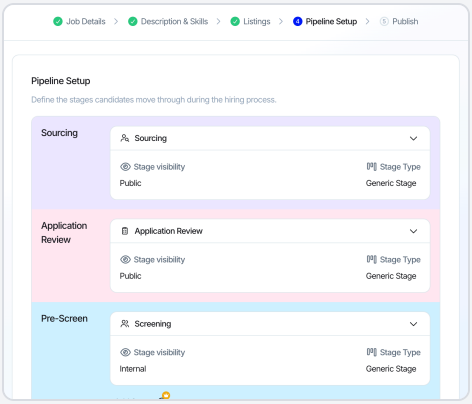
3. **Listings:** select **Create Listing** to choose where your job is published. You need at least one listing to continue.



Not ready yet?
Select **Save as draft** on any screen and finish later. Screens 4 and 5 continue on the next page.

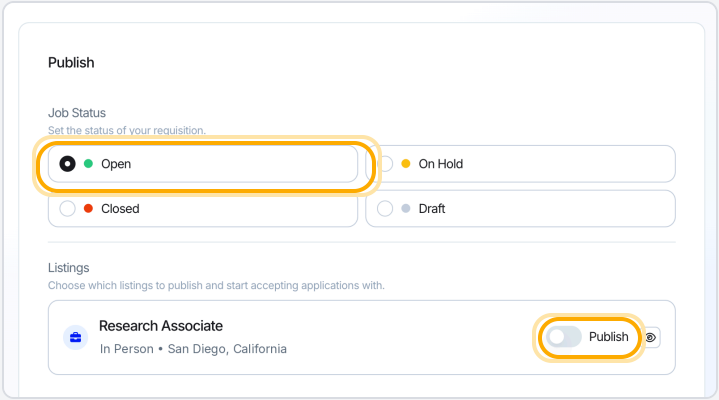
05 Post a job (continued)

4 **Pipeline Setup:** review the hiring stages candidates will move through.



5 **Publish:** set the job status to **Open**, turn on **Publish** next to your listing, and select **Complete**.

Don't forget the Publish toggle
Your job only goes live when Publish is on. Leave it off to save without posting.

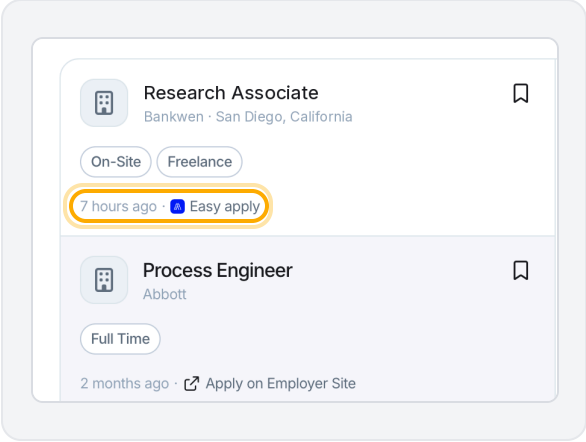


THE RESULT

Your job is live on the Career Hub job board

Published jobs show an **Easy apply** button, so job seekers can apply without leaving Career Hub.

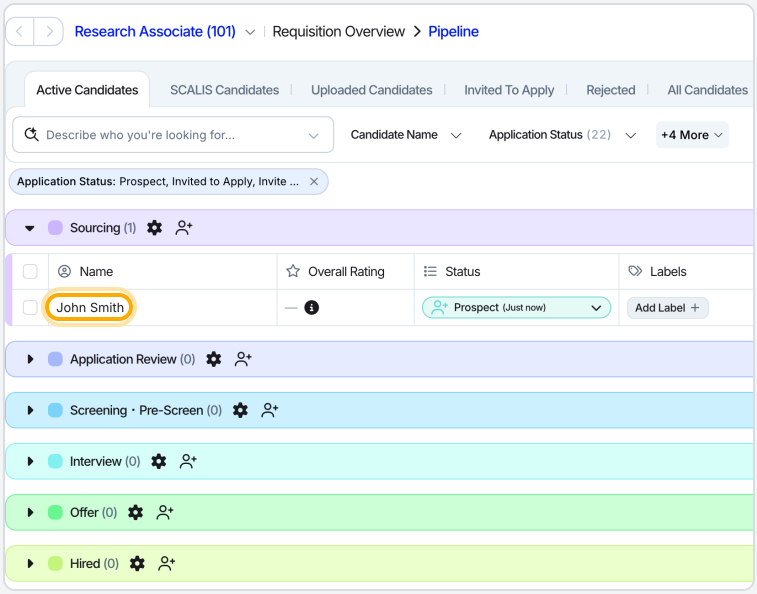
Their applications come straight into your workspace, ready to review in step 06.



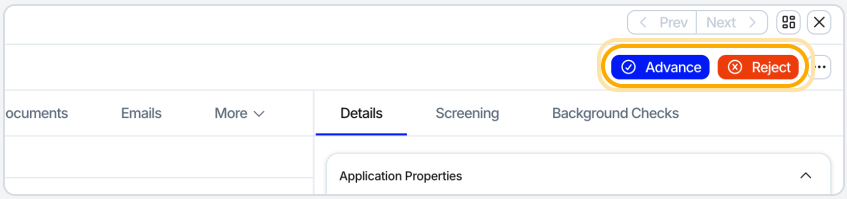
06 Review applicants

When job seekers apply, they appear on your job's **Pipeline**, grouped by hiring stage.

1. Open your job from the **Job Dashboard**.
2. Select a candidate's name to open their résumé, cover letter, and application details.



3. Select **Advance** to move them to the next stage, or **Reject**.



Looking for someone specific?
Describe who you're looking for in the Pipeline search bar, or select **Manage Filters**.

Crowned tabs are premium
Profile tabs like Scorecards and Interviews are part of paid SCALIS plans.

Frequently asked questions

ABOUT CAREER HUB

What is Career Hub?

Biocom California's job board for the life science community, powered by SCALIS. It brings open roles from member companies together in one place and gives each member a free hiring workspace to post jobs and manage applicants.

How does it work?

Member companies request access and post jobs from their Career Hub workspace. Those jobs appear on the Career Hub job board, where job seekers search and apply. Applications come straight into your workspace.

What does it cost?

Career Hub is free for Biocom California members. Some advanced features, marked with a crown, are available on paid SCALIS plans.

How do I get access?

Go to **biocom.scalis.ai/employers/request-access** and submit a request using your work email. If your company already has a workspace, you can join it right away (**page 5**).

Are there any guidelines I need to follow for my job postings?

Yes. You are solely responsible for ensuring that your job postings comply with all applicable laws, including anti-discrimination, reasonable accommodation, pay transparency, and background checks. Biocom California reserves the right to remove any or all job postings from the Career Hub platform for any reason, with or without notice.

YOUR WORKSPACE

Can I have more than one administrator?

Yes. The person who requests access becomes the Super Admin. Colleagues who join with the same company email domain join as Admins, and a Super Admin can change anyone's role in **Settings › User Management**.

Can I filter candidates?

Yes. On a job's Pipeline, describe who you're looking for in the search bar, or filter by candidate name and application status. Select **Manage Filters** for more options.

? Frequently asked questions (continued)

YOUR WORKSPACE (CONTINUED)

How do I update our company profile?

Go to **Settings** to edit your company profile and careers page.

How do I remove a job posting?

Close or unpublish the job from the Job Dashboard. For jobs pulled from your careers page (see below), email **careerhubsupport@biocom.org**.

How do I get premium features?

Book a demo with the SCALIS team at **scalis.ai** to learn about paid plans.

THE JOB BOARD

Our jobs are already on Career Hub, but we never signed up. Why?

For some member companies, Career Hub shows jobs from the company's public careers page, and job seekers who apply are sent to your careers site. Once you post your first job from your own Career Hub workspace, the board shows only the jobs you post there.

I don't see my company on the job board. Why?

Email **careerhubsupport@biocom.org** and we'll look into it.

Can I opt out of having our jobs on Career Hub?

Yes. Email **careerhubsupport@biocom.org**.

GETTING HELP

How do I get help?

Submit a support request at **biocom.scalis.ai/support**, or email **careerhubsupport@biocom.org**.

Still have questions?

Submit a request at **biocom.scalis.ai/support** or email the Career Hub team.

careerhubsupport@biocom.org

Biocom

Questions? We're here to help.

Submit a support request at **biocom.scalis.ai/support**, or email us.

careerhubsupport@biocom.org

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