

# 5-Step Quick Start Checklist for Sprockets

Complete these steps to start attracting better team members faster – then save this checklist for your Bojangles managers. These four steps get your restaurant ready to hire confidently from day one.

**Access Portal:** [hire.sprockets.ai/bojangles/login](https://hire.sprockets.ai/bojangles/login). Then click **“Continue to Bojangles”**. Sign in using Bojangles SSO. **NOTE:** Use the tabs at the bottom of each demo to jump between steps anytime.

## 1 Login

- Accept your invite via email.
- Click the CTA in the welcome email.
- Fill in user info & set password.
- Click Complete Registration.



Login – Sprockets

## 2 Add Users

- Profile → Company Settings → Users.
- Invite managers/owners by email.
- Assign Owner or Hiring Manager roles.
- Password resets via Bojangles SSO.



Manage Users

## 3 Review & Activate Jobs

- Company Settings → Job Postings tab.
- Review preset Bojangles templates.
- Activate jobs to receive applicants.
- See: How to Source Candidates.



Review Job Info

## 4 Review Candidates

- Go to the Applicants tab.
- Click candidate to view resume.
- Move candidates through stages.
- Message or schedule interviews.



Review Applicants

## 5 Employee Onboarding

- This is placeholder text for onboarding.
- Replace once workflows are finalized.
- Steps: paperwork, training, orientation.



Onboarding (Soon)