

CandidateRewards Lite Starter Guide

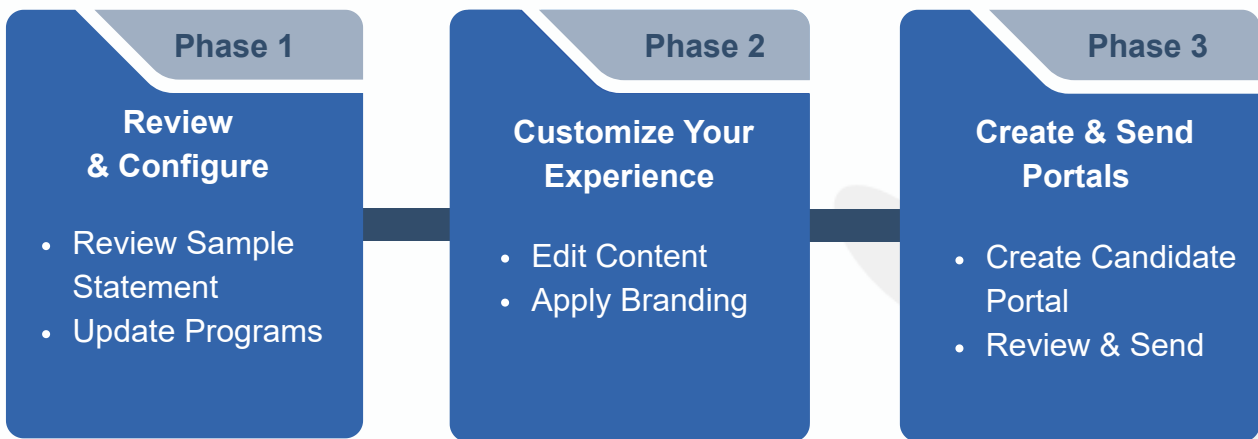
Create personalized candidate reward portals that showcase total compensation, benefit programs, and your company brand.



Overview

CandidateRewards Lite helps you create personalized candidate reward portals that showcase total compensation, benefits, and company branding in a simple and engaging experience.

Use this guide to review, customize, and launch your CandidateRewards Lite experience in three straightforward phases.



Phase 1: Review & Configure

STEP 1 — REVIEW THE SAMPLE PORTAL

Reviewing before editing helps you understand how programs, content, and branding display to candidates.

NAVIGATION Login → Administration → Candidates → View

The screenshot shows the CandidateRewards Lite interface. The left sidebar is green and contains a menu with items: Company, Programs, Content, Design, Campaigns, Administration (highlighted with an orange box), Candidates (highlighted with an orange box), Candidates Archive, Profiles, Users, and Content Pages. The main content area shows a search bar, a 'New Candidate' button, and a list of candidates. A 'Sample Employee' card is visible with a 'View' button highlighted in orange. The footer contains the TotalRewards Software logo and copyright information.

Phase 1: Review & Configure

STEP 2 — UPDATE PROGRAMS

These are the most commonly used Programs and acts like a checklist for you to update the portal.

CASH COMPENSATION

- | | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Annual Earnings | <input type="checkbox"/> Sign-On Bonus | <input type="checkbox"/> Incentive | <input type="checkbox"/> Profit Sharing |
| <input type="checkbox"/> Shift Differential | <input type="checkbox"/> Commission / Sales | <input type="checkbox"/> Variable Pay | <input type="checkbox"/> Miscellaneous Earnings |
| <input type="checkbox"/> Bonus | | | |

BENEFITS

Include employer-sponsored programs that provide meaningful pre-tax savings, giving candidates a more accurate picture of their total rewards package.

BENEFIT RATE GUIDANCE

Use Employee-Only	Coverage rates; select average, highest, or lowest based on your preference.
Gather	Plan Name · Coverage Level · Employee Contribution · Employer Contribution

RETIREMENT BENEFITS

- 401(k) / 403(b)
- Pension

HEALTH

- Medical Insurance
- Dental Insurance
- Vision Insurance

INCOME BENEFITS

- Short-Term Disability
- Long-Term Disability



QUICK TIP

All Programs are set to "Hide on Zero" — they will not show up unless a value is included.

SURVIVOR BENEFITS

- Life Insurance / AD&D Insurance Business
- Travel Insurance

OTHER VALUABLE BENEFITS

- | | |
|---|--|
| <input type="checkbox"/> Paid Time Off (PTO) | <input type="checkbox"/> Employee Discounts |
| <input type="checkbox"/> Company Holidays | <input type="checkbox"/> Employee Assistance Program |
| <input type="checkbox"/> Wellness Programs | <input type="checkbox"/> Tuition Reimbursement |
| <input type="checkbox"/> Flexible Work Arrangements | <input type="checkbox"/> Parking / Transit Subsidy |
| <input type="checkbox"/> Tuition Reimbursement | <input type="checkbox"/> Gym / Wellness Subsidy |
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Company Vehicle |
| <input type="checkbox"/> Opportunities | |
| <input type="checkbox"/> Recognition Programs | |

Phase 2: Customize Your Experience

Update your CandidateRewards portal's company branding, messaging, and content sections to reflect your organization's unique identity and culture.

STEP 3 — EDIT CONTENT

RECOMMENDED CONTENT SECTIONS	SUGGESTED CONTENT TOPICS
<ul style="list-style-type: none"><input type="checkbox"/> Welcome Letter<input type="checkbox"/> Introductions & Footers<input type="checkbox"/> My Benefits<input type="checkbox"/> Our Company<input type="checkbox"/> Candidate Email Campaign	<ul style="list-style-type: none">• Company Culture• Mission & Values• Benefits Highlights• Career Growth Opportunities• Candidate Welcome Messaging



Use the included templates and content library as a starting point for customization.

STEP 4 — APPLY BRANDING

Use the checklist below to organize branding elements before updating them in CandidateRewards Lite.

RECOMMENDED BRANDING ELEMENTS	BEST PRACTICES
<ul style="list-style-type: none"><input type="checkbox"/> Company Logo<input type="checkbox"/> Primary Brand Color<input type="checkbox"/> Company Images<input type="checkbox"/> Executive Photo & Signature (Optional)	<ul style="list-style-type: none">• Use a transparent PNG logo when possible• Use high-resolution images for best quality• Match colors to your company website or marketing materials

IMAGE SIZING REFERENCE

Logo Size	Executive Photo	Executive Signature	Content Image
480 x 380 px	205 x 170 px	H: 64px fixed; W: flexible.	No size restrictions

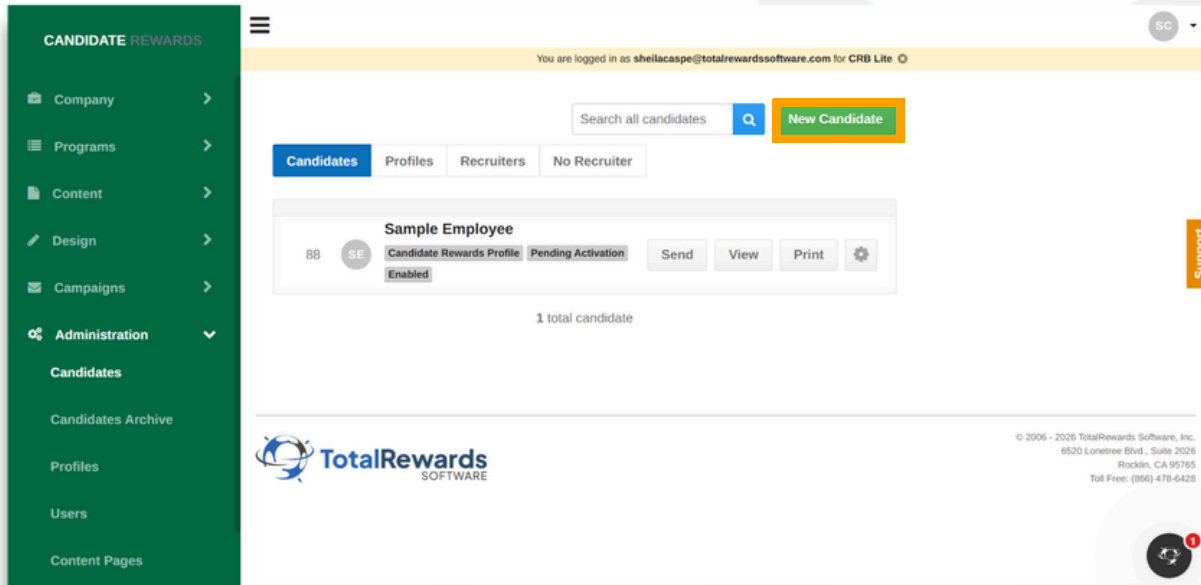
Phase 3: Create & Send Candidate Portals

Once setup is complete, you can create, review, and send personalized Candidate portals to communicate Total Rewards to your candidates.

STEP 5 — CREATE A NEW CANDIDATE

NAVIGATION

Administration → Candidates → New Candidate



Name

First Name

Last Name

Email

Profile

Changes made to a profile will not reflect on the candidate until the profile is updated or by clicking Refresh.

Candidate Rewards Profile Refresh

Cash Compensation

Annual Salary

Sign-On Bonus

Other Valuable Benefits

PTO Hours

Holidays Days

Enabled
A disabled candidate cannot login under any circumstance and will never be sent promotions.

Recruited by: Sheila Caspe
Created: May 19, 2026 10:49 AM
Last updated: May 19, 2026 10:49 AM

Save



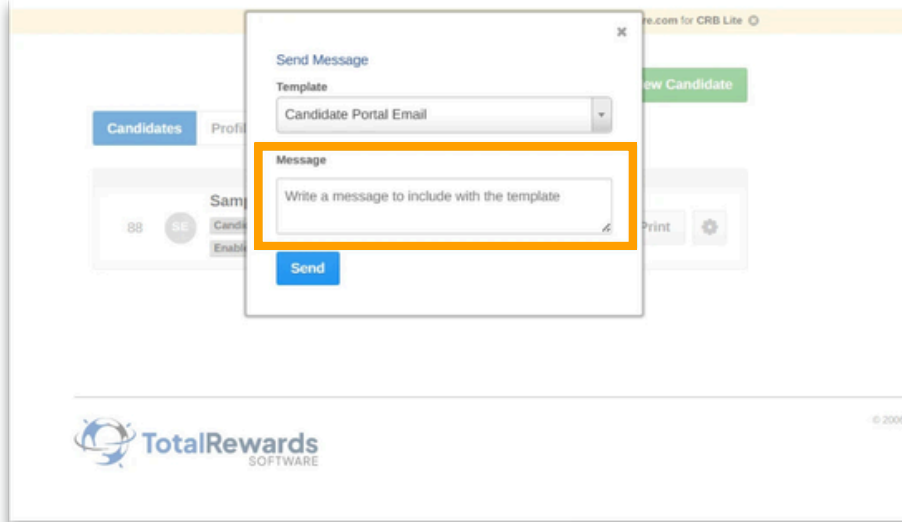
REMINDER

REQUIRED CANDIDATE FIELDS

- First Name
 - Last Name
 - Email Address
 - Cash Compensation
- Click the **Save** button to create portal.

STEP 6 — REVIEW & SEND

ACTION	DESCRIPTION
Click View	Preview the candidate's portal experience before sending.
Click Send	Send the personalized portal link to the candidate via email.



QUICK TIP

When sending the Candidate Portal activation link, you can include a personal message along with the template. In the **"Send Message"** dialog, select Candidate Portal Email from the Template drop-down, type your note in the Message field, then click **Send**.



Quick Reference Checklist

Use this checklist to track your onboarding progress:

<input type="checkbox"/>	Review Sample Portal	Administration → Candidates
<input type="checkbox"/>	Update Programs	Programs
<input type="checkbox"/>	Edit Content Sections	Administration → Content Pages
<input type="checkbox"/>	Apply Company Branding	Design
<input type="checkbox"/>	Create a Test Candidate	Administration → Candidates
<input type="checkbox"/>	Review & Send Candidate Portal	Administration → Candidates