

CandidateRewards Lite Starter Guide

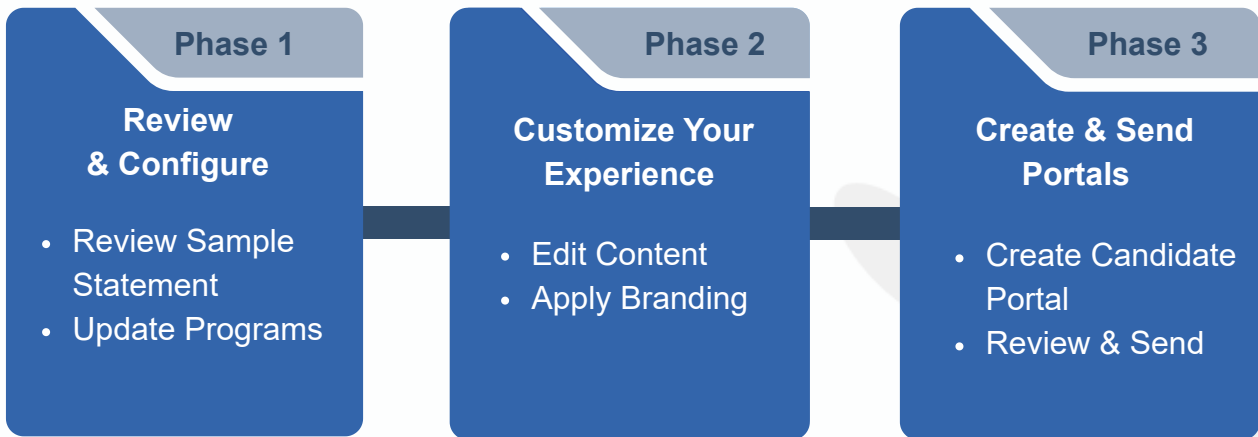
Create personalized candidate reward portals that showcase total compensation, benefit programs, and your company brand.



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 is white and shows a search bar, a 'New Candidate' button, and a list of candidates. The first candidate is 'Sample Employee' with ID 88, status 'SE', and 'Candidate Rewards Profile: Pending Activation'. The 'View' button for this candidate is highlighted with an orange box. 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	HEALTH	INCOME BENEFITS
<input type="checkbox"/> 401(k) / 403(b) <input type="checkbox"/> Pension	<input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Vision Insurance	<input type="checkbox"/> Short-Term Disability <input type="checkbox"/> Long-Term Disability



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

SURVIVOR BENEFITS	OTHER VALUABLE BENEFITS	
<input type="checkbox"/> Life Insurance / AD&D Insurance <input type="checkbox"/> Business Travel Insurance	<input type="checkbox"/> Paid Time Off (PTO) <input type="checkbox"/> Company Holidays <input type="checkbox"/> Wellness Programs <input type="checkbox"/> Flexible Work Arrangements <input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Employee Discounts <input type="checkbox"/> Professional Development <input type="checkbox"/> Opportunities <input type="checkbox"/> Recognition Programs	<input type="checkbox"/> Employee Assistance Program <input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Parking / Transit Subsidy <input type="checkbox"/> Gym / Wellness Subsidy <input type="checkbox"/> Company Vehicle

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



QUICK TIP

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 × 170 px	XXX × 64 px	No size restriction

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

The screenshot shows the Total Rewards software interface. On the left is a green sidebar with a menu including 'Company', 'Programs', 'Content', 'Design', 'Campaigns', 'Administration', 'Candidates', 'Candidates Archive', 'Profiles', 'Users', and 'Content Pages'. The main content area has a yellow header with the user's login information: 'You are logged in as sheillacaspe@totalrewardsoftware.com for CRB Lite'. Below the header is a search bar with the text 'Search all candidates' and a 'New Candidate' button. There are tabs for 'Candidates', 'Profiles', 'Recruiters', and 'No Recruiter'. The 'Candidates' tab is active, showing a card for 'Sample Employee' with ID '88', 'SE', 'Candidate Rewards Profile', 'Pending Activation', and 'Enabled' status. Action buttons 'Send', 'View', 'Print', and a settings icon are visible. Below the card, it says '1 total candidate'. At the bottom, there is a 'Support' button on the right and the Total Rewards Software logo and copyright information on the left.

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

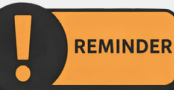
Other Valuable Benefits

PTO Hours

Holidays Days

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

Recruited by: [Sheila Casop](#)
Created: May 19, 2026 10:49 AM
Last updated: May 19, 2026 10:49 AM



REMINDER

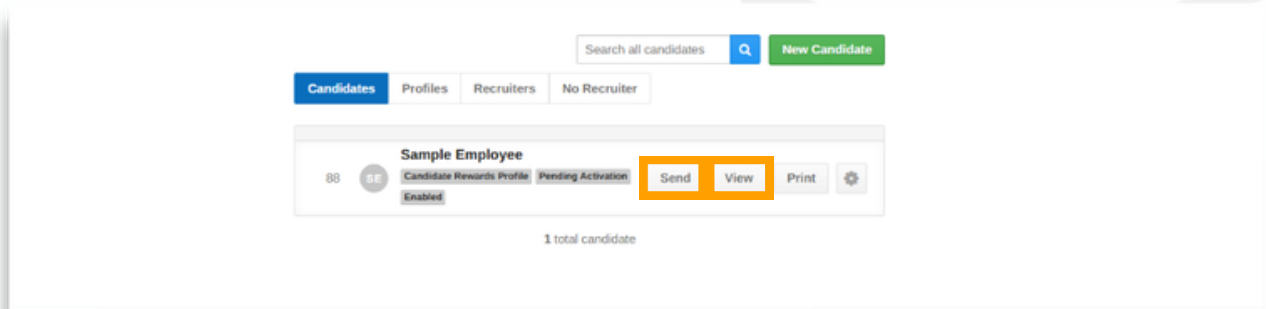
REQUIRED CANDIDATE FIELDS

- First Name
- Last Name
- Email Address
- Cash Compensation

Click the 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

Create a test Candidate portal before sending to live candidates.



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"/>	Update Benefit Programs	Programs → Benefits
<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