



DASHBOARD

The Dashboard is your command center for all hiring activities. Use the icons in the upper left for in-depth details on your Jobs, including submissions, and your Candidate archive.



ACTION ITEMS

A list of items awaiting your feedback, including unreviewed candidate submissions, pending performance reviews, and Creative Circle announcements. Click to review.



CURRENT OPENINGS

An overview of your open jobs with us. Red means there are new candidate submissions, while orange indicates there are reviewed candidates who are under consideration.



CREATIVE CIRCLE TEAM

Contact information for members of your local team. Click to call, text, or email – the links all work on desktop and mobile.



Action Items

- New Candidate Submittal To Review for Senior Production Artist** REVIEW >
Check 'em out and let us know next steps.
- New Candidate Submittals To Review for Motion Graphics Designer** REVIEW >
Check 'em out and let us know next steps.
- Welcome to Lightbox** READ >
We're glad you're here. Let us show you around: Take a tour of your Dashboard with an at-a-glance view of action items, ope...

Current Openings

REQUEST TALENT VIEW ALL

FILTER BY		SORT BY	
Senior Production Artist	Los Angeles	1 New Submittals	REVIEW >
	Oct 31, 2022	1 In the Running	
Motion Graphics Designer	Los Angeles	2 New Submittals	REVIEW >
	Oct 29, 2022	2 In the Running	
Graphic Designer	Los Angeles	2 In the Running	REVIEW >
	Oct 28, 2022		



Creative Circle Team

Brian Martin
Account Executive - Seattle

CALL (206) 652-5552

TEXT (206) 202-3901

EMAIL testabrianm@test1.creativecircle.com

Scheduled Interviews

Igor Dukic
Graphic Designer
Lightbox Demo

RESCHEDULED (PENDING)

Fonzie Bustos
Motion Graphics Designer
Lightbox Demo

Nov 4, 2022 @ 1:00 PM PT Video Conference

RESCHEDULE

Abby Rosal
Senior Production Artist
Lightbox Demo

Nov 4, 2022 @ 3:00 PM PT Video Conference

RESCHEDULE

Active Placements

VIEW ALL

Alana Covarrubias
#200005 Digital Producer/Project Coordinator

ENDS: NOV 12, 2022 ADJUST END DATE

Hanna Estrem
#200004 Social Media Specialist

ENDS: DEC 2, 2022 ADJUST END DATE

Your Recent Activity

As you use Lightbox, you can find your recent activity here

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After setting up your timecard login, clicking on the "Timecard Login" link will automatically log you into the Timecard Portal.



SCHEDULED INTERVIEWS

Dates, times, and details for scheduled interviews with candidates appear here. Click to view the candidate's full details in the Jobs tab.



ACTIVE PLACEMENTS

A list of candidates who are currently working for you. Adjust the job's end date, "favorite" the candidate, or click to view more details and actions.



YOUR RECENT ACTIVITY

A log of your recent actions for quick reference and access. Click to go to the related record.