

Automation · Service guide

Hiring Assistant

Read every CV fairly, in minutes instead of days.

Each application is checked against the must-haves you set, summarised in plain English and placed in a shortlist for you. You choose who to interview, and the invites and bookings are handled.

Message only

How it works	Works in the background
Best for	Small Business & Personal
You stay in control	People make every hiring decision, never the assistant
First step	A short call with no obligation

How this helps

What it means for your business

A stack of CVs sits unread while good candidates accept other offers.

Repetitive reading, sorting and writing is prepared for you, so your team starts from a draft instead of a blank page. You check the work before it is used.

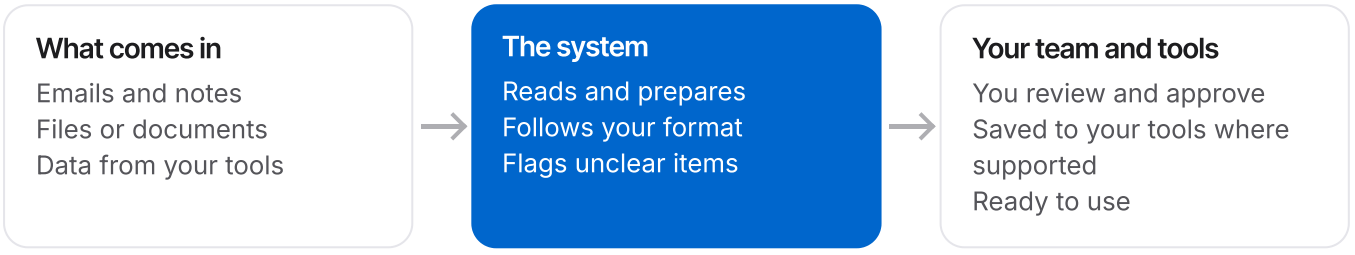
What you get

- Every application read the same way
- A clear shortlist instead of a stack of CVs
- Interviews booked without email ping-pong
- Every applicant gets a timely reply

What changes day to day

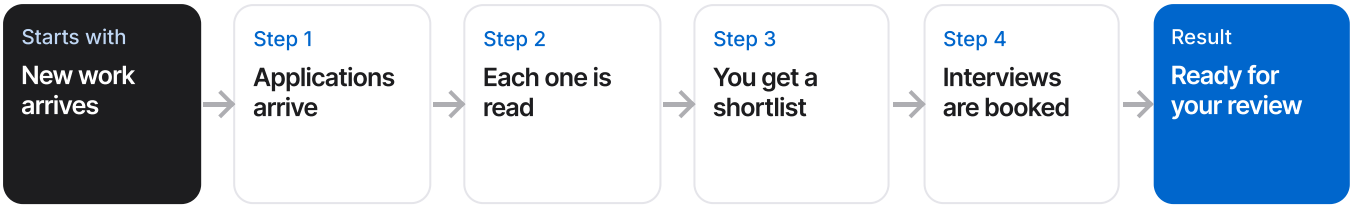
	Common today	With this service
Starting point	A blank page	A prepared draft
Format	Varies by person	Follows the format you set
Unclear items	Easy to miss	Flagged for a person to check
Your time	Spent on repetitive work	Spent on review and decisions
Final say	Your team	Still your team

How it fits with your business



How it works

From start to finish



Step 1

Applications arrive

By email, form or job board.

Step 2

Each one is read

Against the must-haves you set.

Step 3

You get a shortlist

With a short summary for each person.

Step 4

Interviews are booked

For the people you choose.

Example · Work scene

48 applications arrive for a Junior Designer role.

Works in the background

What happens next

A ranked shortlist with summaries is ready for you to choose from.

Shortlist ready

Role	Junior Designer
Applications	48 read
Meet the must-haves	11
Your shortlist	5 to review
Status	Waiting for your choice

How easy it is

We do the heavy lifting

Most of the work happens on our side. You make the decisions, and we tell you exactly what we need.

What we handle

- Agree the format with you
- Connect your tools where supported
- Set the rules and the review step
- Test it on real examples
- Adjust the results after launch

What you do

- Share your rules and examples
- Approve the format
- Review the first results
- Tell us what to change

Service levels

Start simple, go further when you are ready

Level 1

Draft mode

We prepare the work and you approve it before it is used.

Level 2

Connected

Runs with your tools where supported, on the schedule you set.

Level 3

Advanced

More rules, several workflows working together, and reporting.

The right level is confirmed during discovery, based on your business and the tools you use.

What we need from you

- Examples of how the work is done today
- Access to the tools it needs to work with
- The format you want the result in
- Who on your team approves it

How we get started

1. A short call about your business
2. A clear plan and scope
3. Setup and testing with you
4. Go live with your approval

Why Calvyrn

Why businesses choose to work with us

Built for your business
Your rules, your wording and your tools. Not a one-size template.

You approve first
Nothing goes live until you have seen it and said yes.

Start small
Begin with one service or one first version, then add more if it helps.

One team
AI systems, automations, websites and web applications in one place.

Plain language
You always know what is being built, why, and what comes next.

Honest limits
We tell you what a system cannot do and where a person should stay involved.

You stay in control

- People make every hiring decision, never the assistant
- Only the criteria you set are used
- Every applicant gets a polite reply

Questions you may have

Does it phone anyone?
No. This service works in writing and makes no phone calls.

Does it reject people automatically?
No. It sorts and summarises. You decide who moves forward and who does not.

How do you keep it fair?
It only uses the job-related criteria you set, and it ignores things like names, photos and ages.

Is it only for big companies?
No. It is built for small teams that hire a few times a year and do not have a recruiter.

Important notes

- Examples in this guide use fictional businesses, names and details.
- Results depend on your business, tools, customers and how the service is set up. We do not guarantee revenue, bookings or search rankings.
- AI can make mistakes. That is why approvals, clear limits and human hand-off are part of the setup.
- Features depend on your plan and on the tools you use. The final scope is confirmed during discovery and in your proposal.
- This guide is not legal, medical, tax or financial advice.

See how it would work for you
Tell us about your business. There is no obligation.

calvyrn.com/contact.html
info@calvyrn.com