

Hiring Manager/Recruiter Security Level

Assign a recruiter and/or hiring manager(s) to a requisition and limit their access to myStaffingPro® with the Hiring Manager/Recruiter Security Level.

Features

- ▼ **Assign Access by Requisition** – Select which recruiter and hiring manager(s) should have access to the requisition.
- ▼ **Specify Hiring Manager Access** – Limit the hiring manager’s access to requisitions with advanced user access settings. The administrator can determine if they would like to the user to “view only” or “edit” the assigned requisitions and applicants.
- ▼ **Create Email Notifications** – Setup and manage auto-email notifications for the hiring manager(s).
- ▼ **Search Requisitions** – Search for requisitions by the hiring manager(s) and/or the recruiter that it is assigned to.
- ▼ **Receive a Custom Hiring Manager Portal** – The Hiring Managers login to a unique portal designed especially for them! Upon logging in, they will be brought to their custom dashboard that features the requisitions that they were assigned to. Their dashboard provides one-click access to search applicants, show a list of applicants, and view a summary of applicants.
- ▼ **Increase Accountability** - Utilize reports to analyze the hiring process by hiring manager or recruiter.

Please contact your Sales Representative for additional functionality and pricing information.

Hiring Manager / Recruiter

The screenshot shows the 'Add Requisition' form. Under 'Req Information', there are dropdown menus for 'Category', 'Job Description', and 'Location', each with '-none selected-' as the current value. There is also a text input field for 'Title'. Under 'Req Contacts', there are dropdown menus for 'Recruiter' (selected: Lenz, Margi), 'Hiring Manager(s)' (selected: Miller, Nichole), and 'Manager, Hiring' (selected: Baughman, Marla). There is also a dropdown for another role (selected: [none selected]). 'Save' and 'Cancel' buttons are at the bottom.

Assign the Recruiter and HM

The screenshot shows the 'Users' management page. It displays user details for 'jstoffer' with fields for First Name, Last Name, and Email. There are password fields for 'Password' and 'Re-enter Password'. Under 'Access Levels', there are checkboxes for 'Hiring Manager' (checked), 'Recruiter', and 'Admin'. A note states: 'Standard access allows the user to access Requisitions, Applicants and Reports. Admin users access everything.'

Manage User Access