RECRUITERS INTERFACE TUTORIAL

HERE, YOU WILL FIND A COMPLETE TUTORIAL ON HOW TO USE YOUR RECRUITER INTERFACE ON HIRING NOTES.

Hiring notes.

1   Tab : Find positions

2   Tab: Candidates

3   Tab: Messages

4   Tab: Articles

5   Tab: Help

6   Tab: Settings

Hiring notes.

Filter Options

Keyword :

Sector :

Category :

Country :

City :

Reset   Apply

Filter option.

On the left side of your interface, in the "Find positions" tab, you have access to several filters that allow you to find open positions for your candidates based on the sector, category, country, or city. You can also use Keywords.

If you don't find any positions that could match your candidates, we invite you to check your interface regularly to see the latest positions posted by companies.

Hiring notes.

Open positions available

In the middle of your interface, you have access to available positions. To get more information about the position and to be able to submit a CV anonymously, you must click on "**action**" and "**propose candidate**".
You also have access to the number of resumes you have already submitted for this position in the "proposition" section **(1)**.

Remember that your candidate's CV must be **anonymous.**

Hiring notes.

Dashboard

On the right side of your interface, you have access to your dashboard which summarizes the number of candidates you have submitted as well as the number of ongoing messages with the hiring managers in the "message" tab.

(2) # Tab : Candidates

Candidates

It is in your candidates tab that you can manage all the options related to your candidates. You will be able to see **all the candidates (1)** you have submitted as well as the positions for which you have submitted them. You can also see your **(3) accepted**, **(4) rejected**, or **(2) pending** candidates. This is also where you can **cancel a submission (5)** if your candidate is no longer available, for example.

Hiring notes.

③ Tab : Messages

Messages

Candidate ID #2

(2) Symfony Developper

XY have accepted this CV

(3) Comment : blabla 2

| 2024-01-30 | 2024-01-30 | 3 |
| Creation | Update | Messages |

(1) Show Resume   Messages **(4)**

This is where you will be able to communicate with hiring managers once they have accepted your CVs. You will find all the information related to your candidates **(1)**, the positions **(2)**, as well as the comments **(3)** you left when you submitted the CVs.

When you press the "**message**" button **(4)**, you will be redirected to your messaging interface where you can exchange messages with the hiring manager in charge of the position.

Hiring notes.

Messaging interface

1

28 days ago |

Hi, thank you for sending this cv. We would like to know more about him/her. Can we arrange a first call or teams meeting to discuss further about this profile ?

Message

Send

You have accepted this CV

2

Company name

Description

Sector

Number of employees

Revenue

Type

Localisation

Website

Here is what the messaging interface looks like. Once the hiring manager has accepted a CV, they will be able to communicate with the recruiter through the chat system **(1)** on the left and access all details about the recruiter on the right **(2)** .
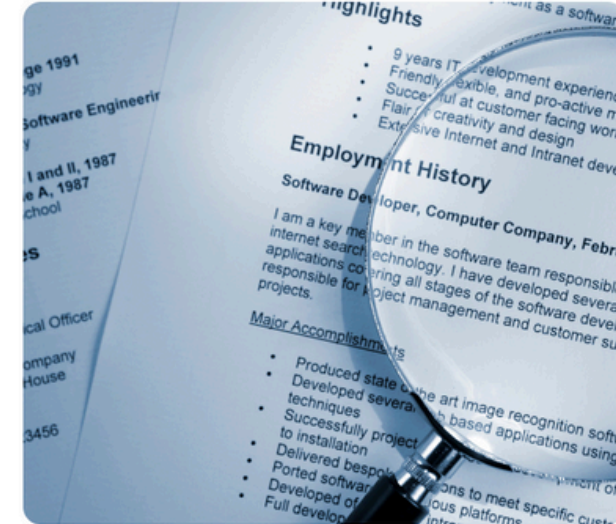
Hiring notes.

Articles

How Much Do Recruitment Agency Fees Cost ?

Discover the cost of hiring a recruitment agency in this informative article. From percentage-based fees to fixed rates, learn about the factors that influence pricing and why these fees are justified. Explore different payment models, such as the retainer system, and understand the value that recruitment agencies bring in sourcing top talent. Gain insight into how transparency in fee structures benefits both clients and recruiters, empowering informed decisions in the hiring process.

Read more

The Importance of Feedback in a Good Hiring Manager-Recruiter Relationship

Learn why feedback is essential in recruitment and how it impacts the relationship between hiring managers and recruiters. Discover the consequences of delayed feedback, the benefits of setting clear expectations, and how timely feedback can streamline the recruitment process, improve candidate experience, and strengthen the partnership between hiring managers and recruiters.

Read more

Anonymous CVs: The Future of Recruitment

Anonymous CVs are revolutionizing the recruitment process by reducing unconscious bias and promoting diversity and inclusivity. By removing identifiable information from CVs, such as names and photos, recruiters can focus solely on the qualifications and experience of candidates. Embracing anonymous CVs not only benefits candidates from underrepresented groups but also offers advantages to employers, leading to a more diverse pool of talent and innovative thinking in the workplace.

Read more

Here you will find all the articles that we publish related to human resources and the world of recruitment.

Hiring notes.

Help

⊖ As a hiring company, can I be sure to receive resumes ?

No, unfortunately we cannot guarantee that you will receive resumes from recruiters. This can depend on several factors such as the difficulty in finding the right profile, the attractiveness of the position and company, the salary offered, the commission you are willing to grant to the recruiter, etc.

⊖ As a hiring manager, can I indicate the amount of recruitment fees I want to allocate per position in advance?

Yes, this is also a feature available when you add a job on your interface. You can also indicate that you are open to negotiation to find a common ground. We always recommend activating this feature to allow for flexibility in negotiations.

⊖ As a hiring manager, can I limit the number of CVs received per position?

Yes, this is a feature available when you add a job on your interface. You can also limit the number of CVs sent by each recruiter.

⊖ As a recruiter, can I send something other than a CV to hiring companies ?

Yes, you can add a comment with the CV so that the hiring manager has all the relevant information about the profile.

⊖ Do you verify the companies registered on your platform?

Yes, all registrations on our platform, whether it is from hiring companies or recruiters, undergo a manual internal verificationprocess. We check that all information provided is correct through an investigation. If we have any doubts about the information,we temporarily suspend the accounts to request more information about the person or the company. If, after obtaining theinformation, we are still unable to confirm the identity of the person or the company, the account is permanently blocked.Moreover, recruiters are subject to an ethics charter that you can find here.

⊖ Does Hiring notes work for any hiring company?

Yes, Hiring notes is accessible to all companies regardless of their industry or size.

⊖ For which countries can hiring companies post their job ads?

Our platform is accessible for hiring companies in Belgium, Canada, France, Germany, Greece, Hong-Kong, Ireland, Italy, Japan, Norway, Monaco, Netherlands, Poland, Portugal, Singapore, South Korea, Spain, Sweden, Switzerland, UAE, United States and United Kingdom.

⊖ How do hiring managers and recruiters connect when they are interested in a CV?

When a CV is accepted, you will be connected through a messaging system available on your respective interfaces. For hiring managers, this is available in the "My recruiters" tab, and for recruiters, it is available in the "My hiring managers" tab.

⊖ How does Hiring notes work for hiring companies?

Here is where you will find our FAQ with all the questions you may have regarding how our platform works. If you cannot find an answer to your question, we invite you to contact our support at **support@hiringnotes.com** and we will try to respond to your question as quickly as possible.

Hiring notes.

❻ Tab : Settings

On the top right corner of the icon, you can access your account settings.

Profile: Manage your personal data.

Agency settings: Manage personal settings related to your agency.

Change password: Manage your password.

Profile

Premium

Agency Settings

Change password

Sign Out

Hiring notes.

Need more support ?

SUPPORT@HIRINGNOTES.COM

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