

# Newton for Recruiting Agencies

This guide is for third party recruiting agencies submitting candidates to a company with whom they have a fee-based agreement.

## What does Newton do?

Newton allows third party recruiting agencies to submit candidates directly to a company's hiring team. When a company's HR administrator assigns your agency to a job, you will be able to log into Newton, view the job description, submit candidates, and monitor their progress.

	New Submissions	Review Request	Schedule Phone Screen	Phone Screen Scheduled	Schedule Interview	Interview Scheduled	Offers
<b>HR Director</b> Boulder 127 Customer Support October 18, 2017 <a href="#">Submit Candidate</a>	Paul Lassiter		Robert Boucher Scott Pilgrim	Mac Gruber		Arya Stark	Kelly Kapowski
<b>Software Engineer</b> Broken Arrow 103 Product Development February 16, 2017 <a href="#">Submit Candidate</a>	Alfredo Linguini		Zack Galifianakis		Lorraine Saracen		Jessica Rabbit Porter Robinson
<b>Technical Support Representative</b> Brooklyn Park 125 Customer Support September 15, 2017 <a href="#">Submit Candidate</a>	Caril Lloyd Jeff Goldblum Jerry Lundegaard	Sheree Cahill	Terry Crews	Jean Grey			

## How do we get started?

A company's HR administrator will send an email invitation to your recruiting agency. When you receive the email, click the link to create your agency profile! Once this is done, you may [log into Newton](#) at any time and begin submitting candidates to jobs you are assigned to.

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**Login to Newton**  
Enter your details below.

Email Address

Using Single Sign-On? No password is required.

Password

Remember me    [Forgot password?](#)

[SIGN IN](#)

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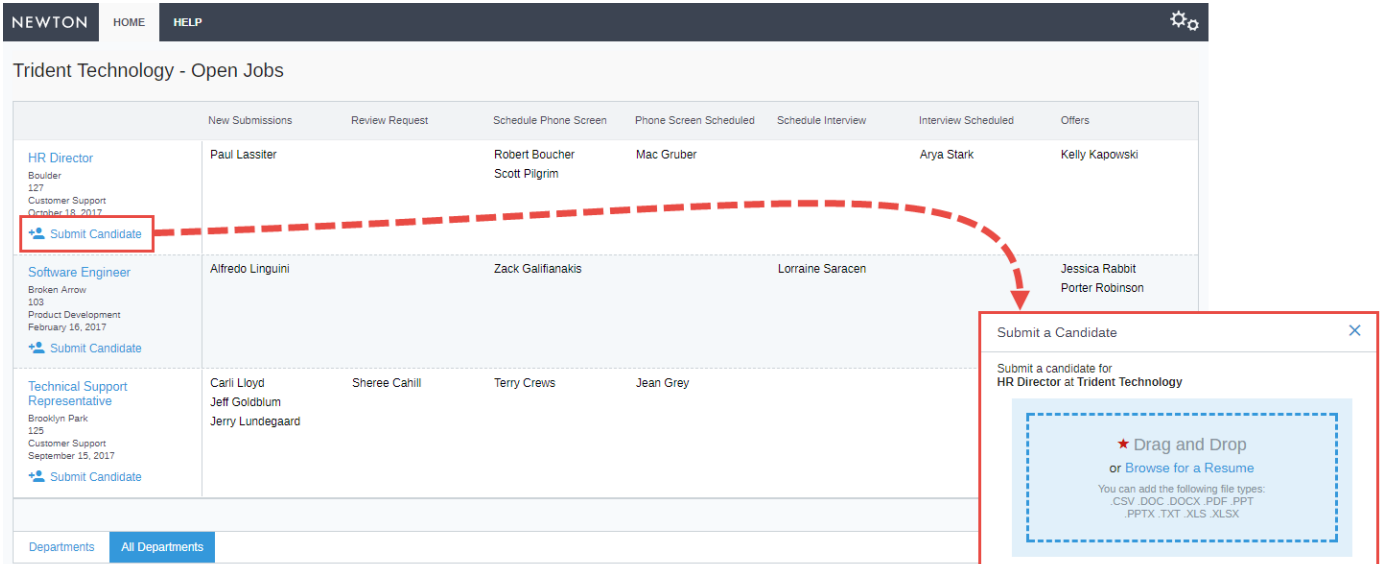
## ATS + Onboarding = The Dream Team

Giving you the tools to help build your dream team.

[TELL ME MORE](#)

# Using Newton

Once you have logged into Newton, you will see a **dashboard** of all jobs available to your agency for candidate submission.



## What is required for submitting a candidate?

The candidate name, email address, and resume are always required. In some cases, a company may require a phone number too.

## How do we get more jobs on the dashboard?

Contact the HR administrator of the company you are recruiting for. He or she can assign your agency to additional jobs.

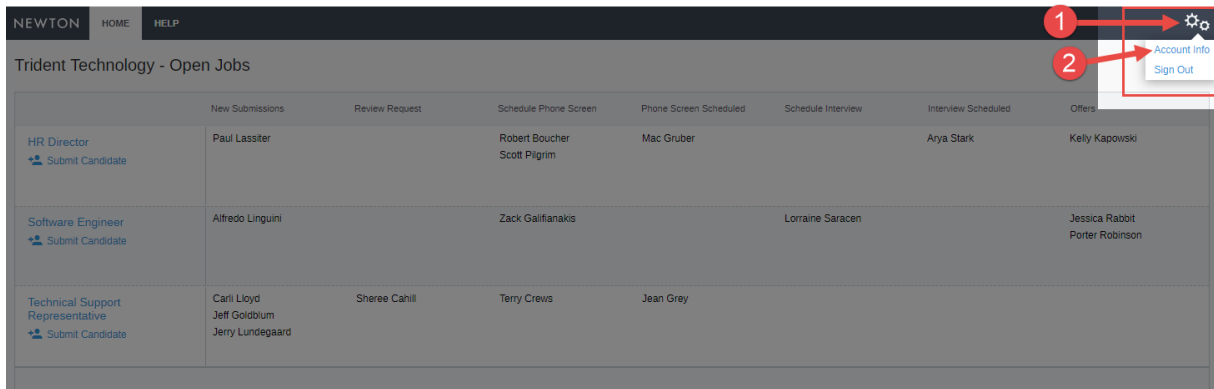
## How does Newton handle representation?

The HR administrator of the company you are recruiting for will approve or deny representation for submitted candidates. If you have questions about a particular candidate, contact the admin for details.

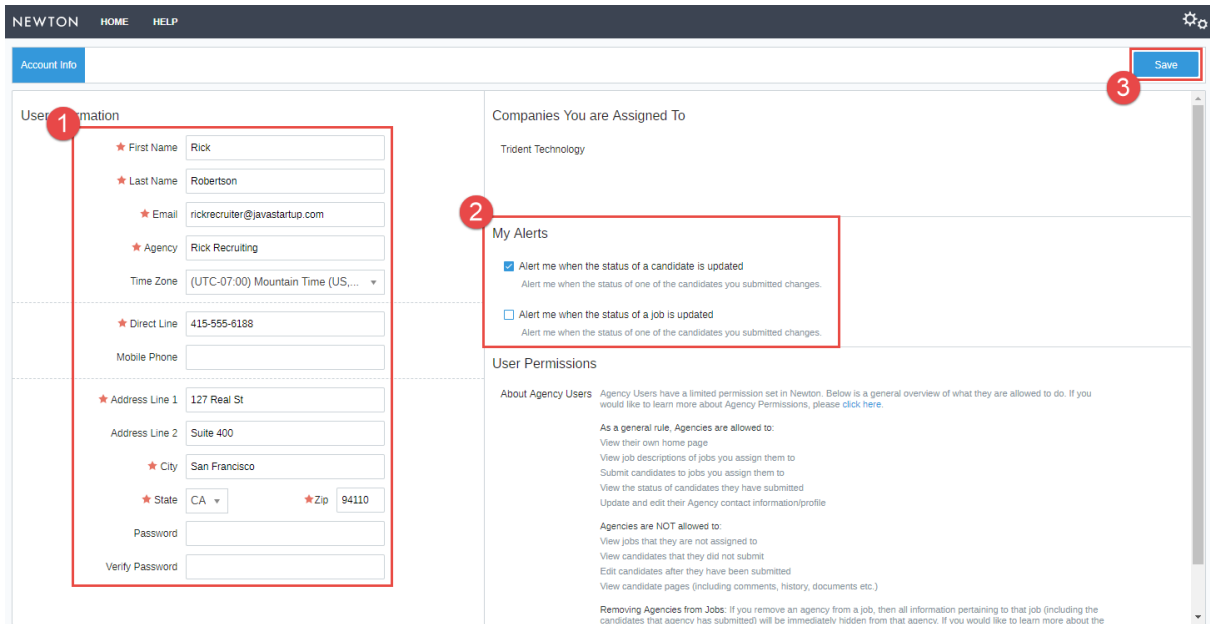
# More Questions & Answers

## How do we know when our submitted candidates are updated?

Monitor candidates by logging into Newton and tracking their progress from the dashboard. Automatic email alerts can be turned on by clicking the **Gears** icon at the top-right corner and accessing **Account Info**.



You can also edit your agency contact information on this page:



## Why is there no update on a submitted candidate yet?

Contact the HR administrator of the company you are recruiting for. The hiring team may not have had a chance to review the candidate just yet.

# Thank you!

Please contact  
[support@newtonsoftware.com](mailto:support@newtonsoftware.com)  
if you have any questions!