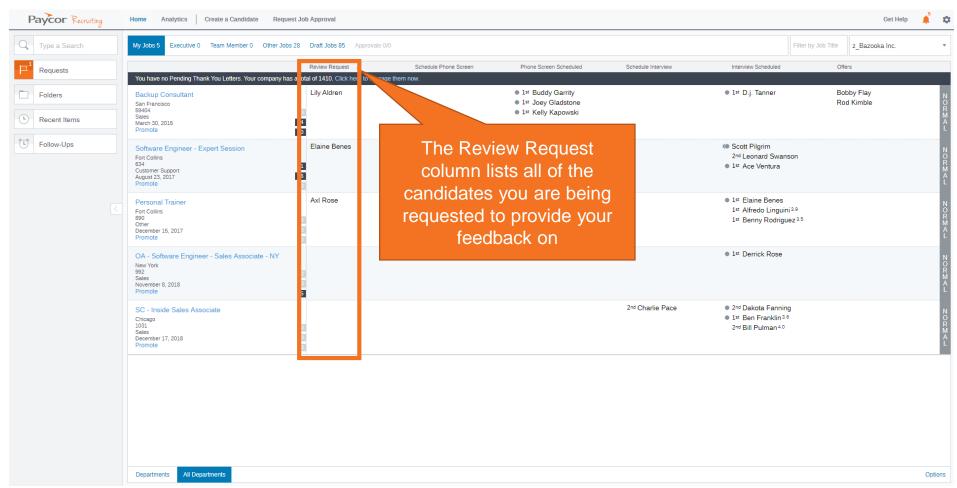


Hiring Manager Handbook

Review Requests

If you have a review request, it means someone needs you to review a candidate. You will receive an email when someone sends you

a request.

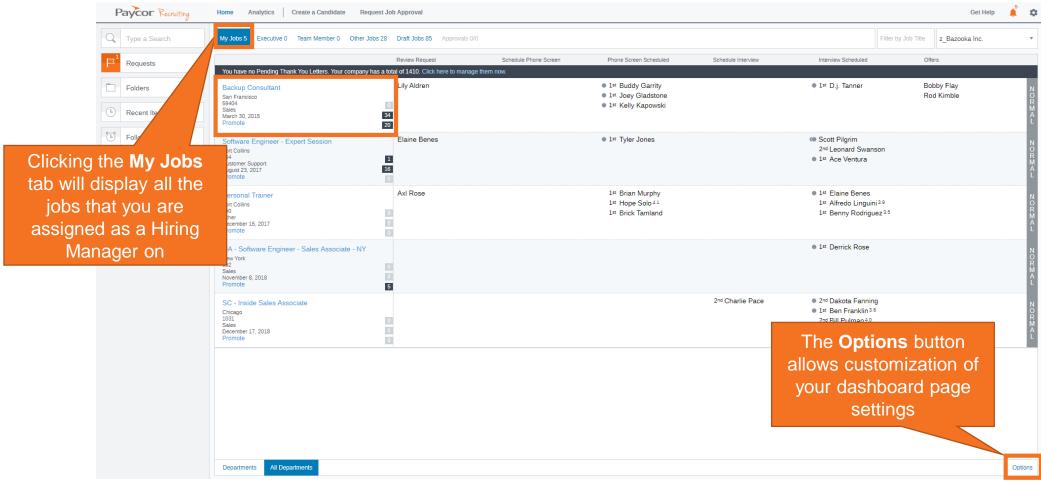


The sooner you respond to review requests, the faster your company makes hires.



Home Dashboard

From the Home page, click on the My Jobs tab. Then click on the job title.

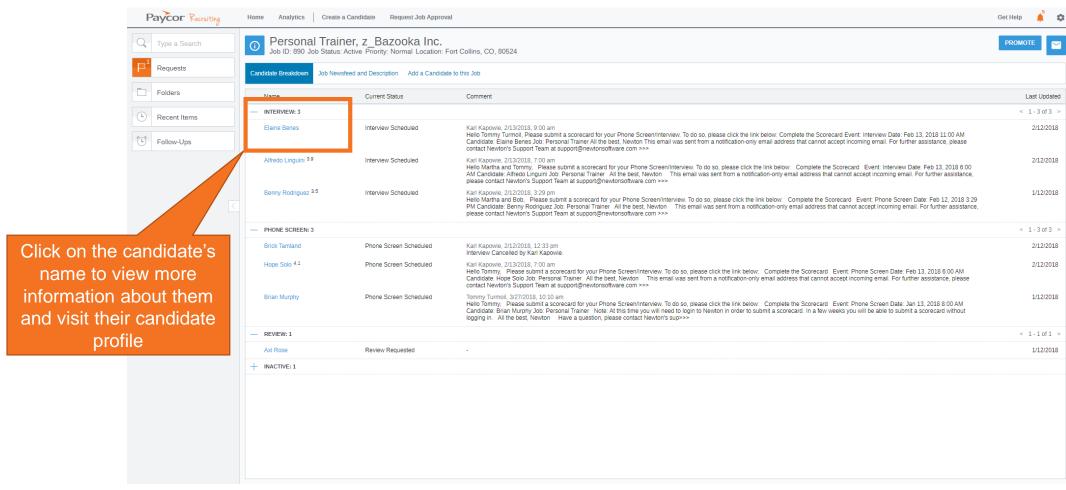


If you do not see the job that you are looking for, ask your HR team to assign you to it!



Job Record

By clicking on a job title, you will see its **Candidate Breakdown.** Next, click a candidate name.

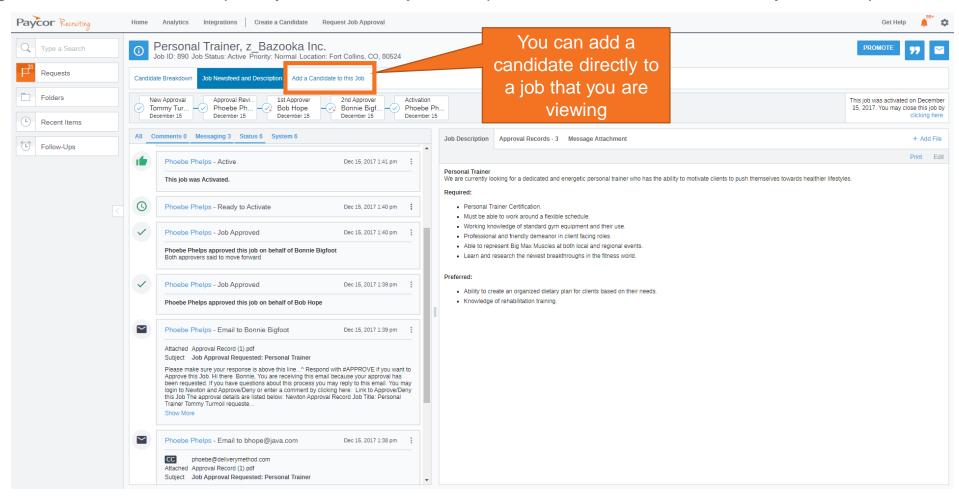


This page shows all candidates moving through the job's hiring process. You can also access a candidate's profile by clicking on them through the home dashboard



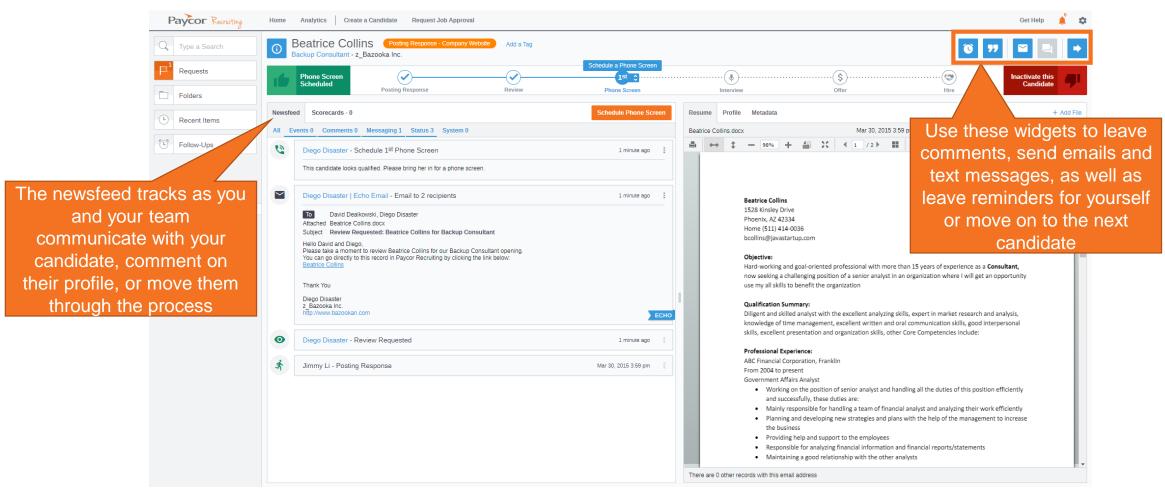
Job Newsfeed and Job Description

By clicking Job Newsfeed and Description, you will see the job description and details related to the lifecycle of this position.



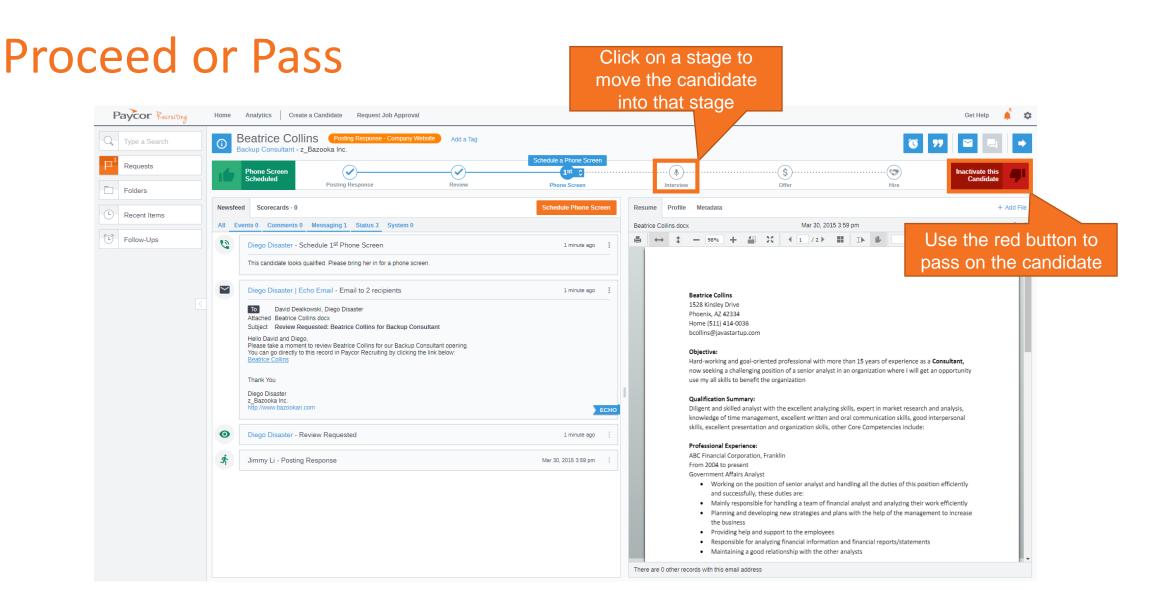
Candidate Record

By clicking on a candidate name, you will see the Candidate Profile.



From here, you can manage the candidate, leave comments, and send emails. The right hand side of the page contains the candidate's resume and application. The left hand side holds the candidate's newsfeed.

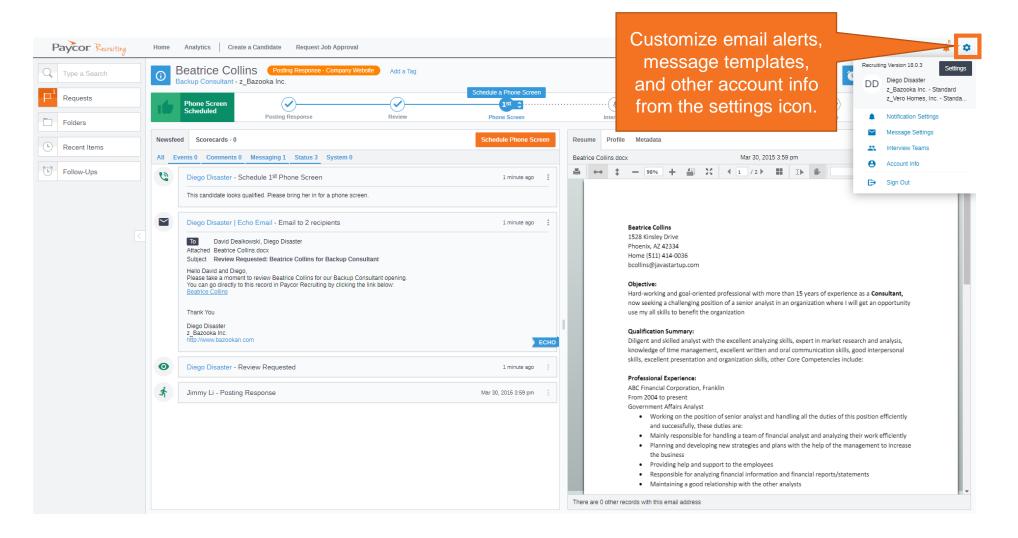




If you like the candidate, click into the stage you would like to move the candidate to. If you want to pass, click the red button.

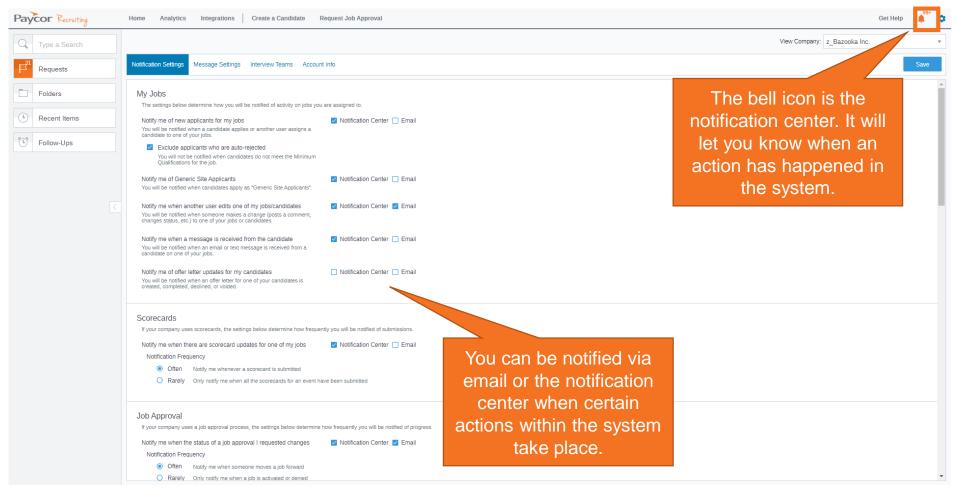


Settings





Notification Settings

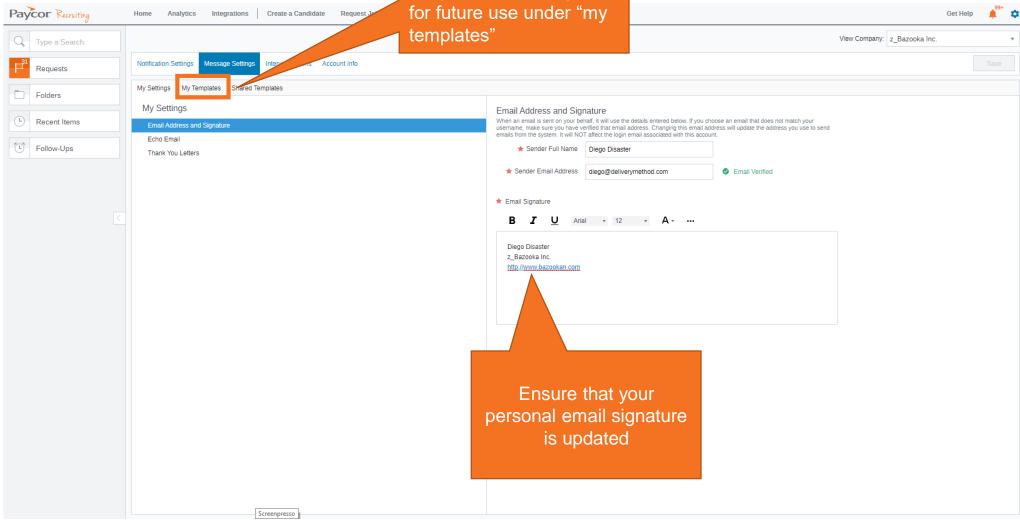


If you want to be alerted when new applicants apply to a position or messages are received from a candidate, make sure to check the boxes pictured above.



Message Settings

Modify existing message templates and create unique custom templates for future use under "my templates"





Frequently Asked Questions

How do I change my password?

Log in to <u>Paycor.com/Newton-Software</u>, click on the settings icon at the top right of the screen and click **Account Info.** If you forget your password, click sign in and select **Forgot Password.**

Can I edit any candidate in Paycor Recruiting?

You will need your HR team to assign you to a job before you can view comments and edit candidate profiles.

Anything Else?

Check with your HR team! They may have company specific instructions, hiring processes, or training materials to help you.

