

## Getting Started with Recruiting

Paycor Recruiting is a powerful, web-based solution for managing the recruiting process and applicant lifecycle. With an insight-sharing dashboard analytics, a simple "green is go, red is no" workflow, and a direct integration with Paycor's HR application, the Paycor Recruiting is ideal for recruiting organizations of all sizes.

### Key Features:

- Direct integration with Onboarding
- Simple dashboard analytics
- Configurable yes/no workflows
- Careers page that can be designed and integrated into your own website (see Paycor's own [Careers page](#) as a great example)
- Users enabled with Single Sign On can view summary information on Jobs and Offers available on your Perform Home page with direct links into Applicant Tracking. Learn more: [Perform Home](#)

### Single Sign-On:

Paycor offers single sign-on for our Recruiting clients. Setup requires some basic configuration in Recruiting, which provides Paycor with the necessary details to establish the SSO connection in Paycor's security system. Follow these steps to complete the configuration in Recruiting and gather the required details:

- Click on the Admin menu option
- Go to the Company Settings tab
- Under Company Settings, click on SAML Sign-On
- Check the box next to either "Require SAML (SAML Only)" or "Enable SAML (SAML or Password)".
- Provide Paycor the string available at the end of the SAML Consumer URL
- Once setup is complete within Paycor's security system, users may be linked within Manage Access.
- Download Guide: [ATS Single Sign-On \(SSO\)](#)

### Support:

You have multiple avenues for getting an answer if you have a specific question about content or workflows in Recruiting.

## **Knowledge Base**

The Recruiting online knowledge base is the best place to find help for commonly asked questions. Once you're logged into Recruiting, navigate to the "Get Help" menu, then select the "Knowledge Base" link. You will be navigated to the knowledge base dashboard where you may search through our library of articles for the answers to your questions.

## **Ideas Portal**

The Recruiting ideas portal provides clients with the opportunity to ask questions, provide feedback, and make suggestions in a public forum. You can view feedback submitted by other clients or easily share new feedback with our Product Team. Once you're logged into Recruiting, navigate to the "Get Help" menu, then select the "Give Feedback" link. You will be navigated to the ideas portal dashboard where you can get started reviewing or submitting feedback right away!

## **Recruiting Support**

If you can't find what you're looking for in the knowledge base or ideas portal, then you can always reach out to our Support team directly!

Support Hours: Mon-Fri, 9am-9pm EST

Call: (415) 593-1189

Email: [recruitingsupport@paycor.com](mailto:recruitingsupport@paycor.com)