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# USER GUIDE : RECRUITMENT TEAM MANAGEMENT

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**JOBSTORE.COM**

**AUGUST 2018**

# RECRUITMENT TEAM MANAGEMENT

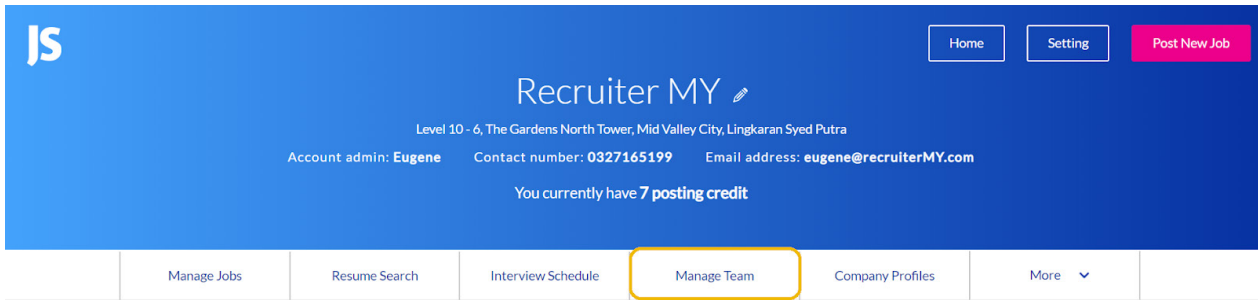
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Manage Team function allows you to invite your co-workers, fellow recruiters and hiring managers to be involved with the hiring process. Our feature allows members with access to:

- Job Posting Function
  - Admin Functions
  - Resume Search Function
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## STEP 1.

On the employer dashboard, click on “Manage Team.” at the top middle navigation menu.

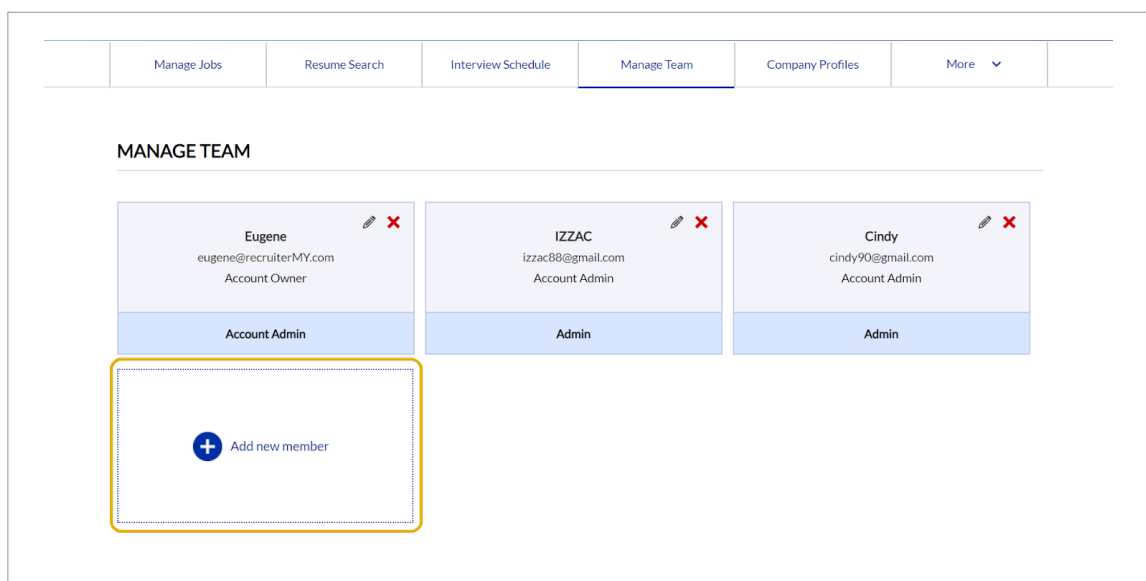


 **Welcome to Jobstore!**

We provide easy navigation to all your posting needs here on Jobstore.com!

## STEP 2.

At this dashboard, you can start inviting your team members. Click on, “Add Member.”



**STEP 3.**

You are required to key in the new member's email address and full name.

**STEP 4.**

Click on one of the four tabs to designate a specific functions to the following member. The chosen selections will be highlighted in a blue shade over the top of the square box.

**Add New Member**

Send Invite
Cancel

3.

Email	<input type="text" value="Enter Email address"/>
Full Name	<input type="text" value="Enter Full Name"/>

4.

Access to <b>View Job</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">All Jobs</td> <td style="background-color: #ccc; padding: 5px; text-align: center;">Only Assigned Jobs</td> </tr> </table>	All Jobs	Only Assigned Jobs	Jobs, Candidates and Interview Schedules
All Jobs	Only Assigned Jobs			
Access to <b>Post Job</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Allow to post</td> <td style="background-color: #ccc; padding: 5px; text-align: center;">Do not allow</td> </tr> </table>	Allow to post	Do not allow	Post and view all jobs with access
Allow to post	Do not allow			
Access to <b>Admin Functions</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ccc; padding: 5px; text-align: center;">Allow as Admin</td> <td style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Only member access</td> </tr> </table>	Allow as Admin	Only member access	Company Profile, Manage Team, Manage Credit
Allow as Admin	Only member access			
Access to <b>Resume Search</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ccc; padding: 5px; text-align: center;">Allow access</td> <td style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Do not allow</td> </tr> </table>	Allow access	Do not allow	Access to search and download resumes
Allow access	Do not allow			

**STEP 5.**

Once the selections has been confirmed, click on “Send Invite” to the chosen member.

**Add New Member** Send Invite Cancel

Email	<input type="text" value="jackytan87@yahoo.com"/>	
Full Name	<input type="text" value="Jacky Tan"/>	
Access to <b>View Job</b>	<input checked="" type="radio"/> All Jobs <input type="radio"/> Only Assigned Jobs	Jobs, Candidates and Interview Schedules
Access to <b>Post Job</b>	<input checked="" type="radio"/> Allow to post <input type="radio"/> Do not allow	Post and view all jobs with access
Access to <b>Admin Functions</b>	<input type="radio"/> Allow as Admin <input checked="" type="radio"/> Only member access	Company Profile, Manage Team, Manage Credit
Access to <b>Resume Search</b>	<input type="radio"/> Allow access <input checked="" type="radio"/> Do not allow	Access to search and download resumes

**STEP 6.**

Alternatively, you can copy the invite link and send to the invited user to the sign-up page directly.

**MANAGE TEAM**

<p>Eugene eugene@recruiterMY.com Account Owner</p> <p>Account Admin</p>	<p>IZZAC izzac88@gmail.com Account Admin</p> <p>Admin</p>	<p>Cindy cindy90@gmail.com Account Admin</p> <p>Admin</p>
<p>Jacky Tan jackytan87@yahoo.com</p> <p>Copy invite link</p>	<p>+ Add new member</p>	

## STEP 7.

On the sign-up page, new users are required to fill in their company personnel details and password.

## STEP 8.

Click on “Create Account” to proceed with the account creation.

For employers only

Please enter a valid email address. Verification will be sent to this email. You will receive updates through this email address. If you already have an account, please [sign in here](#).

You are signing up as a member of Recruiter MY's recruitment team

**7.**

**COMPANY PERSONNEL DETAILS**

<b>Contact Person</b>	<b>Current Position</b>
<input type="text" value="Full Name of Contact Person"/>	<input type="text" value="Current Position of Contact Person"/>
<b>Email Address</b>	<b>Contact Number</b>
<input type="text" value="Email address"/>	<input type="text" value="Contact number"/>

**CREATE PASSWORD**

<b>Password</b>	<b>Confirm Password</b>
<input type="text" value="Minimum 8 characters"/>	<input type="text" value="Must be the same as the Password"/>

\* By signing up to Jobstore, you agree to our [Privacy Policy](#) and [Terms of Service](#).

**8.**

