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SHARING JOB WITH HIRING MANAGERS (WITH LIMITED CONTROLS)

USER GUIDE

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Follow the steps here:

1. Go to Job Listings

- Navigate to the "Jobs" section in your Recruiter Portal.

2. Share Job Posting

- Choose a job posting you want to share and click on the "Share" button.
- Enter the email addresses of the hiring managers you want to share the job with.

3. Set Permissions

- Select the level of access for the hiring managers Hire, Reject, Schedule, Interview, Save for Later, Hold).
- Send the job details to them with the limited permissions set.

4. Track Actions

- Monitor any actions or comments made by the hiring managers on the job posting from your dashboard.

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