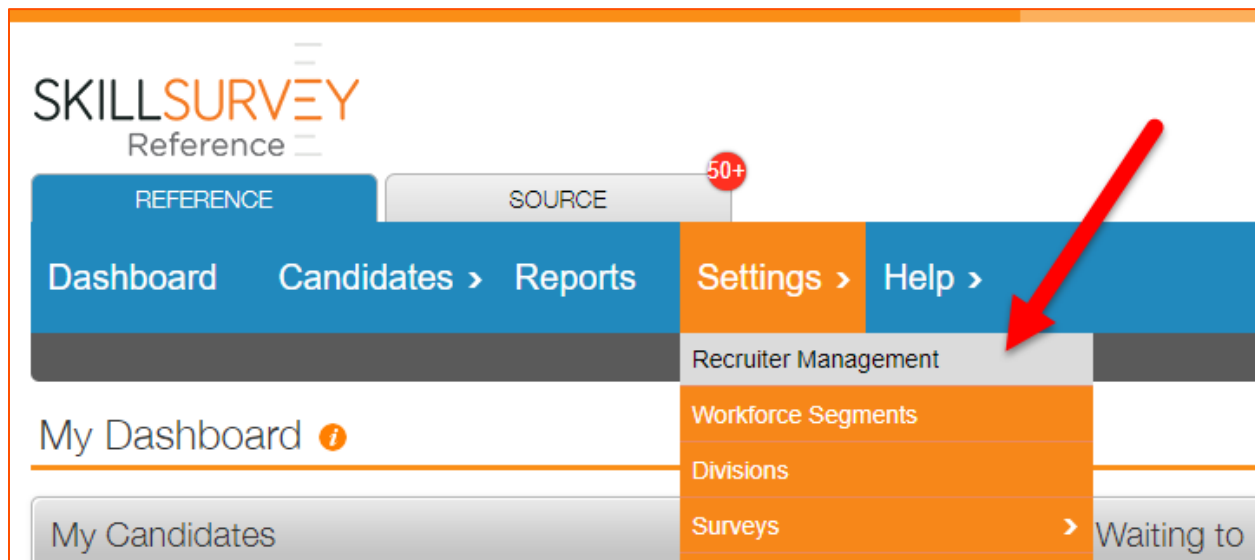# SKILLSURVEY
Reference

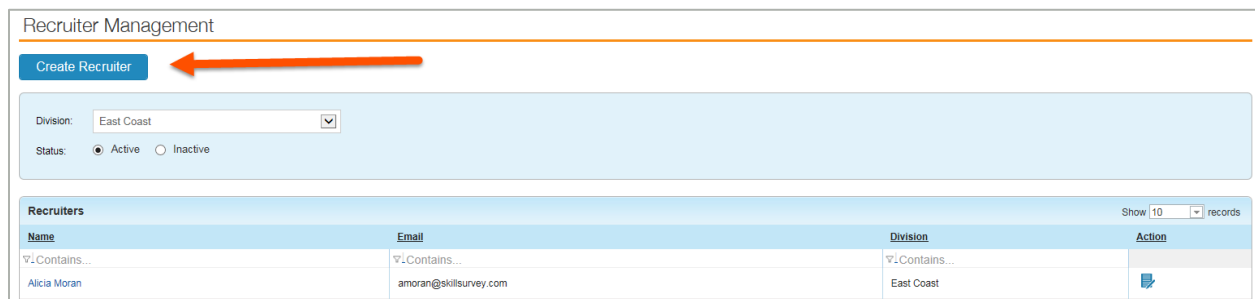**Recruiter Management**

Recruiter Management

How to Add a New User

1. From the top navigation bar, select **Settings** then **Recruiter Management.**

2. Click the **Create Recruiter** button.

3. Enter the Recruiter's information:
    o   First Name – use the employee's first name as it appears in PeopleSoft
    o   Last Name – use the employee's last name as it appears in PeopleSoft
    o   Email – use the employee's email address as it appears in PeopleSoft
    o   Job Title – use the employee's classification as it appears in PeopleSoft
    o   Phone
4. Check the following boxes under **Division Level Permissions** for the Division (agency) to which they will have access in SkillSurvey Reference:
    o   **Assign**
    o   **Source enabled**

5. Only check the **Admin Rights** box if you want the user to serve as an agency admin with the ability to add/disable accounts on behalf of your agency
6. The **Executive User** box should not be checked

7. Click the **Save** button at the bottom of the page.

How to Disable a User

1. From the top navigation bar, select **Settings** then **Recruiter Management.**
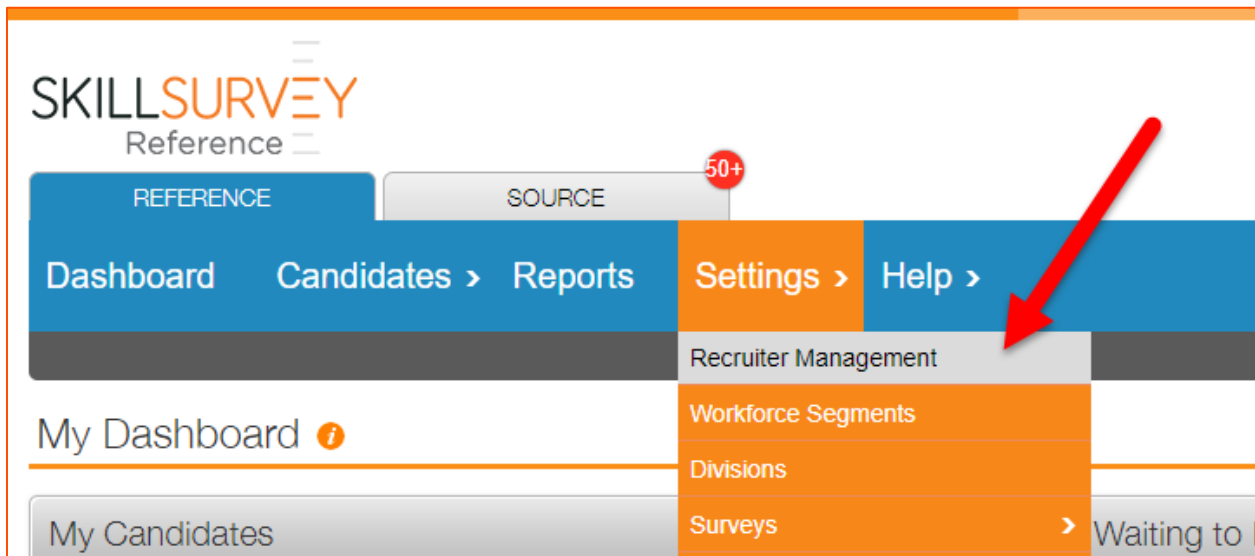
2. Select a Division or view All Divisions from the dropdown box.

3. Enter the name of the Recruiter in the **Contains** filter in the **Name** column. Then select the **Edit** icon in the **Action** column.

4. Click the **Disable User** link to disable the user from the system completely. Uncheck **Division Level Permissions** to remove access to those divisions and features.

5. Click the **Save** button at the bottom of the page.