

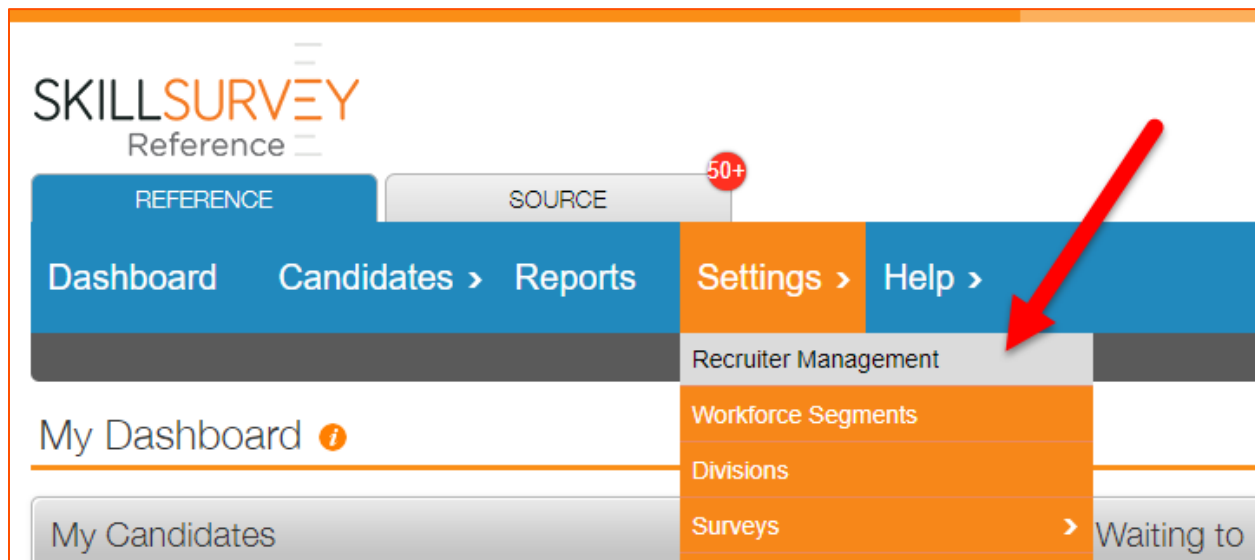


## **Recruiter Management**

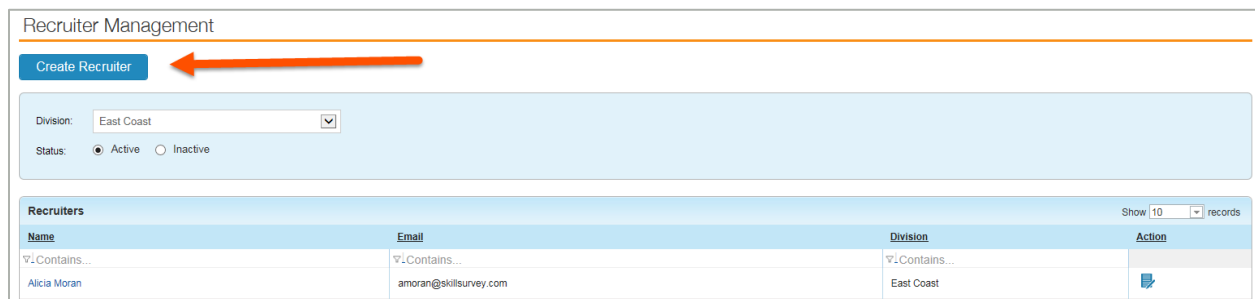
# Recruiter Management

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

### Create Recruiter

For State of Wisconsin \* indicates required fields

First Name: \*

Last Name: \*

Email: \*

Job Title:

Phone:

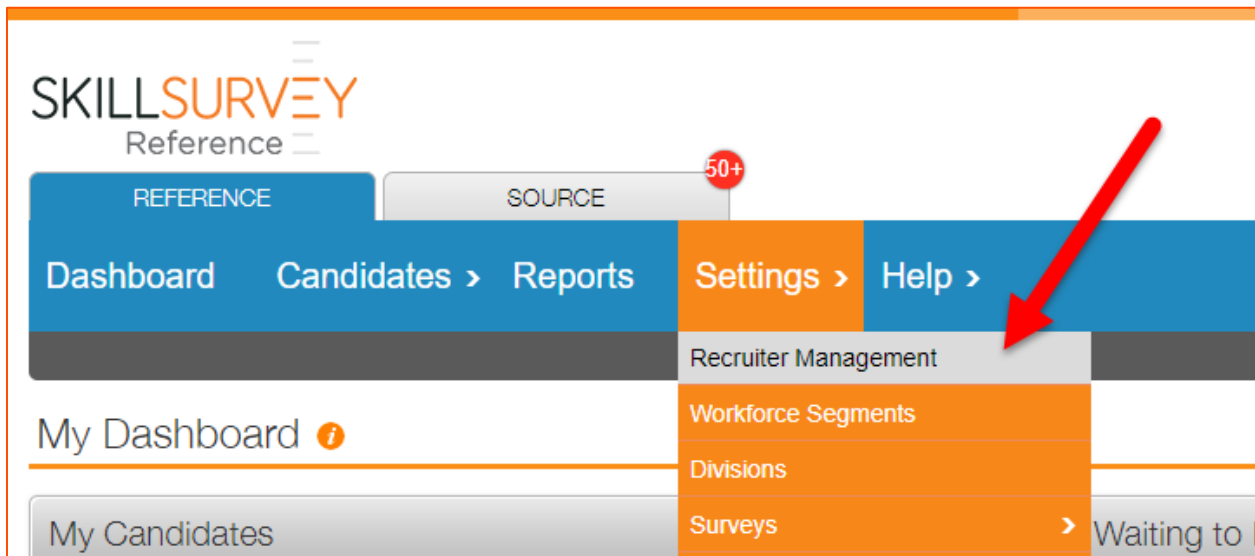
Company Level Executive User

Division Level Permissions <span style="font-size: small;">?</span>				
Division Name	Assign	Source Enabled	Admin Rights	Executive User
Board of Commissioners of Public Lands	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Recruiter Management

[Create Recruiter](#)

Division:

Status:  Active  Inactive

Name	Email	Division	Action
▼ Ashley	▼ Contains...	▼ Contains...	
Ashley Berger	aberger@skillsurvey.com	East Coast	

1 matching records

Show 10 records

◀ Prev 1 Next ▶

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.

Edit Recruiter

Recruiter ABC Company - AM \* indicates required fields

First Name:

Last Name:

Email:

Job Title:

Phone:

[Disable User](#)

Division Name	Assign	Source Enabled	Admin Rights	Executive User
General Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Healthcare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#) [Cancel](#)

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