



Quick Start User Guide

# Add a New Hiring Manager User

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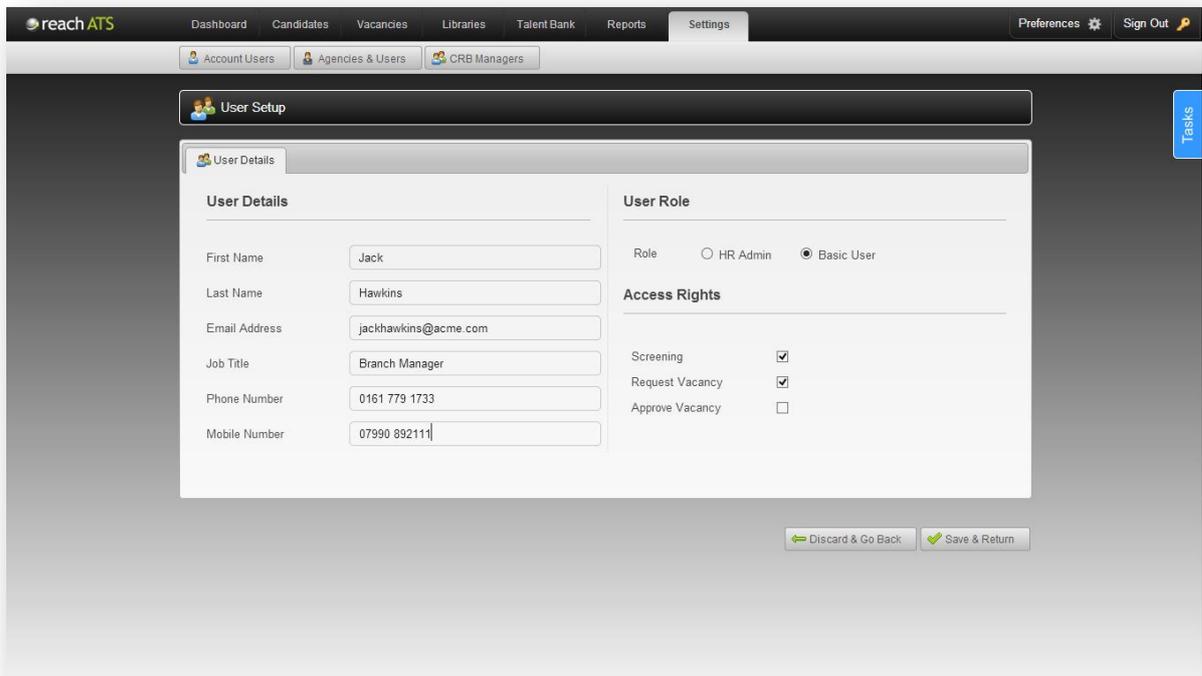


## 1. Add a new Hiring Manager

To create a new Hiring Manager click the **Settings** button to open the **Account User Listing** then:

1. Click **Add New User**
2. Fill in the **User Details** text boxes (see figure 1)
3. Set the **User Role** to **Basic User**
4. Tick the manager's permissions in **Access Rights** (i.e. Screening, Request Job, Approve Job)
5. Click **Save & Return**

**Figure 1:** Add New Hiring Manager User



You can grant Hiring Managers any of three access permissions:

- **Screening** - to process candidates for vacancies that have been assigned to them by HR
- **Request Vacancy** - to submit job requisition forms for approval
- **Approve Vacancy** - to grant authority to approve requisition forms for their staff

The user will now be shown in the **Account User Listing**.

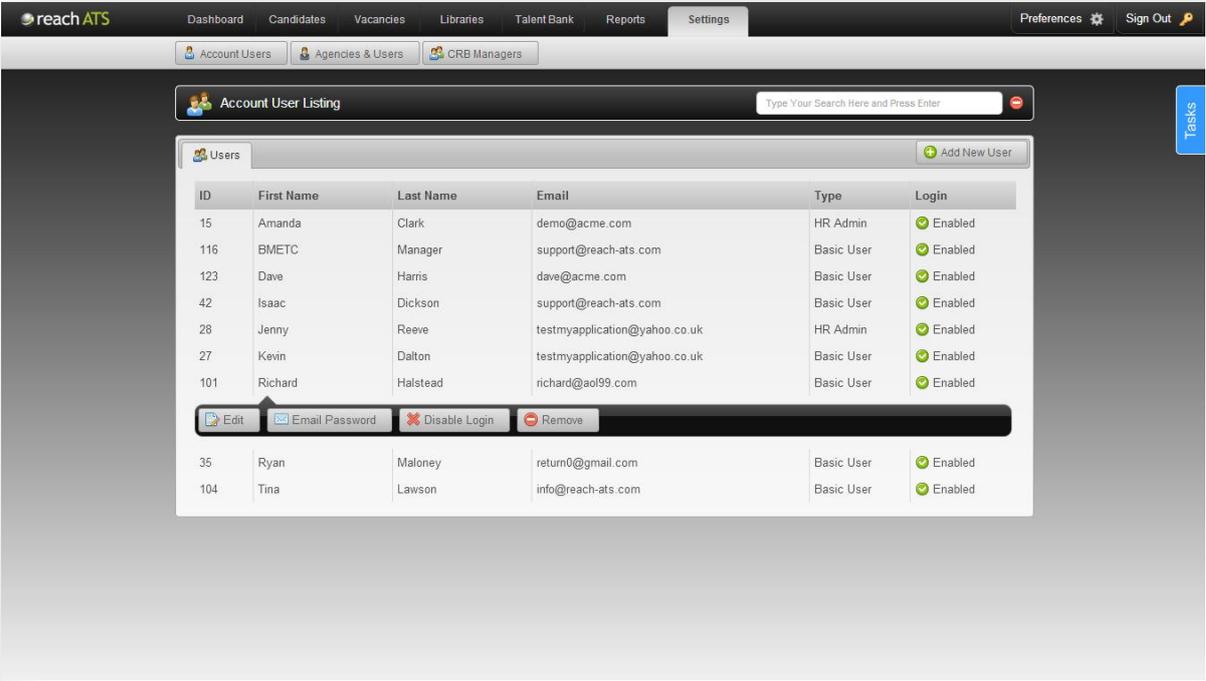
## 2. Email the new user their password

To email the password to the new user:

1. Click the user name in the **Account User Listing**
2. From the options bar click **Email Password**

The temporary password will be emailed to the User immediately.

Figure 2: Email Password



The user can change their password as soon as they have logged by using the Change Password tool in Preferences.

Figure 3: Change password via the Preferences button

