

HIRING NOTES

HIRING COMPANIES INTERFACE TUTORIAL

**HERE, YOU WILL FIND A COMPLETE TUTORIAL ON HOW TO
USE YOUR INTERFACE ON HIRING NOTES.**



- 1 Tab : Dashboard
- 2 Tab: CVs received
- 3 Tab: Messages
- 4 Tab: Articles
- 5 Tab: Help
- 6 Tab: Settings

1 Tab : Dashboard

Add your first job

You are one step away from finding your perfect candidate



Create your open position(s)

To add a position so that it is visible to recruiters, you must click on the green "complete" **(1)** button in the middle of your dashboard. You will then have access to a form that you need to fill out with the utmost care in order to provide recruiters with the most relevant information to send you profiles that best match your request. Some questions are mandatory while others are optional. If you are unable to submit your form, it means you have missed a mandatory question. If the problem persists despite this, you can contact support (support@hiringnotes.com).

Online

Actions ▾

2

Senior Risk Expert

We are a leading financial institution based in Brussels and we are currently seeking a highly skilled and experienced Senior Risk Expert to join our dynamic team. The ideal candidate will have a strong background in risk management within the financial services industry and will possess a deep understanding of various risk frameworks and methodologies.

Responsibilities:
[Read more](#)

3

2024-03-05
Created

4

2024-03-05
Published

5

2024-04-02
Updated

6

2024-06-03
Max online

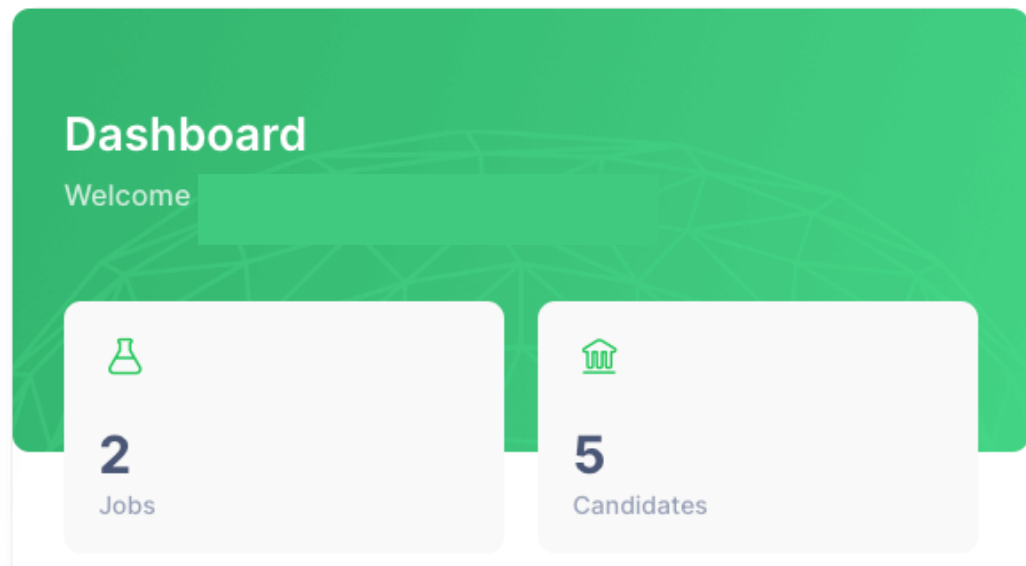
7

1 / 20
Propositions

Your open position(s)

Once your ad is published, it will appear like this. When you press the "action" button (1), you can add, modify, or delete your various online advertisements. You will also be able to archive, download, and view the resumes you have received. When your advertisements are online and visible to recruiters, you will see the word "online" in green (2) on the left side of your advertisement.

You will also be able to see the publication date (3), the published date (4), updated date (5) and the expiry date (6) of your advertisement. Additionally, you can see the number of resumes you have received per advertisement (7) .



Dashboard

On the right side of your interface, you have access to your dashboard, which summarizes the number of candidates you have received for your open positions, as well as the number of your jobs currently online.

2

All

Waiting

Accepted

Refused

Canceled

ID #15

Waiting

This CV is waiting

Comment : test

2024-02-26
Creation

2024-02-26
Update

[Show Resume](#)

Accept

Refuse

ID #6

Waiting

This CV is waiting

Comment : Test Inpi

2024-02-19
Creation

2024-02-19
Update

[Show Resume](#)

Accepted

Refuse

ID #4

Canceled

This CV is no longer available

Comment : SD candidat

2024-01-30
Creation

2024-01-30
Update

[Show Resume](#)

ID #3

Refused

This CV is refused

Comment : SD candidat

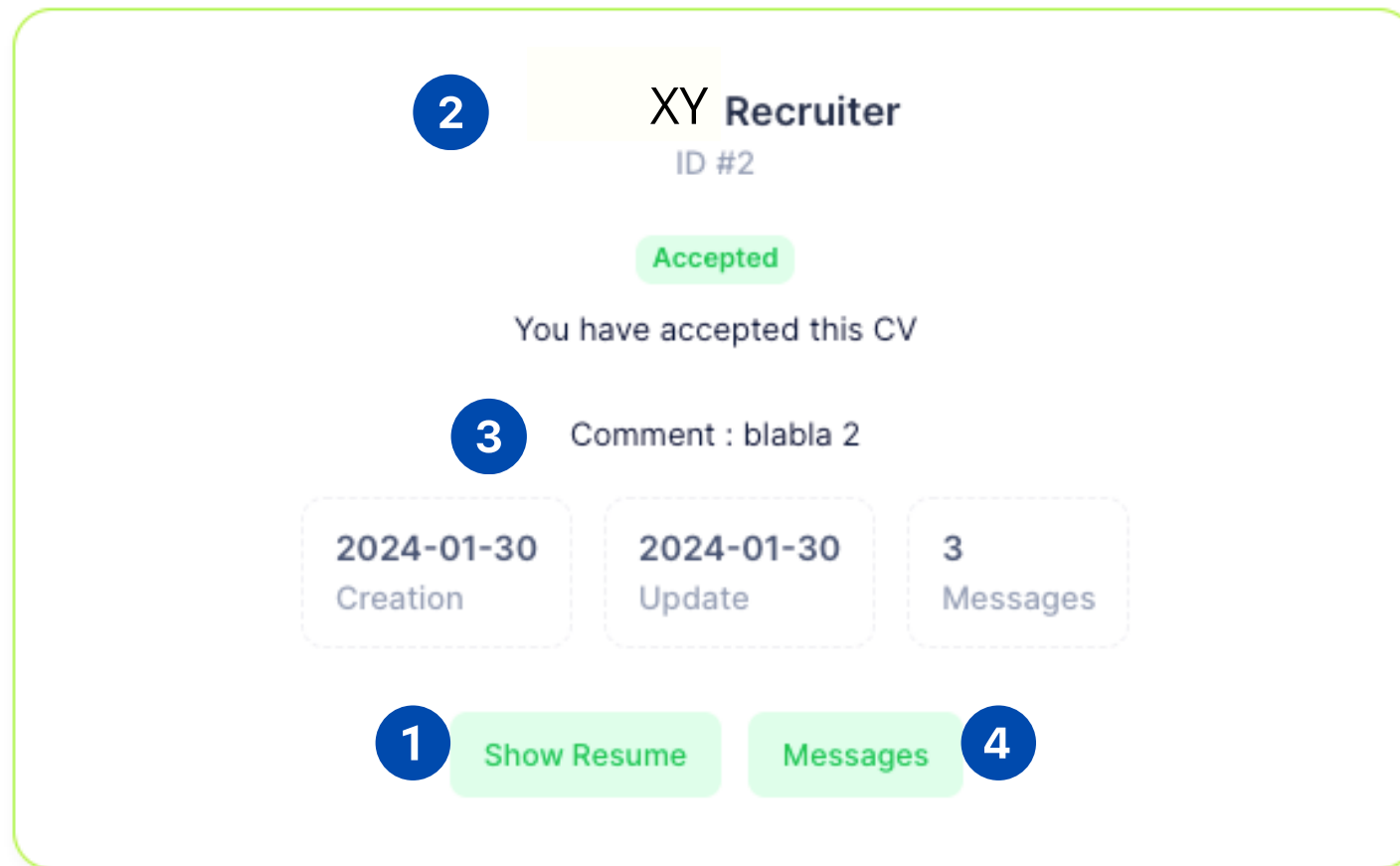
2024-01-30
Creation

2024-01-30
Update

[Show Resume](#)

This is where you can manage all the candidates (1) you have received from recruiters. You can see the resumes that you have accepted (3) , rejected (4), those that are pending (2) or canceled by the recruiters (5). When you accept a resume, you are directly connected with the recruiter and they will then know the identity of your company. If you reject a resume, then your identity will never be revealed to them.

3 Tab : Messages



Here you will have an overview of the recruiters you have accepted.

You will find all the information related to the candidates (1), the recruiter (2), as well as the comments (3) left by the recruiter when he has submitted the CV.

When you press the "message" button (4), you will be redirected to your messaging interface where you can exchange messages with the recruiter who sent you the CV.

[#19] Senior Risk Expert

[← Messages Listing](#)

You have accepted this CV

Hi, thank you for sending this cv. We would like to know more about him/her. Can we arrange a first call or teams meeting to discuss further about this profile ?

Message

Send

Agency details

Agency name

Description

Recruiters company

Sector

Number of employees

Revenue

Type

Localisation

Website

Website

#

LinkedIn

#

This is where you will be able to communicate with recruiters once you have accepted their resumes.

You will find all the details regarding the recruiter and the organization they belong to on the right side.

On the left side, you will find the messaging system where you can directly exchange messages with the recruiter

Articles



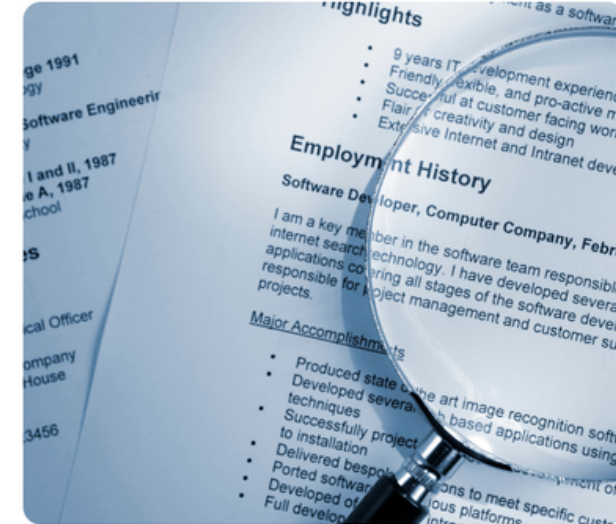
How Much Do Recruitment Agency Fees Cost ?

Discover the cost of hiring a recruitment agency in this informative article. From percentage-based fees to fixed rates, learn about the factors that influence pricing and why these fees are justified. Explore different payment models, such as the retainer system, and understand the value that recruitment agencies bring in sourcing top talent. Gain insight into how transparency in fee structures benefits both clients and recruiters, empowering informed decisions in the hiring process.

[Read more](#)

The Importance of Feedback in a Good Hiring Manager-Recruiter Relationship

Learn why feedback is essential in recruitment and how it impacts the relationship between hiring managers and recruiters. Discover the consequences of delayed feedback, the benefits of setting clear expectations, and how timely feedback can streamline the recruitment process, improve candidate experience, and strengthen the partnership between hiring managers and recruiters.

[Read more](#)

Anonymous CVs: The Future of Recruitment

Anonymous CVs are revolutionizing the recruitment process by reducing unconscious bias and promoting diversity and inclusivity. By removing identifiable information from CVs, such as names and photos, recruiters can focus solely on the qualifications and experience of candidates. Embracing anonymous CVs not only benefits candidates from underrepresented groups but also offers advantages to employers, leading to a more diverse pool of talent and innovative thinking in the workplace.

[Read more](#)

Here you will find all the articles that we publish related to human resources and the world of recruitment.

5 Tab :Help

Help

— As a hiring company, can I be sure to receive resumes ?

No, unfortunately we cannot guarantee that you will receive resumes from recruiters. This can depend on several factors such as the difficulty in finding the right profile, the attractiveness of the position and company, the salary offered, the commission you are willing to grant to the recruiter, etc.

— As a hiring manager, can I indicate the amount of recruitment fees I want to allocate per position in advance?

Yes, this is also a feature available when you add a job on your interface. You can also indicate that you are open to negotiation to find a common ground. We always recommend activating this feature to allow for flexibility in negotiations.

— As a hiring manager, can I limit the number of CVs received per position?

Yes, this is a feature available when you add a job on your interface. You can also limit the number of CVs sent by each recruiter.

— As a recruiter, can I send something other than a CV to hiring companies ?

Yes, you can add a comment with the CV so that the hiring manager has all the relevant information about the profile.

— Do you verify the companies registered on your platform?

Yes, all registrations on our platform, whether it is from hiring companies or recruiters, undergo a manual internal verification process. We check that all information provided is correct through an investigation. If we have any doubts about the information, we temporarily suspend the accounts to request more information about the person or the company. If, after obtaining the information, we are still unable to confirm the identity of the person or the company, the account is permanently blocked. Moreover, recruiters are subject to an ethics charter that you can find [here](#).

— Does Hiring notes work for any hiring company?

Yes, Hiring notes is accessible to all companies regardless of their industry or size.

— For which countries can hiring companies post their job ads?

Our platform is accessible for hiring companies in Belgium, Canada, France, Germany, Greece, Hong-Kong, Ireland, Italy, Japan, Norway, Monaco, Netherlands, Poland, Portugal, Singapore, South Korea, Spain, Sweden, Switzerland, UAE, United States and United Kingdom.

— How do hiring managers and recruiters connect when they are interested in a CV?

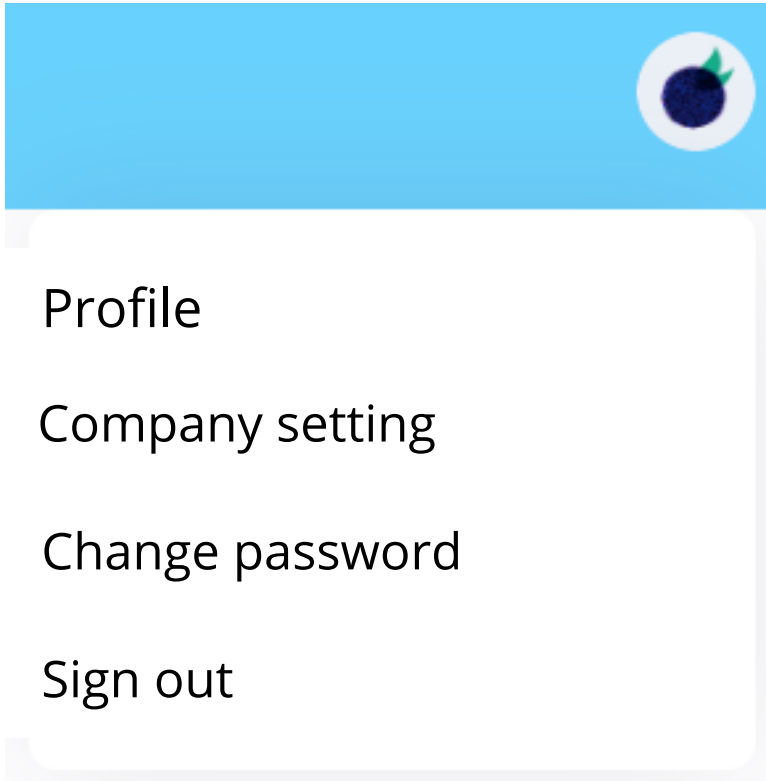
When a CV is accepted, you will be connected through a messaging system available on your respective interfaces. For hiring managers, this is available in the "My recruiters" tab, and for recruiters, it is available in the "My hiring managers" tab.

— How does Hiring notes work for hiring companies?

Here is where you will find our FAQ with all the questions you may have regarding how our platform works.

If you cannot find an answer to your question, we invite you to contact our support at **support@hiringnotes.com** and we will try to respond to your question as quickly as possible.

6 Tab : Settings



On the top right corner of the icon, you can access your account settings.

Profile: Manage your personal data.

company settings: Manage personal settings related to your agency.

Change password: Manage your password.

Need more support ?

SUPPORT@HIRINGNOTES.COM