

Creating and Using Recruitment Groups

Recruitment groups are a quick and easy way to add multiple staff to a requisition, whether that's a HR group so your HR Operations team can process your requisition, or a group of recruiters in your department. This guide will help you to create and use these groups.

To get started click the Recruitment Groups icon on the left hand side of your dashboard.

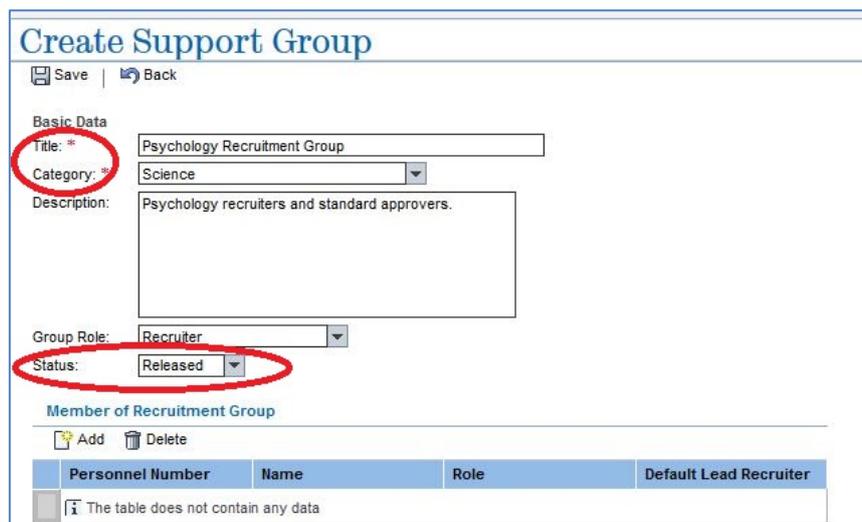


On the Maintain Support Groups screen that opens, you can view existing recruitment groups in your faculty folder by selecting the relevant category on the drop down list and hitting "search."



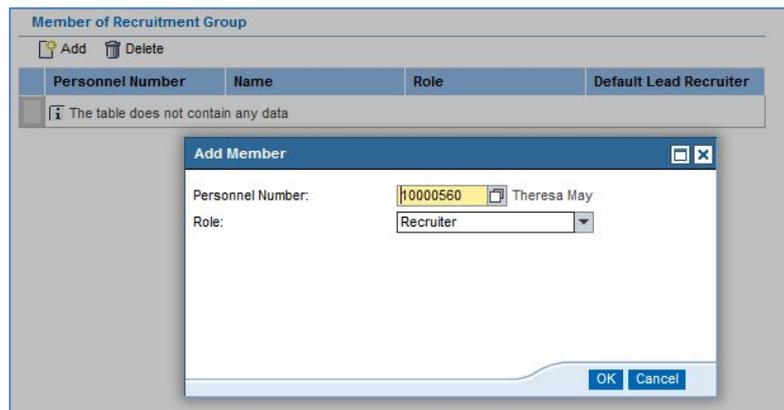
You will then be presented with a list of recruitment groups for your faculty.

To create a new recruitment group, press the Create button above the table.

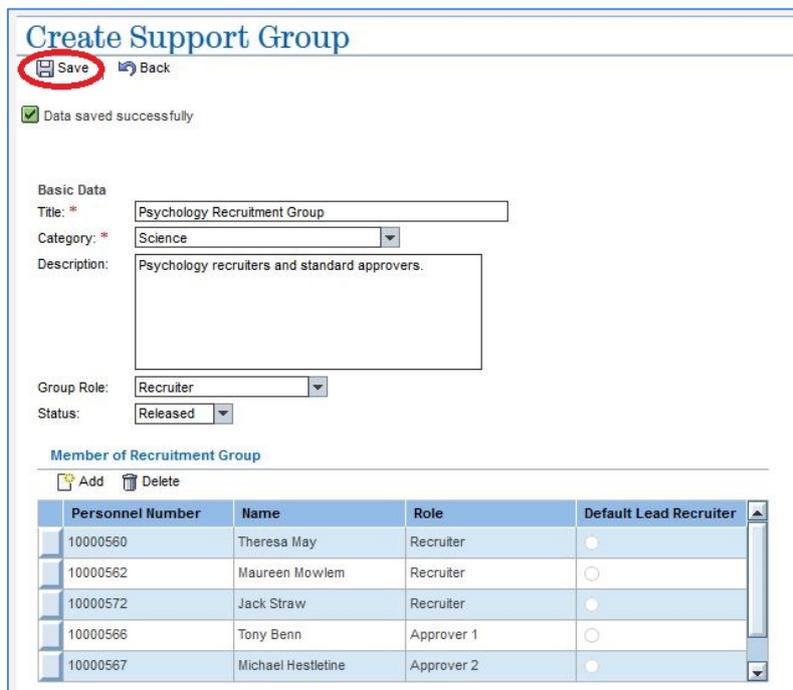


Fill out the top part of the Create Support Group page similar to the example image above. Be sure to set your group status to released so other recruiters can use your group if appropriate.

You can assign members to your recruitment group as you would if you were adding them individually to a job requisition.

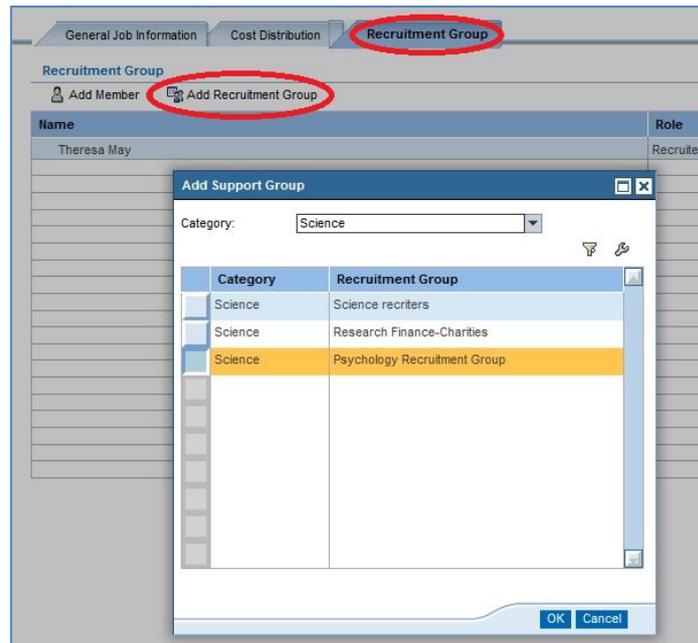


You can create groups just for recruiters, or you can create a group with a commonly used approval route and even key panel members.



Once you have created your group, be sure to press **Save**.

Now you have created your recruitment group you can assign them with ease to your job requisitions (and contract admins) in the Recruitment Groups tab.



Be sure to press **save** once you've assigned the group to your requisition.

Please remember to maintain recruitment groups so that they don't become out of date over time. You can edit the members in a recruitment group through the Recruitment Groups screen, by highlighting your group and pressing edit. You can then add and remove members as appropriate. **It is important to remember to do this as adding recruitment groups with staff who have left the University on them for instance can break the approval route on the requisition itself.**

