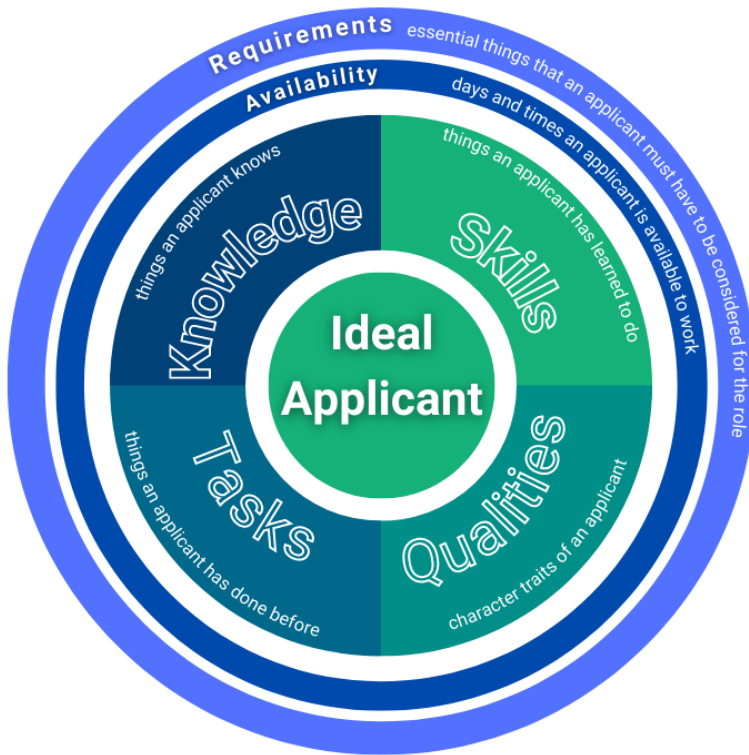# HURIOT – GUIDE FOR RECRUITERS

Welcome to the Huriot Guide for Recruiters. This document will provide you with a step-by-step guide to:

- Create an account
- Create a job description
- Post a job to the Huriot Job Board
- Manage applications and track applicants

Huriot is different to Applicant Tracking Solutions.

Huriot will write your job description for you by guiding you through our job description generator process.

This identifies what you need from applicants in the following areas:

1. Requirements
2. Availability
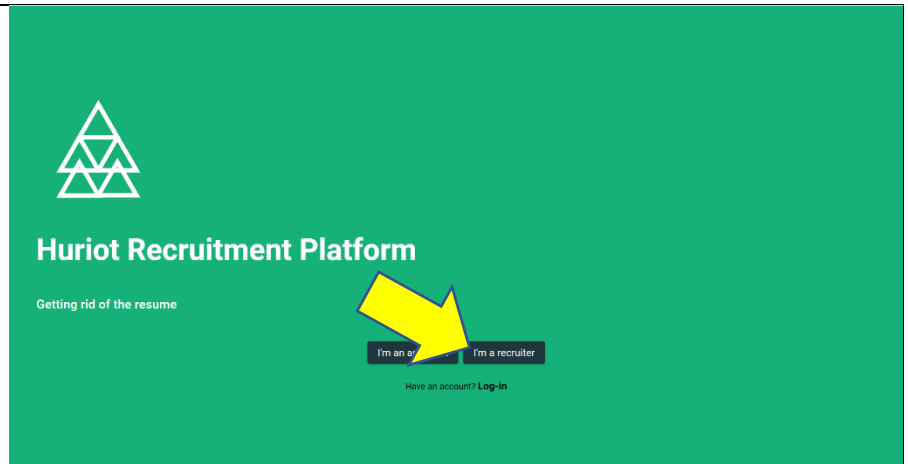3. Knowledge
4. Skills
5. Tasks
6. Qualities

Huriot is also getting rid of resumes, making hiring faster and fairer.

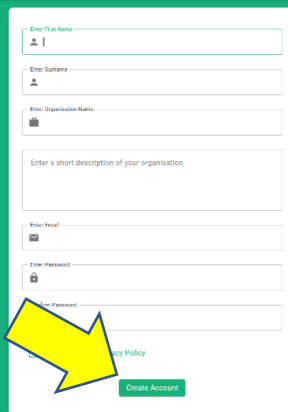Users answer questions, based on your needs – no resume needed, from any device.

Huriot then shows you applicants matching your needs, you decide who to interview.

How to create an account

Click on 'I'm a recruiter'.

Fill out your details, a short description of your business, email and create a password.

Passwords need to have at least one capital letter, lowercase, number and special character.

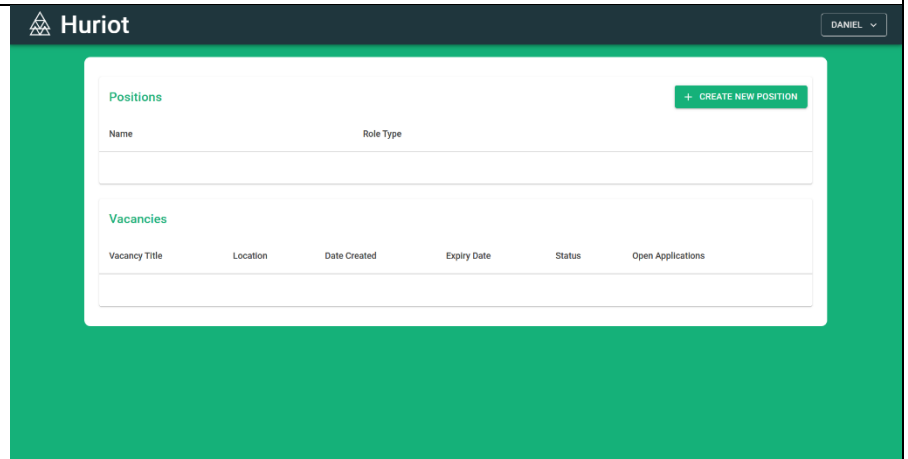This description will appear in your job adverts.

Click Create Account when you are done.

Welcome to your Dashboard!

From here you can create new positions, post vacancies, and review your applicants.

Positions are where you can access your job descriptions once you create them.
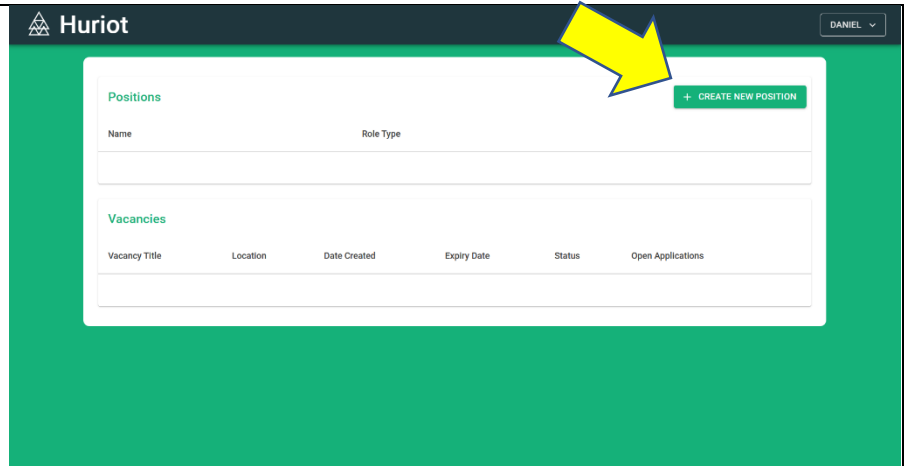
Vacancies are where you can see the status of each job advert.
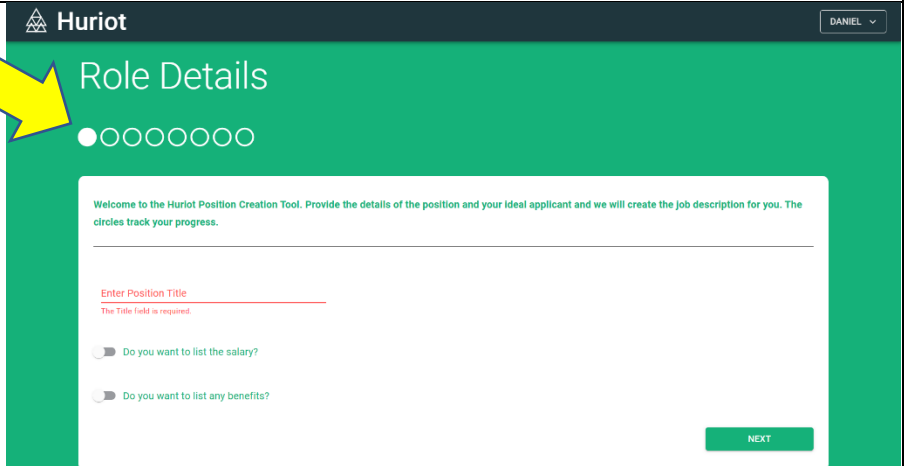
How to create a Job Description

Step 1

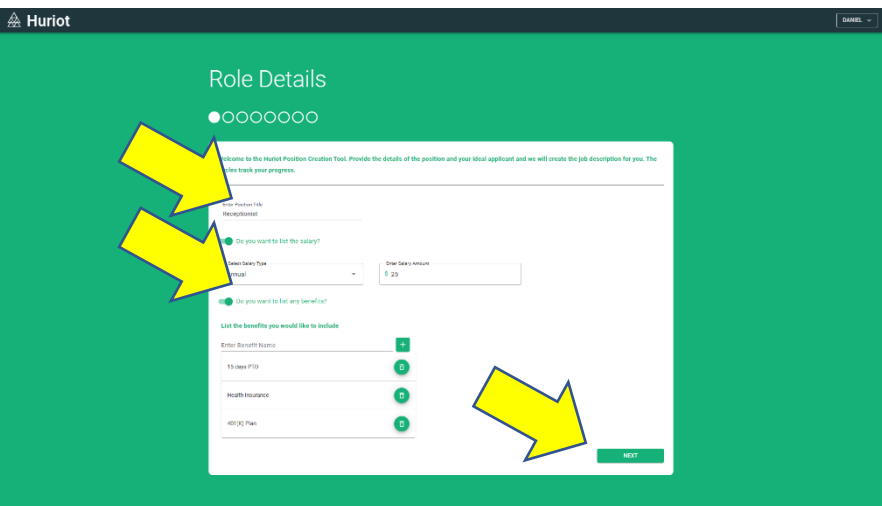Click on 'Create a New Position'.

Step 2

These circles help you understand where you are in the process.

You will see your progress as you move through:
'Role Details'
'Requirements'
'Availability'
'Tasks'
'Knowledge'
'Skills'
'Qualities'

You'll then be presented with a 'Position Summary', summarizing your answers, and then your Job Description.

Step 3

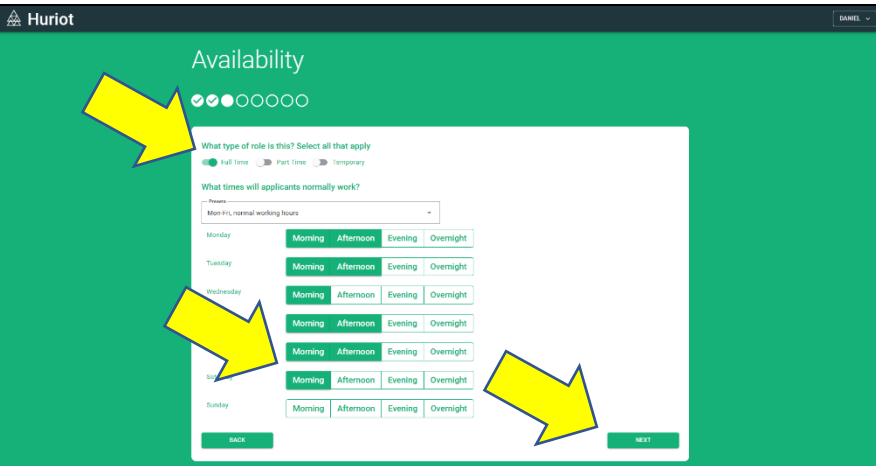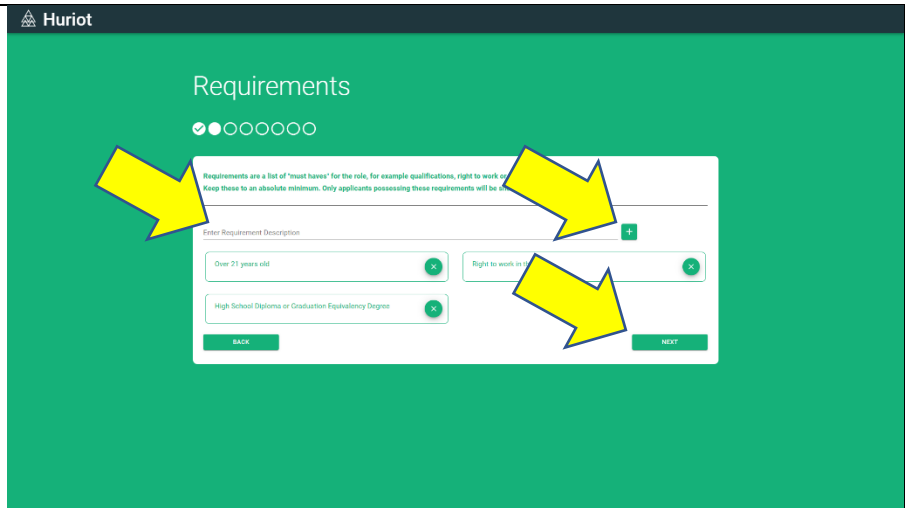Next you can choose to list the salary either per hour or annually along with any benefits.

Use the toggle switch and add the details.

Click 'next' when you are done.

Step 4

Now list the minimum requirements the candidate needs for the role.

Click 'next' when you are done.

Requirements

Requirements are a list of 'must haves' for the role, for example qualifications, right to work or...
Keep these to an absolute minimum. Only applicants possessing these requirements will be...

Enter Requirement Description

Over 21 years old

Right to work in t...

High School Diploma or Graduation Equivalency Degree

BACK

NEXT

Availability

What type of role is this? Select all that apply

Full Time   Part Time   Temporary

What times will applicants normally work?

Mon-Fri, normal working hours

Monday	Morning	Afternoon	Evening	Overnight
Tuesday	Morning	Afternoon	Evening	Overnight
Wednesday	Morning	Afternoon	Evening	Overnight
	Morning	Afternoon	Evening	Overnight
	Morning	Afternoon	Evening	Overnight
	Morning	Afternoon	Evening	Overnight
Sunday	Morning	Afternoon	Evening	Overnight

BACK

NEXT

Step 5

Here you can choose whether the role is full-, part-time, or a temporary position.

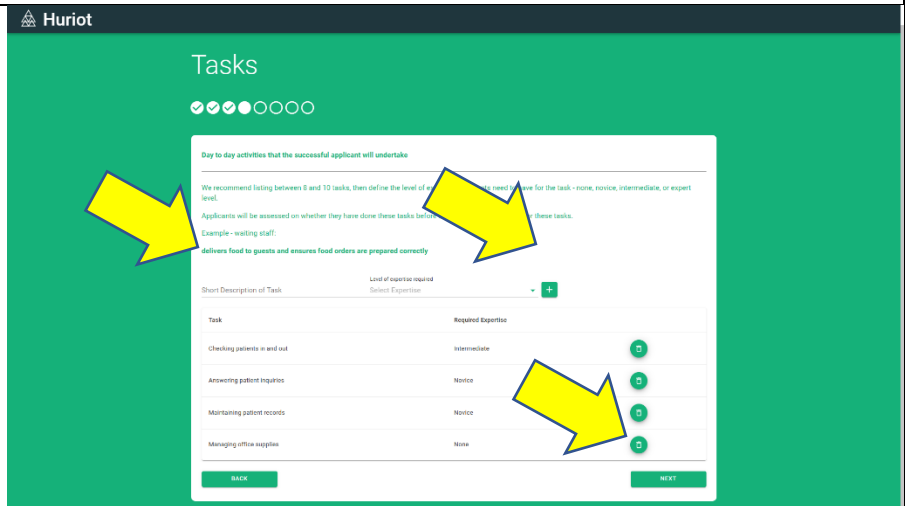Then select when you need your applicants to be available for work.
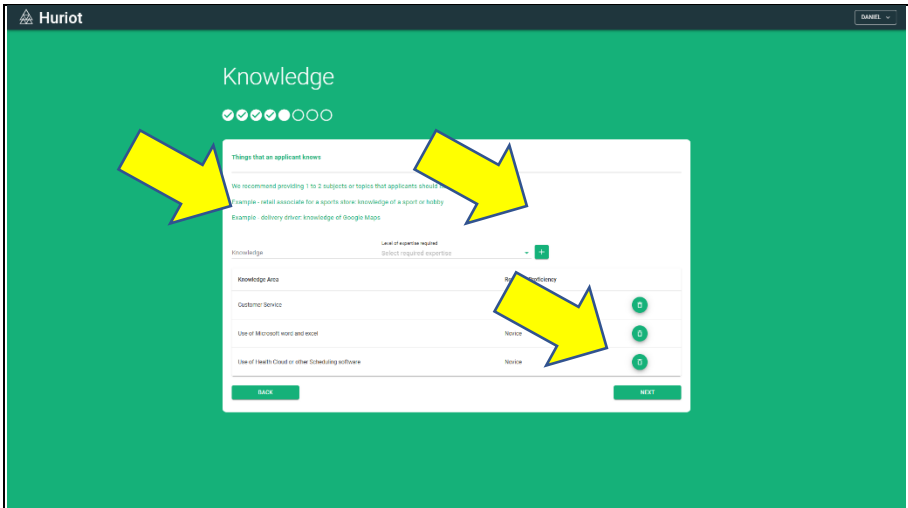
Click 'next' when you are done.

Step 6

Now list the main tasks that the role will undertake.

Write short descriptions of the task and then the level of expertise you need and click '+' to add to the list

Click 'next' when you are done.

Tasks

Day to day activities that the successful applicant will undertake

We recommend listing between 6 and 13 tasks, then define the level of e... ...e need to have for the task - none, novice, intermediate, or expert level.

Applicants will be assessed on whether they have done these tasks befo... ...e these tasks.

Example - waiting staff:
delivers food to guests and ensures food orders are prepared correctly

Short Description of Task   Level of expertise required   Select Expertise

Task	Required Expertise
Checking patients in and out	Intermediate
Answering patient inquiries	Novice
Maintaining patient records	Novice
Managing office supplies	None

BACK

NEXT

Step 7

Here you list what your candidate needs to know to do the role.

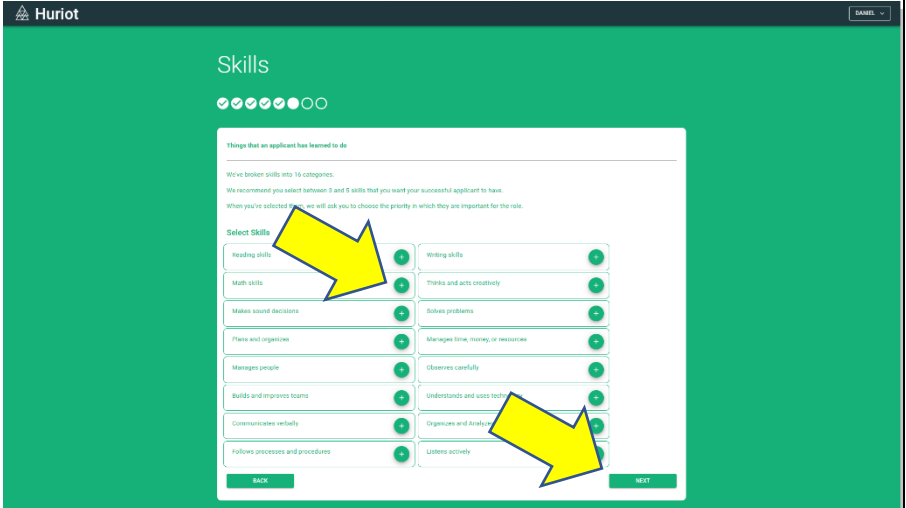Write short descriptions of what knowledge and at what level of expertise you need and click '+' to add to the list.

Click 'next' when you are done.

Step 8

Next pick up to 5 skills you need from the pre-set list of skills you need.

Using the arrows, adjust the list so the most important is at the top.
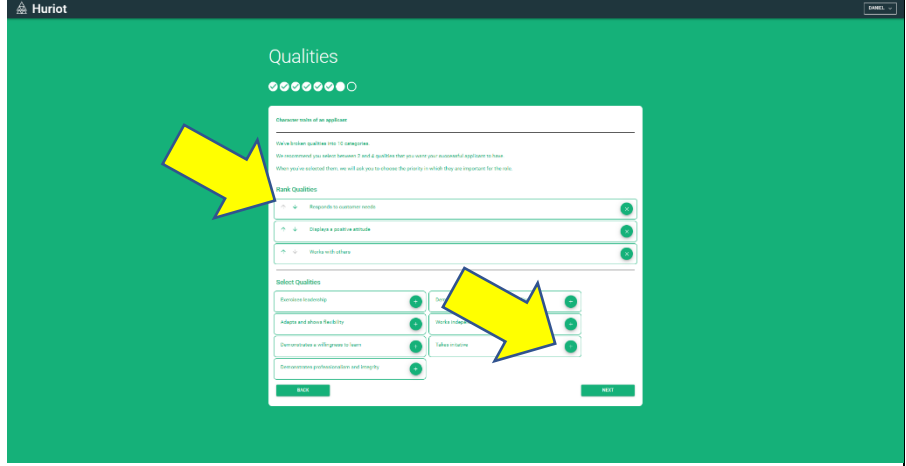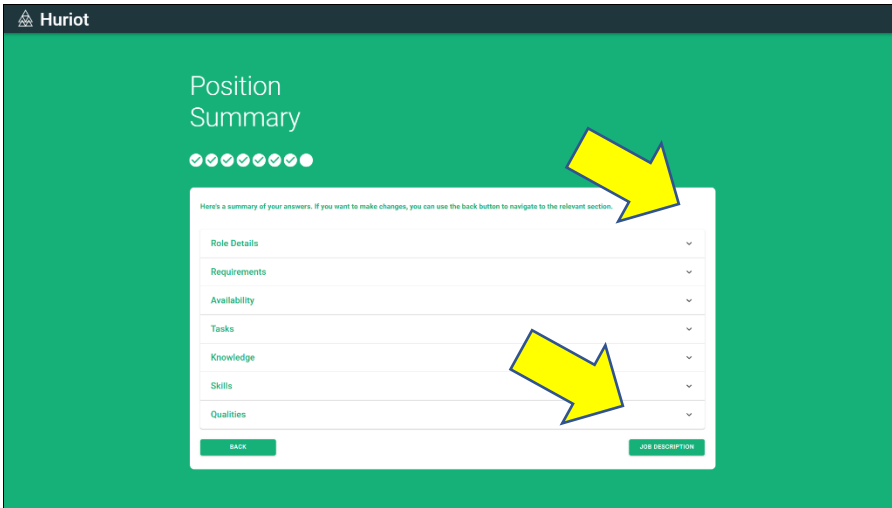
Click 'next' when you are done.

Step 9

First pick the qualities your candidate needs to have from the list.

Adjust the list using the arrows so the most important is at the top.

Click 'next' when you are done.

Step 10

Here you can review the detail in each section using the expand arrow.

Use the 'back' button to go back and make any changes you need.
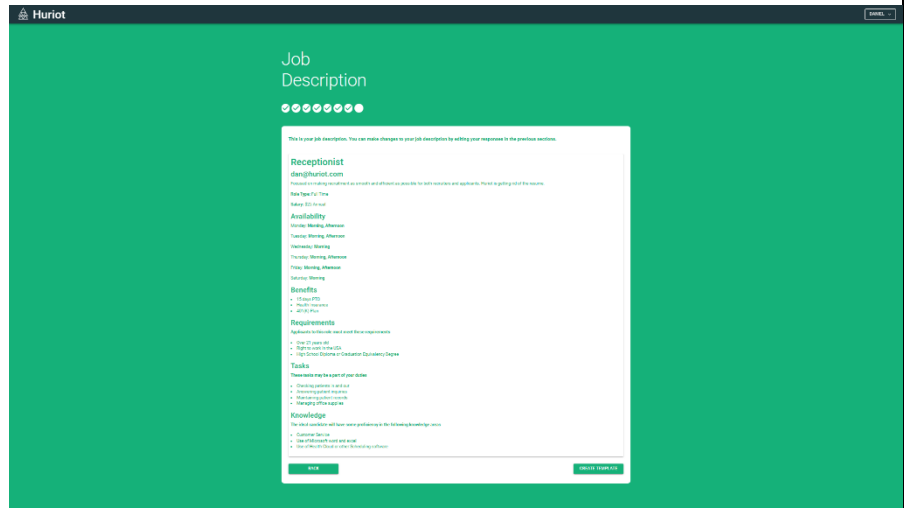
Press 'Job description' when you are done.

Step 11
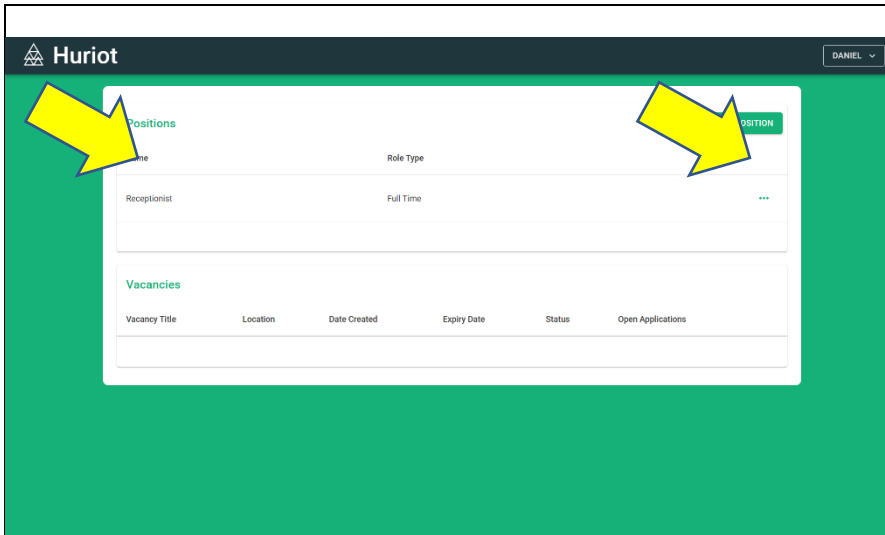
A chance for one last check.

Review the final job description and use the 'back' button if you need to go back to a section to change anything.

Press 'Create template' if you are happy with the contents.

Now it's back to the Dashboard.

How to post a job to the Huriot Job Board

Job descriptions you create will appear in your dashboard in the Positions section.

You need to turn them into vacancies to make them live, allowing applicants to apply.
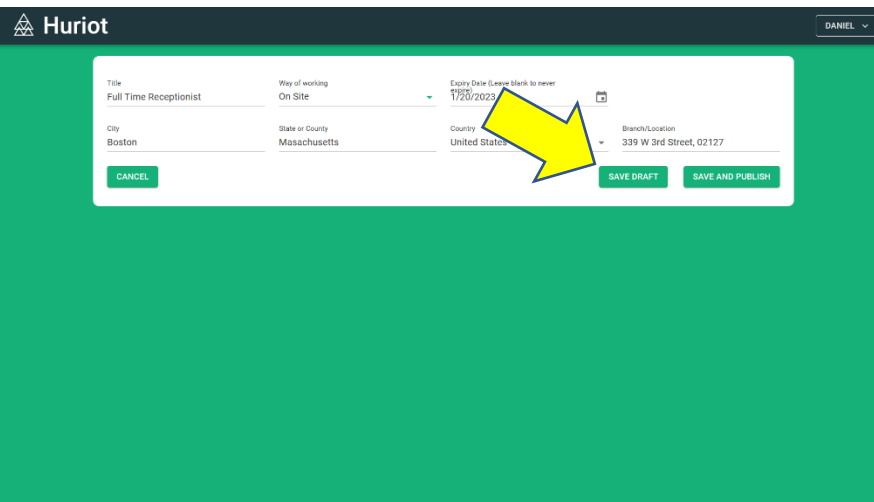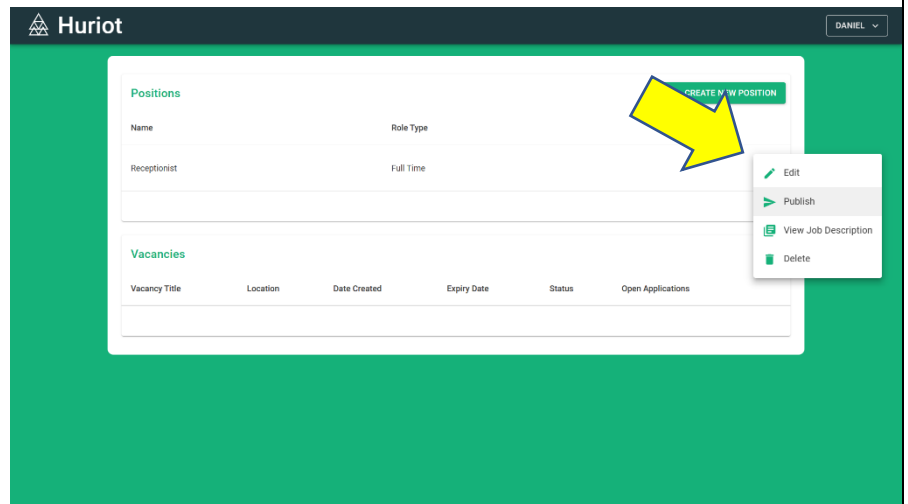
When you are ready to post your job to the job board, click on the '…' next to the role.

Step 1

If you want to change the job description, click 'edit' which will take you to step 1 above.

If you want to see the job description, click 'view job description'.

Click 'publish' if you want to post the job description.

Step 2

Here you can change the title of the role if needed.

Specify whether the role is on-site, remote or hybrid.

Click 'save and publish' and your job advert will become live.

Click 'save draft' and it will be saved to your Dashboard.

Huriot

DANIEL ▾

Positions

+ CREATE NEW POSITION

Name	Role Type	
Receptionist	Full Time	...

Vacancies

Vacancy Title	Location	Date Created	Expiry Date	Status	Open
Receptionist	339 W 3rd St, Boston, 02127, Boston	12/15/2022	1/20/2023	Draft	0	...

Step 3

If you clicked 'save draft', a blue 'draft' bubble will appear next to your role under Vacancies.

Click '…' for the option to 'edit' when you are ready to go live.

Huriot

DANIEL ▾

Positions

+ CREATE NEW POSITION

Name	Role Type	
Receptionist	Full Time	...

Vacancies

Vacancy Title	Location	Date Created	Expiry Date	Status	Open Applications	
Receptionist	339 W 3rd St, Boston, 02127, Boston	12/15/2022	1/20/2023	Active	0	...

Step 4

Congratulations! Your job advert is live!

You will see it on the Huriot job board within 24 hours.

How to manage applications and track applicants
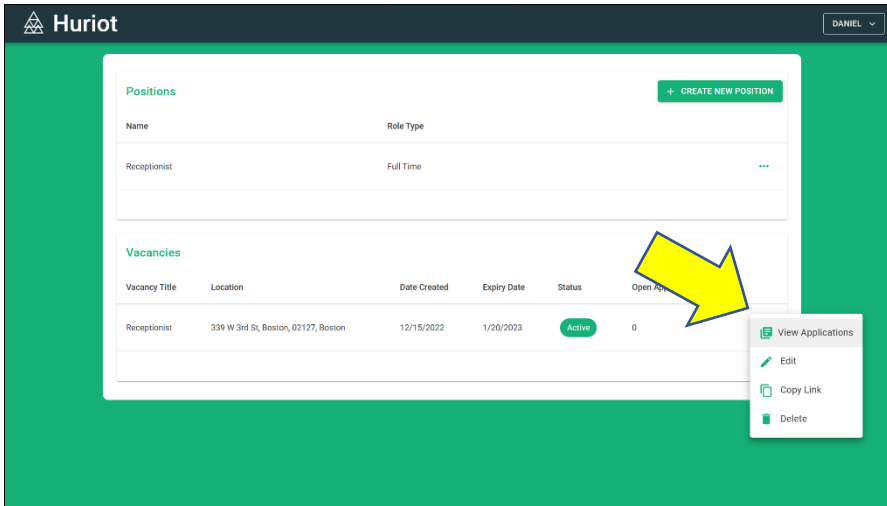
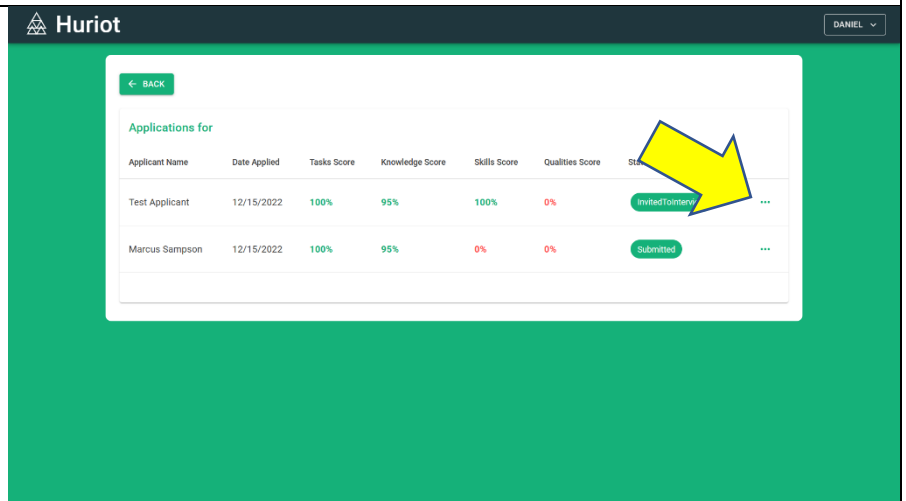Once receive applications, you can start to review them from your Dashboard.

Click the '…' to get the drop-down menu to start reviewing your applicants.

Choose 'View applications'.

Here you can see an overview of the applicants' scores.

Click the '…' to view the full detail.

The applicants contact details are in 'View application'.

You will use the pop-up window to move through the selection process.

Shortlist > Invite to interview > Offer.

Applicants will receive an email to indicate whether you have chosen to invite them to interview or reject their application.

You should reach out to the applicants you want to interview to arrange and hold the interview.