

SHORT VIDEOS FOR LEARNING

Create Recruiting Teams: [View video](#)

OVERVIEW

The Recruiting Teams is **disabled by default**. If enabled, you will have these features in the ATS:

- **My Groups** tab is added in **My Account** area (along top blue bar at right) for Administrators, Recruiting Managers, and Recruiters to create their own personal and/or shared (depending on role permissions) group of team members.
- When creating a new job or editing an existing job, the Recruiting Team field is available for selection of team members and/or the group you created.
- The assigned Recruiting Manager and Recruiter are the only users with the permission to close a job. If a Recruiting Manager and/or Recruiter are assigned to the Recruiting Team, they will have the ability to close the job because they have been added to the Recruiting Team and their role has the assigned permission to complete these tasks. Only the assigned Recruiting Manager, Recruiter and Hiring Manager are the “owners” of the jobs they are assigned to.

Note: To use the Recruiting Teams feature it must be enabled. Contact Support@silkroad.com to enable this feature.

WHY USE RECRUITING TEAMS?

- Recruiting Teams save time instead of adding names one at a time (up to 30 names) you can select a group from the list that you created so they have visibility to the assigned job.
- Recruiting Teams are most useful when you want multiple system users to have **visibility to the job** that has a Recruiting Team assigned.
- Use Recruiting Teams when you want Recruiters and/or Hiring Managers to have **visibility to a job and the candidates**. Recruiting Managers by default can see ALL jobs and candidates.

CREATE NEW GROUP

1. Click **My Account** (along top blue bar).
2. Click **My Groups** tab.
3. Click **Add Group**.
4. Enter a **Group Name*** (required field).
5. Select **Group Type**. (Note: *Recruiting Team* is the default. If applicable, you may choose from the list *Offer Approval* or *Requisition Approval*, depending on role permissions.)
6. Enter **Group Users*** (required field). You may add up to 30 users into a group.
7. Select **Share with Everyone**, **Yes** (allows others to use this group) or **No** (only you can use this group).
8. Click **Save**.

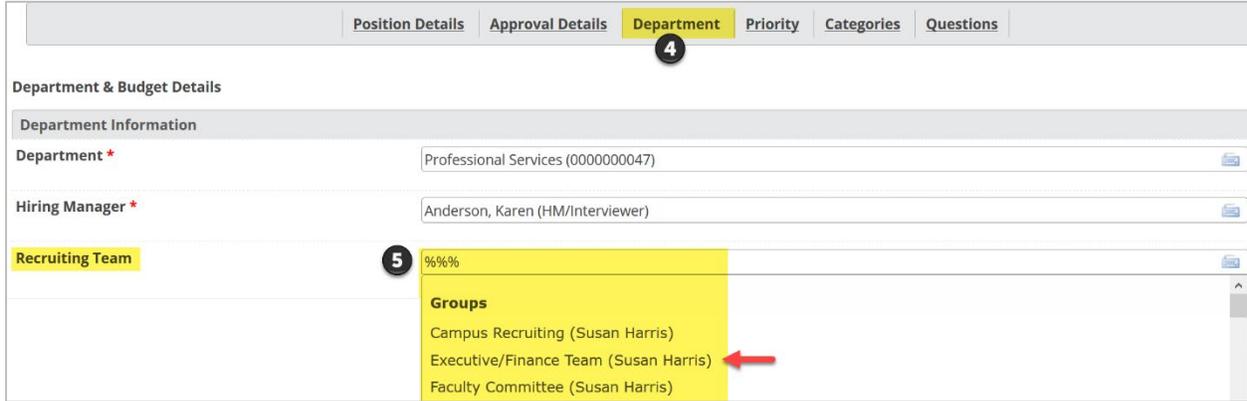
Group Name	Required field. Create a descriptive name.
Group Type	<i>Recruiting Team</i> appears as the default. If applicable, you may choose from the list <i>Offer Approval</i> or <i>Requisition Approval</i> , depending on role permissions.
Group Users	Describes the users that have access to the group. Add up to 30 users into a group. Users must have an account to be added to a group.

TRY THIS: Type three percent signs (%%%) into the **Group Users*** field to view a list of system users (shown below). Select an **existing group**. Users must have an account to be added to a group.

TRY THIS: Type three percent signs (%%%) into the **Group Users*** field to view a list of system users (shown below). Add one user at a time or *Remove All* to start over. Add up to 30 users into a group. Users must have an account to be added to a group.

ADD RECRUITING TEAM TO AN EXISTING JOB POSTING

1. Expand the **Job Postings** menu.
2. Click **Manage Jobs**.
3. Click **Edit** next to the job you want to modify.
4. Click **Department** menu.
5. Select the **Recruiting Team**. If needed, type **%%%** to view the list of teams.
6. Click **Update**.



The screenshot shows a web interface for editing a job posting. At the top, there are tabs for 'Position Details', 'Approval Details', 'Department', 'Priority', 'Categories', and 'Questions'. The 'Department' tab is selected and highlighted with a circled '4'. Below the tabs is a section titled 'Department & Budget Details'. Under this section, there is a 'Department Information' sub-section. It contains three input fields: 'Department *' with the value 'Professional Services (0000000047)', 'Hiring Manager *' with the value 'Anderson, Karen (HM/Interviewer)', and 'Recruiting Team' with the value '%%%' and a circled '5'. A dropdown menu is open for the 'Recruiting Team' field, showing a list of 'Groups': 'Campus Recruiting (Susan Harris)', 'Executive/Finance Team (Susan Harris)', and 'Faculty Committee (Susan Harris)'. A red arrow points to the 'Executive/Finance Team (Susan Harris)' option.