Recruiter Portal

External recruiters and recruiting agencies can use SmartRecruiters' Recruiter Portal to receive job assignments from companies that use SmartRecruiters, and to submit candidates directly to these jobs in SmartRecruiters.

Register

Access to the Recruiter Portal requires an invitation. When a SmartRecruiters user invites you as an Agency, you'll receive this email that invites you to set up your Recruiter Portal profile. The created account will be activated within 48 hours.
Steven Allbright,

As you may know, we use the SmartRecruiters platform to manage our hiring. They're launching an Agency Management feature to allow companies like Theon Recruiting to manage third party recruiters and contract new ones through an invitation-only marketplace.

Given our relationship, I thought it would be a good idea for you to join. You can sign up here.

Regards,
Mark Keenan

After verifying your email address, please make sure that the correct account type (Recruiter) is selected. Otherwise, the customer will not be able to share the roles with you.
Home

The Home page is the first thing you'll see after you log in.

At the top is Dashboard. It includes:

- The number of different **Customers**, unique companies in SmartRecruiters, that you have worked with.
- The number of **Orders**, individual job assignments, that you've received.
- The **Average Review** of all candidates that you've reviewed. This does not reflect reviews submitted by customers in SmartRecruiters for the candidates you submit.
- Your revenue for the current month, based on the payments terms you've agreed on for each assignment.

Click the Revenue section to see a month-by-month breakdown of revenue for the last year:

<table>
<thead>
<tr>
<th></th>
<th>Apr 2017</th>
<th>$0</th>
<th>Dec 2016</th>
<th>$0</th>
<th>Aug 2016</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mar 2017</td>
<td>$0</td>
<td>Nov 2016</td>
<td>$0</td>
<td>Jul 2016</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Feb 2017</td>
<td>$0</td>
<td>Oct 2016</td>
<td>$0</td>
<td>Jun 2016</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Jan 2017</td>
<td>$0</td>
<td>Sep 2016</td>
<td>$0</td>
<td>May 2016</td>
<td>$0</td>
</tr>
</tbody>
</table>

Underneath the Dashboard is your Activity Feed. This Feed displays the details of your interactions with your SmartRecruiters clients and the conversations you have via messages.
SmartRecruiters will add a story to your Feed when:

- You send a proposal for working on a job to the client
- The client accepts one of your proposals
- The client sends you a message, or responds to one of your messages

If this is your first time logging into the Portal, make sure to fill out your Company Profile. If you are not able to log in to your account, please make sure that you are using the sign-in page dedicated for agencies: https://partners.smartrecruiters.com/sign-in
Click **Company Profile** to edit your personal contact details and your company's details.

### Recruiter Test3, welcome to the SmartRecruiters Marketplace

**YOUR PERSONAL DETAILS**
So we can contact you with important information about your account.

- **Recruiter**: Test3
- **Email**: d.schultz-recruiter3@test3@smartrecruiters.co
- **Phone**: 555-555-5555

This is our Test Recruiter #3 account.

**YOUR COMPANY PROFILE**
As this will appear to customers in the Marketplace. NB: You can change it later.

- **Name**: RookieRecruiterz
- **Location**: San Francisco, California, United States
- **Website**: www.rookie recruiterz.fake.com

We specialize in getting you the best total candidates for the job!

SmartRecruiters displays your contact details and Company Details on your clients' [Send to Agency](https://help.smartrecruiters.com/Agencies/Recruiter_Portal) page so that they can assign jobs to you.
<table>
<thead>
<tr>
<th>Status</th>
<th>Agency</th>
<th>Logo</th>
<th>Contact</th>
<th>Last Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned</td>
<td>RookieRecruiterz</td>
<td></td>
<td>Recruiter Test3</td>
<td>Jun 1, 2017</td>
</tr>
</tbody>
</table>
Assignments

The Assignments table contains a current and historical list of all the assignments, or jobs that you have received from companies through SmartRecruiters.

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>JOB</th>
<th>DATE</th>
<th>STATUS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ba Sing Se University</td>
<td>Laboratory Assistant I, Guangzhou</td>
<td>15-May-2017</td>
<td>Completed</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Laboratory Assistant I, Guangzhou</td>
<td>15-May-2017</td>
<td>Canceled</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Test job for candidate portal appearance, San Francisco</td>
<td>14-Mar-2017</td>
<td>New</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Waterbending Instructor - Aquatherapy, Shenzhen</td>
<td>08-Mar-2017</td>
<td>New</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Antimatter Developer, Shenzhen</td>
<td>27-Feb-2017</td>
<td>In-Progress</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Junior Advertising Professional, San Francisco</td>
<td>11-Jan-2017</td>
<td>Canceled</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Airbending Instructor - Adjunct, 1 Year Contract, Shenzhen</td>
<td>26-Aug-2016</td>
<td>In-Progress</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Steamwork Machine Programmer, Shenzhen</td>
<td>02-Aug-2016</td>
<td>In-Progress</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Economics Professor - Faculty, Shenzhen</td>
<td>14-Mar-2016</td>
<td>Canceled</td>
<td>View Terms</td>
</tr>
<tr>
<td>Ba Sing Se University</td>
<td>Airbending Instructor, Shenzhen</td>
<td>25-Feb-2016</td>
<td>In-Progress</td>
<td>View Terms</td>
</tr>
</tbody>
</table>

Each job in the list is displayed with:

- the company that send it
- the job ad and its location
- the date it was send by the company, and
- the status of the assignment.

Statuses are determined by both your actions in the Recruiter portal and in SmartRecruiters:

- When someone selects your offer from the Marketplace or sends you a job, SmartRecruiters adds the assignment to your list with a **New Status**.
- When you submit the first candidate, the job's status changes to **In-Progress**.
- When a candidate you've submitted to the job is hired in SmartRecruiters, the status changes to **Completed**.
- If the company cancels the assignment from SmartRecruiters, the status changes to **Cancelled**.
Assignment Details

Click on the name of a job in the Assignment list to see its details.

There are two primary tabs:

• the **Job ad** tab displays the ad associated with the assignment. This is the same ad that candidates would see posted to job boards.

• the **People** tab lists all the candidates you've submitted to that job.
For each candidate you've submitted, you're able to see their name and location, their average rating as provided by the client's hiring team, and the candidate's status in SmartRecruiters:

<table>
<thead>
<tr>
<th>Status in Recruiter Portal</th>
<th>Status in SmartRecruiters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>New, Interview, In-review, Offered</td>
</tr>
<tr>
<td>Hired</td>
<td>Hired</td>
</tr>
<tr>
<td>Rejected</td>
<td>Rejected</td>
</tr>
</tbody>
</table>
Submit candidates

To submit a candidate that you've sourced and add them to SmartRecruiters so that your client can review them:

1. Click **Submit Candidate** in the What's Next box.

2. If you have a resume, simply click **Upload a Resume**. SmartRecruiters will parse the resume and extract all the necessary details, and enter them into the job's application.

3. SmartRecruiters will automatically add any parsed information into the appropriate field, but you should double-check to make sure it's correct. You can also upload a photo of the candidate, and a rating and/or review.

   Please note that all mandatory fields should be completed in order to be able to submit the candidates.
Easy Apply
Choose an option to autocomplete your application. You can still fill your profile manually.

Browse resume or just drop it here
(Optional)

Personal information

First name *

Last name *

Email *

Confirm your email *

Location (City)

Phone number

Experience

Education

On the web

LinkedIn

Facebook

Twitter

Website

Rate candidate

Add review here

Resume

Browse resume or just drop it here

Additional attachments
4. Click **Submit** to finish. SmartRecruiters will immediately add the candidate on the job. As long as the candidate hasn't previously and independently applied to a job at the same company (e.g., through their Career page), SmartRecruiters will clearly label the profile with your agency's name as the application's source so that the candidate is attributed to you.
Contacting clients

If you need to send a message to your clients about an assignment or candidate:

1. Click Assignments at the top of the portal.
2. Click on the name of the job in the Assignments list.
3. On the job’s Assignment Details page, click Message Company.
4. In the pop-up, enter your message.
SmartRecruiters will send the message to the SmartRecruiters user who assigned the job to you. Your message will appear in their activity feed in Hireloop: