Configuration

All of these features are accessible from the Settings / Admin page.

• Brands
  ![No image available](image)
  Present your brand's identity to candidates throughout SmartRecruiters.
  ◦ Add Company Logo
  ◦ Brands as Org field
  ◦ Configure Brands
  ◦ Email Domain Authentication

• Configure candidate fields
  ![No image available](image)
  Capture candidate-specific information and add it to offers, approvals, integrations, and more.

• Candidate Sources
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  Manage a library of sources and track the origin of your best candidates.
  ◦ Create custom candidate source
  ◦ Custom source URLs
  ◦ Delete custom candidate source
  ◦ Source library

• Hiring Process
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  Configure SmartRecruiters to match your company's hiring processes.
  ◦ Add automated assessment
  ◦ Configure workflow automations
  ◦ Create Custom Job ID
  ◦ Create new hiring process
  ◦ Customize default hiring process
  ◦ Indicating hiring steps as required
• Turn on hiring step notifications
  ◦ What steps can I add to my hiring process?
  ◦ Withdrawal and Rejection reasons

• Internal & Private Job Ads
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  Control who can see your job ads.
  ◦ Can I refer someone to an Internal or Private Job Ad?
  ◦ Can I use the API to retrieve my Internal and Private Ads?
  ◦ Change a Job Ad's Visibility
  ◦ Check the visibility of a Job Ad
  ◦ Set a Job Ad's visibility
  ◦ Should I create an Internal or Private ad?
  ◦ What is the default source for Internal/Private Job Ads?
  ◦ What's the difference between Internal and Private job ads?
  ◦ Where can I post an Internal Job Ad?
  ◦ Who can see an Internal Job Ad?
  ◦ Who can see a Private Job Ad?

• Job and offer approvals
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  Set up and manage an approval process for posting jobs and making offers.
  ◦ Delegate Approvals
  ◦ Job approval workflow
  ◦ Offer approval workflow
  ◦ Remove Approver Access for Jobs and Offers
  ◦ Set up job approvals
  ◦ Set up offer approvals
  ◦ Skip Approver FAQ
  ◦ What changes will trigger re-approval?
  ◦ What is a parallel approval chain?
  ◦ What is a sequential approval chain?
  ◦ Who can be an approver?

• Job and Org Fields
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  Capture essential information about your jobs and configure features for groups of jobs.
- Create custom Job or Org fields
- Creating jobs with dependent Job and Org fields
- Edit or Deactivate Job and Org Fields
- Job Field Bulk Download and Upload
- Set Job and Org Field Dependencies
- What features can I configure with Org Fields?
- What is an Org Field?
- What is a Job Field?
- Why I can't change job field name?

**Global Compliance Administration**

Configure SmartRecruiters to stay compliant with privacy and data retention requirements in every country where you post jobs:

- Automatically removing candidate data (PII)
- Can I add my own privacy policy to applications?
- Can I restore, find, or un-delete a deleted candidate?
- Configure compliance rules
- Data retention periods
- SmartCRM Global Compliance FAQ
- What if I don’t set a retention policy?
- What is SmartRecruiters' Cookie Policy?

**Screening Questions**

Collect information from candidates when they apply to make hiring decisions and report on compliance.

- Add screening questions to applications
- Are screening questions localized to a candidate’s language?
- Can a candidate change their answers to screening questions?
- Can I prevent candidates from uploading a photo when applying?
- Create custom screening question
- Create custom screening question set
- Default screening question library
- Displaying Internal or Public sets
- Edit default screening question set
- How do I ask candidates to upload a cover letter?
- Knock-out Screening Questions
• **Who can see a candidate’s answers to screening questions?**

  **API Credential Manager**
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  Create and manage credentials that authorize and authenticate API accesses to your SmartRecruiters data.

  **Delegated Administrator**
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  Allows custom system roles to be used when creating narrower administrative roles than the 'Admin' default role.