







Table of Contents

Welcome Agenda

Paycor Recruiting Stages

Additional Resources



Welcome

We are excited to have you in the **Paycor Recruiting** class today. A few items to keep in mind throughout the training:

- Questions can be typed in the chat window.
- The demo environment may differ from your system, but the functionality is the same.

Agenda

- Welcome
- Housekeeping
- Overview
- Paycor Recruiting Overview
- Summary and Close



NOTES:	





Menu Selections to Access: Employees > Manage Recruiting

Paycor Recruiting Stages from Job Candidate to Hire:

- 1. Site Applicant
 - a. Passive Candidate
 - b. Job Seeker
- 2. Recruiter Screen
 - a. Recruiter schedules screen
- 3. Review
 - a. Recruiter requests review from hiring Manager
- 4. Phone Screen
 - a. Schedule phone screen(s)
- 5. Interview
 - a. Schedule interview(s)
- 6. Offer
 - a. Request background check
 - b. Request references
 - c. Request offer approval
 - d. Create offer letter
- 7. Hire
 - a. Transfer Hire to Paycor Onboarding



NOTES:		





Additional Resources

For additional information on Paycor Recruiting:

- Click **Help** on the top menu for **Paycor Recruiting**
- Contact your **Paycor Representative** with any questions you may have.

NOTES.			

