



HR Managers / Interviewers

About

This course is designed to help hiring managers and interviewers use Zoho Recruit efficiently. You'll learn to elevate your talent pool management platform to hire candidates for your departments or clients with ease.

Who's it for?

This training is for hiring managers and interviewers who post job vacancies, review and refer candidates, and share interview feedback.



HIRING MANAGERS / INTERVIEWERS

(The topics covered in this training help hiring managers and interviewers use Zoho Recruit efficiently to hire candidates for their departments or clients.)

One Day : 3 hrs (including break)

Personal settings

This topic covers the options available to personalize your account's basic information.

Job management

This module helps you create job openings and track the progress.

Creating job openings	Understand how to raise job openings in Zoho Recruit.
Tracking job openings	Learn to track a job opening's progress and flow of applications.



Candidate reviews

This module covers the steps to screen candidate profiles.

Screening profiles	Explore how to review the candidate applications for each job.
Sharing feedbacks	Get to know the structure for sharing candidate feedback.

Interviews

This topic discusses the usage of the Interviews module.

Sharing interview feedback	Learn how to share interview feedback after evaluation.
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To-dos

The objective of this module is to cover the usage of the "To-Dos".

Completing tasks and events	Understand how to view and complete the scheduled tasks/events.
Logging Calls	Learn to log calls with candidates.
Resume inbox	Explore how to parse resumes from emails.

Referrals

This topic goes over how to refer candidates for various job roles.

Analytics

The objective of this module is to help you to derive insights from Recruit analytics and make data-driven decisions.

