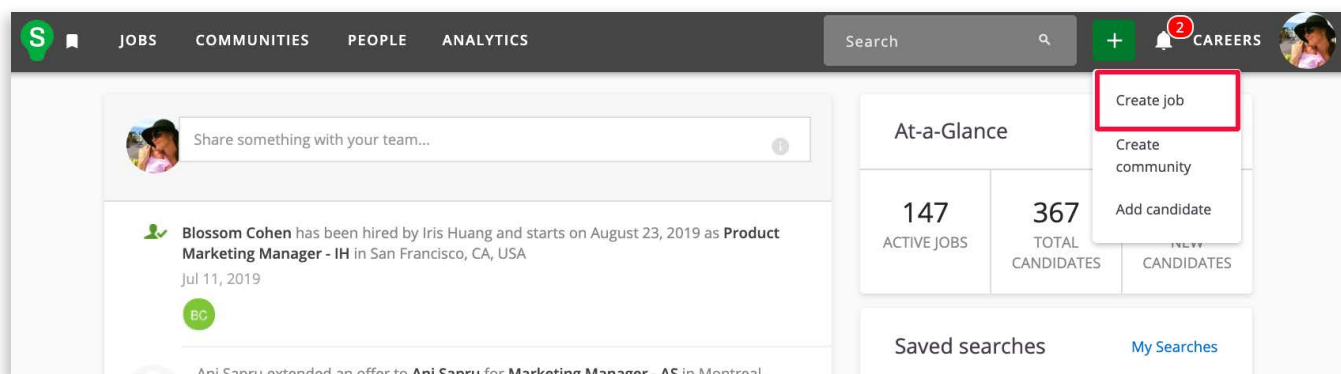


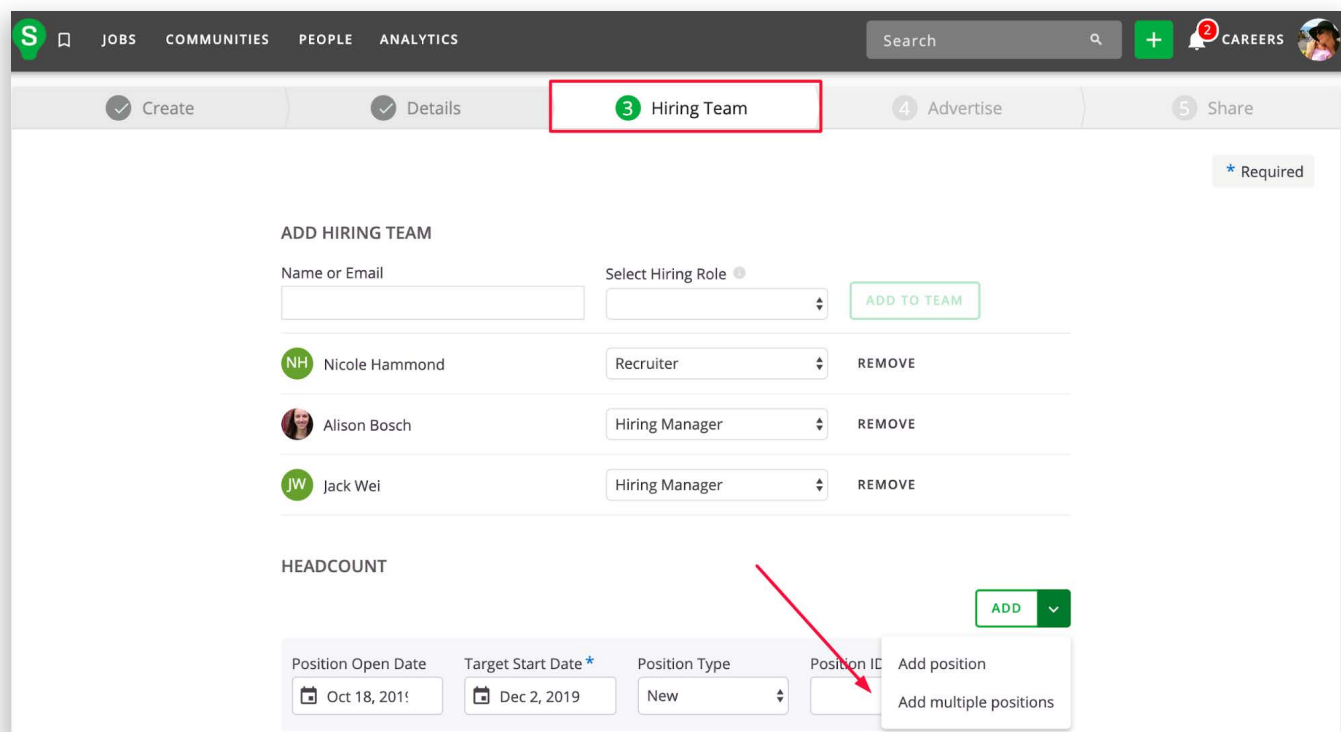
Adding Positions in Bulk

NOTE: Always use Chrome when using SmartRecruiters

To add multiple positions at once, start by Creating a Job.



Once you reach “Hiring Team” (Step 3 of Creating a Job) you will see the HEADCOUNT section. From the HEADCOUNT section, select the ADD dropdown. You now can choose from “Add Position” or “Add Multiple Positions.” Choose “Add Multiple Positions.”



Enter the number of positions you want to open.

HEADCOUNT

ADD

Position Open Date: Oct 18, 2019 | Target Start Date*: Dec 2, 2019 | Position Type: New | Position ID: []

Number of position*: 10 | Position Open Date: Oct 18, 2019 | Target Start Date*: []

Automatically unpublish job: []

PUBLISH ... SAVE

Once you have completed the remaining fields and the job is published, you will see the number of positions you opened in the Job Details Tab on the Job.

Headcount

ADD

Open Positions (11)

Position Open Date	Oct 18, 2019	Target Start Date	Dec 2, 2019	
Position Type	New			
Position Open Date	Oct 18, 2019	Target Start Date	Dec 2, 2019	
Position Type	New			
Position Open Date	Oct 18, 2019	Target Start Date	Dec 2, 2019	
Position Type	New			
Position Open Date	Oct 18, 2019	Target Start Date	Dec 2, 2019	
Position Type	New			
Position Open Date	Oct 18, 2019	Target Start Date	Dec 2, 2019	
Position Type	New			

Show more (6)

Adding Positions in bulk will save you time and effort, and help you scale your recruiting efforts. In addition, it will help you manage your hiring plan more effectively.

Happy Hiring in BULK!