



TALENTSQUARE

Recruitment software made simple.

Employer How-To Tutorials

How To Add & Manage Users



1. Login into your account.

A screenshot of the Talentsquare login page. At the top center is the Talentsquare logo. Below it is the text "Se connecter". There are two input fields: "E-mail" and "Mot de passe". Below the "Mot de passe" field is a green button labeled "Se connecter". Underneath that is a link "Mot de passe oublié ?". Below the link is the text "Pas encore inscrit ?". At the bottom are two buttons: a green one labeled "S'inscrire en tant que talent" and a blue one labeled "Request a demo".

Se connecter

E-mail

Mot de passe

Se connecter

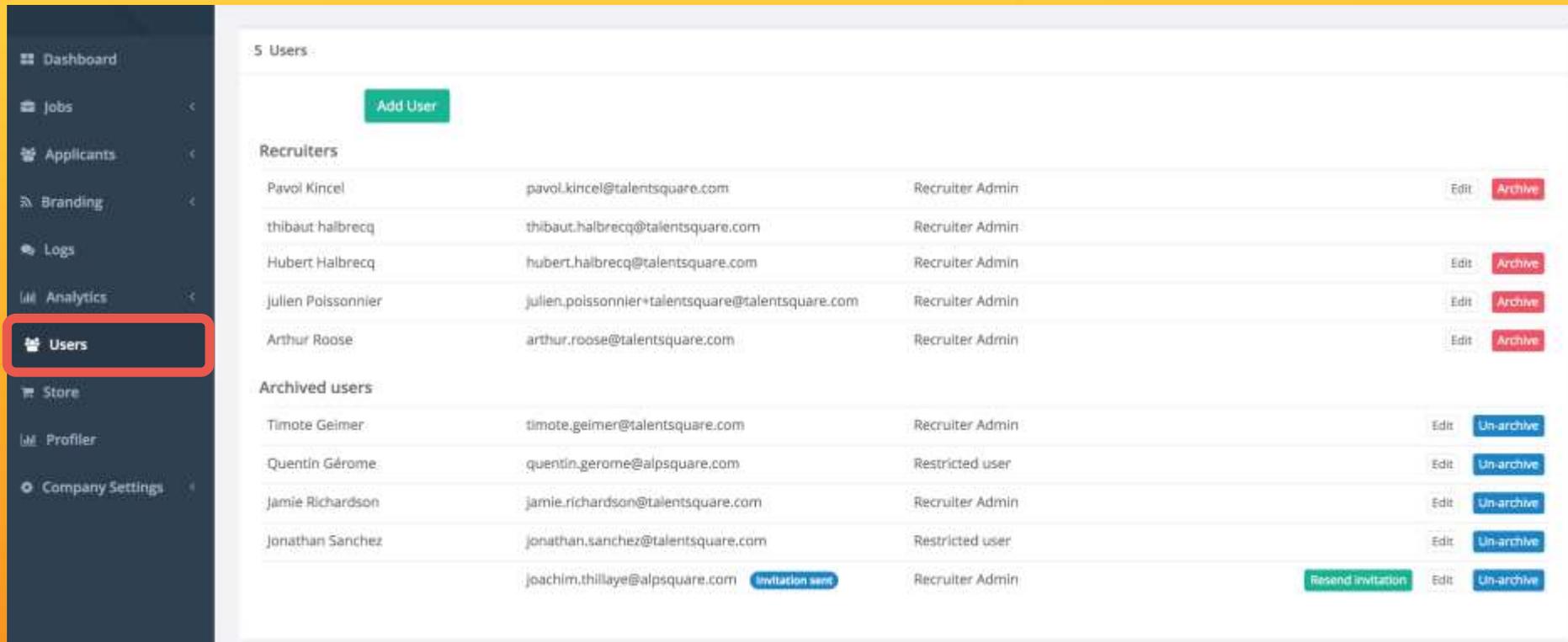
Mot de passe oublié ?

Pas encore inscrit ?

S'inscrire en tant que talent

Request a demo

2. Click on “Users” in the navigation bar.



5 Users

[Add User](#)

Recruiters

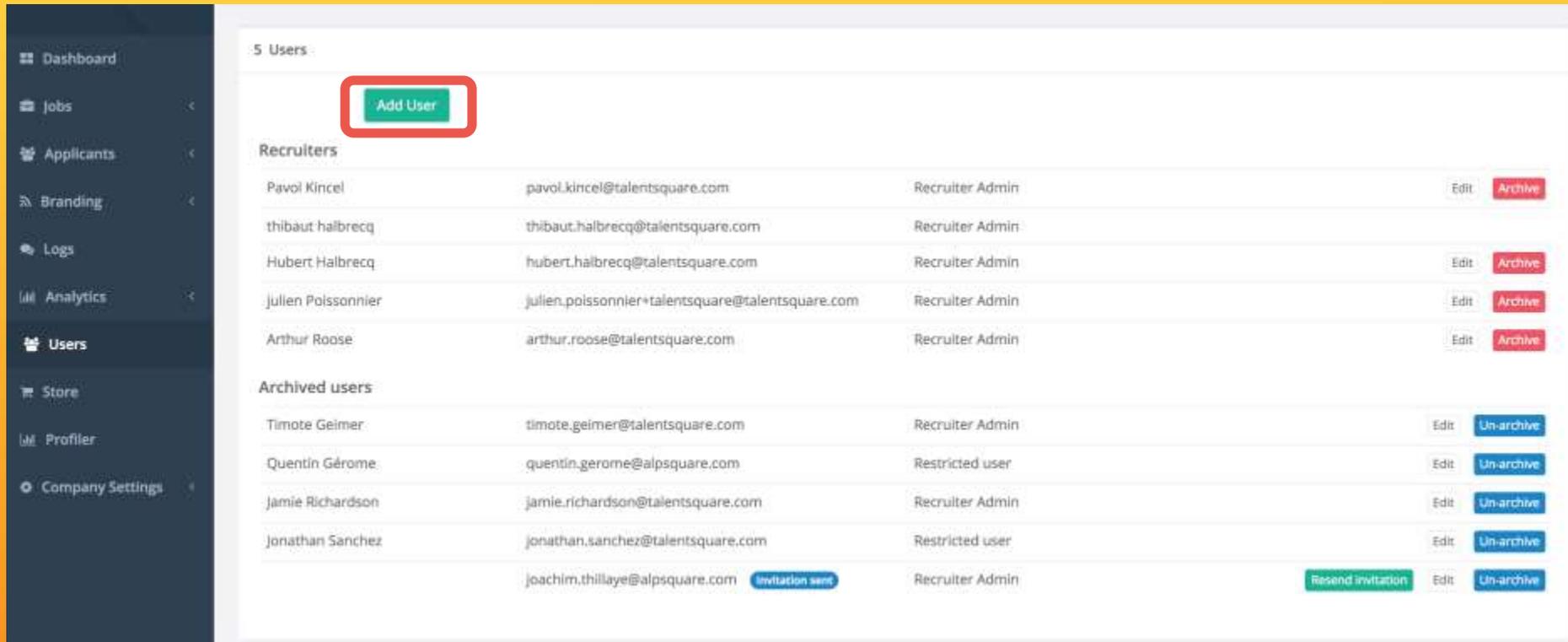
Pavol Kincel	pavol.kincel@talentsquare.com	Recruiter Admin	Edit	Archive
thibaut halbrecq	thibaut.halbrecq@talentsquare.com	Recruiter Admin		
Hubert Halbrecq	hubert.halbrecq@talentsquare.com	Recruiter Admin	Edit	Archive
julien Poissonnier	julien.poissonnier@talentsquare.com	Recruiter Admin	Edit	Archive
Arthur Roose	arthur.roose@talentsquare.com	Recruiter Admin	Edit	Archive

Archived users

Timote Geimer	timote.geimer@talentsquare.com	Recruiter Admin	Edit	Un-archive
Quentin Gérome	quentin.gerome@alpsquare.com	Restricted user	Edit	Un-archive
Jamie Richardson	jamie.richardson@talentsquare.com	Recruiter Admin	Edit	Un-archive
Jonathan Sanchez	jonathan.sanchez@talentsquare.com	Restricted user	Edit	Un-archive
	joachim.thillaye@alpsquare.com	Recruiter Admin	Invitation sent	Resend invitation

If you need any assistance, please don't hesitate in contacting us at support@talentsquare.com

3. Click on “Add User” button on the top left side of the screen.



The screenshot displays the 'Users' management page in the Talentsquare application. On the left sidebar, the 'Users' menu item is selected. The main content area shows a list of 5 users, with the 'Add User' button highlighted in a red box at the top left. The users are organized into two sections: 'Recruiters' and 'Archived users'.

Recruiters				
Pavol Kincel	pavol.kincel@talentsquare.com	Recruiter Admin	Edit	Archive
thibaut halbreccq	thibaut.halbreccq@talentsquare.com	Recruiter Admin		
Hubert Halbreccq	hubert.halbreccq@talentsquare.com	Recruiter Admin	Edit	Archive
julien Poissonnier	julien.poissonnier@talentsquare.com	Recruiter Admin	Edit	Archive
Arthur Roose	arthur.roose@talentsquare.com	Recruiter Admin	Edit	Archive

Archived users						
Timote Geimer	timote.geimer@talentsquare.com	Recruiter Admin	Edit	Un-archive		
Quentin Gérôme	quentin.gerome@alpsquare.com	Restricted user	Edit	Un-archive		
Jamie Richardson	jamie.richardson@talentsquare.com	Recruiter Admin	Edit	Un-archive		
Jonathan Sanchez	jonathan.sanchez@talentsquare.com	Restricted user	Edit	Un-archive		
	joachim.thillaye@alpsquare.com	Recruiter Admin	Invitation sent	Resend invitation	Edit	Un-archive

4. Fill in the mandatory fields regarding to your user. Be aware of the role you attribute to him/her. See next page for more information.

Invite a new user

First name *	Last name *
<input type="text" value="First name..."/>	<input type="text" value="Last name..."/>
Email *	Role *
<input type="text" value="login@example.net"/>	<input type="text" value="Restricted user"/>

- **Restricted user:** Does not have the rights to manage jobs or accounts. Can only view the jobs and applicants that he/she is allocated to.
- **Recruiter:** The user can create new jobs and view all talents, but cannot manage existing jobs or user accounts. The recruiter will only be able to manage the jobs assigned to him/her.
- **Recruiter Admin:** The user has all access rights, including for managing other accounts, job creation and applicant processing.

[Invite](#)

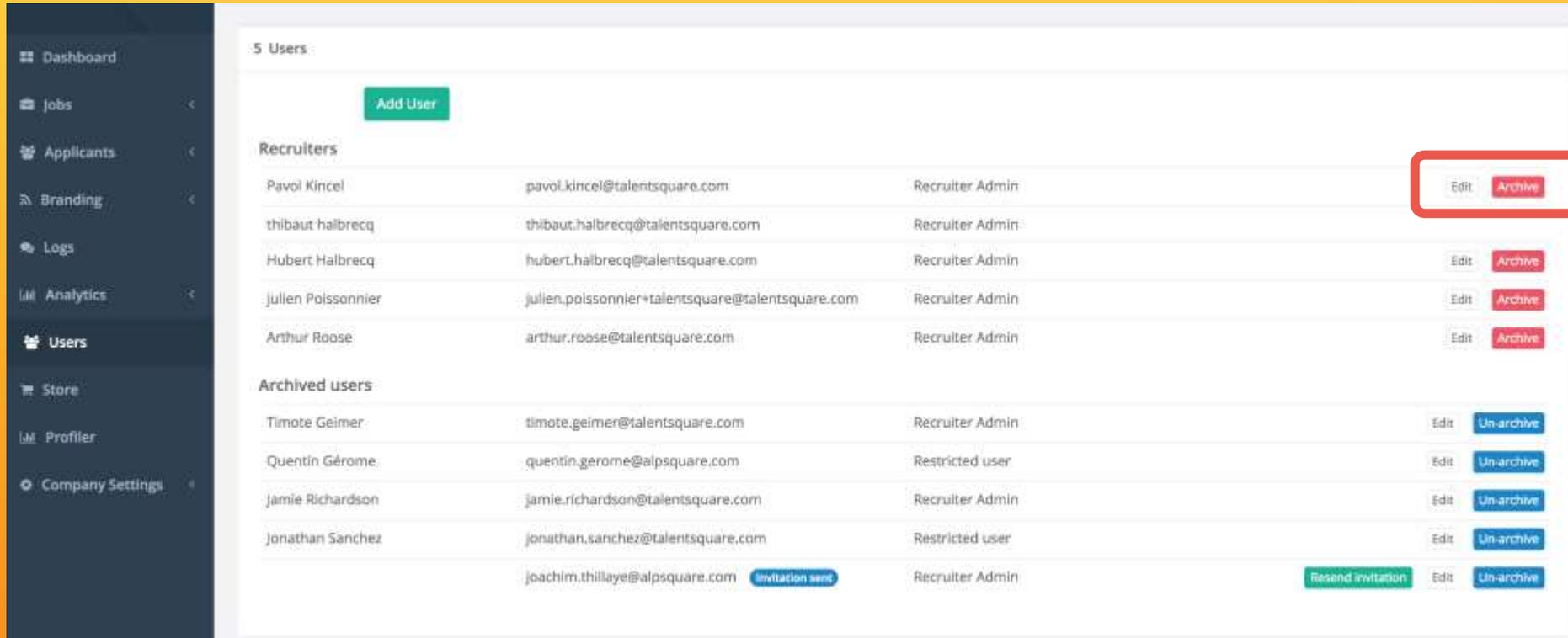
4.a Depending on the access rights you wish to grant a user, you must give him/her a pre-defined role by clicking on the “Role” drop-down menu.

Recruiter Admin: The user has all access rights, including managing other accounts, create jobs and process applicants.

Recruiter: The user can create new jobs, see all talents, but cannot manage existing jobs or user accounts. The recruiting Admin will only be able to manage jobs assigned to him/her.

Restricted User: Does not have the rights to manage jobs or accounts. Can only see the jobs and applicants that him/her is allocated to.

5. If you want to edit or remove any user, you just need to go back to your “Users” menu, and directly change the settings or remove an user.



The screenshot shows the 'Users' management page in Talentsquare. On the left is a dark sidebar with navigation items: Dashboard, Jobs, Applicants, Branding, Logs, Analytics, Users (highlighted), Store, Profiler, and Company Settings. The main content area is titled '5 Users' and features a green 'Add User' button. Below this, there are two sections: 'Recruiters' and 'Archived users'. The 'Recruiters' section contains a table with 5 rows, each representing a user. The first row, for Pavol Kincel, has 'Edit' and 'Archive' buttons highlighted with a red box. The 'Archived users' section contains a table with 5 rows, each with 'Edit' and 'Un-archive' buttons. At the bottom of the 'Archived users' table, there is a 'Resend invitation' button and an 'Invitation sent' status indicator.

Recruiters				
Pavol Kincel	pavol.kincel@talentsquare.com	Recruiter Admin	Edit	Archive
thibaut halbreccq	thibaut.halbreccq@talentsquare.com	Recruiter Admin		
Hubert Halbreccq	hubert.halbreccq@talentsquare.com	Recruiter Admin	Edit	Archive
julien Poissonnier	julien.poissonnier+talentsquare@talentsquare.com	Recruiter Admin	Edit	Archive
Arthur Roose	arthur.roose@talentsquare.com	Recruiter Admin	Edit	Archive

Archived users					
Timote Geimer	timote.geimer@talentsquare.com	Recruiter Admin	Edit	Un-archive	
Quentin Gérome	quentin.gerome@alpsquare.com	Restricted user	Edit	Un-archive	
Jamie Richardson	jamie.richardson@talentsquare.com	Recruiter Admin	Edit	Un-archive	
Jonathan Sanchez	jonathan.sanchez@talentsquare.com	Restricted user	Edit	Un-archive	
joachim.thillaye@alpsquare.com	Invitation sent	Recruiter Admin	Resend invitation	Edit	Un-archive

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