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Recruitment software made simple.

Employer How-To Tutorials

How To Add & Manage Users

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1. Login into your account.

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

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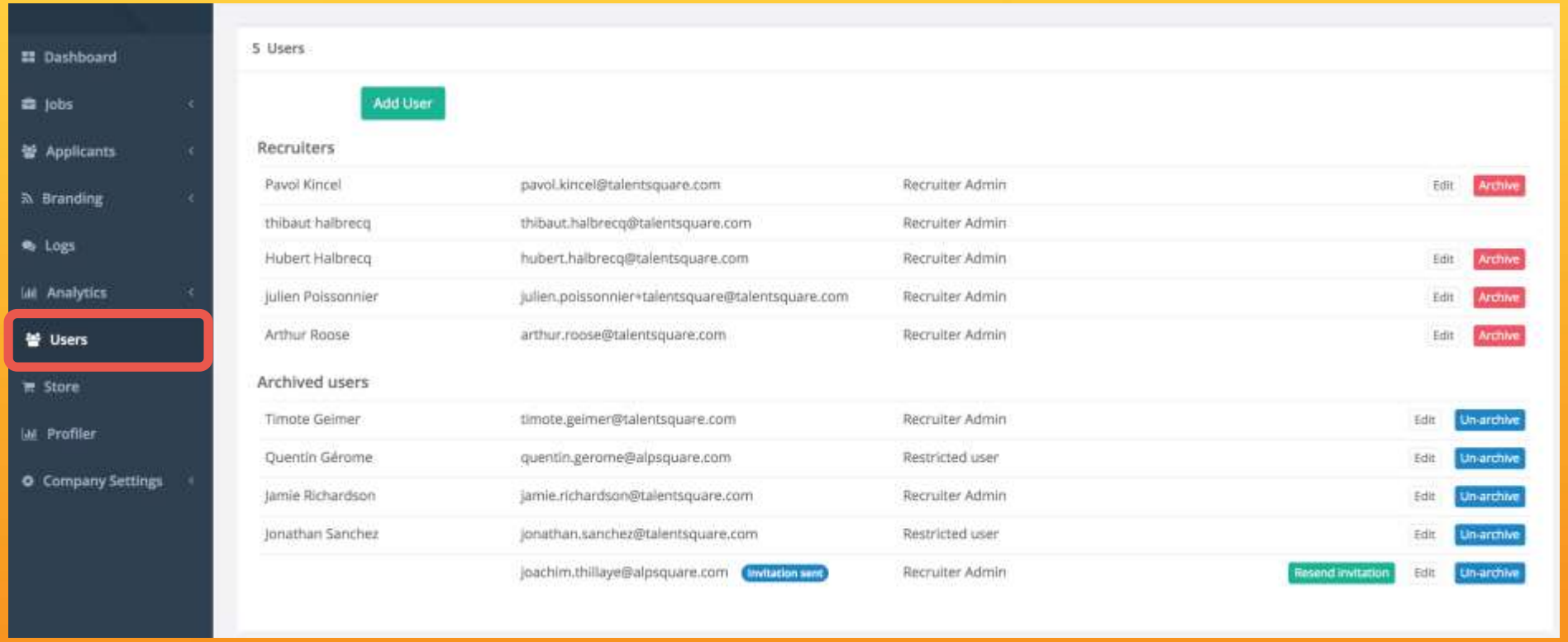
2. Click on “Users” in the navigation bar.



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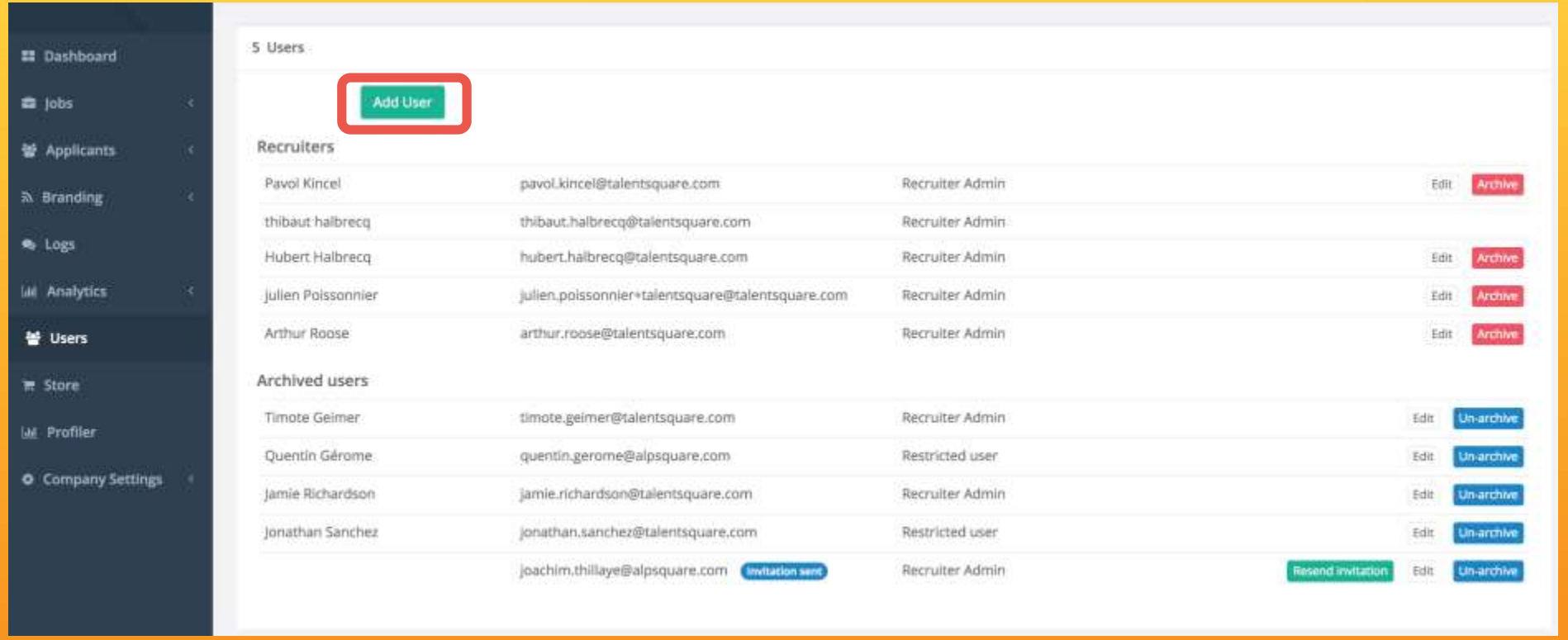
3. Click on “Add User” button on the top left side of the screen.



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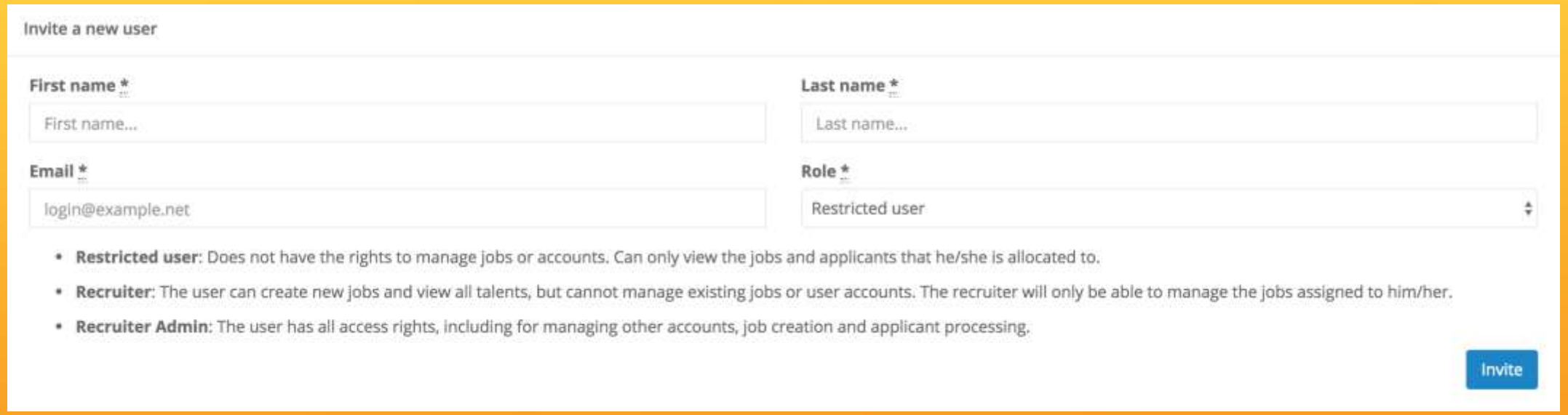
4. Fill in the mandatory fields regarding to your user. Be aware of the role you attribute to him/her. See next page for more information.



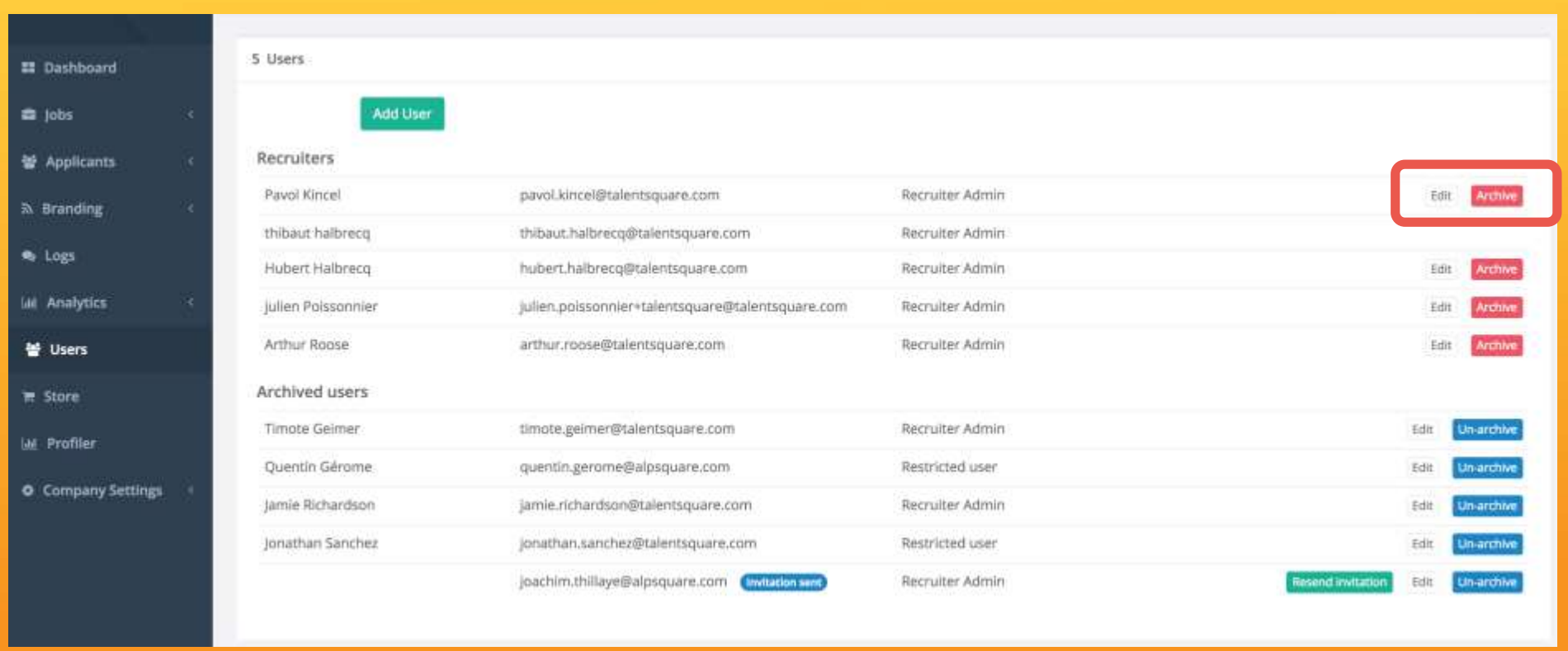
4.a Depending on the access rights you wish to grant a user, you must give him/her a pre-defined role by clicking on the “Role” drop-down menu.

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.



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