RECRUITIFI

NEW RECRUITER CHECKLIST

A HANDY LIST FOR ALL RECRUITERS WHO HAVE RECENTLY SIGNED UP ON RECRUITIFI.COM

SETTING UP YOUR RECRUITIFI PROFILE

- ❏ Review your Profile information
- ❏ Review your Organization information
- ❏ Review your JobCast Settings
    - ❏ Review your roles
    - ❏ Review your industries
    - ❏ Review your network
- ❏ Review Your Email Settings
- ❏ Review Your Payment Settings
    - ❏ Upload your completed W9 (see tips for uploading your W9 here [link to how to page])
- ❏ Review your Security Settings

RESOURCES AND HOW-TOS

- ❏ Visit the Recruiter Tutorials to review educational materials
- ❏ Watch "Editing Your RecruitiFi Account Settings"
- ❏ Download and Review "Set Your Settings for Success"
- ❏ Watch "Navigating Your RecruitiFi JobCast List"
- ❏ Download "Using Your RecruiFi JobCast List Page"
- ❏ Review your new JobCasts on your Dashboard
- ❏ Accept the JobCasts you want to work on
- ❏ Reject the JobCasts you are not interested in or are not appropriate for you
- ❏ Download "Candidate Sourcing Checklist"
- ❏ Watch "Submitting Candidates to JobCasts"
- ❏ Download "Submitting Candidates to JobCasts"
- ❏ Watch "What to Expect After you Submit"
- ❏ Watch the video for your candidates "Applying for a Job Via RecruitiFi"
- ❏ Download "Applying for a Job Through RFI" to send to the candidates you source
- ❏ Start sourcing!