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### Logging in

Open your recrutiing portal for hiring managers at **dbgroup.avature.net/recruiting.** 

Your user name should be your business email-address. When logging in for the first time, you will be asked to set a password.

If you forgot your password, please click on "Forgot your password" (1).

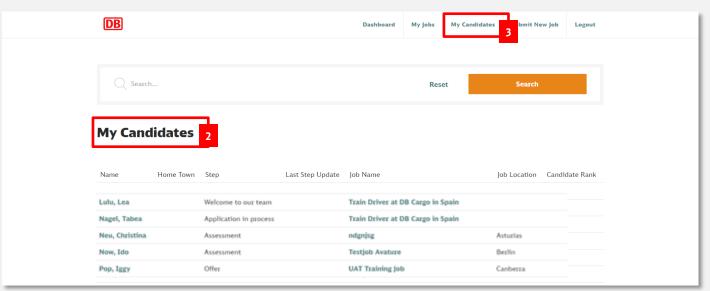
Hiring Manager	
Email address	
Email address	
Password	
Password	
Log in	
Forgot your password:	

2

## Open a candidate's profile

In the recruiting portal, you can see information on five lately updated candidates on the dashboard (2) and the full list of candidates in the "my candidates" section (3).

You can open the candidate's profile by clicking on his or her name.







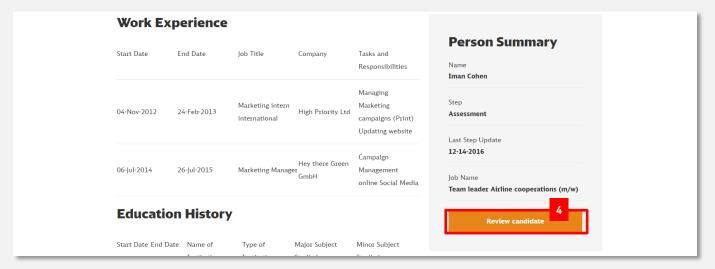
Manual for Hiring Managers - Rank candidates



### Review the candidate's profile

After clicking on the candidate's name, the personal profile including relevant information and documents opens. In some cases, you will find additional information submitted by the responsible HR colleague.

On the right side of the profile, you find the person summary with the most important information and the "Review candidate" button (4).



# 4

#### Fill out the feedback form

Click on "Review candidate" to open the online feedback form in your portal. Here you can select if you want to take the candidate further in the process or not.

If not, two additional fields open - a field with "Reasons for declining" (5) and the question whether the person is suitable for another job (6). This will be an important information for the HR person who can then link the person to another job.

