



E-Recruiting with Avature

Rank candidates

Manual for Hiring Managers

1

Logging in

Open your recruiting 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

Password

[Forgot your password](#) **1**

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.

Navigation tabs: Dashboard, My Jobs, **My Candidates** **3**, Submit New Job, Logout

Search bar: Search... [Reset] [Search]

My Candidates **2**

Name	Home Town	Step	Last Step Update	Job Name	Job Location	Candidate Rank
Lulu, Lea		Welcome to our team		Train Driver at DB Cargo in Spain		
Naget, Tabea		Application in process		Train Driver at DB Cargo in Spain		
Neu, Christina		Assessment		ndgnjig	Asturias	
Now, Ido		Assessment		TestJob Avature	Berlin	
Pop, Iggy		Offer		UAT Training Job	Canberra	

3

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).

Work Experience

Start Date	End Date	Job Title	Company	Tasks and Responsibilities
04-Nov-2012	24-Feb-2013	Marketing intern international	High Priority Ltd	Managing Marketing campaigns (Print) Updating website
06-Jul-2014	26-Jul-2015	Marketing Manager	Hey there Green GmbH	Campaign Management online Social Media

Education History

Start Date	End Date	Name of Institution	Type of Institution	Major Subject	Minor Subject

Person Summary

Name
Iman Cohen

Step
Assessment

Last Step Update
12-14-2016

Job Name
Team leader Airline cooperations (m/w)

4
[Review candidate](#)

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.

Candidate Rank

Select candidate to take forward? *

No **5**

Select the reason for declining

Select an option

Rank Candidate

Select an option

Is this candidate suitable for another job?

Select an option **6**

Comments

B i U [List Icons] [Link Icon] [Image Icon]

[List Icons] [Source]

[Submit](#)

Person Summary

Name
Duran Beate

Step
Shortlist

Last Step Update
05-22-2017

Job Name
Logistics Team Leader AU Teresa

Job Location
Darwin (Projects)