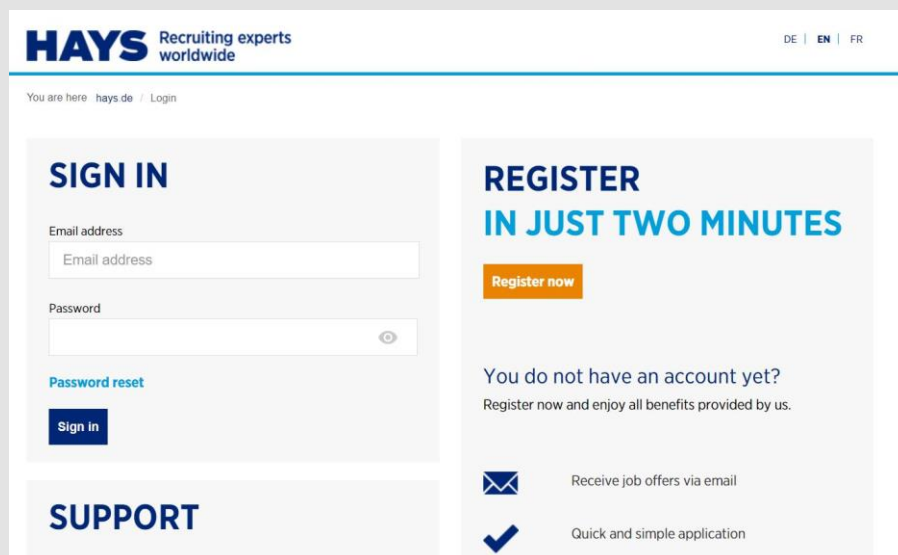


Quick Guide – Manage your employees

Add employees

Here we show you in 6 steps how to add employees on our website.

Step 1:

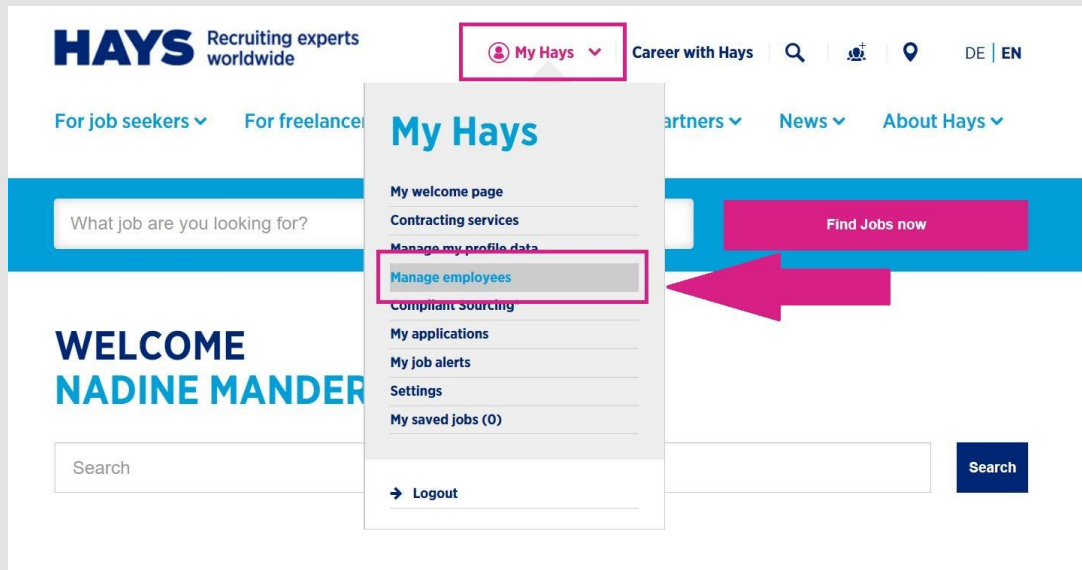


The screenshot shows the HAYS website interface. At the top, the HAYS logo is followed by the tagline 'Recruiting experts worldwide'. To the right, there are language options: 'DE | EN | FR'. Below the header, a breadcrumb trail reads 'You are here hays.de / Login'. The main content area is divided into two columns. The left column is titled 'SIGN IN' and contains a form with two input fields: 'Email address' and 'Password'. Below the password field is a 'Password reset' link and a 'Sign in' button. The right column is titled 'REGISTER IN JUST TWO MINUTES' and features a 'Register now' button. Below this, a text block asks 'You do not have an account yet?' and encourages registration. At the bottom of the right column, there are two bullet points with icons: an envelope icon for 'Receive job offers via email' and a checkmark icon for 'Quick and simple application'. A 'SUPPORT' link is located at the bottom left of the main content area.

First, you have to log in to your PSO-account [here](#).

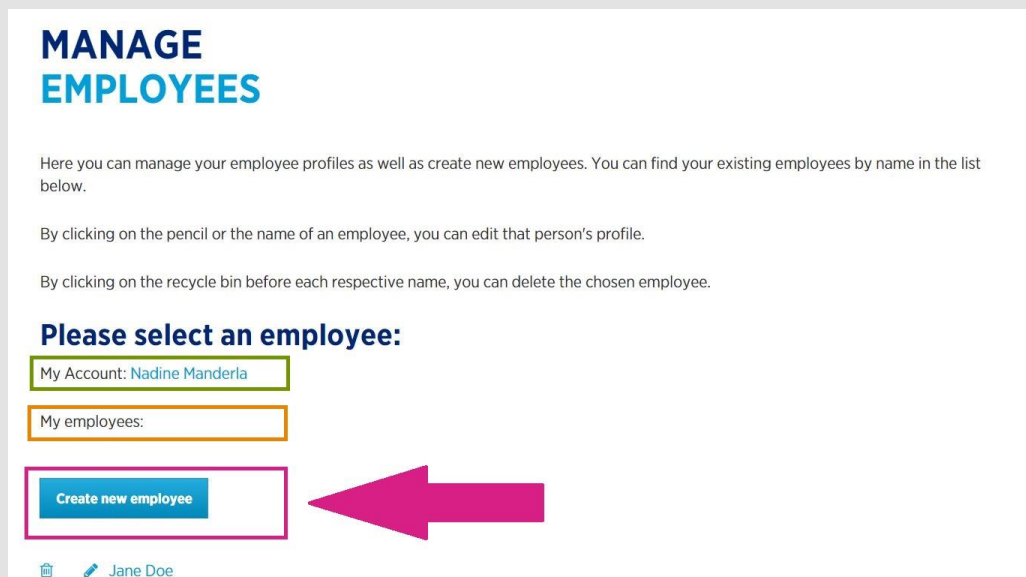
Quick Guide – Manage your employees

Step 2:



Then you click on "My Hays" and select "Manage my employees" from the drop-down menu.

Step 3:

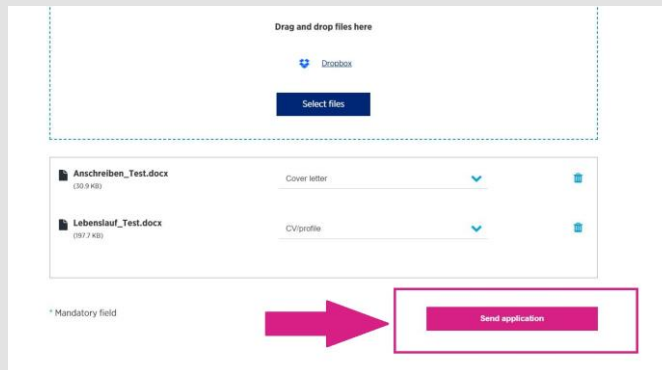


Here you can see which account you are logged in with, which employees are already registered & you can add new employees via the button "Create new employee"..

Quick Guide – Manage your employees

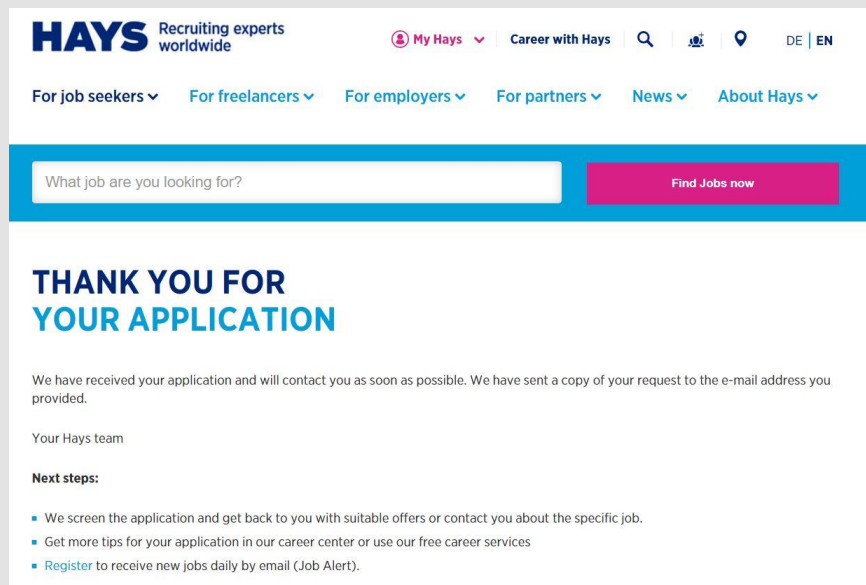
Step 4:

Then, you are redirected to a new page on which you have to fill out the form with all the information that you have about your new employee. You can either do it manually or you can implement relevant data from the employee's Xing profile. You can send the form by clicking on the button "Send application".



The screenshot shows a web form for submitting an application. At the top, there is a dashed box labeled "Drag and drop files here" with a "Dropbox" icon and a "Select files" button. Below this, two files are listed: "Anschreiben_Test.docx" (30.9 KB) and "Lebenslauf_Test.docx" (197.7 KB). Each file has a corresponding dropdown menu labeled "Cover letter" and "CV/profile" respectively, with a downward arrow icon. A small asterisk and the text "Mandatory field" are visible at the bottom left. A large pink arrow points from the "Mandatory field" text to a pink "Send application" button located at the bottom right of the form.

Step 5:

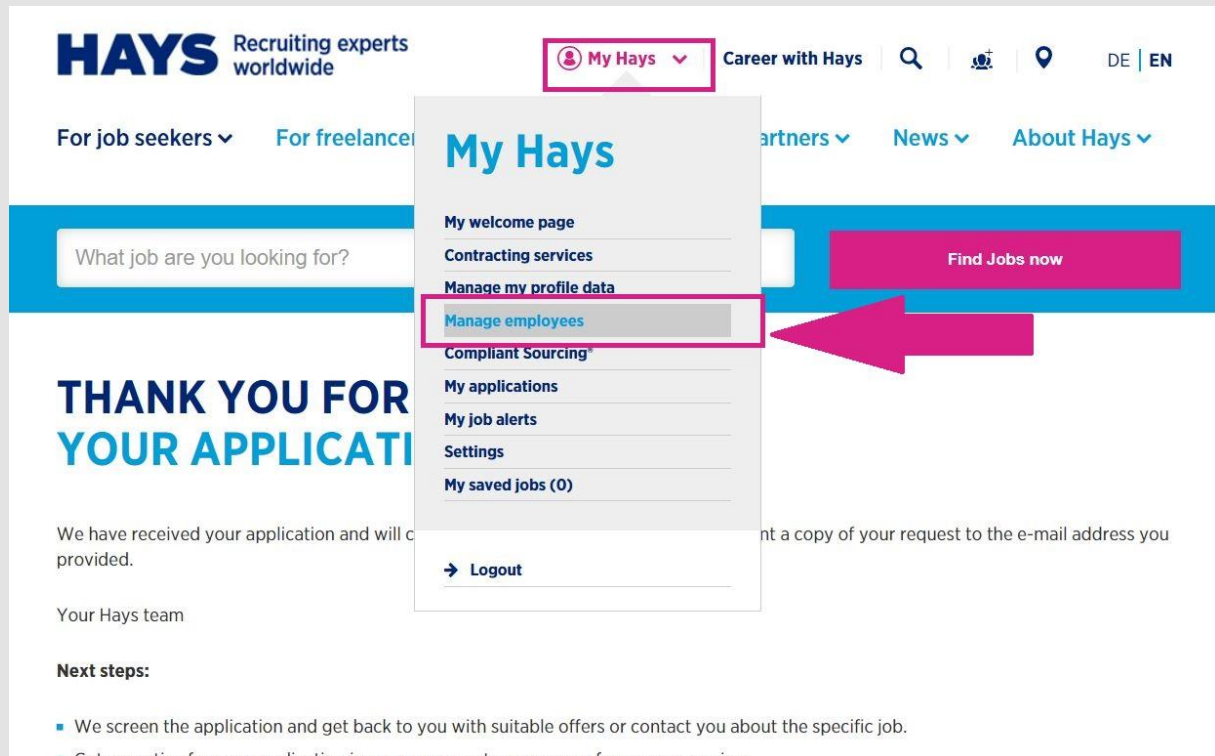


The screenshot shows the Hays website's "THANK YOU FOR YOUR APPLICATION" page. The header includes the Hays logo, "Recruiting experts worldwide", and navigation links: "My Hays", "Career with Hays", "Search", "User", "Location", "DE", and "EN". Below the header, there are links for "For job seekers", "For freelancers", "For employers", "For partners", "News", and "About Hays". A search bar with the placeholder text "What job are you looking for?" and a pink "Find Jobs now" button are also present. The main content area features the heading "THANK YOU FOR YOUR APPLICATION" and a message: "We have received your application and will contact you as soon as possible. We have sent a copy of your request to the e-mail address you provided." Below this, it says "Your Hays team" and "Next steps:". The next steps are listed as: "We screen the application and get back to you with suitable offers or contact you about the specific job.", "Get more tips for your application in our career center or use our free career services", and "Register to receive new jobs daily by email (Job Alert)".

Now, you land on a page confirming that sending of the form has been successful.

Quick Guide – Manage your employees

Step 6:



When you click on "My Hays" and on "Manage my employees" in the drop down menu, you can check of the new employee has been added to your list.

