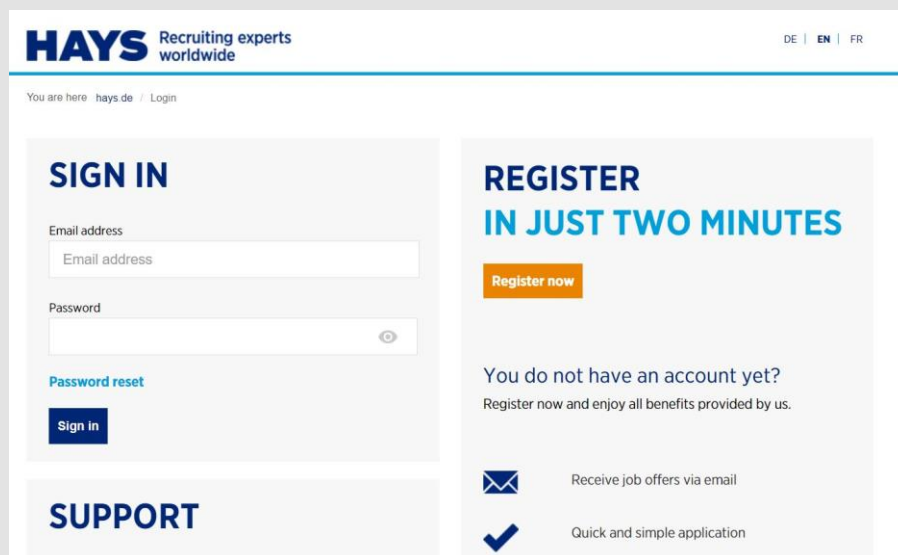


Quick Guide – Manage your employees

Delete employees

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

Step 1:

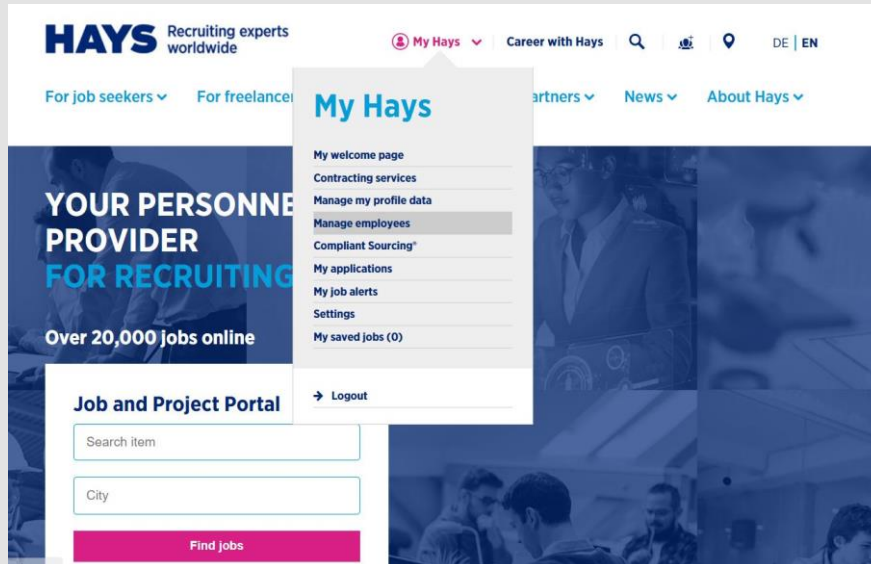


The screenshot shows the HAYS website interface. At the top, the HAYS logo is followed by the tagline 'Recruiting experts worldwide'. Language options 'DE | EN | FR' are in the top right. Below the header, a breadcrumb trail reads 'You are here hays.de / Login'. The main content area is split into two columns. The left column, titled 'SIGN IN', contains a form with 'Email address' and 'Password' fields, a 'Password reset' link, and a 'Sign in' button. Below this is a 'SUPPORT' section. The right column, titled 'REGISTER IN JUST TWO MINUTES', features a 'Register now' button, a message 'You do not have an account yet? Register now and enjoy all benefits provided by us.', and two bullet points: 'Receive job offers via email' (with an envelope icon) and 'Quick and simple application' (with a checkmark icon).

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

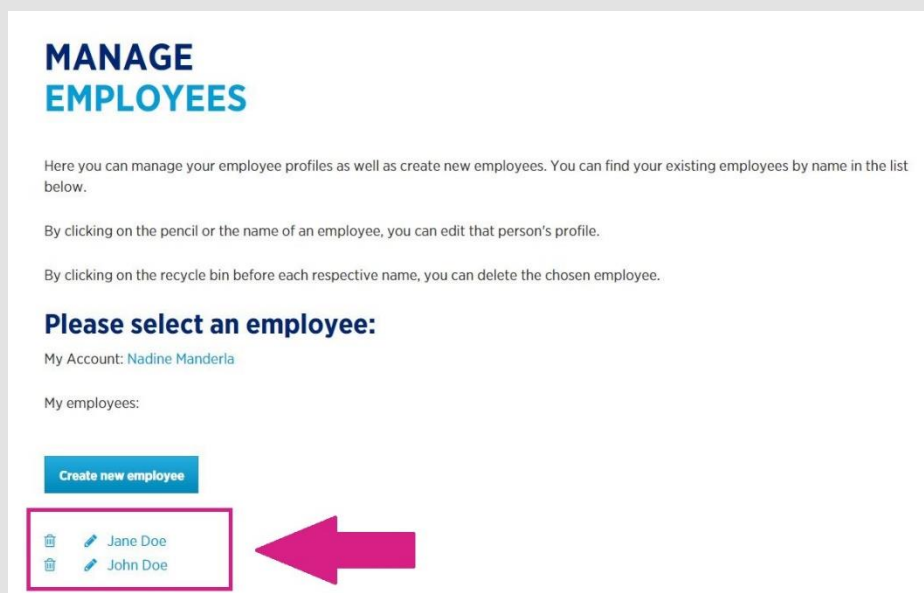
Quick Guide – Manage your employees

Step 2:



Click on "My Hays" and select "Manage my employees" in the drop down menu.

Step 3:



By clicking on the trash can, you can delete existing employees. You have to confirm that you want to delete this employee by clicking on "yes". Then, the employee is deleted from your list.