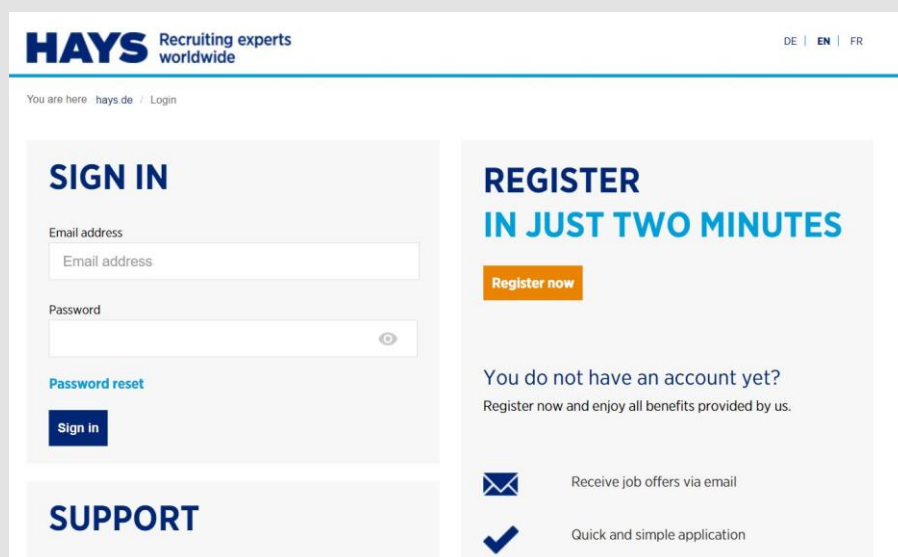


Quick Guide – Manage your employees

Update employee data

Here we show you in 3 steps how to add employees on our website.

Step 1:

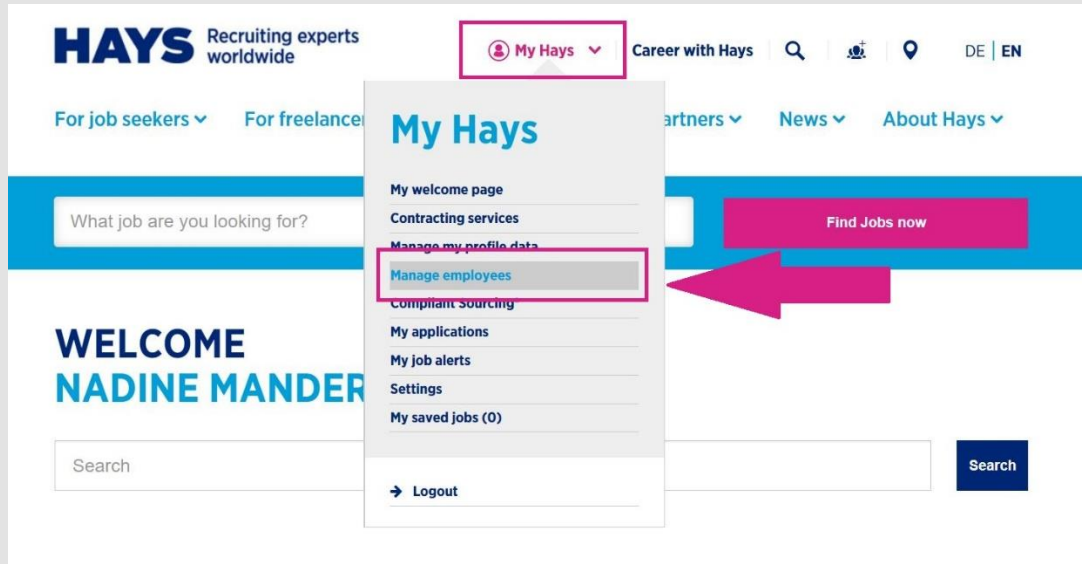


The screenshot shows the HAYS website interface. At the top, the HAYS logo is followed by the tagline 'Recruiting experts worldwide'. To the right, there are language selection links for 'DE', 'EN', and 'FR'. Below the header, a breadcrumb trail reads 'You are here hays.de / Login'. The main content area is divided into two columns. The left column is titled 'SIGN IN' and contains a form with fields for 'Email address' and 'Password', a 'Password reset' link, and a 'Sign in' button. Below this is a 'SUPPORT' section. The right column is titled 'REGISTER IN JUST TWO MINUTES' and features a 'Register now' button. Below the button, it asks 'You do not have an account yet?' and encourages registration. At the bottom of this column, there are 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](#).

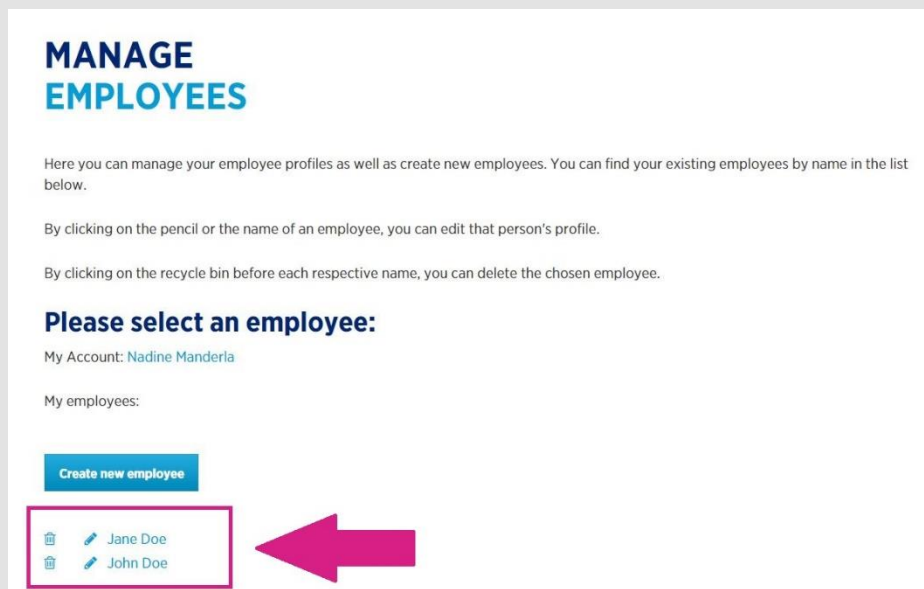
Quick Guide – Manage your employees

Step 2:



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

Step 3:



By clicking on the pencil, the employee form is opened and you can edit the existing data, add new documents and delete the old ones.