TESSERACT ERP · USER MANUAL

# Recruitment

Publish jobs on your own careers page, collect applications with CVs, and move candidates across a hiring board until you hire.

## Before you start

- Your careers page address is shown in **Recruitment** → **Jobs**. Share it on your website and social media.
- Review the hiring stages (for example Screening, Interview, Offer) and reorder or rename them.

## Post a job

1. Open **Recruitment** → **Jobs** and click **New job**.
2. Enter the title, department, location, type, description and, optionally, the last day to apply.
3. New jobs start as drafts. Click **Open** to publish it on the careers page.
4. **Close** it when you have enough candidates; existing candidates stay on the board.

## Applications

- Candidates apply on the careers page with their details and CV (PDF or Word, up to 10 MB). They receive a confirmation email.
- You get a notification for each new application.

## The hiring board

1. Open a job to see its board: one column per stage.
2. Drag candidates between stages, rate them and add notes.
3. **Reject** or mark **Withdrawn** when they leave the process; you can reopen them later.
4. Click **Hire** on the chosen candidate: Tesseract creates the HR employee record for you.

## Tips

- Keep job descriptions short and clear about the location and salary range.
- Use notes for interview feedback so the whole team sees it.