

Manager Guidance

Setting up your access to Recruit

There is no requirement to request manager access to Recruit as this is generated through an integration with SAP. The record in Recruit is created overnight once a manager's payroll record has been set up.

Setting up your Recruit access using the system generated email

- As a manager you will receive an email once the account has been created in recruit. The email provides a link to Recruit which will take you to the system login page.

giant
recruit

Please log in

Username

Password

[Forgotten password](#)

Recruit 5.45.3 - Released 28/03/2018

Access to this system, data and associated networks are for authorised users only. Unauthorised access, or modification of data without permission, is unlawful, and could result in disciplinary or legal action being taken. Access to this system is monitored for both audit purposes in order to prevent unauthorised access attempts, and, to ensure compliance with current information security procedures.

It is essential that you keep your login details secret, and take reasonable steps to keep them secure, for example, by using a strong password. You should not re-use your login details for this system on other websites, or share them with other individuals. By continuing to use this system, you accept these conditions of use.

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- You do not need to enter your user name or password on this screen but just click on the 'Forgotten password' link'.

- This link will take you to this screen in which you need to enter your email address and then click Go.

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Forgotten Password

Enter your email address below and we will send you an email with Reset password link.

Email

[Go](#)

[Back to Login page](#)

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- You will then receive an email with a reset password link. The email also provides your username. Please note your username is your payroll number/SAP logon not your network logon which for some users can be different.

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Reset Password

Please enter New password and confirm it below.

New password

Confirm password

[Go](#)

[Back to Login page](#)

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- You then need to create a password for your account in accordance with the Council's [password policy](#). Once you have entered your password and confirmed it click 'Go' and you will be taken to the Recruit login screen where you will be required to enter both your username and password to gain access to Recruit.

Future Access

If you have not retained the initial email but you are a manager you should still be able to access the system as an account will have been created for you. To do so click [here](#) and you will be taken to the Recruit login screen. Once here you can follow the instructions above.

To access the system in future you will need to click on the following link:
<https://derbyshire.recruitsaas.com/Login.aspx>

You will need to retain this link so that:

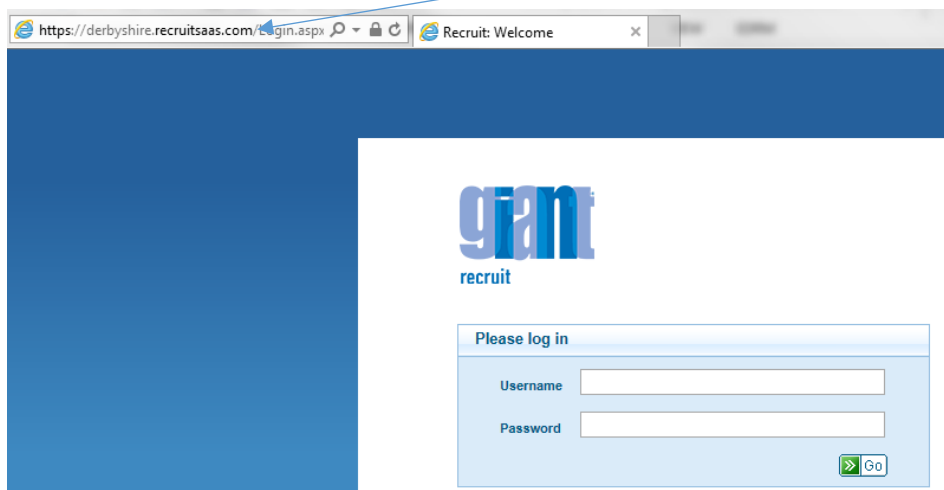
- you can access the system to create a start the recruitment process,
- update details of your recruitment(s)
- track progress of your recruitment(s)

You can access the link easily later by:

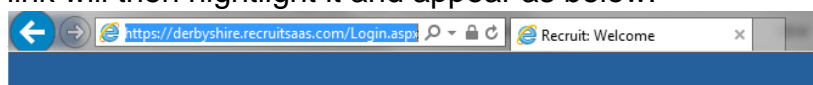
- Adding it to your internet favourites
- Creating a shortcut on your desktop

Creating a Shortcut on Your Desktop

You need to have recruit open so use this link to access it
<https://derbyshire.recruitsaas.com/Dashboard.aspx>. The link displays in top left hand corner of the screen.



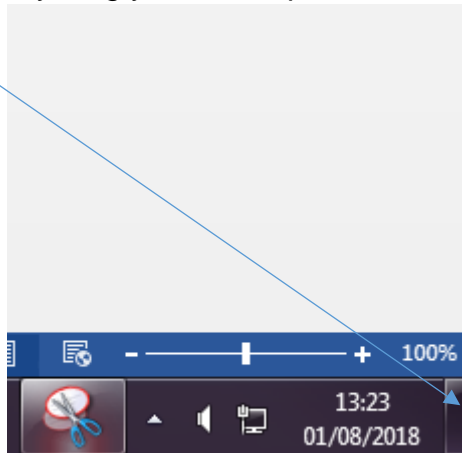
Highlight the link: <https://derbyshire.recruitsaas.com/Login.aspx> If you click in the link will then highlight it and appear as below.



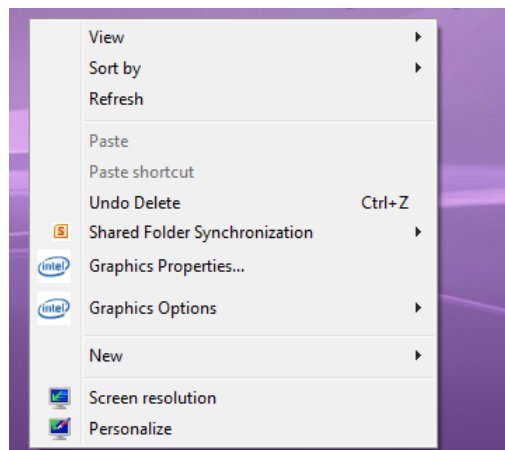
Right click on the mouse and select 'copy'.

Navigate to the desktop on your PC/Laptop.

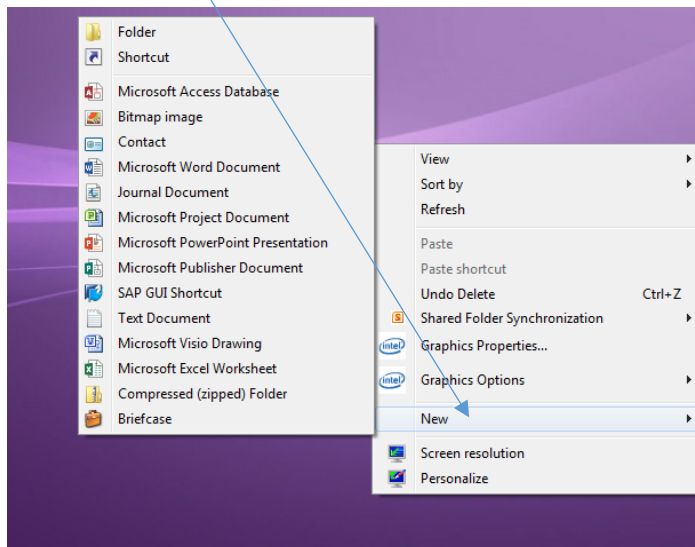
An easy way to do this is to use the button at the bottom right handside of your screen. Click here and everything you have open will minimise.



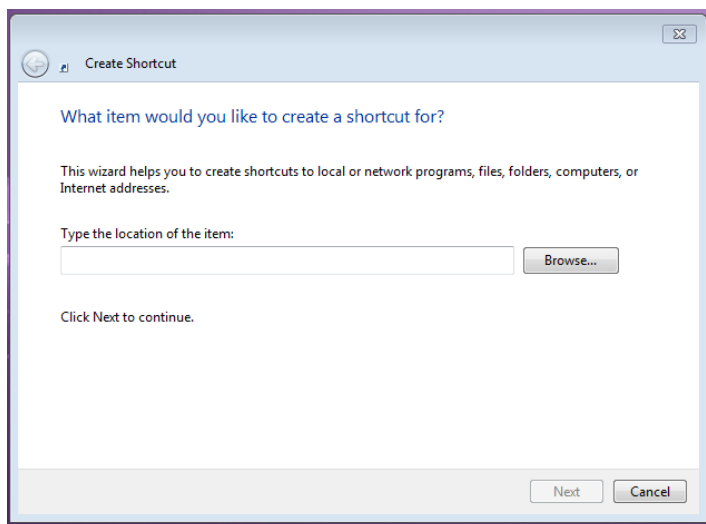
Right click on the mouse to display on the following menu:



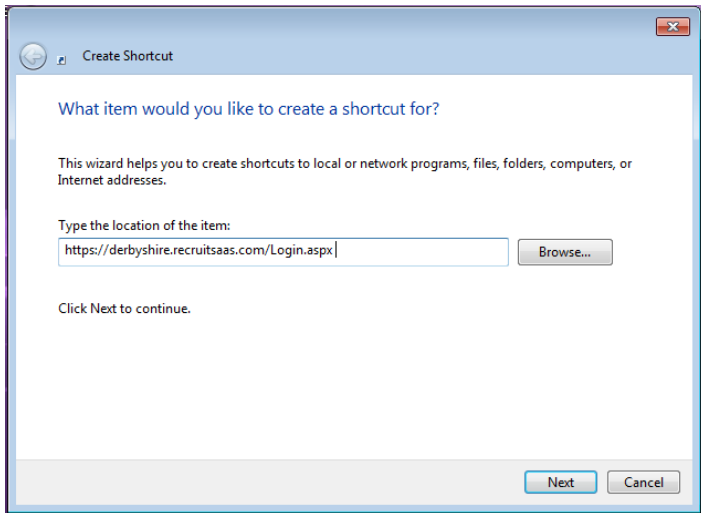
Scroll to 'New', the following menu will appear:



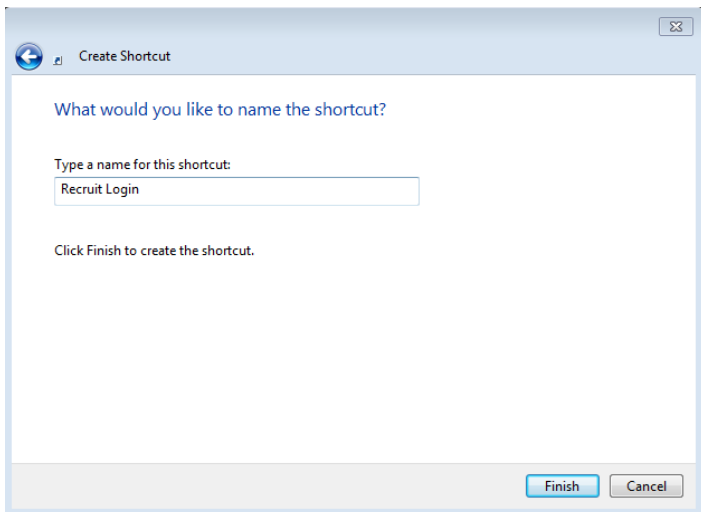
Select 'Shortcut' and the screen below will display:



Click into the box and right click the mouse and select 'paste', then click on 'Next'



When the following box appears, enter 'Recruit Login' into the field 'Type a name for this shortcut' and click 'Finish'.



Your new Recruit Login shortcut will appear on the desktop of your PC/Laptop.

