

# Recruiter Quick Guide

## How do I get a reluctant Hiring Manager to make a video?

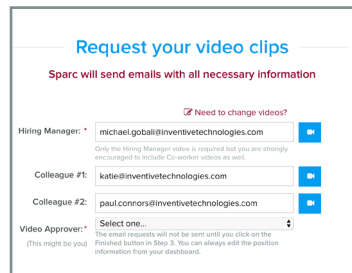
Show your Hiring Manager Sparcs so they will know what is expected of them. Give them the Hiring Manager prompt sheet with suggested topics. It can be helpful to have a colleague film the clip for them, so it feels like they are talking to someone.



## How do I change a video?

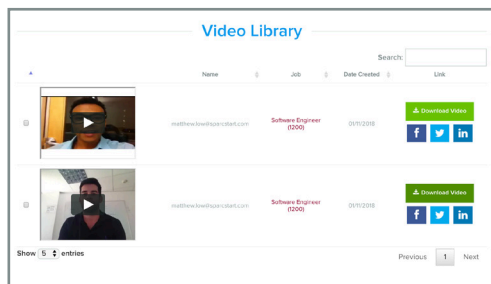
From the Recruiter Dashboard, tick the box to the left of the Sparc you would like to update and click Edit at the bottom of the page.

Advance to the Request Video Clips page, delete the email address of the person you are replacing and enter the new email address. The original video will be deleted and a new letter will be sent to the new email address. Click next and then finish to save your changes.



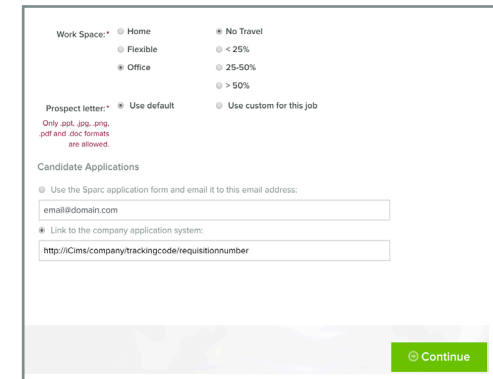
## How do I reuse a video?

On the Request Video Clips page, click on the blue camera symbol next to the email input box. Search for any approved video by email address, job title, or requisition number where the video was used. Select the video you want to reuse.



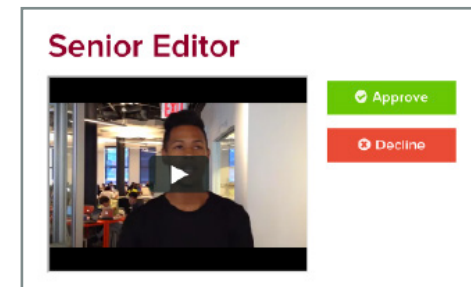
## Where do I put my tracking code?

The tracking code should be included in the URL that links to the application. Enter it at the bottom of page one of Sparc set up.



## How do I approve a video?

Go to the Approver Dashboard. You can review, approve or decline videos before they are posted. A Sparc cannot be published until the Hiring Manager video is approved.



## How can I change my email preferences?

Under your email tab, click on My Profile. You can select the notifications you would like to receive.

