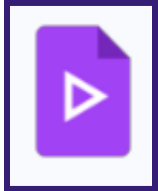


Login

LOGIN & NAVIGATION

The Login & Navigation Module is specifically designed for our teammates to use the 'Recruiter' function to begin their recruitment journey via Dayforce.

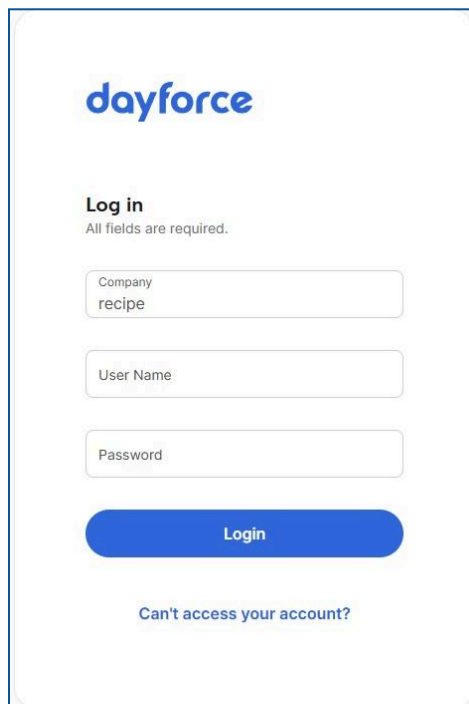
This manual provides a guide for teammates to Login and Navigate the Recruiter function within Dayforce. Have fun!



Click [HERE](#) to view these instructions in **Video** format

<Login to Dayforce>

1. Log in to Dayforce using your provided credentials



The image shows a screenshot of the Dayforce login page. At the top is the Dayforce logo. Below it is the 'Log in' section with the text 'All fields are required.' There are three input fields: 'Company' with the value 'recipe', 'User Name', and 'Password'. Below these fields is a blue 'Login' button. At the bottom of the form is a link that says 'Can't access your account?'.



LOGIN & NAVIGATION

2. Select the 'Recruiter - General Manager' Role

Available Roles

☒ Recruiter - General Manager

Note: This role provides access to all recruitment functionalities, including job posting, candidate screening, interview management, offer approvals, offer letter generation (role-dependent), and the onboarding process.

<Navigation Overview>

Upon successful login, your landing page will resemble your standard Dayforce account

1. You can customize your shortcut icons by clicking 'Edit'

Branding Management

Candidate Source Configuration

Candidate Status

Candidate Status Mapping

Classic Reports

Client Career Site Management

Edit

Actions

Events

Balances

Bookmarks

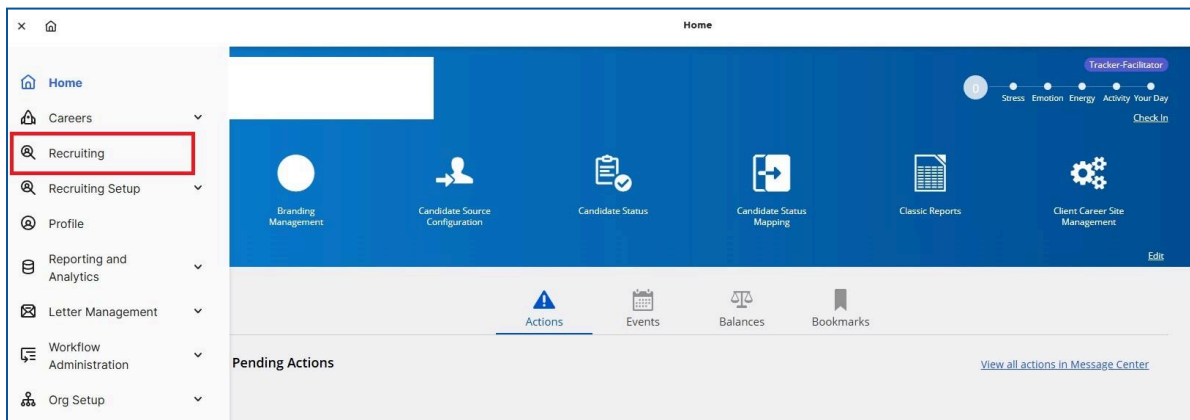
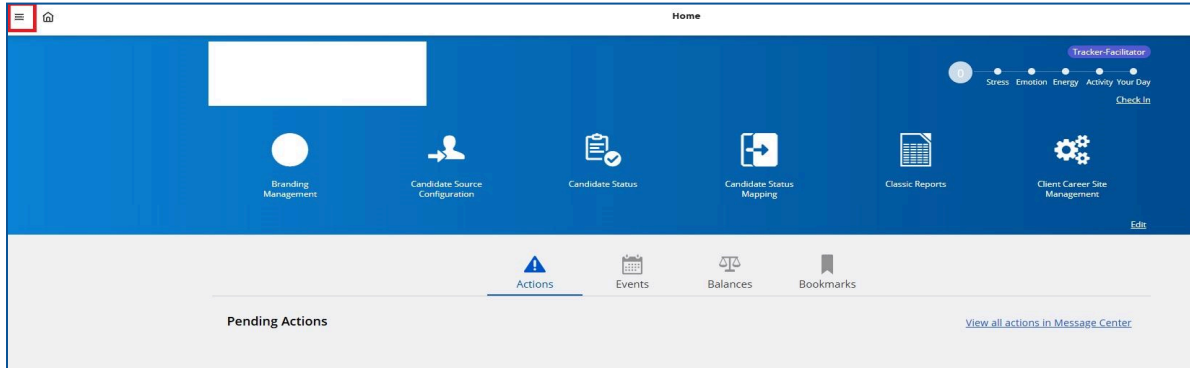
Pending Actions

[View all actions in Message Center](#)

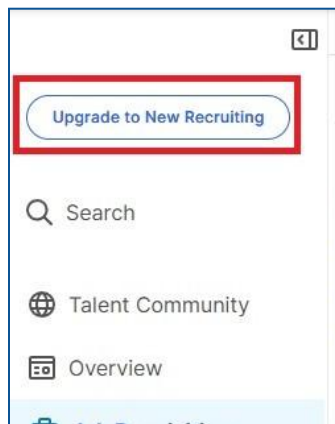


LOGIN & NAVIGATION

2. Access all Recruiter role functions by clicking the **menu icon (three lines)** located in the top left corner

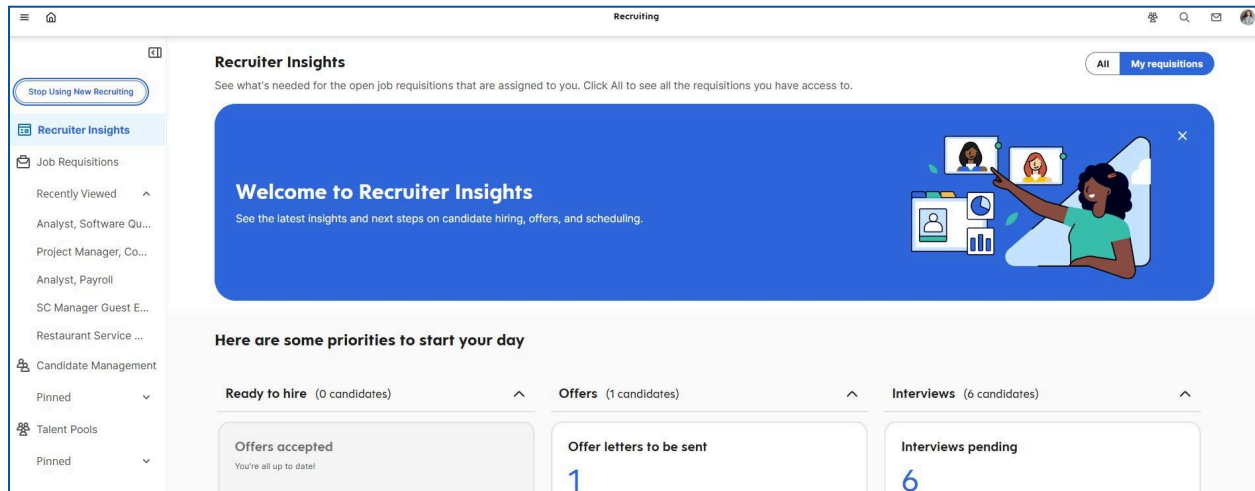


3. Upon arriving at the 'Recruiting' page, select 'Upgrade to New Recruiting' on the top left corner. The system will eventually transition to this upgraded layout, which is what this training manual is based on.

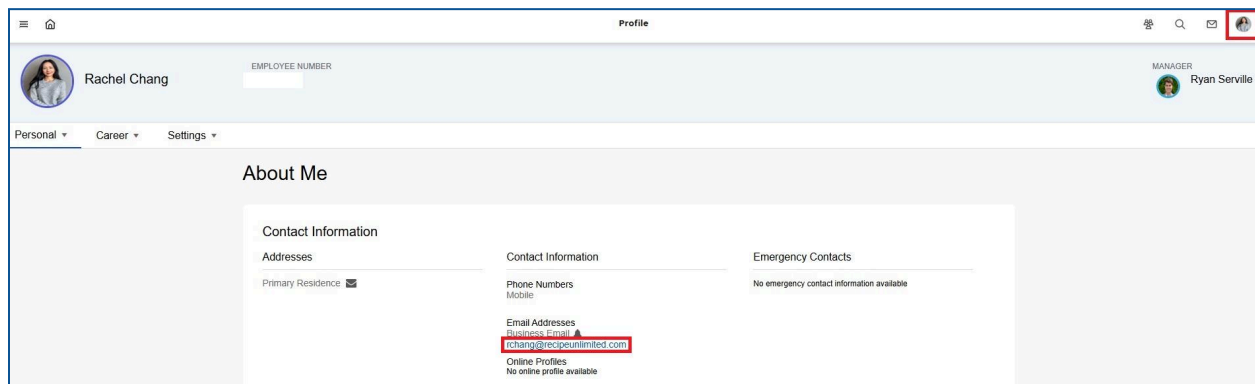


LOGIN & NAVIGATION

4. Once you click 'Upgrade to New Recruiting', the page layout will update as shown below.



NOTE: For a seamless experience, please ensure your email address is correctly entered in your Dayforce account. It has to be a Recipe/restaurant email. (e.g., montanas3056@recipeunlimited.com)



Feel free to explore all functions on the Recruiter role!

