

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.

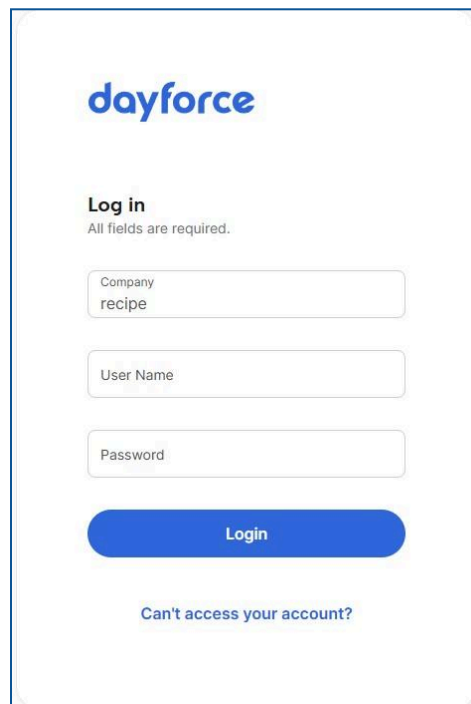
This manual provides a guide for teammates to Login and Navigate the Recruiter function within Dayforce. Have fun!



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

<Login to Dayforce>

1. Log in to Dayforce using your provided credentials



The screenshot shows the Dayforce login interface. At the top is the Dayforce logo. Below it is the heading 'Log in' with a note 'All fields are required.' There are three input fields: 'Company' with the value 'recipe', 'User Name', and 'Password'. A blue 'Login' button is positioned below the fields. At the bottom, there is a link that says 'Can't access your account?'.



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2. Select the 'Recruiter - General Manager' Role

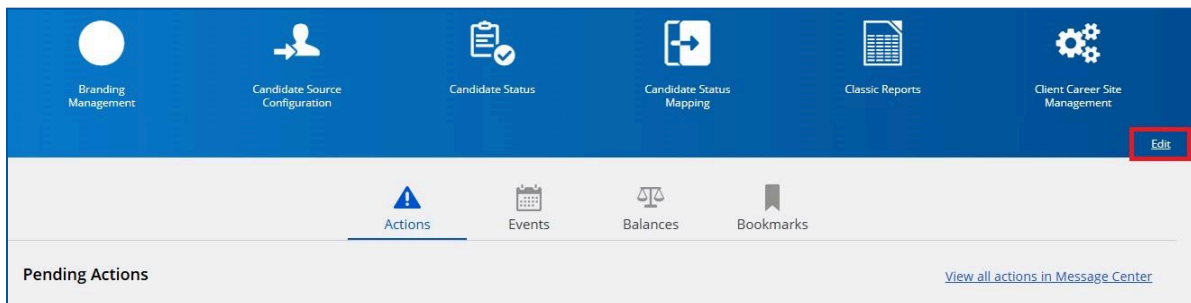


Note: This role provides access to all recruitment functionalities, including job posting, candidate screening, interview management, offer approvals, offer letter generation (role-dependent), and the onboarding process.

<Navigation Overview>

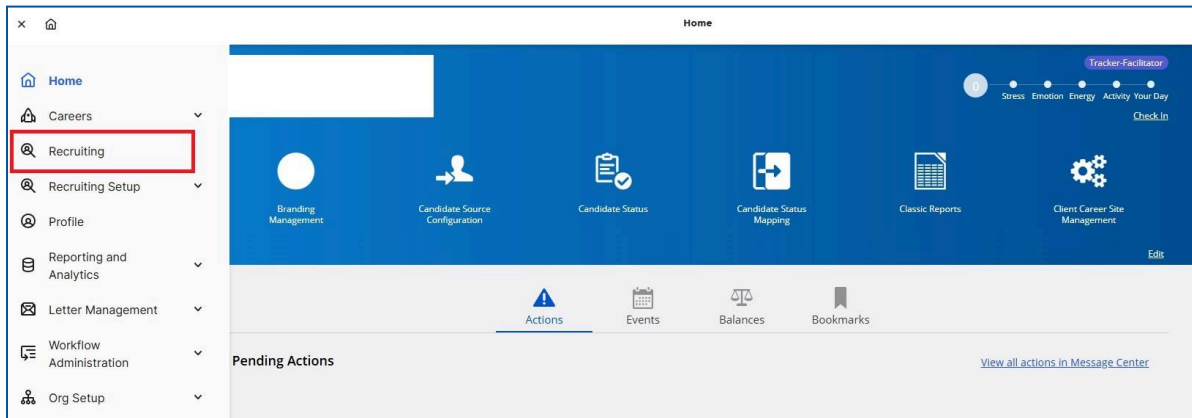
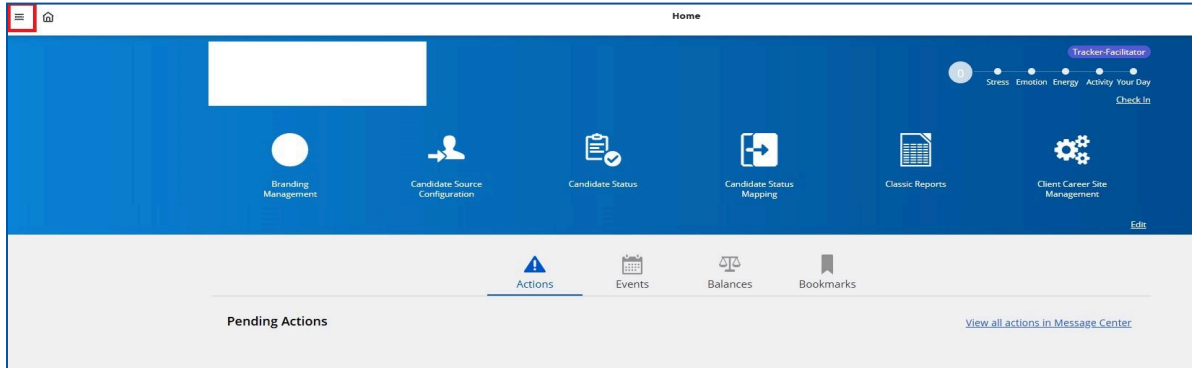
Upon successful login, your landing page will resemble your standard Dayforce account

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

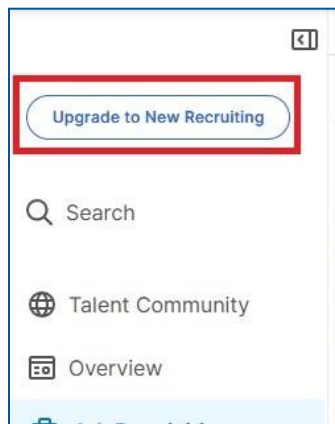


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2. Access all Recruiter role functions by clicking the **menu icon (three lines)** located in the top left corner

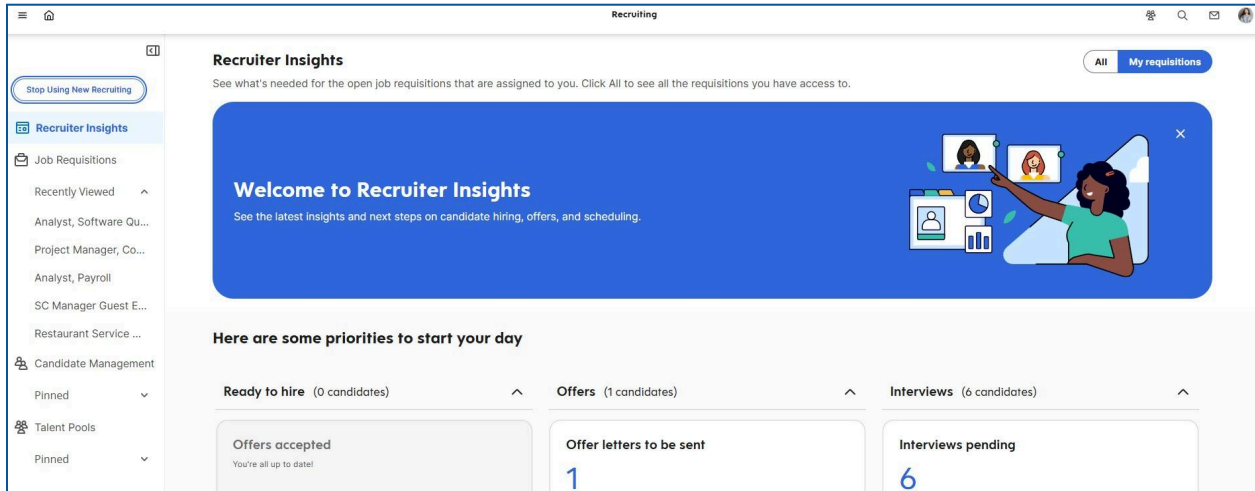


3. Upon arriving at the 'Recruiting' page, select 'Upgrade to New Recruiting' on the top left corner. The system will eventually transition to this upgraded layout, which is what this training manual is based on.



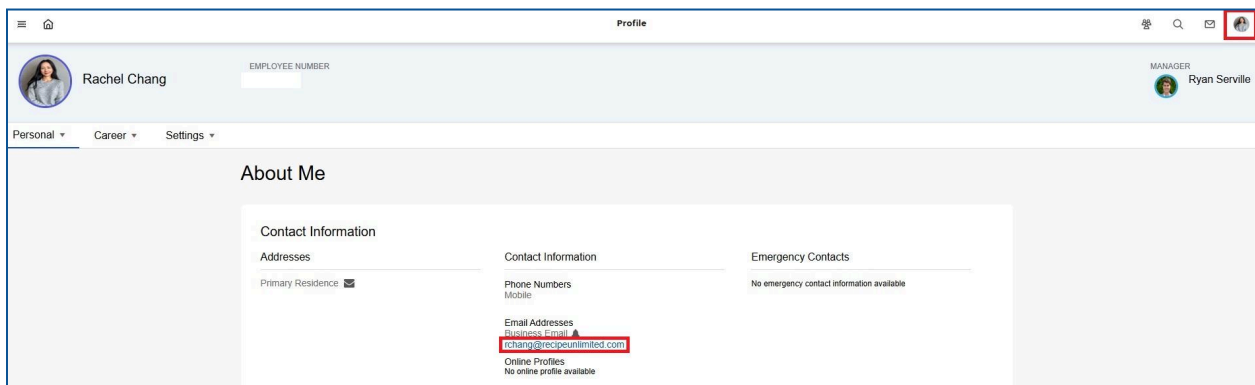
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4. Once you click 'Upgrade to New Recruiting', the page layout will update as shown below.



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

Select 'Employee' role. Go to 'Profile' and you'll see the 'Contact Information' that you can modify the email. Change 'Business Email' to Recipe or your restaurant email address.



Feel free to explore all functions on the Recruiter role!

