

Welcome to Core for Recruiters

Last Modified on 01/25/2019 10:17 am CST

What is Core?

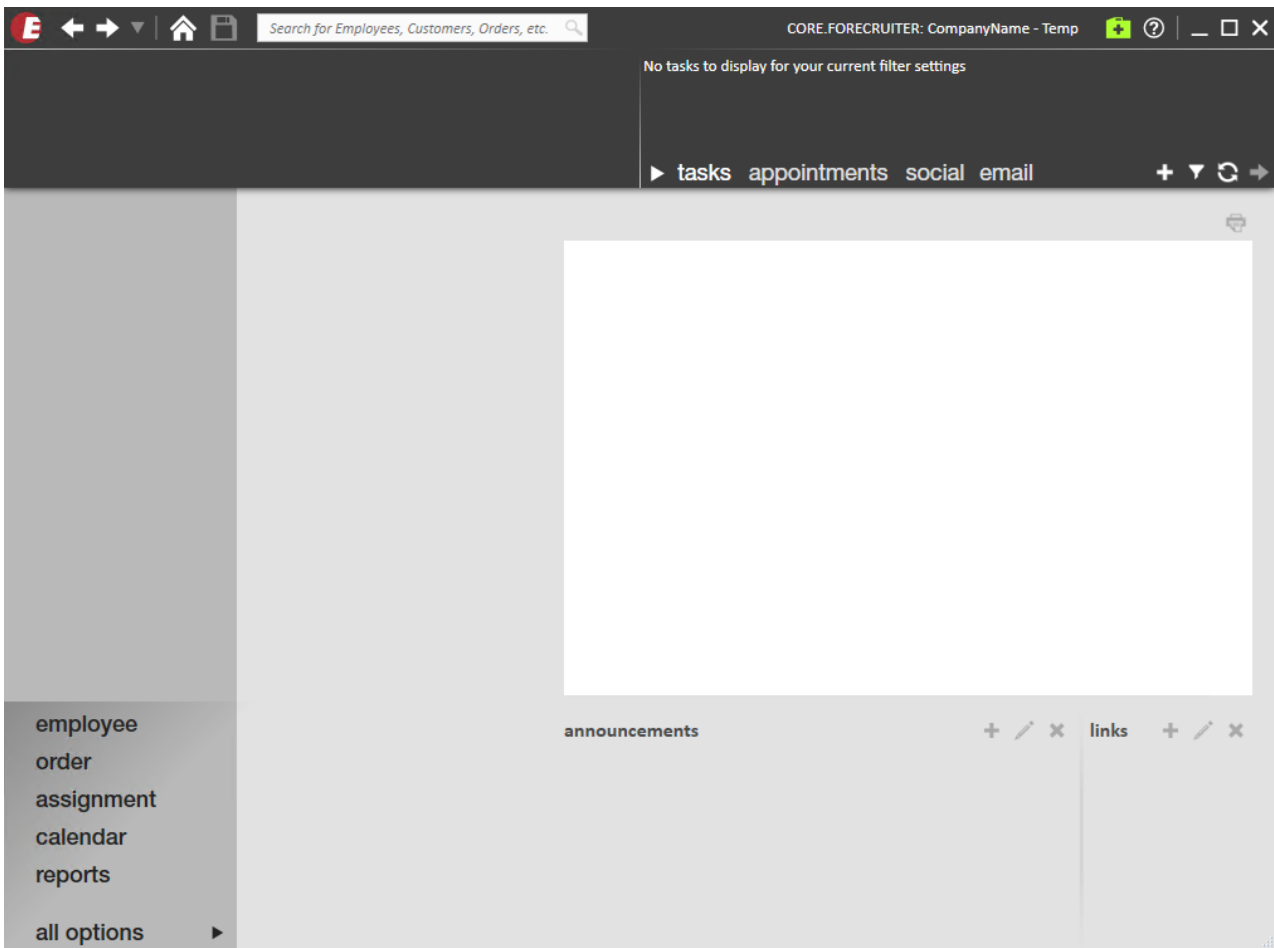
No matter the size of your staffing agency, TempWorks Software suite of staffing solutions can meet your needs. For staffing agencies with as few as one or two users, TempWorks Core offers a simplified workflow process to streamline your staffing operations. From recruiting and sales to back office functions, Core delivers the out of the box staffing tools you need to increase your staffing agency's efficiency. At a low cost of \$49* per user per month and no long-term contract terms, TempWorks Core provides a cost-effective solution to help you operate with efficiency and increase profitability.

For more information about core see [Welcome to TempWorks Core](#).

Using Core as a Recruiter:

The access you have within the Core database is related to your security role. "Recruiter" is a front office security role. Recruiters will use Core to manage employee records in the database. This includes adding new employee records, monitoring employee statuses/information, and assigning employees to orders made by your sales team at the customer's request.

For more information on Security roles see [Core - Security Role Overview](#).



Where to Begin

Recruiters and "full desk users" will have access to all of the options found under the "Core for Recruiters" folder located on the left.

Use The Links Below to Begin Exploring Core:

Brand new to Core? check out:

- [Core - How to Log In](#)
- [Core - Hierarchy](#)
- [Core - Home Page Overview](#)

Employee basics:

- [Core - How to Add a New Employee](#)
- [Core - Employee Searching](#)
- [Core - Logging Messages](#)

- [Core - Pay History](#)

Additional employee record options:

- [Core- Interest Codes](#)
- [Core - Employee Documents](#)
- [Core - Required Documents](#)
- [Core - Documenting Employee Education and Job History](#)
- [Core - Employee Interview Questionnaire](#)

Assigning employees:

- [Core - Before you Assign an Employee](#)
- [Core - Creating Assignments](#)
- [Core - Candidacy](#)

Advanced options:

- [Core - Merging Employees](#)
- [Core - Assignment Restrictions \(DNA\)](#)

Related Articles
