

Beyond University for Recruiters

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Welcome Recruiters!

We've curated our top Beyond videos, articles, and quizzes for recruiters and put them together in a few quick courses. Any new recruiter can use these courses to learn all the basic Beyond functionality they need to manage employees & applicants, create orders, and assign employees to the right job.

If you sign up for a free account (which can be done on any course below), you can track your progress through each course.

Introduction to Beyond

This course includes information on how to log in, navigate, and understand some Beyond basics.

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Employee Record Basics

If you're a recruiter, you'll need to track applicants and current employees. In this course, we'll create employee records and focus on message logging and employee statuses.

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Tracking Employee Information

While our basics course covers creating employee records, this course focuses on the details. During this course, we'll explore the employee story tab, documents, interest codes, and dive into searching.

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If you are Utilizing HRCenter for digital applications and onboarding documents, check out our [HRCenter Minor for Recruiters.](#)

Order Basics

When a customer contact needs employees, do they call you? If so, this course will walk you through how to optimize your customer record and create orders in a flash. If you don't create orders, you can skip this course.

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Assignment Basics

This course is all about assigning employees and keeping track of those assignments. In this course, we'll take a look at ways you can track candidates on an order, create an assignment record, and end one.

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