

# Adding Recruiter, Recruiting Manager, and Hiring Manager

## How do you search people?

image1618248271227.png

The blue icons next to the names indicate that the person has an active account within Salesforce.

To add a Recruiter, Recruiting Manager, or Hiring Manager, begin typing the name, and the field will begin to auto-populate with matching names. Choose the correct person.

**NOTE:** If you type a name and Salesforce cannot locate it, contact your Administrator to confirm the person you are seeking has an active account. If a hiring manager does not have an active account, you must request that one be created.

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