

# HAYS HUB USER GUIDE FOR EMPLOYERS

The fast and secure way to manage your temp staff.



## Your trusted solution

### Compliance

We personally meet with all of our candidates face-to-face and ensure they are fully vetted and compliant with industry requirements.

### Security

The portal has been designed with reliability and security in mind. It has undergone rigorous PEN testing to ensure that it always delivers when you need it most.

### Safeguarding

Confirm the identity of your temporary staff via the photo ID technology.



## Effortless to use

### Simple

The portal is intuitive and easy to use. In just a few clicks you can create single or multiple jobs, which are instantly sent through to your dedicated Hays consultant.

### Fast

The portal provides you with efficiency and control, reducing your time to hire, but with the assurances of a personal relationship. Matched, local candidates are notified quickly of your temp jobs through in-app notifications.

### Effective

Once your jobs are created, your dedicated Hays consultant will provide you with key candidate information, including specific skills sets and availability, ensuring the best possible match.



## Constant access

### Access

The portal, supported by our team of consultants, provides you with constant access to our vast candidate pool from anywhere, anytime.

### Management Information

On-demand access to MI such as reason for vacancy and financial information.

### Tracking

Track the arrival of your temporary staff, so you no longer need to worry when they arrive.

We are delighted to introduce you to a new way of managing your temporary staff with Hays. This short guide explains what you need to know about the Hays Hub.

> [What is Hays Hub?](#)

> [Get started with Hays Hub](#)

> [How it works](#)

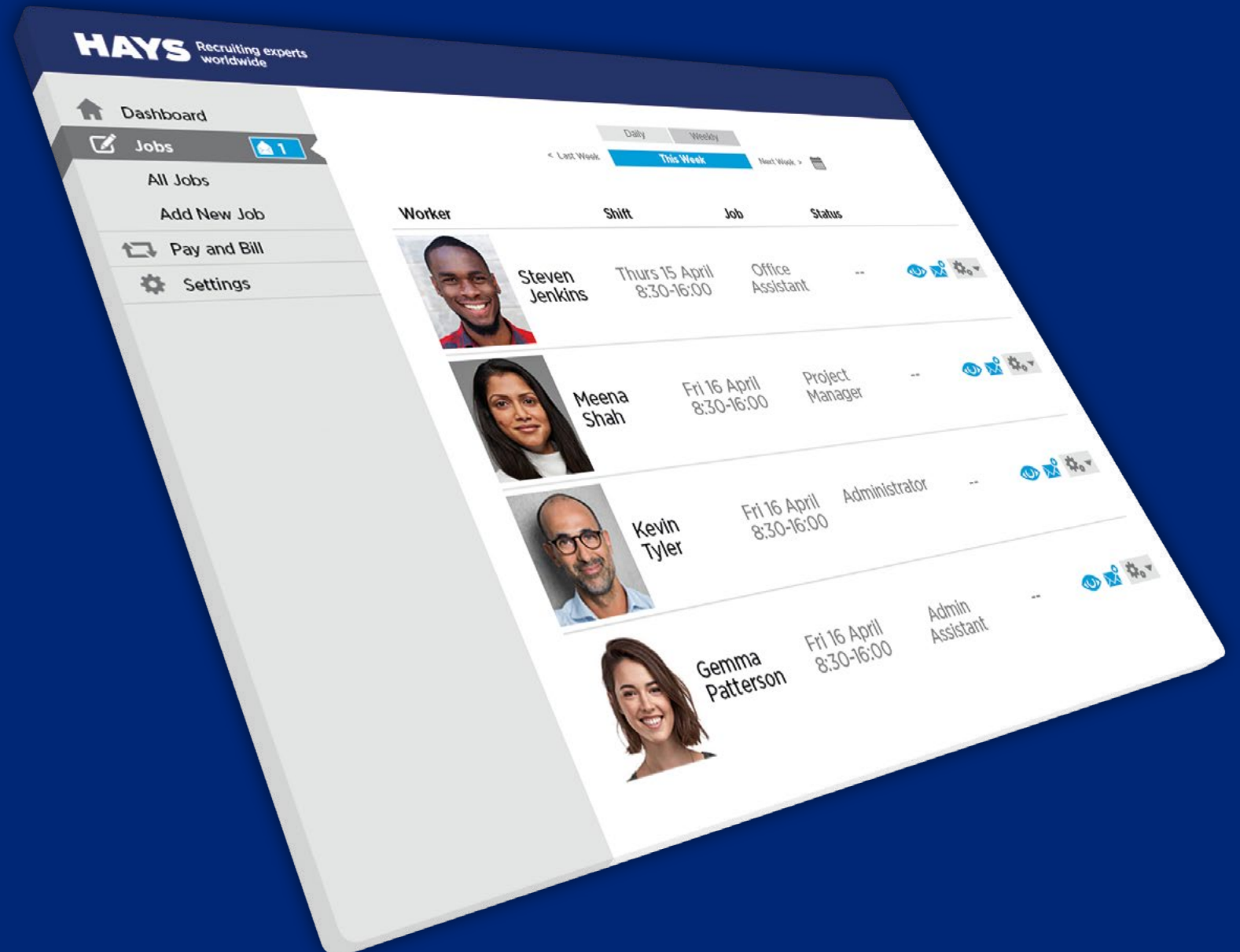


## WHAT IS HAYS HUB?

Gain visibility and control of your temporary staff usage with a trusted, secure and easy-to-use online portal. Whether you require information on candidate trends, types of roles being filled or spend management this portal will give you a holistic view.

### With one click you can:

- Manage all of your temporary staff
- Schedule your assignments
- Pool your favourite candidates
- Track your workforce



## GET STARTED WITH HAYS HUB

You will receive an email from the Hays Hub team with your username and a link to access the hub. When logging in for the first time, you must click on the 'reset password' link, where you'll be asked to create a password. Following this you will then be able to log in to the hub.



**HAYS**

Reset Password

The username is provided by your agency and should be in your registration email



**HAYS**

Type your new password

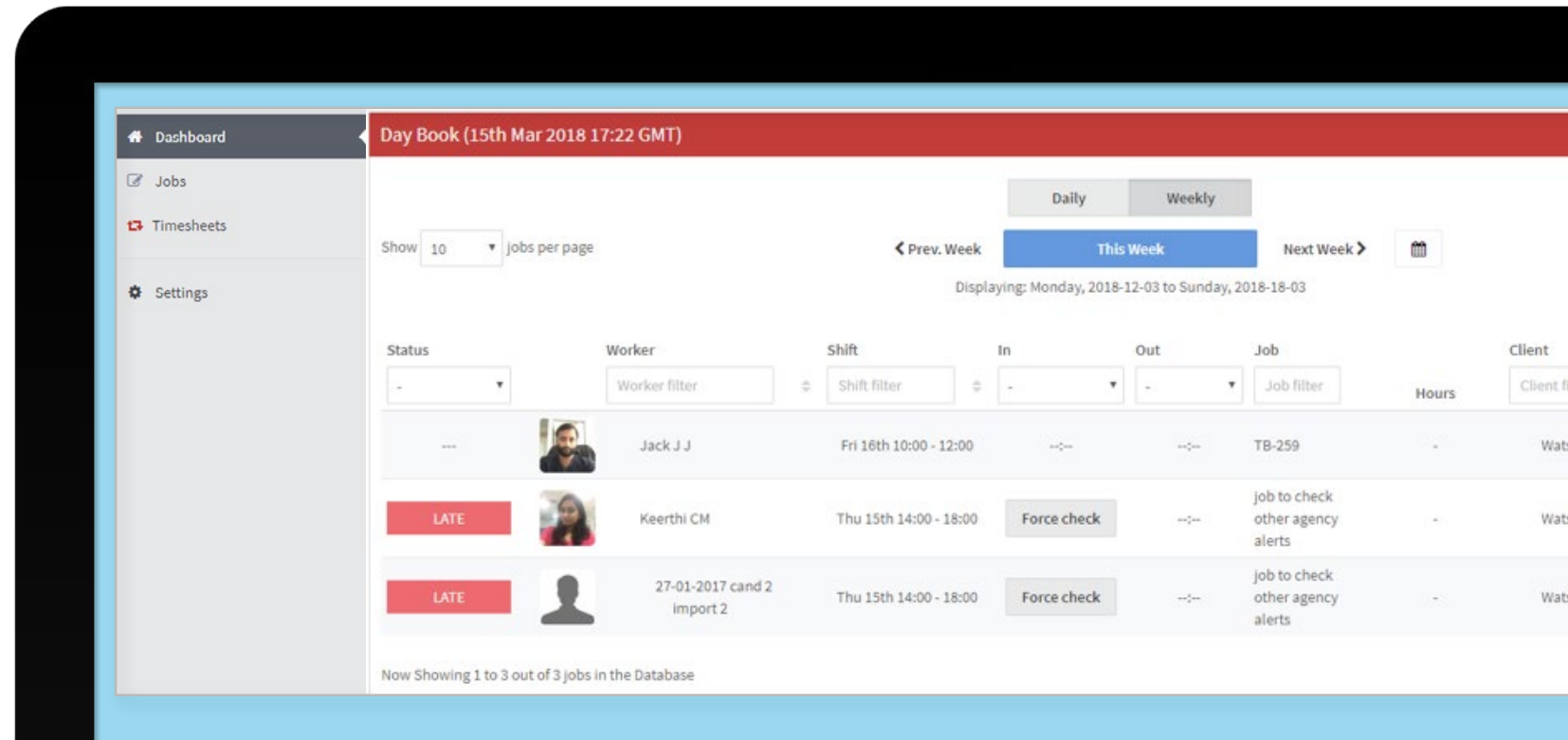
# HOW IT WORKS

## Your home screen

When you log into the portal you will land on a main dashboard. This dashboard will show you which candidates are coming to work for the specific day you logged on. Here, you have the option of switching between a daily or a weekly view to see the roster of candidates that you've scheduled assignments for. It also shows you their start times, job titles and full names.

## Timesheets

Through the main dashboard, you will also be able to view and approve your workers timesheets. When clicking on the 'Timesheets' tab you will be redirected to the Hays Connect portal where the timesheets process remains the same.



## Creating a job

To create a job, there is a simple and easy 1-step job creation process. Select the 'Create New Job Petition' button and a form will appear. Fill in the form details in full to create the job. By clicking 'Finish' the job will be automatically submitted to your Hays consultant.

**Create New Job Petition**

Job's Information

Job's Title:

Location:

Office:

Health & Safety Discussed?:

Reason for Job:

Length of Assignment:

Additional Comments:

Schedule:  No. Positions:

Your consultant will receive an immediate alert upon your submission of the job form. They will review your job and, ensuring they have all necessary information, will 'accept' your job submission. Once accepted, you will see the job status change from 'AWAITING' to 'ACCEPTED' on your dashboard screen. Your consultant will then immediately start working on the assignment and once filled, the job status will update to 'ASSIGNED'.

Office: Wolverhampton - Waterloo Road Health & Safety Discussed?: Yes - No Issues Reason for Job: Paternity cover Length of Assignment: Up to 4 weeks	Cover Teacher	30a The Broadway Centre, London, W6 9YD	2019-04-19 08:08:10	1	<input type="button" value="ACCEPTED"/>	1	2019-04-16 12:15:30
Office: Wolverhampton - Waterloo Road Health & Safety Discussed?: Yes - No Issues Reason for Job: Paternity cover Length of Assignment: Up to 4 weeks	Cover Teacher	30a The Broadway Centre, London, W6 9YD	2019-04-19 08:08:10	1	<input type="button" value="ASSIGNED"/>	1	2019-04-16 12:15:30

Following the status changing to 'ASSIGNED' your dashboard will automatically update, showing you who has been assigned to your job that was created only moments ago.

Please note, that any time, if you prefer to work directly with your local Hays consultant, you can call them and register the job directly. If you do register a job directly, that job will still appear on your Hays Hub dashboard.

The Hays Hub is designed and operated by Tempbuddy, a third party technology provider engaged by Hays. We will be continually innovating and updating the portal to ensure it works best for you. If you have any feedback or would like to learn about upcoming features, speak to your Hays consultant.

For more information about the Hays Hub, or if you have further questions, please contact your Hays consultant or visit [hays.co.uk/hays-hub-portal](https://hays.co.uk/hays-hub-portal)

