HAYS

Recruiting experts worldwide

HAYS HUB
FAQs

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
- Shortlist your favourite candidates
- Track your workforce

hays.co.uk/hays-hub-portal

Can I use any browser for the Hays Hub?

The Hays Hub must be opened in Google Chrome to avoid issues. You can download Google Chrome by visiting google.co.uk/chrome.

What if I want to continue to call my consultant with new vacancies?

You can continue to phone in your jobs for the consultant to create if you wish, all jobs they create on your behalf would still be visible in your portal and all assignments and candidate information present.

Can I edit or cancel my jobs once they have been sent to my consultant?

This is not currently possible, please contact your consultant to close the original job and then create the new one.

Do I get notified once my consultant starts working on my job?

You will not receive a notification, however, the status of the job will change to 'ACCEPTED' once your consultant has seen the job and 'ASSIGNED' once a candidate has been placed in to the role.

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Can I make suggestions or provide feedback regarding the Hays Hub?

This is an exciting time for Hays and all feedback is welcome to ensure we continue to enhance this system for you. Please send any suggestions or feedback via your consultant

Can I access Hays Hub out of the office?

Yes you can log on while out of the office or at home by entering the **hayshub.hays.com** into any Google Chrome browser on a PC or tablet.

Can I select which professionals I would or wouldn't have back?

Just enter any preferences in the comments box when you create a job and our consultants will take your feedback on board when finding temporary staff.

Does this impact the timesheet process?

At this time timesheets will be processed in the same manner, please continue to authorise timesheets using our 'Hays Connect' system.