

USER GUIDE

# Recruiter User Guide

Posting jobs, sourcing GCC automotive talent, and managing your hiring pipeline

**Audience** Recruiters and hiring managers with paid recruiter access

**Version** 1.0 · Updated 2026-05-19

**Support** [support@themotorguild.com](mailto:support@themotorguild.com)

# Overview

The Recruiter workspace gives you access to a vetted pool of GCC automotive professionals. This guide covers access, posting jobs, AI candidate matching, shortlists, salary requests, and managing the full applicant pipeline.

## 1. Getting recruiter access

Recruiter access is paid and gated. Start at </recruiter/access>. Once your account is upgraded you'll see the Recruiter tab in the main navigation.

1. Visit </recruiter/access> and choose a plan.
2. Complete the checkout. Access activates immediately on successful payment.
3. You'll receive a confirmation email and the Recruiter Dashboard becomes available at </recruiter/dashboard>.

## 2. The Recruiter Dashboard

Your dashboard at </recruiter/dashboard> shows active jobs, new applications, candidate matches, and pipeline health at a glance.

### TIPS

- Stats reset weekly so you can track recent performance.
- Click any metric to drill into the underlying records.

## 3. Posting a job

Post jobs from </recruiter/jobs>. Use the structured form for best AI matching results.

1. Click 'Post a new job'.
2. Fill role title, company, location, employment type, and seniority.
3. Paste or write the full job description. Our AI extracts skills automatically.
4. Set the salary band — see Section 6 on whether to display it.
5. Choose whether to require a cover letter.
6. Publish. The job goes live at </jobs/{id}> and is indexed for search and matching.

## 4. AI candidate matching

Once a job is live, open it and click 'Find matching candidates'. The system scores members against the job's extracted skills and surfaces the strongest matches with reasoning.

1. Open the job at </recruiter/jobs/{jobId}>.
2. Click 'Find matching candidates'.

3. Review the ranked list with match scores and rationale.
4. Invite top candidates directly — they receive an invitation to apply with a one-click link.

## 5. Reviewing applications

All inbound applications across all your roles live at `/recruiter/applications`. Each application includes the candidate's profile, CV (parsed and searchable), cover letter, and a structured match analysis.

1. Open `/recruiter/applications` for the cross-job inbox.
2. Filter by job, status, or score.
3. Click an application to open the detail view at `/recruiter/applications/{id}`.
4. Use the in-app chat to message the candidate directly without sharing email.
5. Move the application through stages: New → Reviewed → Shortlisted → Interview → Offer → Hired / Rejected.

## 6. Salary display & salary requests

You can publish jobs with a visible salary band, a hidden band, or 'Available on request'. When hidden, members can submit a Salary Request from the job page.

### TIPS

- Salary Requests appear in the Salary Requests panel on your dashboard.
- Respond in-app — the member receives the band privately. Nothing is published.
- Roles with visible salary bands receive ~3x more qualified applications on average.

## 7. Shortlists & sharing with hiring managers

Build a shortlist from any application detail view. Share a read-only link with your hiring manager — no Guild account required.

1. Open an application and click 'Add to shortlist'.
2. Group shortlists are scoped per job.
3. Click 'Share shortlist' to generate a tokenised link at `/shortlist/{token}`.
4. The link expires after 30 days and can be revoked anytime.

## 8. Active sourcing

Beyond inbound applications, you can proactively source from the Directory. Members opted into 'Open to opportunities' surface in source views.

1. Open a job → Source candidates.
2. Filter by sector, country, seniority, current employer.
3. Click a profile and 'Invite to apply' — they receive a personalised invitation.

## 9. CV handling

CVs are parsed on upload — text, skills, and experience are extracted and indexed. The original file is securely stored and shareable inside your team's workspace.

### TIPS

- Click 'CV actions' on any application to download the original or copy a signed share link.
- Parsed text is searchable across your inbox — use the search bar in `/recruiter/applications`.

## 10. Compliance & data handling

Candidate data is stored on Lovable Cloud under our DPA. You may only contact candidates about active roles you've posted. Bulk export and unsolicited outreach are prohibited.

### TIPS

- Candidate consent is captured at application time and re-confirmed on contact share.
- Delete an application from the detail view → the candidate's data is removed from your workspace within 24 hours.

## 11. Billing & invoices

Recruiter plans are billed monthly via Stripe. Invoices arrive by email and are also available in your Settings → Billing.

### Can I pause my recruiter seat?

Yes — email [support@themotorguild.com](mailto:support@themotorguild.com). We'll pause billing and preserve your pipeline data.

### How many jobs can I post?

Depends on plan. Standard = 3 active, Pro = 10 active, Enterprise = unlimited.

### Can multiple users share a recruiter seat?

No — seats are per-user. Add additional seats from `/recruiter/access`.

## 12. Getting help

Recruiter support: [support@themotorguild.com](mailto:support@themotorguild.com). We respond within one business day. For urgent live-hire issues, flag the email subject with [URGENT].

## 13. Worked example: hiring a Service Manager in Dubai

End-to-end view of how a typical hire moves through the recruiter pipeline. Numbers are illustrative.

**WORKED EXAMPLE****Service Manager — Dubai, premium German marque**

You are hiring a Service Manager for a Dubai dealer. Salary band AED 28–35k/month. You want a shortlist of 5 candidates within 10 days.

1. Day 0 — Post the job from /recruiter/jobs. Visible band, structured JD, cover letter required.
2. Day 0 — Click Find matching candidates. The AI returns 18 ranked profiles with reasoning.
3. Day 1 — Invite the top 8 directly; the role also collects inbound applications.
4. Day 1–5 — Inbound applications land in /recruiter/applications. You filter by score > 70 and review.
5. Day 6 — Move 5 strongest into a Shortlist. Generate a tokenised /shortlist/{token} link and send to the hiring manager.
6. Day 7–9 — Use in-app chat to coordinate interview times with shortlisted candidates.
7. Day 10 — Move two candidates to Interview, one to Offer, archive the rest with a polite decline.
8. Day 14 — Move the accepted candidate to Hired. Pipeline data is retained; CV remains in your workspace.

**Outcome.** Time to shortlist: 6 days. Time to hire: 14 days. Pipeline conversion documented for the hiring manager and stored against the role for future re-use.