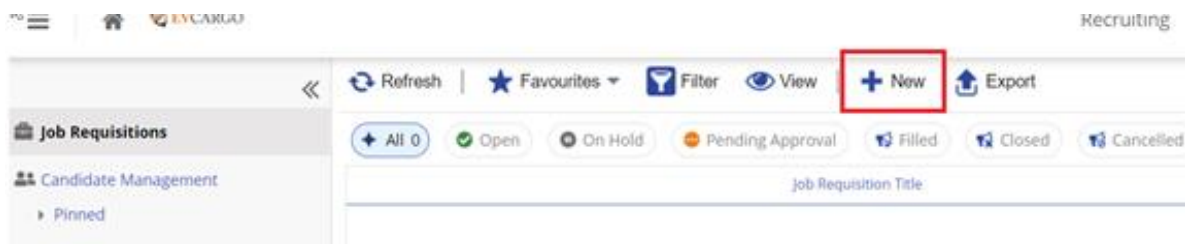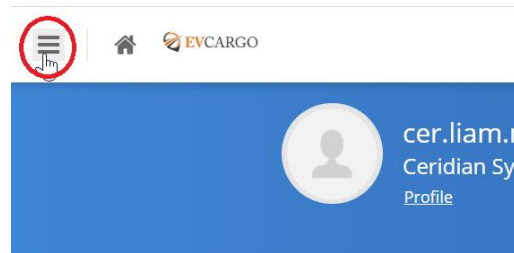# CREATING A JOB REC - PART 1

Follow the usual process for logging in and ensure to select the Manager Role when prompt. Once logged in click the main menu.

Once you have opened the main menu, select recruiting on the menu.

This will then open the below screen, click on 'new'

Where there are roles that need to be continually hired for (eg drvier) select 'Evergreen.'

Once you have completed all mandatory fields, click submit.