


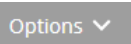



Hireserve Training Tip

How to grant Share Access

HMP Version 2.0 – October, 2021

1. Log in to [Hireserve Recruitment](#). Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. If necessary, clear the filter by clicking  > 
3. Select Job; click  >  > select **Share>Review** to grant search committee access.
 - o Select **Share>Trusted** to grant access to the person supporting the competition.
4. Enter the surname of the committee member in the **Select users:** box, then select name from the drop-down list, repeat until all committee members have been added. Click the **X** to remove a user. Click  .



Only select one Trusted Share per Job.