






Hireserve Training Tip

How to revoke 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 View **Share** > 
4. The Share Status column now shows Revoked for the specific user. Click the **X** to close.