



RIVAL RECRUIT ATS ADD-ON

USER GUIDE

RIVAL

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Welcome to Recruit ATS Add-on!

Rival Recruit ATS Add-on is designed for teams that already have an ATS and want to layer in AI-powered sourcing without disrupting their current workflows.

With ATS Add-on, you can:

- Run AI-powered searches across 700M+ public profiles
- Create and refine job descriptions with built-in AI support
- View and manage candidates in a centralized CRM
- Personalize outreach with AI-generated messaging
- Export candidates directly into your ATS
- Track pipeline performance with standard analytics
- Operate securely with SSO, SOC2 compliance, and localization support

Optional Full Recruit capabilities include Messaging & SMS, Talent Marketing, ATS Import, and Interview Scheduling.

Getting Started

To sign in to Rival Recruit ATS Add-on, go to your company's login page and enter your username and password. (Passwords are case sensitive). Users assigned to the **Hiring Manager** role will land on Recruit's [Task List](#) page.

- Locked out? After 5 failed attempts, you'll be timed out for 5 minutes. Use **Forgot password?** to reset access.
- To log out, click your avatar in the top-right corner and select **Log Out**. You'll be signed out automatically after 59 minutes of inactivity.
- To update your profile, language, or password, go to **My Account** under your avatar menu.

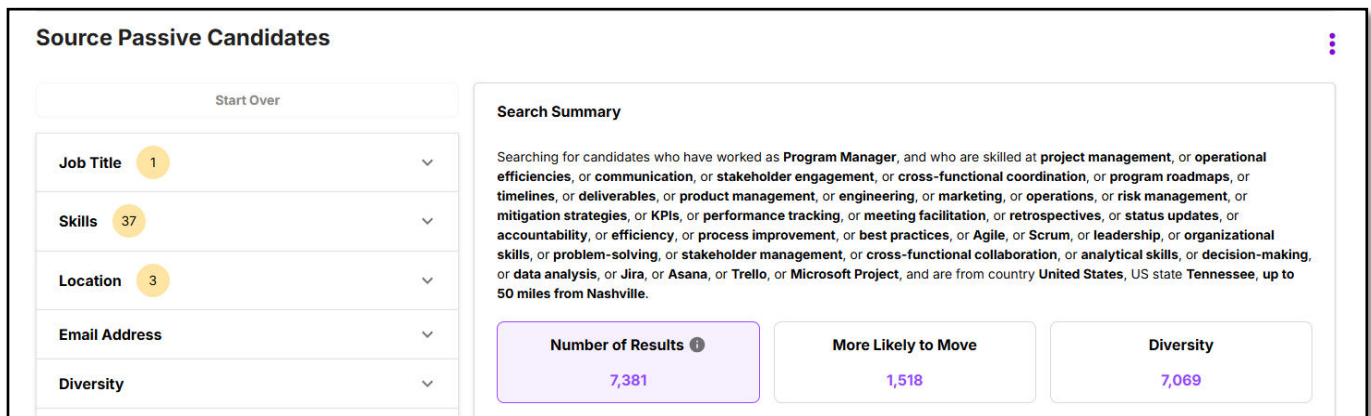
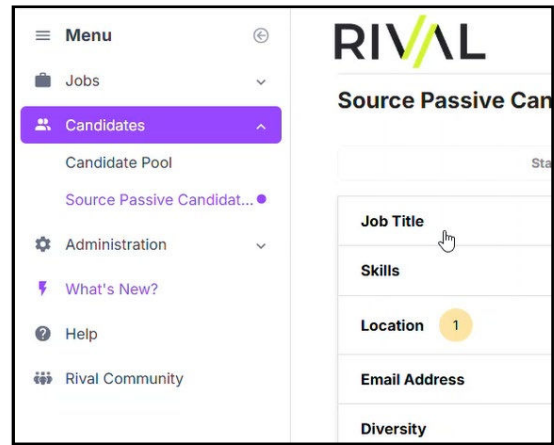
💡 Need help? Use the Rival Copilot in the bottom-right corner of any screen to ask questions and get quick answers from our Help Center.

Note: The Help Center includes features from Rival's full Recruit product, so some content may go beyond your current ATS Add-on setup.

Source and Export Candidates

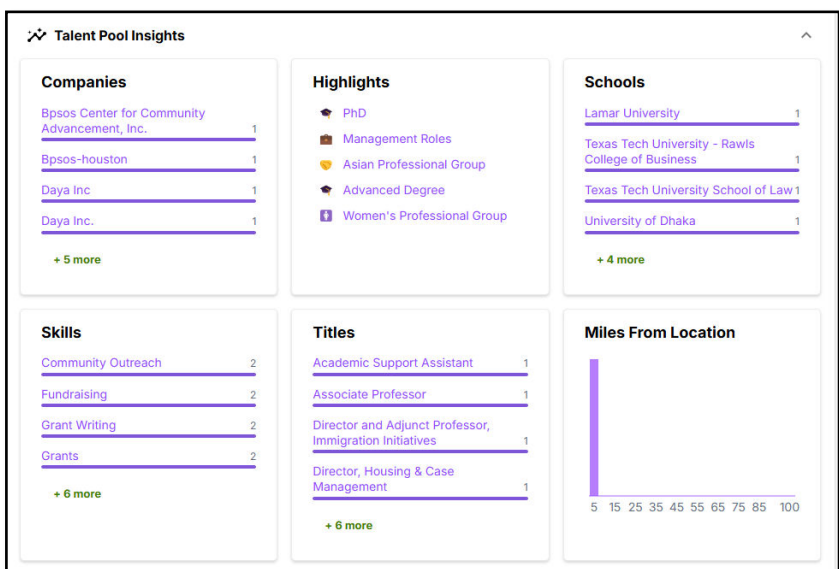
To begin sourcing passive candidates, go to Candidates > [Source Passive Candidates](#). Recruit's patented AI searches 700M+ public profiles and analyzes skills-based criteria to surface high-fit matches—based on capabilities, not just job titles.

Start your search by entering criteria directly into the [Source Passive Candidates search tool](#) (also accessible from a specific Job Posting Details page if jobs are imported into Recruit). Once filters are applied, results will appear in the **Search Summary** section, along with candidate profiles below.



Use [Talent Pool Insights](#) to:

- Prioritize outreach: View candidate volume, diversity indicators, and engagement trends to identify where your efforts will have the most impact.
- Refine results: Filter candidates by company, skills, years of experience, and more.
- Support DEI: Enable anonymization to reduce bias and meet compliance standards.



 +  =  AI and Talent Intelligence make sourcing faster, smarter, and more strategic.

Export to ATS

Once you've identified strong-fit candidates, you can export them directly into your ATS—no manual copy-pasting required.

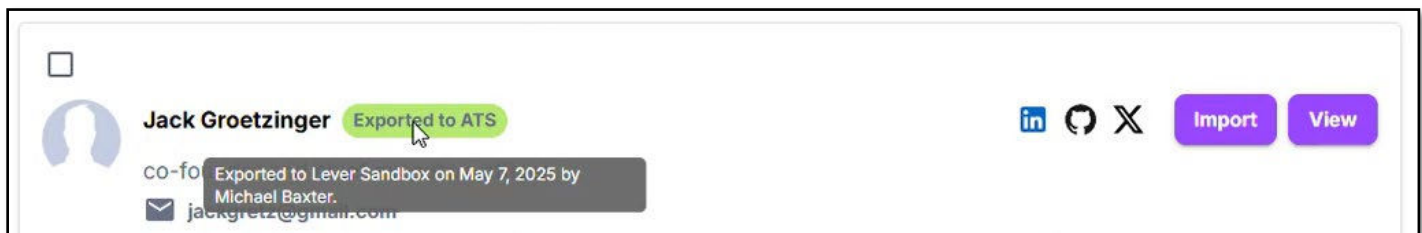
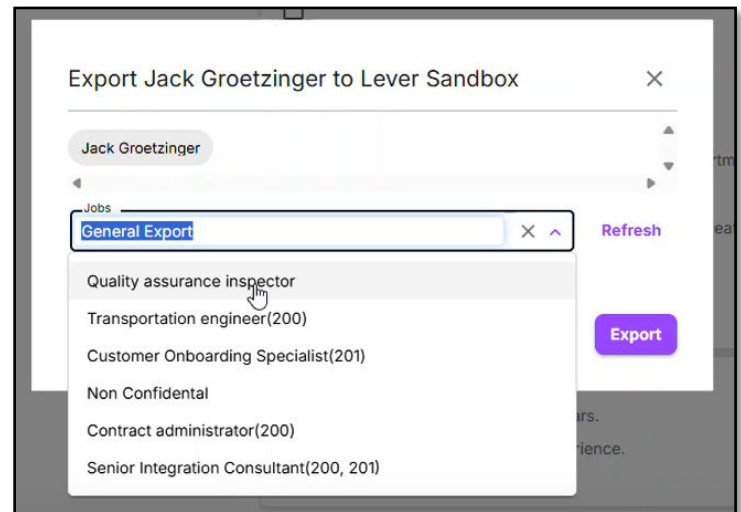
Each candidate card includes:

- **Import** – Adds the candidate to Recruit's internal CRM
- **Export** – Sends the candidate to your connected ATS

Currently, Recruit ATS Add-on supports export to the following systems: *Workday, Greenhouse, Lever*, and others (check with your admin for your specific setup).

To export a candidate:

1. Click **Export** on their profile.
2. Choose the job to associate with the export.
3. The candidate will be tagged **Exported to ATS**. Hover over the tag to see who exported them and when.



4. The **Export** button becomes **View**—click it to open the candidate record directly in your ATS and continue working seamlessly.

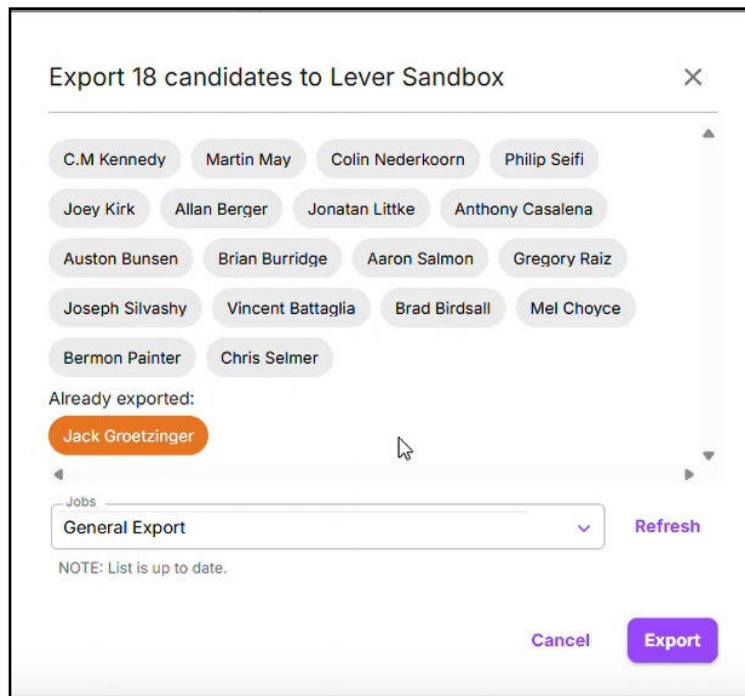
Bulk Export

To export multiple candidates at once:

- Use the checkbox at the top of the candidate list to select all or some results.
- Click **Export** and select a job.

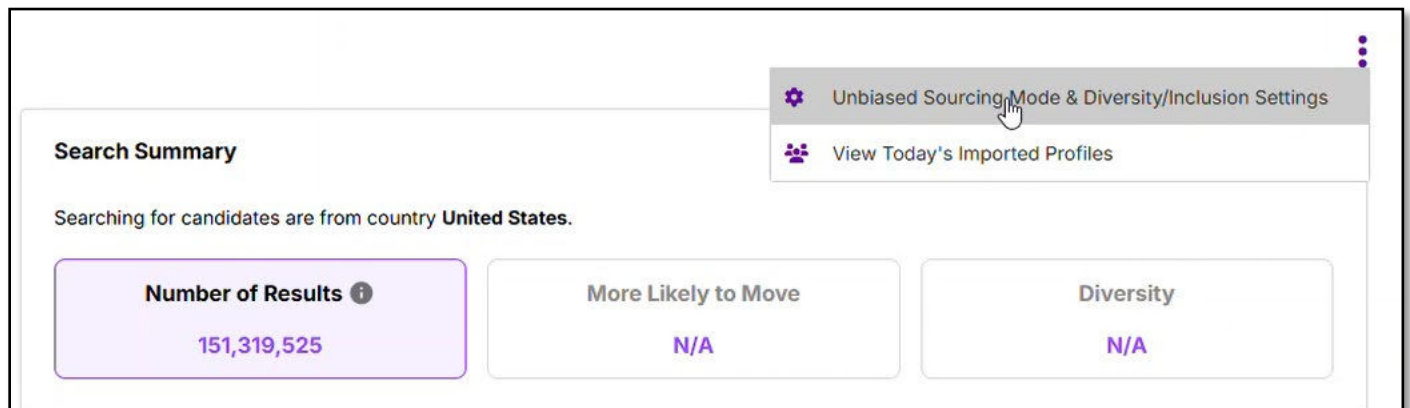


- A confirmation pop-up will show the selected names and flag any that were already exported.



Optional: Unbiased Sourcing Mode

In *Source Passive Candidates*, use the [Unbiased Sourcing Mode & Diversity/Inclusion Settings](#) in the upper-right to apply anonymization and DEI filters—ensuring compliance and minimizing bias during selection.



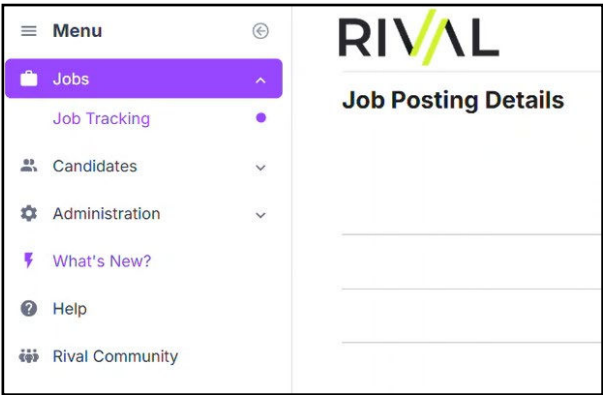
Create Jobs to Kickstart AI Sourcing

While Recruit ATS Add-on doesn't replace your existing ATS job postings, creating **Jobs** within Recruit makes it easier to begin sourcing qualified passive candidates.

When you start a sourcing search from a job in Recruit:

- The system automatically extracts skills from the job description and maps them into your search filters.
- This speeds up the sourcing process and improves the accuracy of AI-generated matches.

You can create a job manually or use a **Job Template** to prefill standard fields. **AI-powered job descriptions** can be generated and customized to reflect the role and ideal candidate profile.



Modify Job Description

Please note that once you click the Generate button, the process of creating the comprehensive Job Description, including the list of Required Skills and Required Experience, may take 60+ seconds.

Original Description

managers and IT infrastructure resources. Additional requirements for this opportunity include: a commitment to customer service; excellent interpersonal skills; proven project management skills; team organization and building skills, a strong background or knowledge of the information technology market; strong foundation in PMBOK and SDLC methodologies and proven experience delivering projects utilizing these principles and techniques; and excellent oral and written communications.

Essential Job Functions/Behaviors:

- Solid experience in strategic application of technology to the evolution of the business (products, services, efficiencies, etc.), including front end activities such as business process improvement business process mapping, logical systems design, object oriented design, etc.
- Ability to exhibit substantial leadership competencies
- Strong written and oral communication skills; Excellent listening and questioning skills
- Adept at conducting research into

AI Description

expected to conduct project checkpoints and create recommendations reports to

Required Skills:

- Comprehensive knowledge and understanding of PMI/PMBOK and SDLC processes and standards (PMP certification through PMI is preferred)
- At least 5-7 years of experience managing and delivering full lifecycle technology solutions
- Direct work experience in a project management capacity working with I.T. software development projects including all aspects of process

Generate

Job Templates

Show only active Job Templates

Displaying 51 to 75 of 75 records found.

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

View all Templates

Template Name	Client Code	Job Postings	Active
Project Manager	0000000032	4	Yes
Public Affairs Coordinator	AirswiftPublicAffairs	1	Yes
Public Cloud Team Lead	NTTPublicCloud	1	Yes
Public Relations Manager	0001111PR	1	Yes
Randstad - HR Generalist (Non-U.S.)	0000000048	0	Yes

Keep Original Description

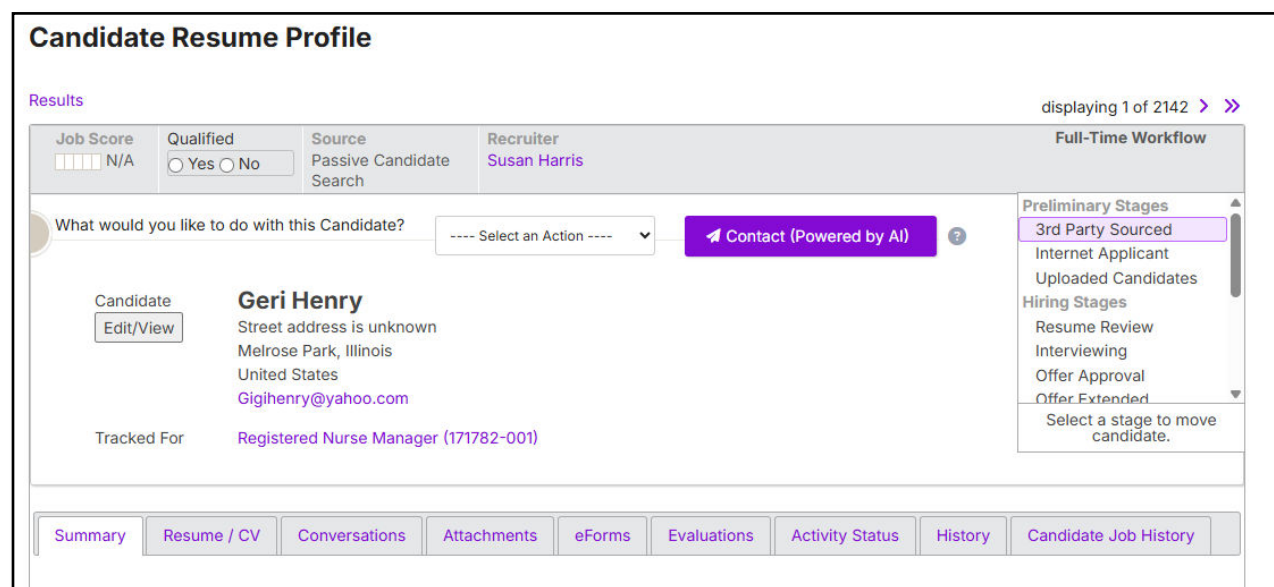
Use AI Description

View and Manage Candidates (CRM)

If you choose to import sourced candidates into Recruit ATS Add-on, the **Candidate Pool** gives Hiring Managers a centralized place to review profiles, add tags, and leave comments.



Each candidate has a dedicated [Candidate Resume Profile](#), where you can view resumes, comments, and past conversations. Click '[Contact \(Powered by AI\)](#)' to generate a personalized outreach message based on the candidate's profile and your job description.



Analytics and Insights

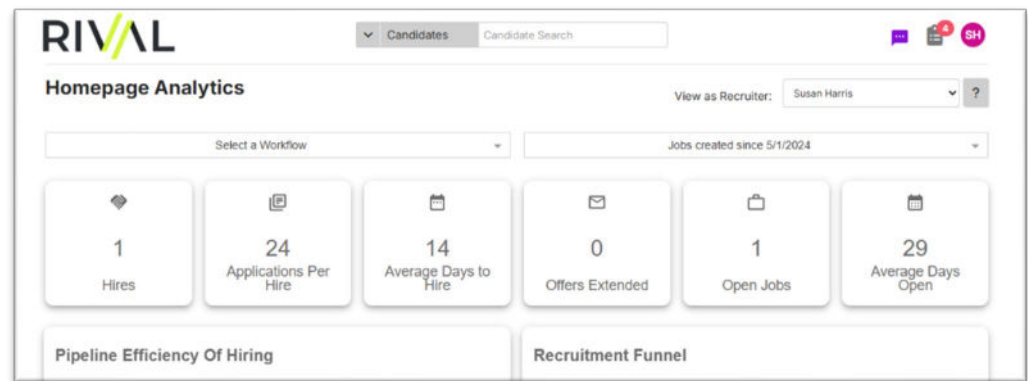
Hiring Managers can access high-level analytics from Reporting & Analytics > [Homepage Analytics](#), which offers a visual overview of sourcing activity and pipeline performance. Use this dashboard to track key metrics like:

- Searches run and candidates sourced
- Movement through the hiring funnel
- Cycle time and efficiency trends

The [Standard Reports](#)

section provides more detailed data on job performance and

candidate flow. You can filter by date range, job, or recruiter, and schedule reports for delivery to relevant stakeholders.



Note: Advanced dashboards (e.g. Hiring Insights via Looker Explore) are available with Full Recruit.

Keep Exploring

This guide introduced the core workflows in Rival Recruit: creating jobs, sourcing passive candidates, managing pipelines, and exporting to your ATS—all from one streamlined system.

As your hiring strategy evolves, Rival's *Full Recruit* capabilities offer even more power:

- **Conversational Messaging & SMS** for direct, real-time engagement
- **Talent Marketing** tools like career sites, landing pages, and lead capture forms
- **ATS Import** to centralize existing pipelines
- **Interview Scheduling** to streamline coordination
- **Hiring Insights** for advanced analytics, powered by Looker Explore

And with enterprise-grade infrastructure, Rival supports:

- **SSO, SOC2, and role-based access**
- **Anonymization tools** to support DEI and privacy
- **GDPR-compliant workflows**

We're continuously evolving with AI-driven outreach, intelligent matching, and workflow automation—so your tools stay as agile as your goals.

Need Help or Want to Go Deeper?

We're here to help.

- Rival Community: <https://www.rivalcommunity.com> (Email support@rival-hr.com for access.)
- Full product documentation: <https://srt-recruiting-help.silkroad.com/>