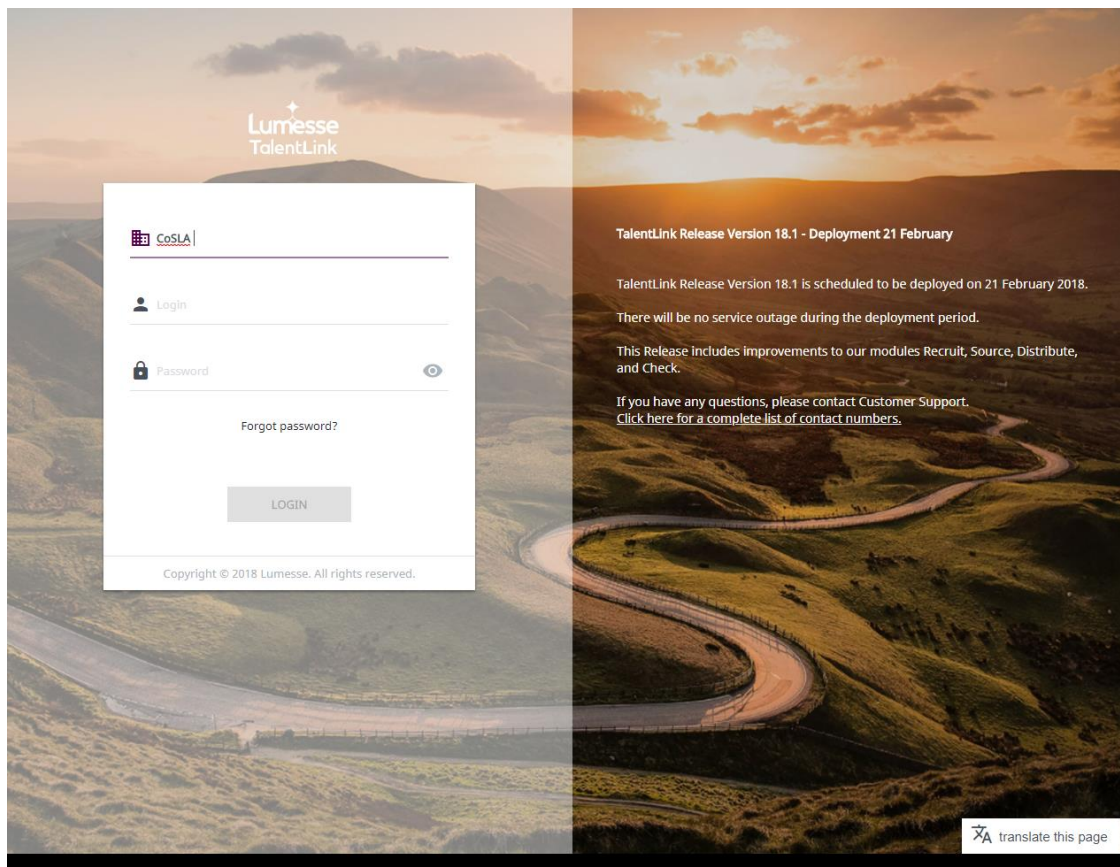# Talentlink User Guide for Managers

This guidance covers how to get started with Talentlink. There is separate guidance available for each step of the way from viewing applications received and how to progress candidates through the recruitment process from shortlisting to offer stage.

Getting started

If you've never been given access to the recruitment portal before, please contact the Recruitment Team at recruitment@pkc.gov.uk or telephone 75555 (option 1) so they can arrange access for you.

- Open Talentlink in your browser at **https://emea5.lumessetalentlink.com**
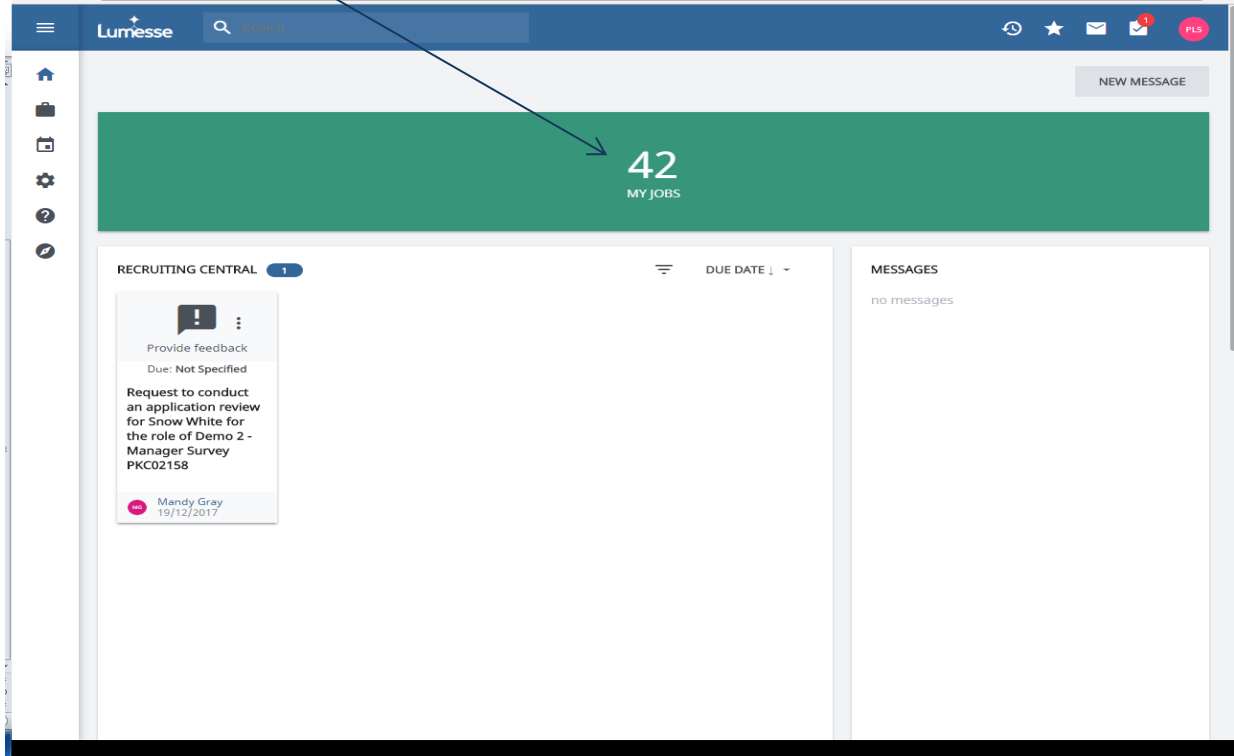- Enter your username and password.

Talentlink User Guide for Managers

This will take you to your Manager Workspace where you can access all the vacancies and candidates that are assigned to you as the Recruiting Manager.

Click on My Jobs to see a list of your jobs: