

# User Guide: Digital Headhunter

## Introduction

Introducing Hiredly's latest feature to help you recruit better candidates, faster and cheaper!

Bob, the Digital Headhunter is designed to find suitable talents for your role. Instead of waiting for applications, Bob proactively scans our database of 1.3 million profiles to identify the best matches and invites them to apply to your job instantly.

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## In this guide, we'll walk you through:

### 1. Buying a Digital Headhunter Assignment

How to buy a Digital Headhunter assignment on the Employer Dashboard to activate the feature.

### 2. Using the Digital Headhunter Feature

How to activate the Digital Headhunter for your job post.

### 3. Monitoring Your Assignment Progress

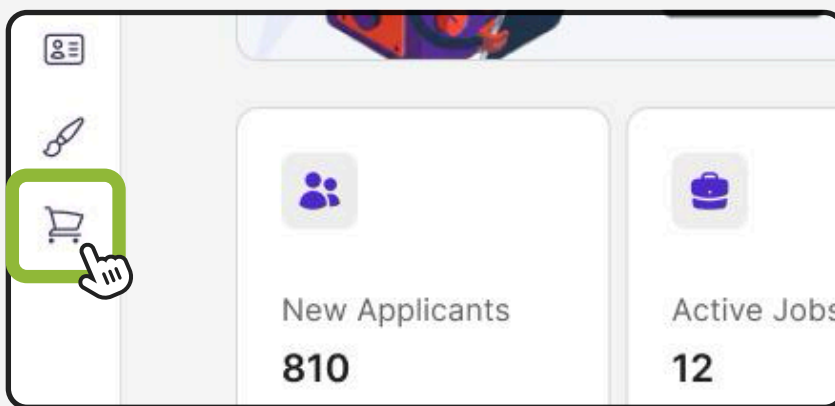
View your Assignment Progress in real-time.

### 4. Assignment Completion

What happens once an assignment is finished.

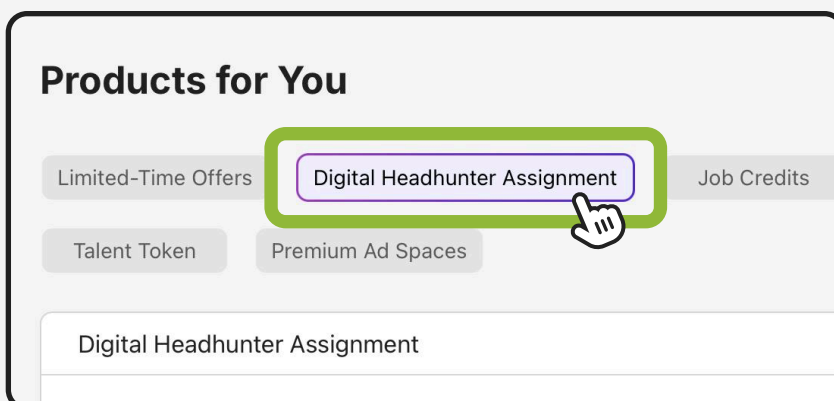
# Buying a Digital Headhunter Assignment

Before you can activate the Digital Headhunter on your job post, you need to have an available Assignment to activate the feature. Here is how you can purchase one directly from your dashboard.



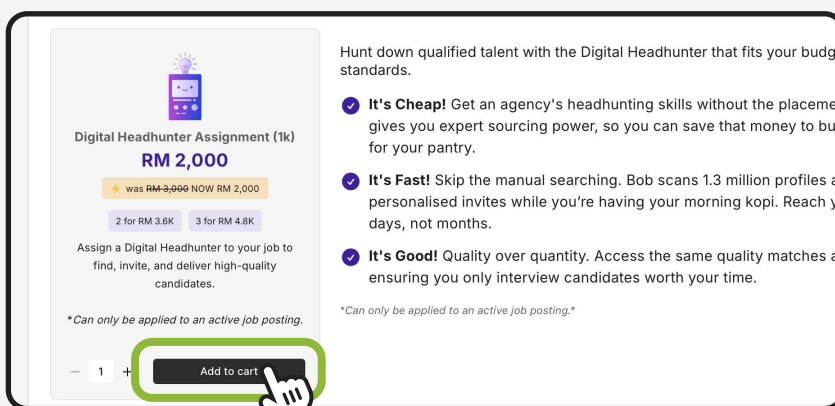
## Step 1

Click the shopping cart icon on your sidebar to open the **Products page**.



## Step 2

Look for the '**Digital Headhunter Assignment**' tab.



## Step 3

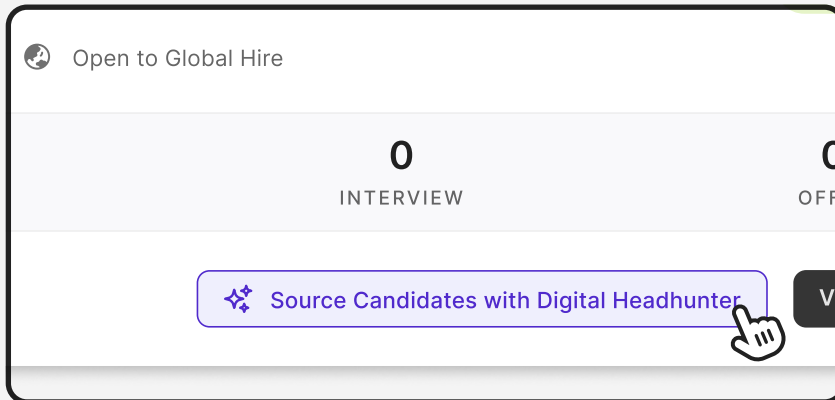
Select the number of assignments you need and click '**Add to cart**'.

*\*the more you buy, the cheaper it gets!*

For further enquiries, please email [employer@hiredly.com](mailto:employer@hiredly.com) or call +603 2771 0141.

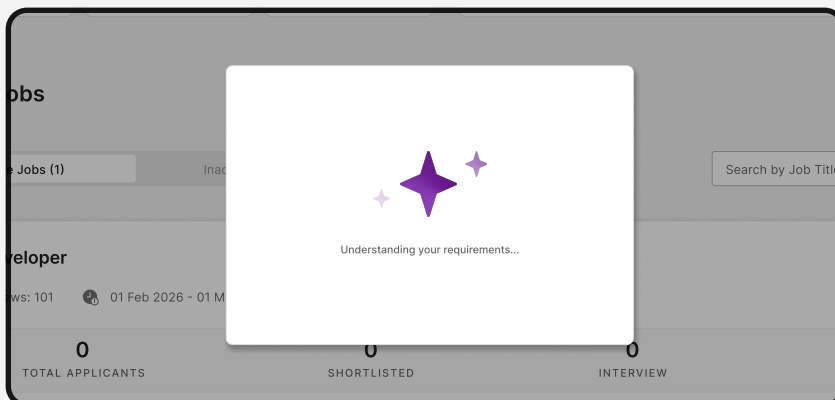
# How to use the Digital Headhunter feature

Once you have an available assignment ready, activating the Digital Headhunter feature on your job post takes just a few clicks.



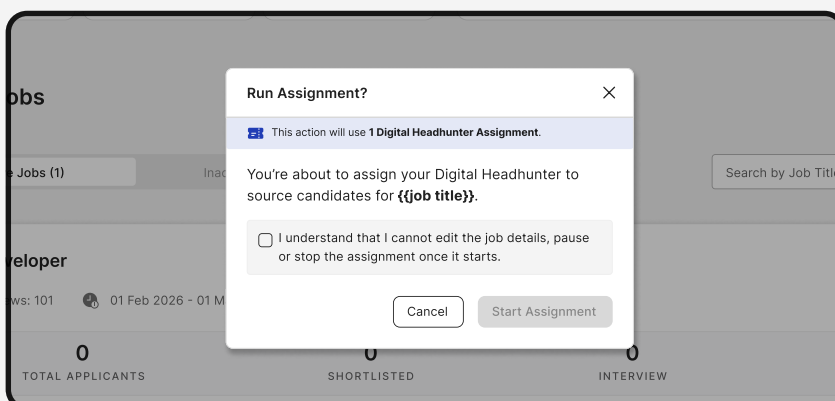
## Step 1

On your job card, click '**Source Candidates with Digital Headhunter**'



## Step 2

Bob will quickly analyse your job requirements

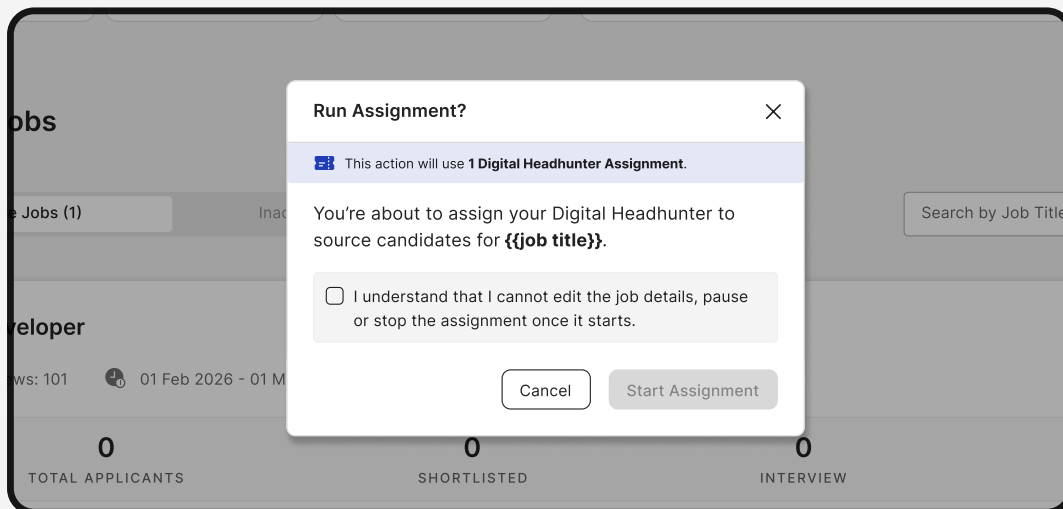


## Step 3

Tick the box to confirm you understand the assignment terms and click '**Start Assignment**'.

# Confirming Your Assignment

Before you launch, please review the conditions of your Digital Headhunter assignment to ensure everything is set up correctly.



## What does this mean?

Once you click '**Start Assignment**', Bob begins the automated outreach process immediately. To maintain the integrity of the matching process, the following restrictions apply:

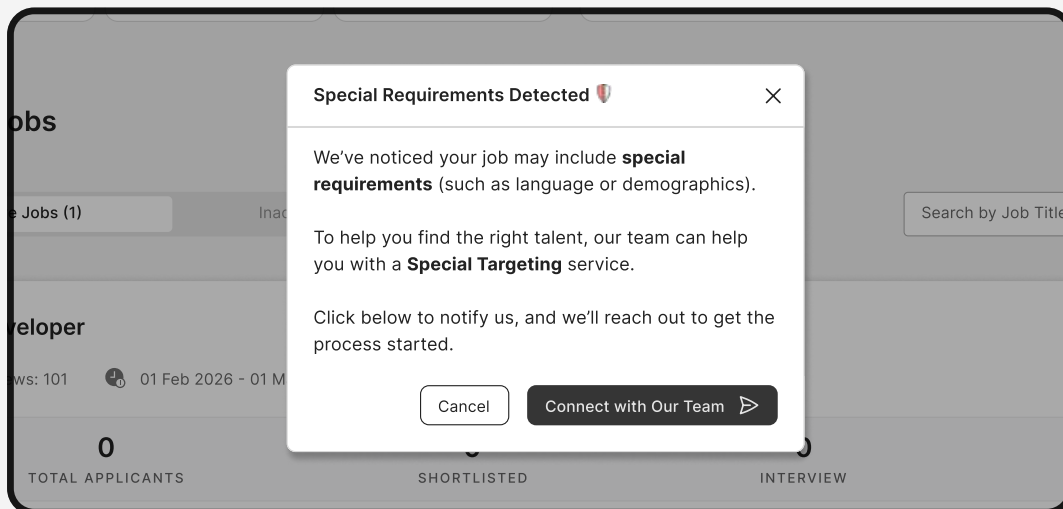
- **Locked Job Details:** You are unable to change any details of your job post while the assignment is active.
- **No Pausing:** You cannot pause or stop the assignment once it has started.

## Ready to start?

If you are comfortable with these conditions, simply check the confirmation box and click **Start Assignment** to begin sourcing!

## Special Case – Special Requirements

Sometimes, your job post may include specific language or demographic requirements that need a more hands-on approach.



### What does this mean?

Currently, the Digital Headhunter is designed for broad-market automated sourcing. To ensure compliance and the best possible results, we do not allow this feature to run for roles with these specific "Special Requirements."

### Our Solution

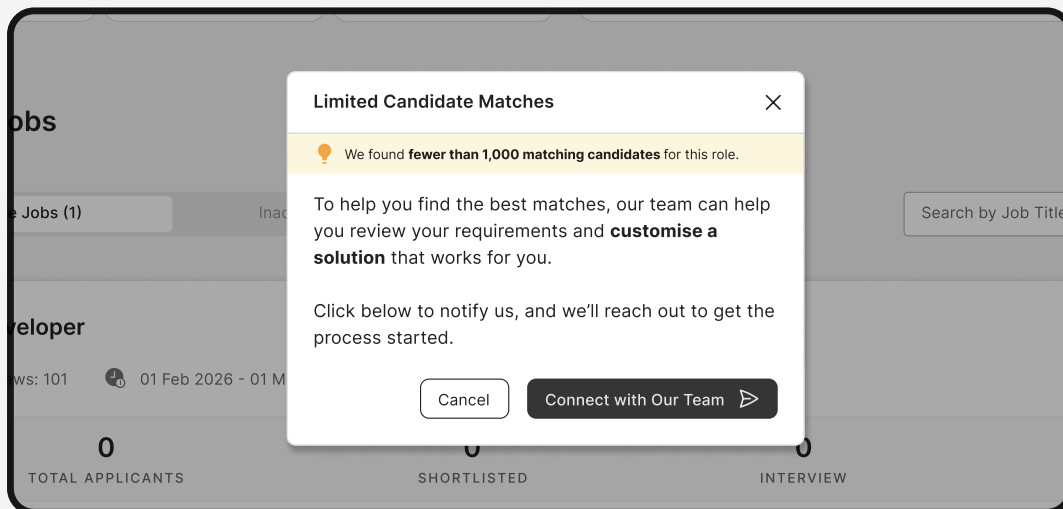
We can still help you find the right talent! We offer a **Special Targeting** service handled by our expert team.

Click the **Connect with Our Team** button. This sends an automatic request to our team, who will reach out to provide an alternative solution for your hiring needs.

For further enquiries, please email [employer@hiredly.com](mailto:employer@hiredly.com) or call +603 2771 0141.

## Special Case — Low Candidate Matches

If your role is highly unique or niche, Bob may find a smaller pool of matching candidates.



### What does this mean?

Currently, the Digital Headhunter is designed for broad-market automated sourcing. We want to make sure you get the most out of your assignment. Starting now might result in fewer invitations than you've paid for.

### Our Solution

Our team can review your requirements and help you customise a solution.

Click the **Connect with Our Team** button. This sends an automatic request to our team, who will reach out to provide an alternative solution for your hiring needs.

# Monitoring Your Assignment Progress

Once you've started an assignment, you can check in on Bob's progress at any time to see how many invitations have been sent and who is interested in your job.

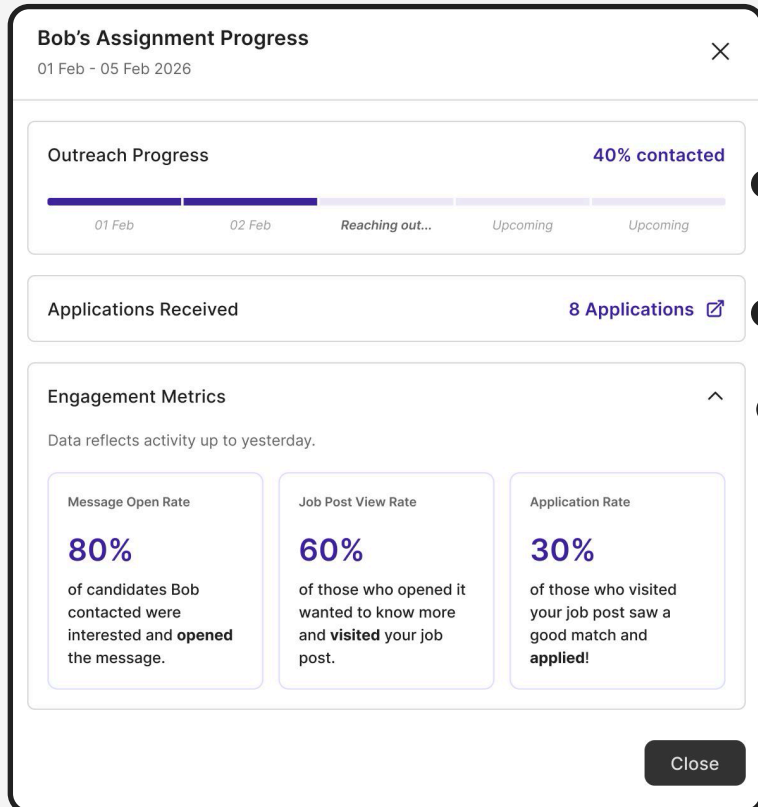
The screenshot displays the Hiredly dashboard interface. At the top, there are three summary cards: 'New Applicants' (0), 'Active Jobs' (0), and 'Hired' (0). Below this is the 'Manage Jobs' section, which includes a 'Post New Job' button and a search bar for 'Search by Job Title'. A filter bar shows 'Active Jobs (1)', 'Inactive Jobs (0)', and 'All Jobs (0)'. The main job card is for 'Web Developer', which is currently 'Active'. It shows 'Job Views: 101' and a date range of '01 Feb 2026 - 01 March 2026'. The job is categorized as 'Full-time' and 'Open to Global Hire'. A progress bar at the bottom of the job card shows: 'TOTAL APPLICANTS: 20', 'SHORTLISTED: 0', 'INTERVIEW: 0', and 'OFFER: 0'. A 'Boost Your Job' button is on the left, and 'View Assignment Progress' and 'View Applicants' buttons are on the right. A green box highlights the 'View Assignment Progress' button, with a hand icon pointing to it.

## How to see your updates

- **Find your job post:** Scroll to the job you want to check on.
- **Click for details:** Tap the '**View Assignment Progress**' button found at the bottom of that job's section.
- **See the results** →

# Checking Your Results

Take a quick look at the progress window to see how your search is going and how candidates are responding to your job.



The screenshot displays the 'Bob's Assignment Progress' window, which includes the following sections:

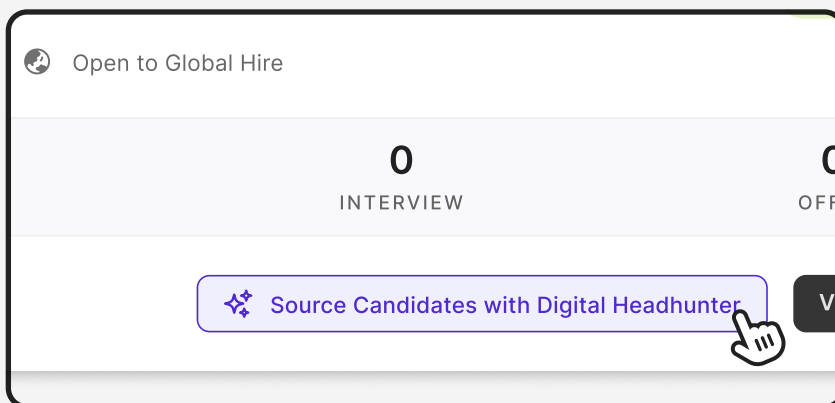
- Outreach Progress:** A progress bar showing 40% contacted. The timeline includes 01 Feb, 02 Feb, Reaching out..., Upcoming, and Upcoming.
- Applications Received:** 8 Applications.
- Engagement Metrics:** Data reflects activity up to yesterday.
  - Message Open Rate:** 80% of candidates Bob contacted were interested and opened the message.
  - Job Post View Rate:** 60% of those who opened it wanted to know more and visited your job post.
  - Application Rate:** 30% of those who visited your job post saw a good match and applied!

Annotations on the right side of the screenshot:

- Outreach Progress:** Check how far Bob has gone in sending out the 1,000 invitations.
- Interested Candidates:** See the list of candidates who already applied
- How people are responding:** See the percentage of people who opened the invite, viewed the job, and eventually applied.

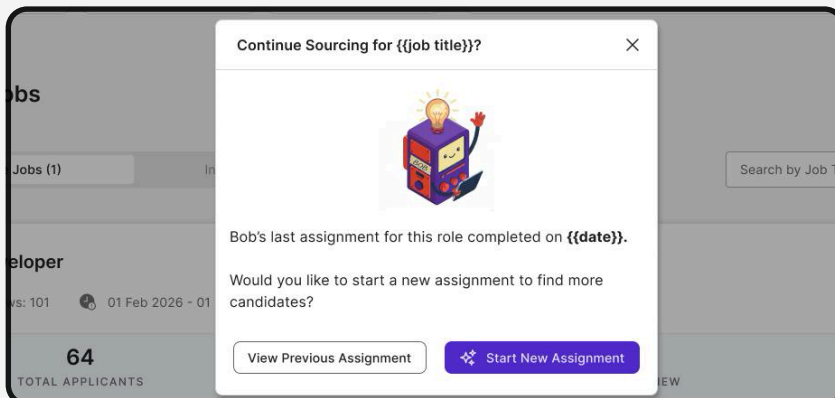
# Your Assignment is Complete— What's Next?

Bob has finished sending out all 1,000 invitations for this assignment, you can decide if you've found the right person or if you want to keep looking.



## Step 1

On your job card, the button will revert to '**Source Candidates with Digital Headhunter**'



## Step 2

A window will appear showing you when your last search was completed. You have two options to move forward:

- **View Previous Assignment:** See how well your last search performed. You can still review any new applications that continue to come in even Bob finishes reaching out to the candidates.
- **Start New Assignment:** If you haven't found the perfect hire yet, you can begin a fresh search. This will have Bob invite another 1,000 qualified candidates to apply for your role.

# Frequently Asked Questions (FAQs)

Find answers to common questions related to the **Digital Headhunter**.

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## 1. Is my reputation at risk if the Digital Headhunter makes a mistake or sends incorrect information?

We have designed the Digital Headhunter to **completely mitigate risk to your brand**. First, the Digital Headhunter operates entirely under Hiredly's name and domain, acting as a third-party recruiter. Second, the Digital Headhunter is strictly "grounded" in the facts of your Job Description— it cannot invent salaries or job requirements that you haven't provided. **If any friction were to occur, it reflects on Hiredly, not you.**

## 2. Will this look like spam to the candidates?

**No.** Candidates view "spam" as irrelevant, generic blasts. Our Digital Headhunter prevents this perception by being highly specific. It only contacts candidates who are a verified match, and the email body details exactly why their specific experience fits the role. This personalisation shifts the context from "marketing spam" to "headhunting."

## 3. Is the candidate aware this is an automated outreach?

**Yes.** We prioritise transparency. The emails are signed off by "**Bob**," who explicitly introduces himself as a **Digital Headhunter**. The message explains that Bob has analysed their profile and found a match with your job description. This ensures the candidate understands they are interacting with an intelligent assistant, but the experience feels professional, relevant, and helpful rather than "robotic" or deceptive.

For further enquiries, please email [employer@hiredly.com](mailto:employer@hiredly.com) or call +603 2771 0141.

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## 4. What is the outreach volume and sending schedule?

- We maintain a professional cadence to respect candidate boundaries.
- **Total Reach:** We target **1,000 relevant candidates** per job.
- **Daily Pace:** Emails are sent at a rate of **200 per day**.
- **Schedule:** Outreach runs for **5 consecutive days**, including weekends.

## 5. Can I split the 1,000 personalised outreach across multiple different job roles?

The 1,000-personalised outreach allocation is strictly designed for a single job. This concentration allows the Digital Headhunter to effectively exhaust the talent pool for that specific position, ensuring you get the best possible results for that role rather than diluting the effort across several jobs.

## 6. How do I identify which applicants came from the Digital Headhunter?

We provide full attribution for your reporting. Any candidate who applies via the Digital Headhunter's invitation will be automatically tagged in your dashboard. This allows you to easily track the source of your hires and measure the success of the campaign.

## 7. Can I use the Digital Headhunter without posting a job?

**Not just yet.** For now, the Digital Headhunter needs the details from an active job post to know exactly who to look for. Once you've posted your role, you'll see the Digital Headhunter option appear on your job, ready to help you find the right match.