



Kortivity Work Flow Chart

What do you need to know how to do?

Every Sci.bio team member who uses Kortivity for any reason should familiarize themselves with the basic functions on the home page and understand how to navigate the system, filter screens, hide/show information, and search for people and companies.

Beyond that, different functions may use Kortivity features differently depending on how they spend their day-to-day serving the company. The following list is not exhaustive, but should provide some guidance on the sections of the guide and features of the system you should be most comfortable using.

Recruiter

- Add a Job and job features
- Open Reqs
- Moving candidate through the process
- Planner
- How to Hire
- Contractor Tab

Sourcer

- Talent Pools
- Open Reqs
- Add a Person/Candidate

Business Development

- Add a Client
- Add a Person
- Talent Pools
- Marketing Outreach and Campaigns
- Deals Tab
- Contractor Tab
- Planner