[**https://www.cybrosys.com/blog/an-overview-of-recruiting-employees-with-odoo-16-recruitment-app**](https://www.cybrosys.com/blog/an-overview-of-recruiting-employees-with-odoo-16-recruitment-app)

**Step 1: Installation and Access**

1. Ensure you have Odoo 16 installed on your server or local machine.
2. Log in to your Odoo instance as an administrator.

**Step 2: Enable Recruitment Module**

1. Go to the "Apps" module.
2. In the search bar, type "Recruitment" and install the "Recruitment" module if it's not already installed.

**Step 3: Configure Company Information**

1. **Access the Settings Module**:
   * Log in to your Odoo 16 instance with administrator privileges.
   * Once logged in, you'll see a sidebar on the left that provides access to various Odoo modules and features. Locate and click on the "Settings" module. This module is often represented by a gear or wrench icon.
   * Clicking on the "Settings" module will open a configuration page where you can make various settings related to your Odoo instance.
2. **Company Information Configuration**:
   * After entering the "Settings" module, you will be able to configure your company's information. This includes essential details that will be used in various documents and communications within your Odoo instance.
   * Here's how to configure your company information:

a. **General Information**: Fill in your company's general information, including:

* + - **Company Name**: Enter your company's official name.
    - **Logo**: You can upload your company's logo by clicking on the "Upload" button and selecting the image file from your local storage. This logo will appear on documents and reports generated in Odoo.
    - **Email**: Specify the primary email address for your company.
    - **Phone**: Enter your company's contact phone number.
    - **Mobile**: Provide the mobile number if applicable.
    - **Website**: Enter your company's website URL.

b. **Address Information**: Add your company's address, which is essential for generating location-based documents.

* + - **Street**: Input your company's street address.
    - **Street 2**: If necessary, add a second line for the street address.
    - **City**: Specify the city where your company is located.
    - **Zip**: Enter the postal or ZIP code for your area.
    - **State**: Indicate the state or region.
    - **Country**: Select your country from a drop-down menu.

1. **Save Changes**:
   * After filling in or updating your company information, make sure to save the changes. You can usually find a "Save" or "Apply" button at the bottom of the page.
2. **Review and Verify**:
   * Double-check the information you've entered to ensure accuracy. This information will be used for various purposes within Odoo, such as on invoices, sales orders, and other documents.
3. **Logo Considerations**:
   * The logo you upload will be displayed on various documents and reports generated by Odoo, so choose a logo that represents your company appropriately.
4. **Additional Settings**:
   * Depending on your organization's needs, you may find other settings and configurations within the "Settings" module. Explore these settings to tailor Odoo to your specific requirements.

**Step 4: Create Job Positions**

1. **Access the Recruitment Module**:
   * To create job positions in Odoo, you should start by accessing the "Recruitment" module. Log in to your Odoo 16 instance and navigate to the "Recruitment" module in the sidebar. The module may be represented by an icon featuring a briefcase or job vacancy symbol.
2. **Open the Job Positions Configuration**:
   * Within the "Recruitment" module, you will typically find a menu item or tab labeled "Job Positions" or something similar. Click on this menu item to open the job positions configuration page.
3. **Create a New Job Position**:
   * On the job positions configuration page, you'll see a list of existing job positions if any have been created. To create a new job position, locate and click on a button or link that says "Create" or "New."
4. **Fill in Job Position Details**:
   * When creating a new job position, you will be presented with a form to fill in the details. Provide the following information:

a. **Job Title**: Enter the title of the job position. This should be a clear and concise job title that describes the role.

b. **Department**: Specify the department or division within your organization to which this job position belongs. This helps in categorizing and organizing positions.

c. **Tags**: You can assign tags to job positions to make it easier to filter and search for them. For example, you might use tags like "Marketing," "Sales," or "Engineering" to categorize positions by department or category.

d. **Expected Employees**: Indicate the number of employees you plan to hire for this position.

e. **Website URL**: If your company has a dedicated web page for this job position, you can enter the URL here.

f. **Internal Job Position**: This option specifies whether the job position is for internal (current employees) or external (outside applicants) hiring.

g. **Active**: Check this box if the job position is currently active and open for applications.

h. **Description**: Provide a detailed description of the job position. This should include responsibilities, qualifications, skills required, and any other relevant information for potential applicants.

1. **Save the Job Position**:
   * After entering all the necessary details, save the job position by clicking a "Save" or "Create" button at the bottom of the form.
2. **Review and Edit**:
   * Double-check the information you've entered to ensure accuracy. You can also go back and edit job positions if needed.
3. **Repeat for Additional Positions**:
   * If you have multiple job positions to create, repeat this process for each one.
4. **Customization**:
   * Depending on your organization's needs, you may have additional custom fields or configurations related to job positions. Explore these options to tailor Odoo to your specific requirements.

**Step 5: Creating a New Applicant:**

1. **Access the Recruitment Module**:
   * Log in to your Odoo instance and navigate to the "Recruitment" module in the sidebar. This module is typically represented by an icon featuring a briefcase or job vacancy symbol.
2. **Open the Job Offer Page**:
   * Within the "Recruitment" module, find and click on the specific job offer for which you want to create a new applicant. This is where you'll manage applicants for that position.
3. **Create a New Applicant**:
   * On the job offer page, you should find an option to add a new applicant. Depending on your Odoo configuration, this might be a button labeled "Create" or "New Applicant."
4. **Enter Applicant Details**:
   * In the applicant creation form, provide the following information for the new applicant:
     + **Name**: Enter the full name of the applicant.
     + **Contact Information**: Include the applicant's contact details, such as email, phone number, and address.
     + **Application Information**: Include relevant information, such as the source of the application (e.g., job board, company website), application date, and any specific notes.
5. **Resume and Documents**:
   * Attach the applicant's resume or CV to their profile, typically by uploading the document to the application form.
6. **Additional Information**:
   * Depending on your organization's requirements and Odoo configuration, you might have custom fields to capture additional information, such as education, experience, or skills. Ensure that these are filled in accurately.
7. **Save the Applicant**:
   * After entering the applicant's details, save the applicant's profile by clicking a "Save" or "Create" button at the bottom of the form.
8. **Review and Verify**:
   * Double-check the information you've entered to ensure accuracy and completeness.
9. **Applicant Status**:
   * You may want to set the initial status of the applicant based on your recruitment process (e.g., "New," "In Progress," "Interviewed," etc.).
10. **Custom Fields and Stages**:
    * Depending on your Odoo configuration, you may have additional custom fields, recruitment stages, or other data points to capture during the applicant creation process.
11. **Notifications and Workflow**:
    * Odoo can be configured to trigger notifications, reminders, and workflows based on the applicant's status or other criteria. Customize these settings according to your recruitment process.