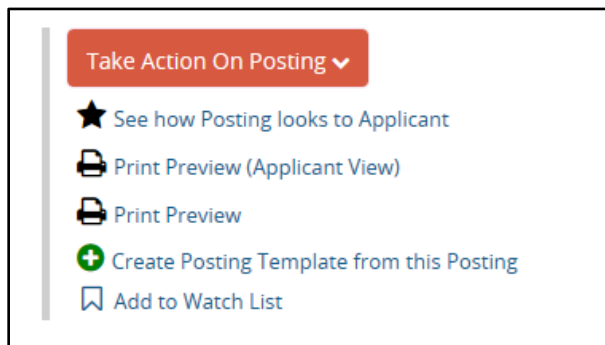


Take Action on Applicants

As you are reviewing your candidates, you can begin to refine your hiring pool by taking action on each candidate and assigning them a new status. To assign a new status, click on the orange **Take Action** box to review statuses options.

If you are not selecting an applicant, you will be required to select a reason for their non-selection (reasons for non-selection are in a pre-populated drop down box)

IMPORTANT: If you are unsure as to whether an applicant should continue forward in the process, leave them as **Under Review** or move them to **Further Review** so an automatic declination email is not issued.



Click on **Applicant Review** to return to your list of applicants.



Review all your applicants and place each into the most appropriate category (**Not Interviewed/Not Hired, Further Review or Interview**). As you move Applicants through each portion of the process, continue to use the orange **Take Action** button. As you move the applicants through the hiring process, you will see that your options at each stage for their status change. Please select the best reason for non-selection of applicants once they move further through the review and/or interview process.

Once you have selected your candidate pool – those in the **Interview** status – contact your designated HR Service Partner to set up interviews.

