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