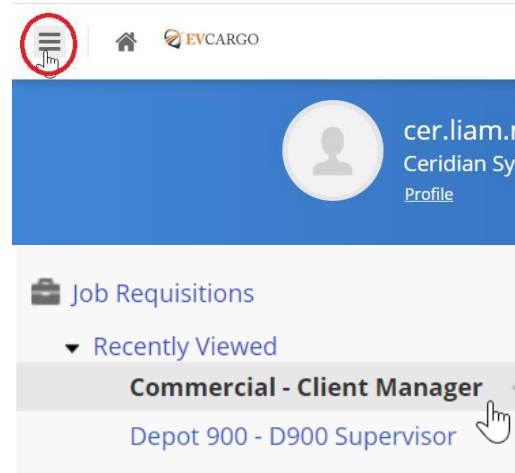


CHANGING STATUS OF A CANDIDATE

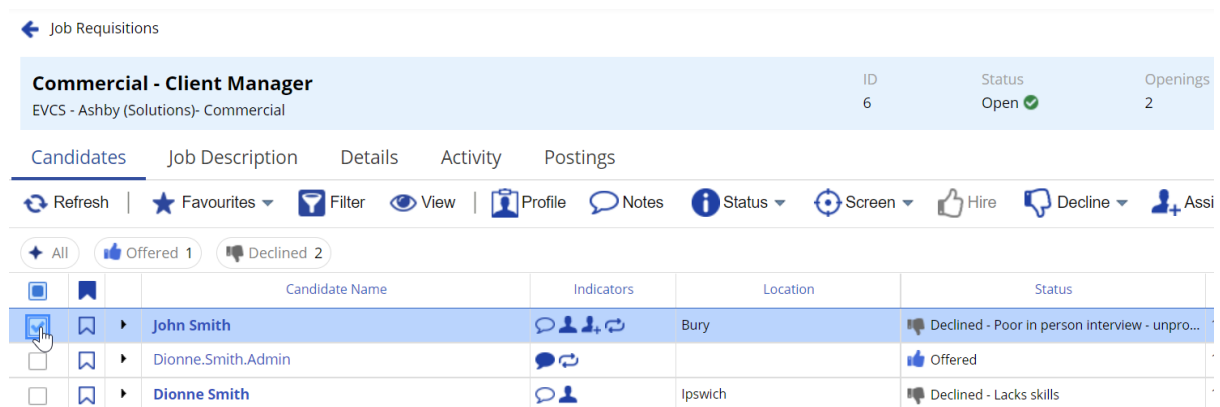
Follow the usual process for logging in and ensure to select the Manager Role when prompt. Once logged in click the main menu.

Once you have opened the main menu, select recruiting on the menu.

Select the job requisition you wish to review applications on.



Once on the candidates tab, select the tick box of the candidate you would like to update the status of.



Click Status and select the relevant status.

If 1st or 2nd Interview is selected, this will then send a notification to the Resourcing Mailbox to advise which candidate the interview needs to be arranged for.

