



## Quick Reference Guide – Manage Applicants

### What you need to do

#### Applicant details

Use the Actions drop-down list to perform actions related to this applicant. This includes controlling the applicant (viewing the applicant's account), editing the applicant's personal details (such as address), and resetting the applicant's password.

Use the checkboxes to make screening decisions as you review the applicant card.

Use the up and down arrows to scroll between applicant cards.

### What you will see

#### Applicant flags

Click Edit to activate or deactivate flags for the applicant. Flags are used to highlight information about the applicant, e.g. 'On working Visa'.

#### Applications

Any current and previous job applications will be listed, with the submitted date, job number and job title.

Use the Job information button to view a snapshot of the job details. Click the Job title to navigate to the job card.

The applicant's current status is displayed. Click the applicant's status to update it.

Click the Actions dropdown menu to perform an action related to a particular application (e.g. adding a note, uploading a document).

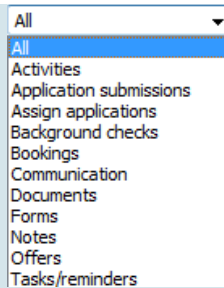
#### Applicant history

Applicant history is a record of all activity for the applicant. This includes notes you have added, forms you have completed (if applicable), and any e-mails sent to the applicant.

You can filter applicant history to view the aspect of the applicant's history that is important to you. For example,

you may need to see all e-mails sent to the applicant (filter on Communication).

If the applicant has applied for multiple jobs, you can choose to filter Applicant history to only see the history relating to the job you are working on.

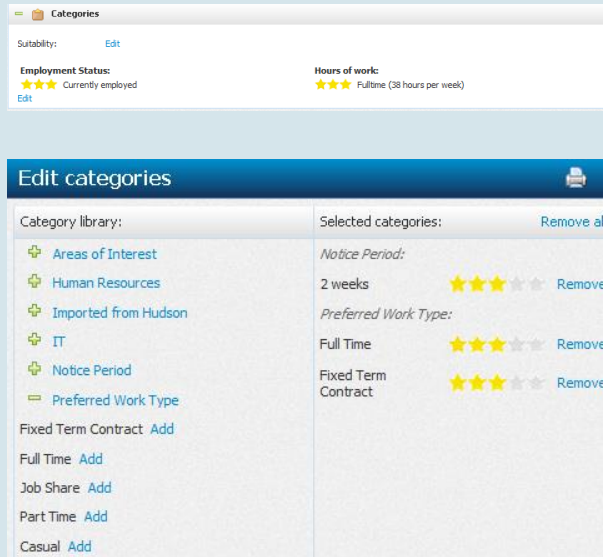


### Edit categories

The Categories to which the applicant belongs are displayed. Click the Edit link to add the applicant to or remove an applicant from a Category.

Categories can be given a rating from one to five using the Star icon.

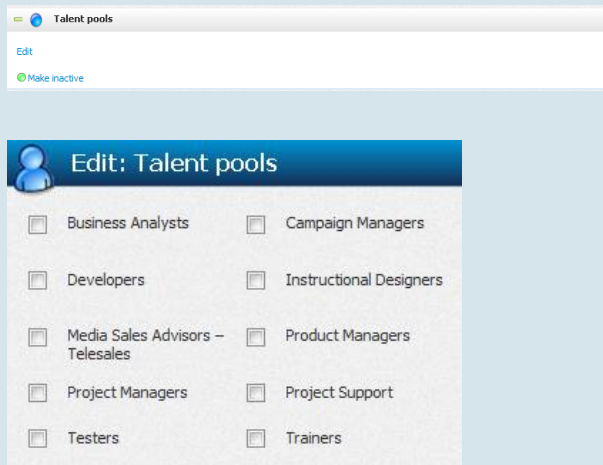
**NOTE:** No meaning added to the start rating. You can assign any meaning you want. Ensure all users are made aware and use the same rating.



### Talent pools

The Talent pools to which the applicant belongs are displayed.

Click the Edit link to add the applicant to or remove an applicant from a Talent pool.



### Resume

The most recent applicant resume will display or be available through a link to the document.

