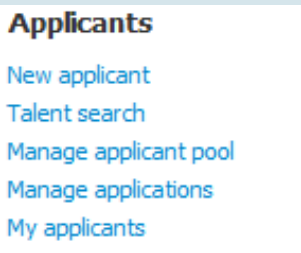
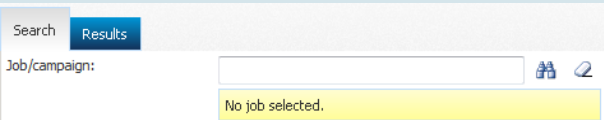



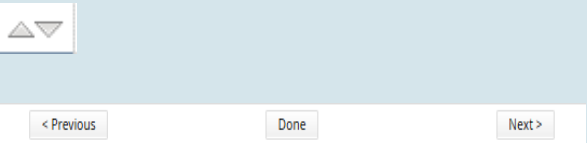
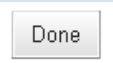




## Quick Reference Guide – Reviewing applicants

What you need to do	What you will see
<p><b>STEP 1: Manage applications</b></p> <p>From the right hand navigation menu, click <b>Manage applications</b>.</p>	
<p><b>STEP 2: Search job</b></p> <p>Click the <b>Search</b> tab and enter your job number into the search field and click on the binoculars.</p> <p>Your job name will appear in the yellow bar.</p> <p>Click the Search button in the top right hand corner.</p>	
<p><b>STEP 3: View application</b></p> <p>Click View application to view the details of an individual applicant on the Applicant card.</p>	
<p><b>STEP 4: Review resume</b></p> <p>Click the <b>Resume and Application form icons</b> (next to the Actions dropdown under the Applications section) to review the applicant. You may also check the Application and applicant history as part of your review.</p>	
<p><b>STEP 5: Group applicants</b></p> <p>Use the colored checkboxes at the top right-hand corner of the applicant card to record the decision you have made about this applicant.</p> <p>For example, you may use a green checkbox to indicate that the applicant is progressing to the next stage of the recruitment process.</p>	
<p><b>STEP 6: Select next applicant</b></p> <p>Use the <b>up/down arrow</b> to scroll to the next applicant card in your list.</p> <p>Alternatively you can click the <b>Next Applicant</b> button on the bottom of the applicant card.</p> <p><b>Repeat steps 2 and 3</b> for the next applicant. Use the <b>up/down arrow</b> to scroll to the next applicant card in your list.</p>	
<p><b>STEP 7: Finish review</b></p>	



When you have finished your review of applicants, click the **Done** button at the bottom of the Applicant card.

You will return to the **Manage applications** page. The checkbox selections you have made on the applicant cards are 'remembered'.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	Phone screen	Andrew
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	New	Andy
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	New	Mandy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11 Nov 2011	New	Robert

### STEP 8: Select bulk action

From the Select a bulk action drop-down list at the top of the screen, select Bulk move.

Select a bulk action ▼

- Select a bulk action
- Bulk apply
- Bulk categorise
- Bulk assign
- Bulk communicate
- Bulk compile and send
- Bulk document merge
- Bulk export
- Bulk invite to apply
- Bulk lock
- Bulk move**
- Bulk move and send
- Bulk task/reminder
- Bulk unlock

### STEP 9: Select application status

For the applicants you selected with each checkbox, select the **Application status** from the drop-down list and click Next.

Bulk action status: 1 Applicant 1 Applicant 1 Applicant > Complete

**You have requested to move one applicant.**

Select a status to move this applicant to:

Application status: Select ▼

Next > Cancel

Select

- Select
- Incomplete
- Submitted
- New
- Resume screen Unsuccessful
- Phone screen
- Phone Screen Unsuccessful
- Interview with Consultant
- Interview with Consultant Unsuccessful
- Shortlisted
- Hiring Manager- Interview 1
- Background Check
- Reference Check
- Background Check Unsuccessful
- Reference Check Unsuccessful
- Verbal offer
- Offer
- Online offer made
- Offer accepted
- Offer declined

### STEP 10: Move applicants

For the applicants you selected with each checkbox, select the application status from the drop-down list and click Next.

Review and edit (if required) the Confirm status change page. If an e-mail message to the applicants has been triggered, review the content of the e-mail.

**NOTE:** You do not need to edit the merge fields (e.g. {FIRSTNAME}) as the field will be automatically populated when the e-mail is sent.

When you are ready to make the status change, click Move now.

You will then be prompted to update the application status for the applicants you selected with the orange checkbox and the applicants you selected with the red checkbox.

Bulk action status: 1 Applicant 1 Applicant 1 Applicant > Complete

**You have requested to move one applicant.**

Select a status to move this applicant to:

Application status: Select ▼

Next > Cancel

Move now