

Moving a Candidate - Staff, Faculty, Student

Steps

- 1 Log in as a Hiring Manager.
- 2 Navigate to 'My Team' then to 'Hiring' under APPS.
- 3 Go to the bottom navigation bar and click on the 'Requisitions' tab.
- 4 Locate the desired requisition. Click on the number below the 'Applications' column for that requisition.
- 5 Click on a candidate's name.
- 6 **Review Candidate Details**
 1. Review all sections on this page - Attachments, Education, Previous Employment, Licenses and Certifications, Languages, etc.
- 7 **Move Candidate to a New Phase and State**
 1. Scroll to the top of the profile and click on the three dots above the Candidate's name.
 2. Select 'Move Application.'
 3. Click the Phase drop down.
 4. Select the appropriate Phase.
 5. Next to Phase, click the drop down for 'State.'
 6. Select the appropriate State.
 7. Click 'Move.'