Candidate Management

Digest email:

You have x candidates...

(still batch these daily or should we alert real-time?)

Screen 1 (Terms Modal)

JOB TITLE ✏ ☰   My Account

HOME

Terms Modal

shows up first time user clicks on candidate tab/link

one time only per job

HELP

Screen 2 (Candidates - Sort by)

JOB TITLE ✏ ☰   My Account

HOME | RECRUITERS | **CANDIDATES**

Unevaluated Candidates   *Candidates will be available to evaluate for 10 days*

Blanche Callahan via Phoebe Black — Expires in 10 days	Blanche Callahan via Phoebe Black - flier — Expires in 8 days	Blanche Callahan via Phoebe Black — **Expires in 3 days**	Blanche Callahan via Phoebe Black — **Expires in 3 days**

Active Candidates 👍   [Sort ▾]

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black - flier ⓘ Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM
Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	

🔗 View Rejected/Withdrawn Candidates 👎

HELP

Screen 3 (Candidates - by status)

JOB TITLE ✏ ☰   My Account

HOME | RECRUITERS | **CANDIDATES**

Unevaluated Candidates

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black - flier Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM

Active Candidates 👍   [by status ▾]

FINAL CONSIDERATION

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM			

PHONE SCREEN

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM

UNDECIDED

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black - flier ⓘ Sept. 4 @ 4:04PM		

🔗 View Inactive Candidates 👎

HELP

Screen 4 (Candidates - grouped by recruiter)

JOB TITLE ✏ ☰   My Account

HOME | RECRUITERS | **CANDIDATES**

Unevaluated Candidates

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black - flier ⓘ Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM

Active Candidates 👍   [grouped by recruiter ▾]

Phoebe Black

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM			

Phoebe Carmichael

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM

Phoebe Denton

Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM	Blanche Callahan via Phoebe Black Sept. 4 @ 4:04PM		

🔗 View Inactive Candidates 👎

HELP

Screen 5 (Candidate Detail)

John Henry for Director of Quality Assurance

JOHN HENRY
submitted via Phoebe Black

[Awaiting Feedback ▾]

Dropdown:
- Currently Active
- Reject this candidate?
- Undecided
- Awaiting Feedback
- Phone Screen
- In-Person Interview
- Final Consideration
- Offer Extended
- Hire & Award

Tabs: Resume & Screening Questions | Candidate Wall ①

🔗 View Submission Note   ⬇ Download   ➦ Forward

Resume

CANDIDATE SCREENING QUESTIONS

Q: Candidate Screening Question #1. Candidate Screening Question #1.
A: Yes

Q: Candidate Screening Question #2. Candidate Screening Question #2 Candidate Screening Question #2 Candidate Screening Question #2.
A: Yes

Q: Candidate Screening Question #3.
A: No

Q: Candidate Screening Question #4. Candidate Screening Question #4 Candidate Screening Question #4.
A: Yes

[Keep candidate active for further review] 👍   [Reject Candidate] 👎

Screen 6 (Evaluate Candidate / Rejection reasons)

Evaluate Candidate Name

⬇ Do...

Resume

Please provide reason for rejection

☐ rejection reason
☐ rejection reason
☐ rejection reason
☐ rejection reason

[Include a note..]

[Submit]

👍 👎

Screen 7 (Recruiter Profile)

Recruiter Profile

PHOEBE BLACK
Recruiting Firm Name
Austin, Texas
phoebe.black@gmail.com
512-555-5555

(lorem ipsum placeholder text)

Company Size: 50-99

RECRUITER PERFORMANCE ON THIS JOB

2 Active Candidates

4 Rejected Candidates

3 Candidates Interviewed

HELP