



ORANGEHRM

THE WORLD'S FIRST

HR App Store



Resume Archiving tool lets you organize resumes that your company receives. Archive & store resumes in a separate folder for later use.

***Y**our company receives hundreds of resumes each day and managing these resumes is a burden laid on HR Personnel...*

***S**orting resumes may seem like a minor task & yet can be time consuming...*

***A**s a solution to this, OrangeHRM offers the Resume Archiving plug-in, where managing resumes can happen in a click!*

The archived resumes will be stored in a separate structured folder and will not be displayed in the list of candidates.

Candidates

Job Title

All

Candidate Name

Type for hints...

Method of Application

All

Archived Options

Without Archived

Without Archived

With Archived

Only Archived

Search

Reset

Add

Delete

Archive

Click on a candidate name to perform actions

<input type="checkbox"/>	<u>Vacancy</u>	<u>Candidate</u>
<input type="checkbox"/>	Marketing Executive	Hayley James Scott
<input type="checkbox"/>	Sales Manager	Nathan Dobias
<input type="checkbox"/>	Sales Manager	Alicia Johns
<input type="checkbox"/>	Marketing Executive	Peyton Georgia



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