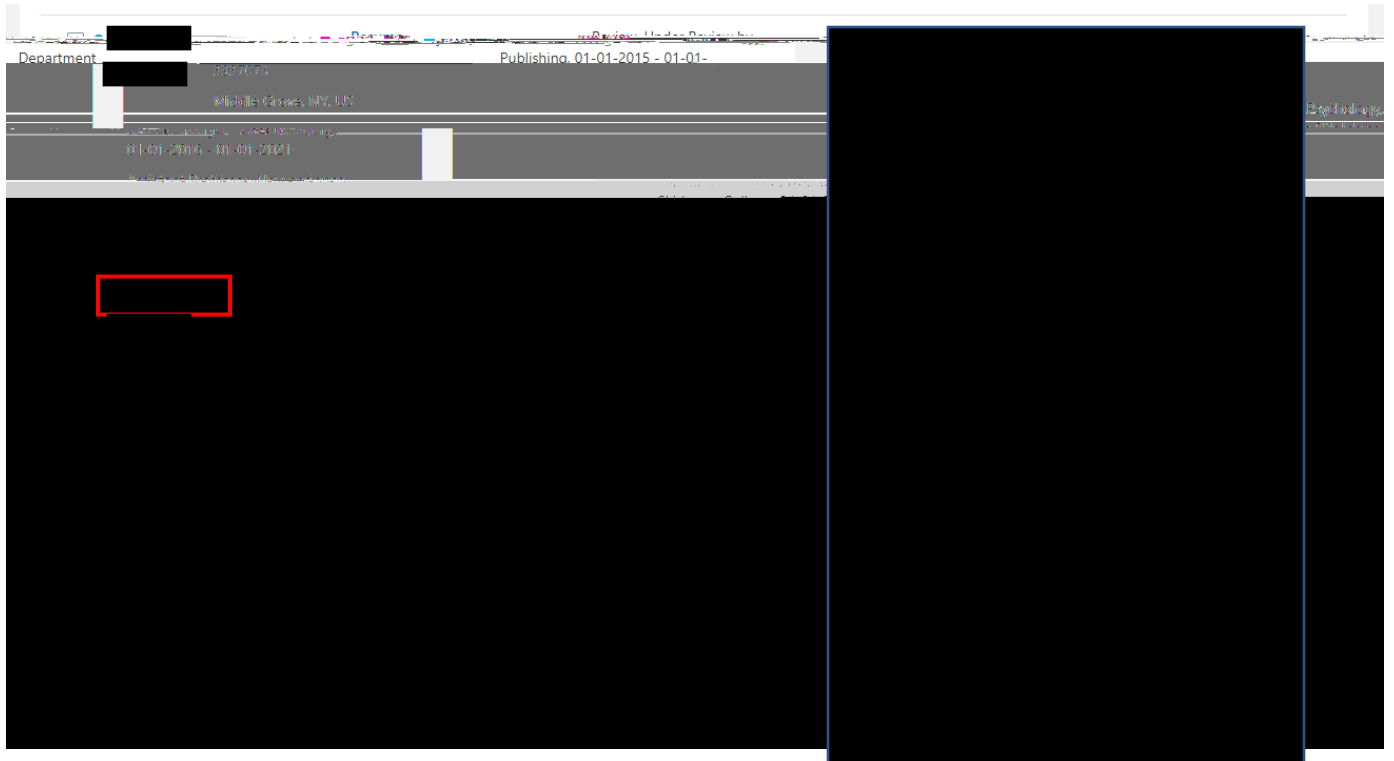
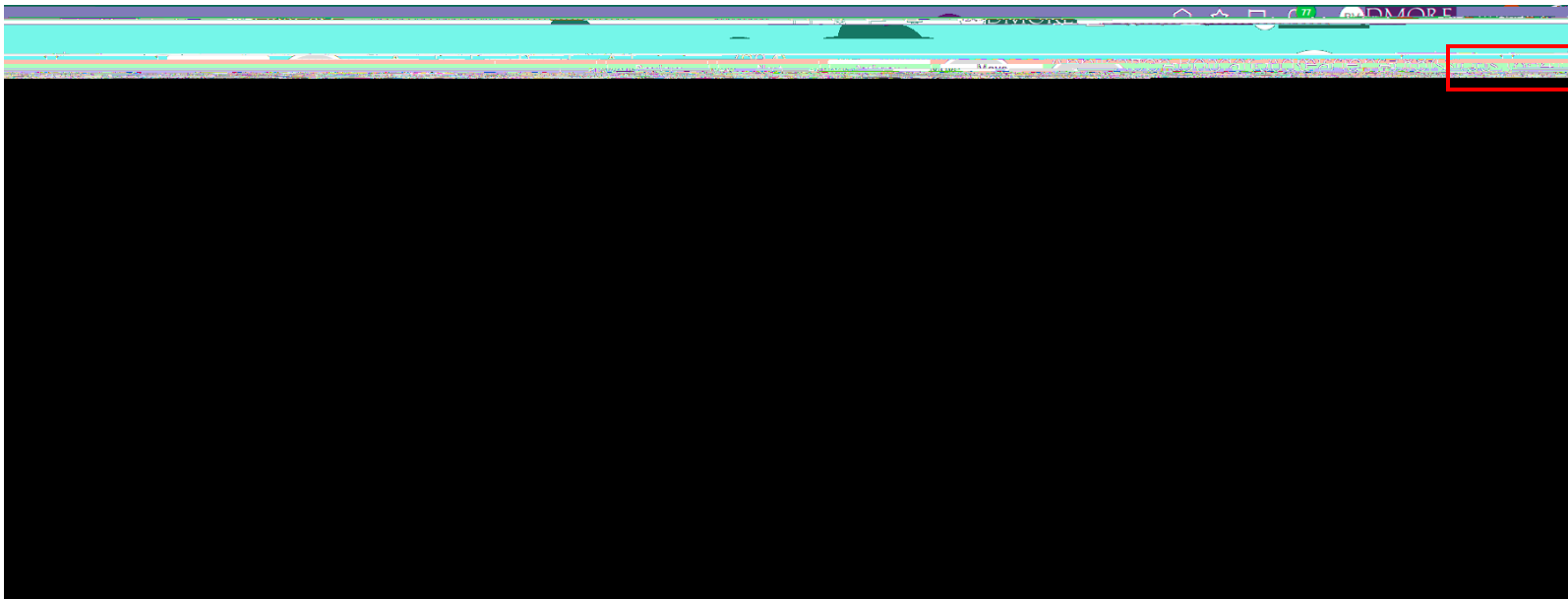


Changing Applicant Status and Adding Interview Notes

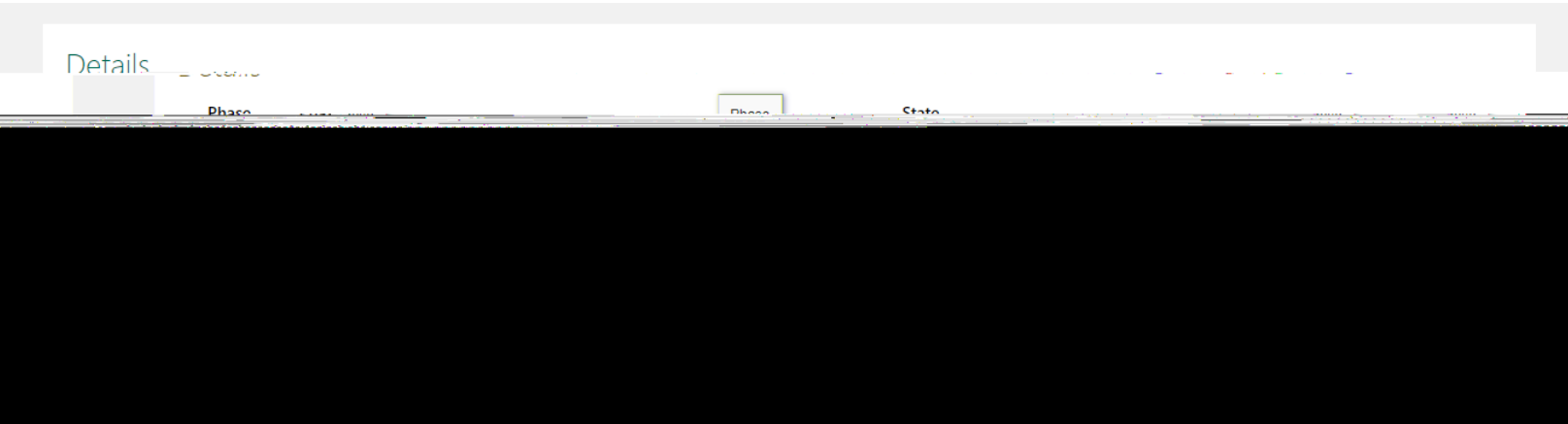
First, click on the name of the applicant whose status you'd like to change



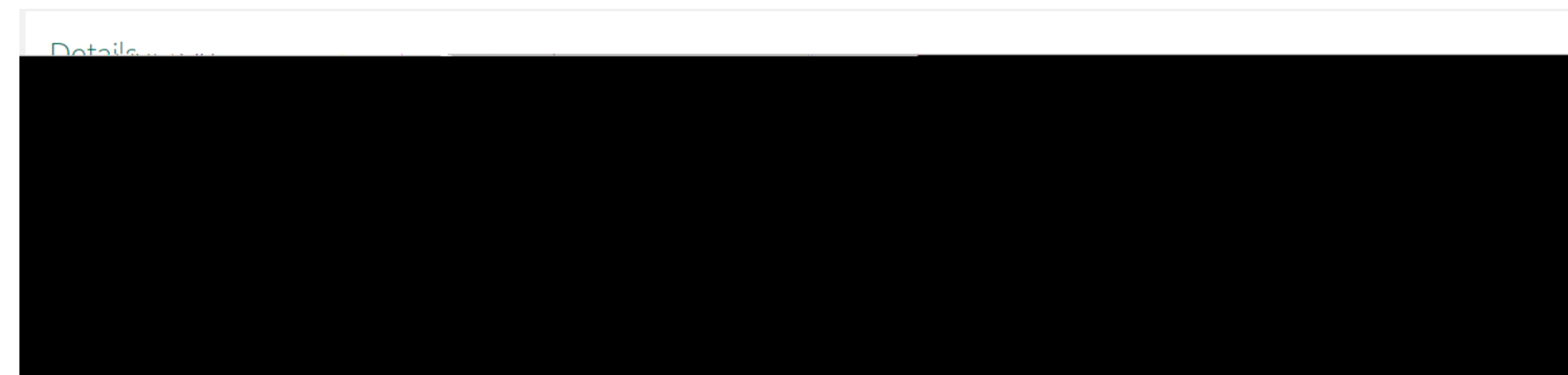
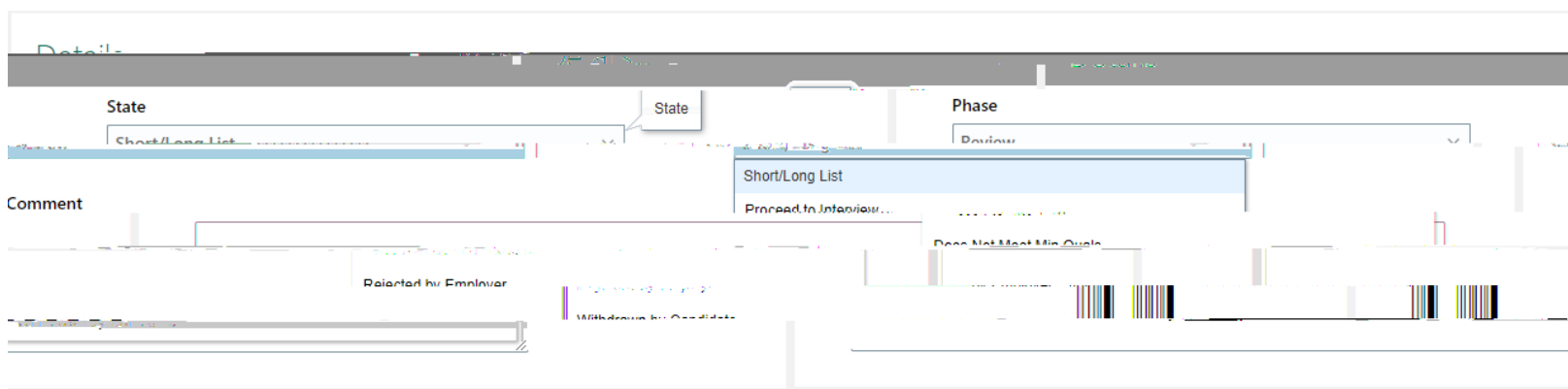
Once on the applicant's profile, click the white MOVE button in the top right corner of the screen.



Under details, you will be able to choose what Phase the applicant is in as well as the State they are in within each Phase.



For those applicants who were not interviewed, change their status to **Rejected by Employer**.



Once all selected applicants are interviewed, select **Recommended for Hire** only for the applicant who you have extended an offer to and it has been accepted.

Details



*If interviewed but not offered the position or no longer being considered, notes can be left in the comment box.