How to Convert a Candidate Who "Registered" into "Attended"

From the Attendees Tab of the Salesforce Event page, click Attended ID to open the candidate profile.

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Go to the pencil near the attended box to edit.

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Click in the box to create a check mark.

Capture11.PNG
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HIT SAVE.

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This shows the candidate attended.

The following fields are filled in by the Recruiter or Hiring Manager. To fill in the following fields, you must click the pencil to edit.

Resume Reviewed

Interviewed

Attendee Selected

Position Title – Type in the position title for which the Candidate is selected

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Before the Candidate Journey is completed, download the candidate documents in preparation for submitting a By Name Request RPA through the staffing process.

If an attendee is selected, the Candidate Journey must be completed.

Open the Attendee Tab – Find the Candidate who was selected – double-clicking on the candidate to open.

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Before the Candidate Journey is completed download the candidate documents in preparation for submitting a By Name Request RPA through the staffing process.

Go to Notes & Attachments and download the documents.

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After all required documents are downloaded, change the Candidate Owner to yourself.

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Click the Icon to edit.

Type your name in the search bar.

Select your name.

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Click Change Owner.

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The next step is to move the Candidate to Converted.

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Click on the Converted tab.

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Then Click Select Convert Candidate Status.

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Click Convert.

The Candidate is removed from the candidate pool and moves to the Employee tab, which completes the Candidate Journey.