

# Job Applications Tab

image-1617648094522.png

**Note:** Your page might not look like this. To see all the filters, click the arrow beside the header at the top of the block, and you can see the information organized in various ways.

image-1617648120888.png

A particularly useful view for Hiring Managers is *Job Application Based on Status*. This organizes the information based on what stage a Candidate is at.

image-1617648141879.png

From this page, there are several things you can do. You can sort the page by any of the tabs at the top of the page. For example, if you want to view Candidates by Job, the system will list all the Candidates by the job they have applied for:

image-1617648264860.png

If you wish to view a Candidate's information, their resume, and other documents and all associated notes, click on their name.

This will open the full Candidate profile. (**see [Step 6: Managing Individual Candidates](#)**).

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Revision #3

Created Mon, Apr 5, 2021 6:34 PM by [Kyle Brown](#)

Updated Wed, May 19, 2021 4:48 PM by [Kyle Brown](#)