Manage My Applicants (For Hiring Managers)?

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Step 1

There are several ways to manage your applicants. This is one way to become familiar with the Salesforce platform.

Once you have your personalized Jobs tab, it would be best to manage your positions on this screen.

To begin, select a position you want to view.

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Step 2

There are a couple important components to this page:

- Job Applications
- Job URL

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Step 3

To view your applicants, click the Job Applications link, then click the Candidate's name.

Do NOT click the Job Application #.

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Step 4

There a few key fields to keep track of:

- Stage
  - Provides what stage the candidate's application is at (more detail to come)
  - Hiring Manager Evaluation: Candidates are ready for your initial viewing
  - Awaiting Recruiter Review: Candidates are waiting for a recruiter to review

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- Candidate

  - To begin reviewing a candidate's application, click the Candidate's name.

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Step 5

Once you click into the candidate's application, you will have the visibility of all the member's personal and professional information. Take a minute to scroll through the member's information (in your account).

To view the member's documents, scroll your mouse over the Files link. Now, you have a quick view of all the member's documents.

Click Files.

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Step 6

You will be directed to a new window only displaying the member's files. To view a document, click on the document you want to open.

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The following screen will appear. Click the Download button at the top.

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Step 7

To close this view, click the "X" in the upper right-hand corner of your screen.

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