Candidate Journey Overview

- New
- Recruiter Screening
- Hiring Manager Evaluation
- Resume Review
- Offer Submitted
- No Offer

New

The candidate is not under active review and is passively waiting in the system.

- Candidate(s) that has NOT been assigned to a job i.e., is part of the talent pool to be viewed by a recruiter or Hiring Manager
- Serves as a database for potential candidates to fulfill open jobs

Recruiter Screening

The Candidate has been assigned to a job and is being vetted by a recruiter.

- Stage populated and kept based on the status of the latest job application tied to a candidate with
- Recruiter reviews data such as work history, geography, skills, etc.
- Recruiter captures notes about a candidate under the "Recruiter Notes" text box

Hiring Manager Evaluation

Candidates that a recruiter has submitted for review to the assigned Hiring Manager

- Hiring manager captures notes about a candidate under the "Hiring Manager Notes" text box

Resume Review

Approval process for a candidate as part of this stage, which includes the following statuses:

- Selected by the hiring manager which will allow the listed candidate to move to the next stage
- Notification is auto-prompted to the recruiter and recruiting manager for status change on candidate approval

Offer Submitted

Automatically converts the candidate to an "employee."

- End of the candidate lifecycle process and the start of the onboarding process
- As an employee, the individual will be removed from the candidate pool

No Offer

Candidate is not chosen to move forward in the hiring process

- Candidate rejected
- Selected by the hiring manager, which will remove the candidate from the job
- Stops the candidate lifecycle process and moves the candidate automatically to the "New" status
- Automatically removes the job from candidate-related list of "Active Job Applications"