Applicant Manager

WORKOPOLIS

Applicant Manager enables you to collect all of the applications received and with simple, easy-to-use tools, identify and manage qualified applicants within your Workopolis Recruitment Centre.

Log into your **Workopolis Employer Account**.

From your Dashboard either:
- ➤ Click **Jobs**
- ➤ Or **See all open jobs** to access your list of jobs

You may also access your list of candidates from the **My Jobs** section. Your 5 most recent jobs are listed, applicants for your job(s) and the expiry date.

RECRUITER SIGN IN

Your Username or Email

Your Password

SIGN IN

Need Help?

I forgot my password or username
I am a jobseeker

Secured by thawte
2013-12-04

WORKOPOLIS
Joe Aspden
Sign out

- ▦ **Dashboard**
- ▤ **Jobs**
- ▤ **Resume Database**
- ⚬ **Account**

Get Started

What are you waiting for? Post a job to start recruiting your next rock star.

Post a Job

What's Next

See all open jobs
Search the resume database
Buy some credits

MY JOBS   **Post A Job**

	Applicants	Exp.
Customer Service Representative	23 (21 New)	24d
Business Analyst	8 (2 New)	24d
Quality Assurance Manager	6 (4 New)	24d
Java Developer	16 (2 New)	24d
Controller	17 (4 New)	24d

See all open jobs
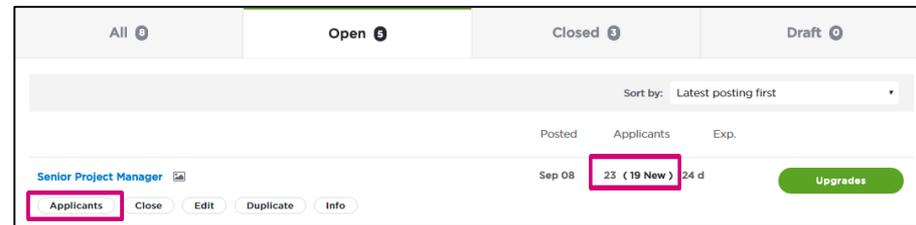
Applicant Manager

Applicant List

The **Applicant List** stores all resumes submitted to your job postings via the Workopolis.com **Apply Now** button.

To view a detailed list of applicants:

➢ Click on the **Applicants button** or linked number to be redirected to the list of applicants for the job

From the applicant list, you may:

1. Click directly on the candidate's name to view the resume
2. Manage your applicants by using the Ranking feature to change the status to **Yes**, **Maybe**, or **Rejected**
3. Manage the status of your applicants. Options are: **Unscreened, Reviewed Resume, Emailed/Phoned, Invited for Interview, Interviewed, Offer Sent, and Hired**
4. Select multiple candidates and use the bulk options to:
    ➢ **Download Resumes** in a PDF format created from the original format as uploaded by the applicant
    ➢ **Email Candidates** will prompt Outlook and the subject line will be pre-populated with the job title
5. Check **Only New** to look at candidates you have not viewed

Note: Once you rank an applicant they will be copied over to the respective ranking list available at the top of the list.

Applicant Manager

WORKOPOLIS

When viewing the applicant's resume, you have access to the following tools:

1. **Candidate Information:**
   - applicant resume viewer creates a viewable online PDF of uploaded resumes, allowing you to view resumes in their original formatting and layout
   - communicate with the applicant by email, phone or through social media (optional)
   - download the resume in its original format as uploaded by the applicant
   - email the candidate
2. **Ranking and Status:** Use these features to manage your applicants
3. **Top Menu** use the **Back to list**, or **Next applicant** to navigate in your applicant list