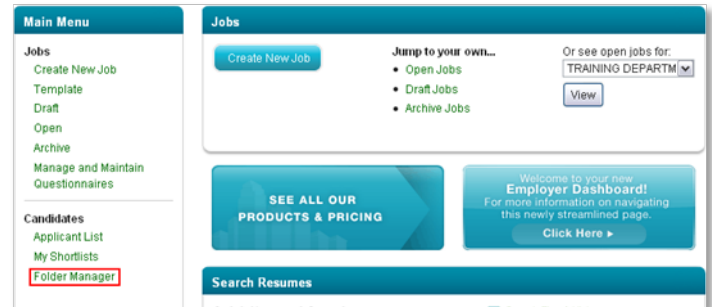


Workopolis.com provides applicant tracking and candidate management tools to help you keep organized.

Accessing the Folder Manager

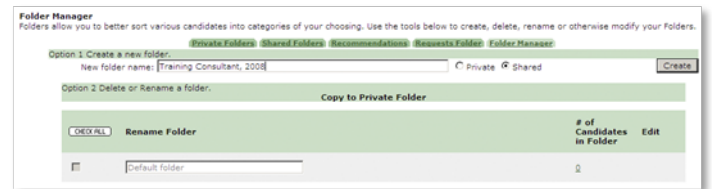
We use a folder system to help you manage candidates. You can create, manage and share folders by selecting the **Folder Manager** link from the Candidates Menu.



Creating Folders

Enter the desired folder name and select **Private or Shared**. Once you have selected the type (Private or Shared), click *create*.

Private folders are viewable only by the user who created it. Shared folders are viewable by anyone in the organization that has been granted access.



Adding Candidates to your Folder

To add candidates to your newly created folder, return to your Main Menu and click **Open** under *Jobs* menu. Click the number under the *Applicants* column to view a list of your candidates.



Select the candidates you wish to move into your newly created folder by checking the box to the left of the candidate's name.

Once you have made your selection of candidates, choose the name of your newly created folder from the **Manage Candidates** Pull-down menu (located at the bottom of the listing) and click the **GO** button.



Viewing Your Candidates

To view your candidates, go to the Home page and select **Folder Manager** under the Candidates Menu.

To view the candidates in a specific folder, click on the number under the **# of Candidates in Folder** heading.



Shared Notes

If you want to share information about the candidate with other members of the Hiring Team, click on the candidates name to preview their resume.

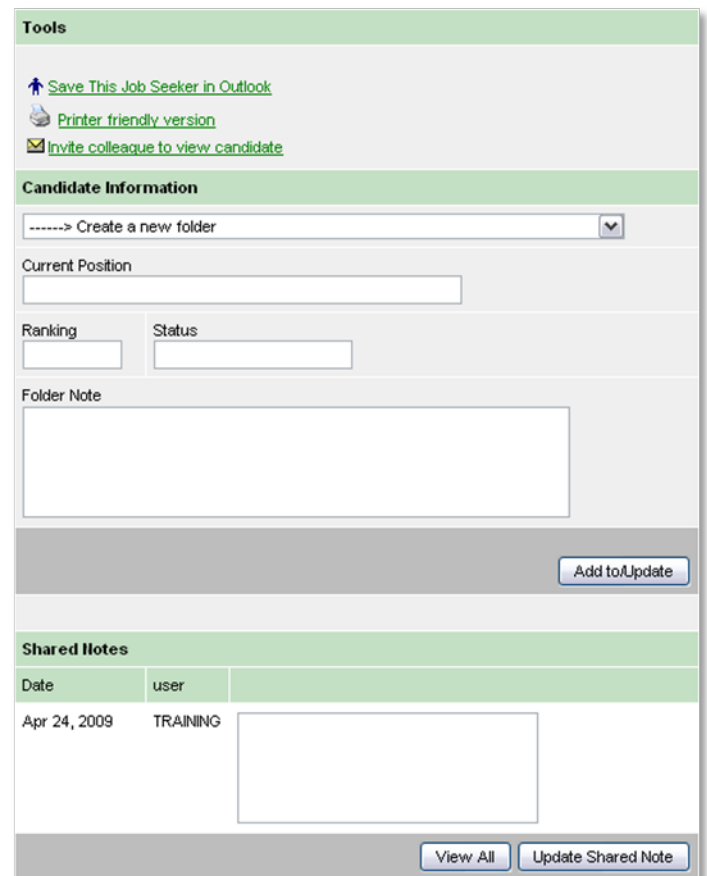


To make a note:

- Enter text in your shared notes area

For example, **Left message with candidate or Setup interview – April 20th**.

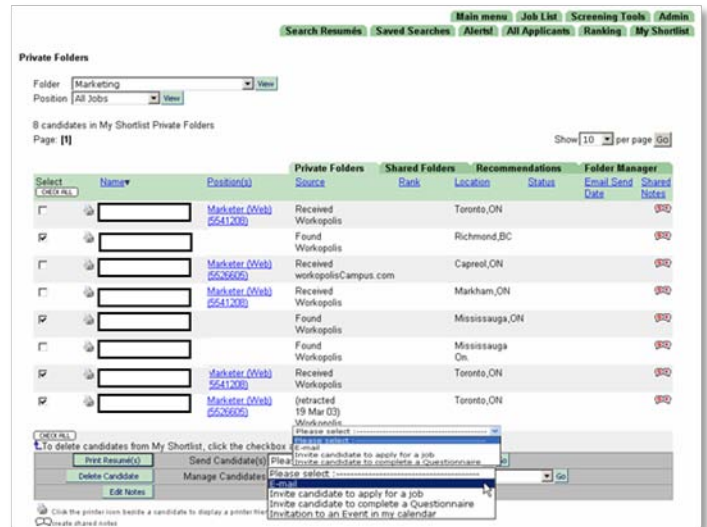
- Click **Update Shared Note** to complete the action.



Contacting Your Candidates

You can send e-mails to candidates in your folders directly from your Workopolis account.

- Select candidates by checking the box to the left of their names
- From the **Send Candidate(s)** drop-down menu select **E-mail** or **Invite candidate to apply for a job**



Option 1 – E-mail

- Select **E-mail**
- Click **Go**

A confirmation screen will appear.

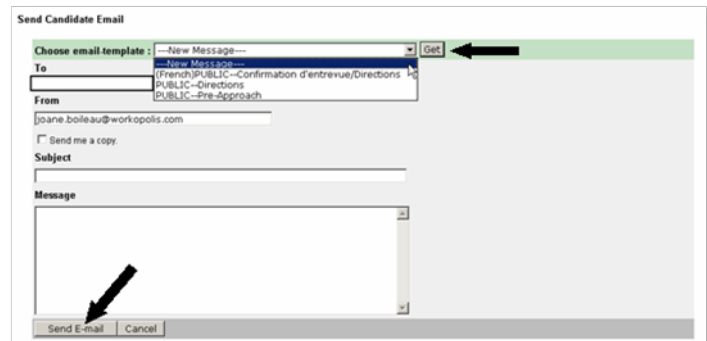
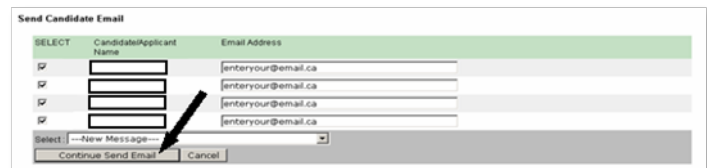
- Click **Continue Send E-mail**
- Select the message template and click **Get**

Or

- Enter a subject and type your message in the box provided

To send your message:

- Click **Send E-mail**



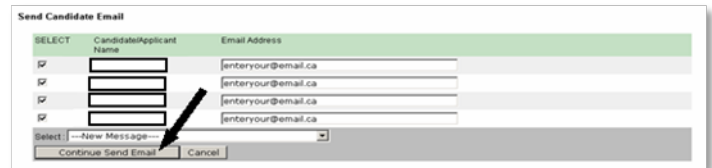
Contacting Your Candidates (cont'd)

Option 2 – Invite Candidate to Apply for a Job

- Select **Invite Candidate to apply for a job**
- Click **Go**

The **Job Posting List** will appear, displaying your active job postings.

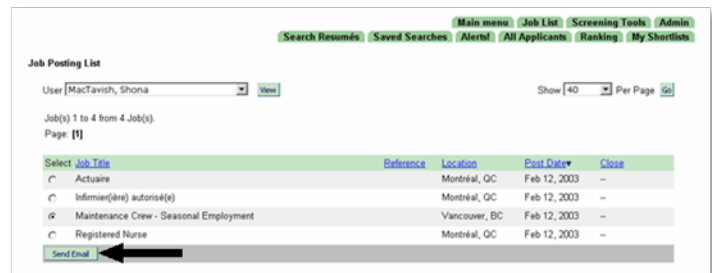
- Select the job to which you would like the candidate to apply by clicking the button to the left of the job title
- Click **Send E-mail**



Send Candidate Email

SELECT	Candidate/Applicant Name	Email Address
<input type="checkbox"/>	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]

Select:



Job Posting List

User: [MacTavish, Shona] Show: [40]

Job(s) 1 to 4 from 4 Job(s)
Page: [1]

Select	Job Title	Reference	Location	Post Date	Close
<input type="checkbox"/>	Actuaire		Montréal, QC	Feb 12, 2003	--
<input type="checkbox"/>	Infirmière(s) autorisée(s)		Montréal, QC	Feb 12, 2003	--
<input checked="" type="checkbox"/>	Maintenance Crew - Seasonal Employment		Vancouver, BC	Feb 12, 2003	--
<input type="checkbox"/>	Registered Nurse		Montréal, QC	Feb 12, 2003	--

The **Send Candidate E-mail** screen will appear.

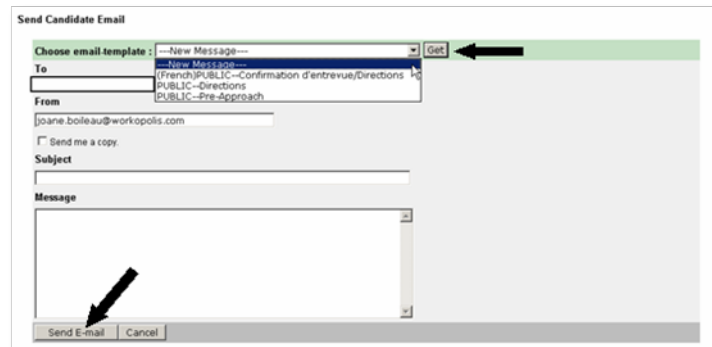
- Select the message template and click **Get**

Or

- Enter a subject and type your message in the box provided

To send your message:

- Click **Send E-mail**



Send Candidate Email

Choose email template:

To:

From: joane.boileau@workopolis.com

Send me a copy

Subject:

Message: