

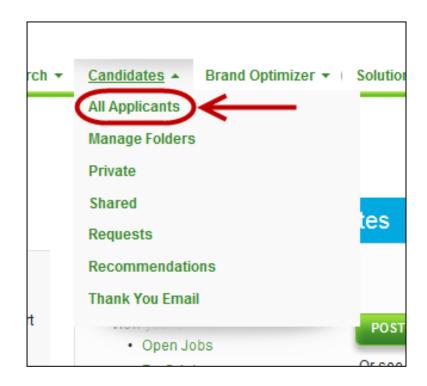
The candidate management features allow you to manage the resumes that you receive online through Workopolis.

From the Applicant List, you can view your applications; set up automatic email acknowledgement for incoming resumes; search, filter, shortlist and track your applications.

Log into your Workopolis Employer Account.

Under the Candidates menu, Click **All Applicants**

The following steps will guide you to successfully manage your applicants from viewing the resumes, creating folders, communicating with candidates via email and more.



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:

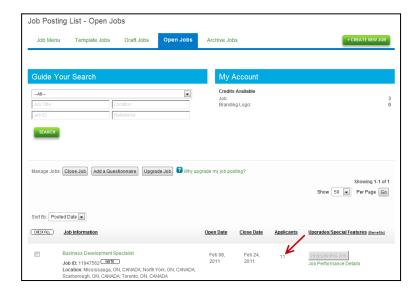
Click directly on the number of Applications

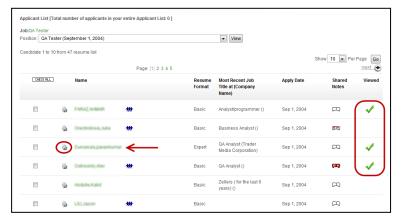
The **Applicant List**

- Click directly on the candidate's name to view the resume
- Click on the printer icon for a printer friendly version of the resume
- > The Viewed column lets you know which resumes you have seen.

Note: Only the Administrator of the account can delete candidates from the Applicant List.





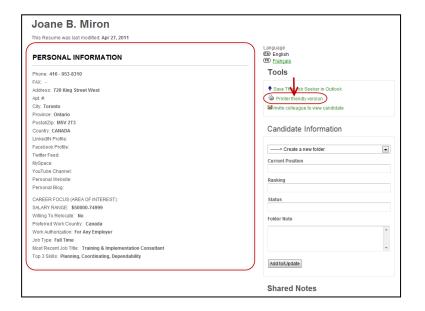




Within the resume itself you can:

- Add the candidate to My Shortlist (Private or Shared folders)
- > Write Folder and Shared notes
- > Give the candidate a **Status**
- > Rank the candidate

To view the resume without the workopolis.com tools or comments, click **Printer friendly version**.



Managing your folders

Under the Candidates menu, click Manage Folders

We have a folder system to help you manage candidates. You can create, manage and share folders with your colleagues.

To create a new folder enter the desired folder name and select **Private** or **Shared** and click **Create**.

- Click directly on the number of candidates to view the contents of a folder
- Click directly on the number of colleagues to view the users who have access to a shared folder

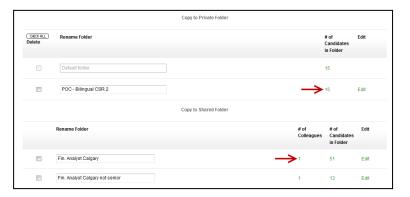
Note:

- 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 a Folder

There are several ways to add candidates to a folder you have already created.

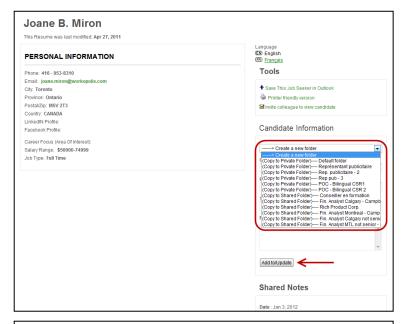
Option 1: Adding a resume you are currently viewing

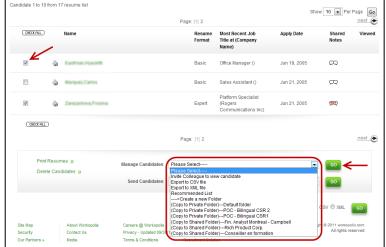
- > Select a folder from the dropdown menu
- Click Add to/Update

Option 2: Adding resumes directly from your Applicant List

- > Check the box to the left of the candidate's name
- Choose the folder from the Manage Candidates dropdown menu
- ➢ Click Go







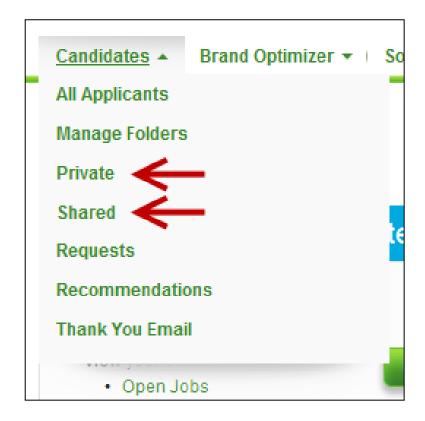


Managing Candidates within a Folder

The **Private** and **Shared** folders are used to list, rank, sort and manage the resumes of candidates you may want to follow up with later.

Under the Candidates menu, Click **Private** or **Shared**

Note: Candidates found in the Resume Database as well as the Applicant List can be managed through the folders.





To filter candidates by folder:

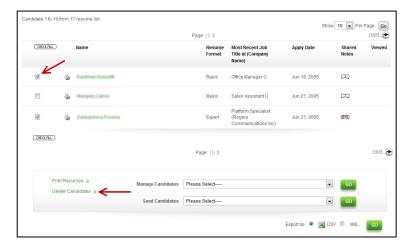
- > Select the folder from the dropdown menu
- ➤ Click View

To delete candidates from a **Private** or **Shared** folder:

- > Check the box to the left of the candidate's name
- > Click Delete Candidates

Note: Deleting candidates from the **Private** and **Shared** Folders will not remove the candidate from the applicant list or the resume database. It will only remove them from the above list.

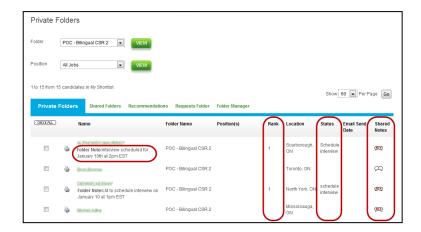






The **Private** and **Shared** folders contain additional column headings:

- ➤ Folder Note will only be visible to you in your Private folder as well as the colleagues with whom you have shared the folder.
- Shared Notes will be visible to every one of your origanization users.
- > Rank allows you to identify, at a glance, your preferred candidates.
- > **Status** indicates where the candidate is in the hiring process.



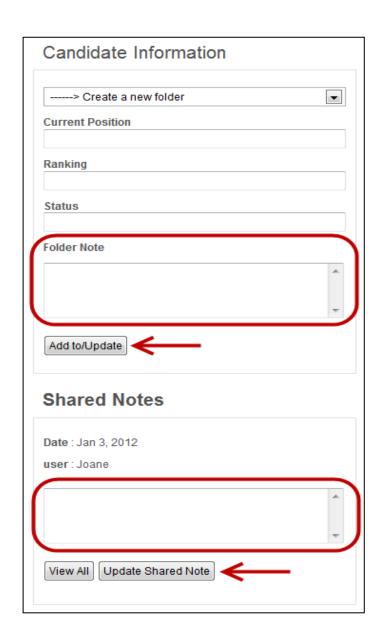


To enter a Folder Note:

- > Enter your comments in the **Folder Note** text box provided
- Click Add to/Update

To enter a **Shared Note**:

- Enter your comments in the Shared Notes text box provided
- **➤** Click **Update Shared Note**





You can assign a **Rank** and **Status** to a candidate directly from their resume or from the folder to which they have been added.

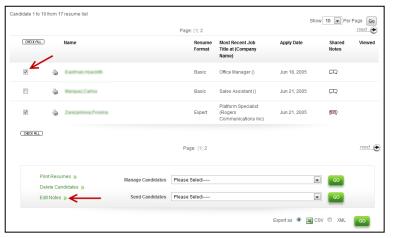
From the folder:

- > Select the candidates to which you are assigning a **Rank** and **Status**, by checking the box to the left of their name
- ➤ Click Edit Notes
- > Assign a Rank number and a Status
- > Click Save Comments

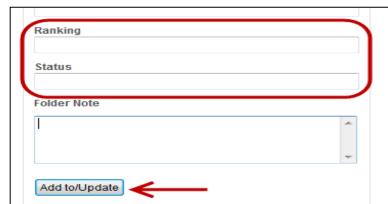
From the resume:

- > Click on the candidate's name to view their resume
- > Assign a Rank number and a Status
- Click Add to/Update

Note: Both options allows you to add **Folder** and **Shared** notes.









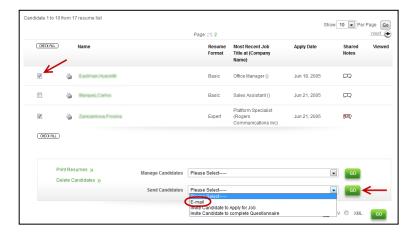
You can send emails to candidates in your folders directly from your Workopolis account. You may choose to send an **E-mail** or **Invite candidate to apply for a job**.

Option 1: Email

- Select candidates by checking the box to the left of their names
- > From the **Send Candidates** dropdown menu select **E-mail**
- > Click Go

A confirmation screen will appear.

> Click Continue Send Email







The **Send Candidate Email** screen will appear.

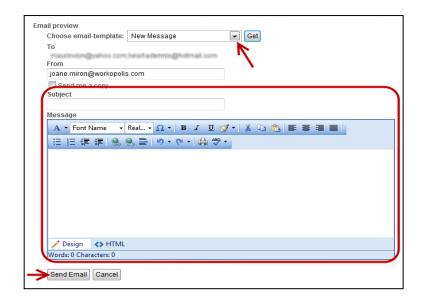
> Select the message template and click **Get**

OR

- > Enter a subject and type your message in the box provided
- > Click Send Email

Note: To personalize your email message, use the following text symbols to merge applicant and job information into messages.

- #APPLICANT# will be replaced by the first and last name of each recipient
- > **#JOB#** will be replaced by the job title of the position to which the candidate is applying





Option 2: Invite candidate to apply for a job

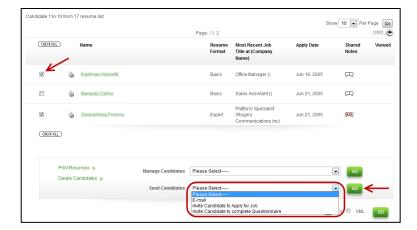
- Select candidates by checking the box to the left of their names
- From the Send Candidates dropdown menu select Invite candidate to apply for a job
- > Click Go

A confirmation screen will appear.

➢ Click Continue Send Email

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 Email









The **Send Candidate Email** screen will appear.

- Select the message template and click Get OR
- > Enter a subject and type your message in the box provided
- ➤ Click Preview Email

The **Email Preview** page will appear.

- > Verify the message and view the attached job link below
- > Click Send Email

