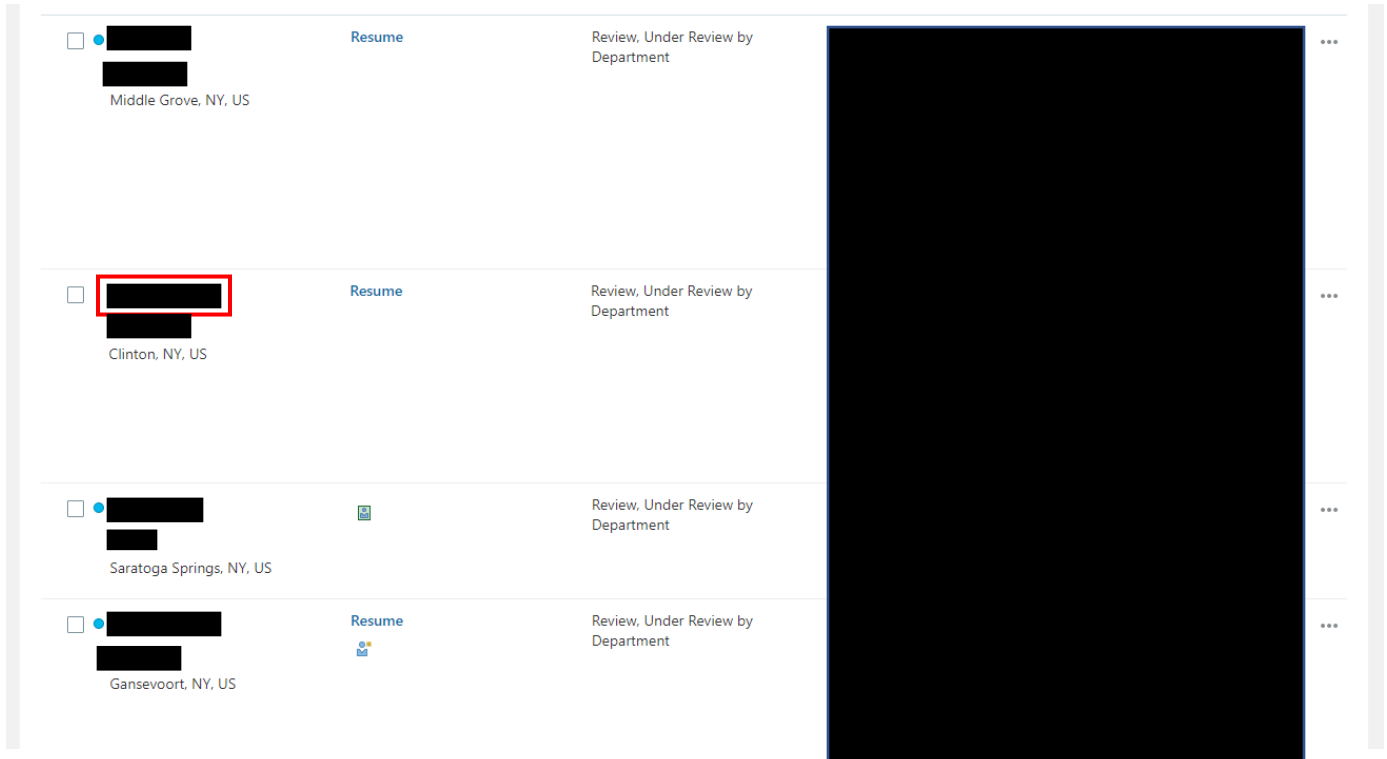








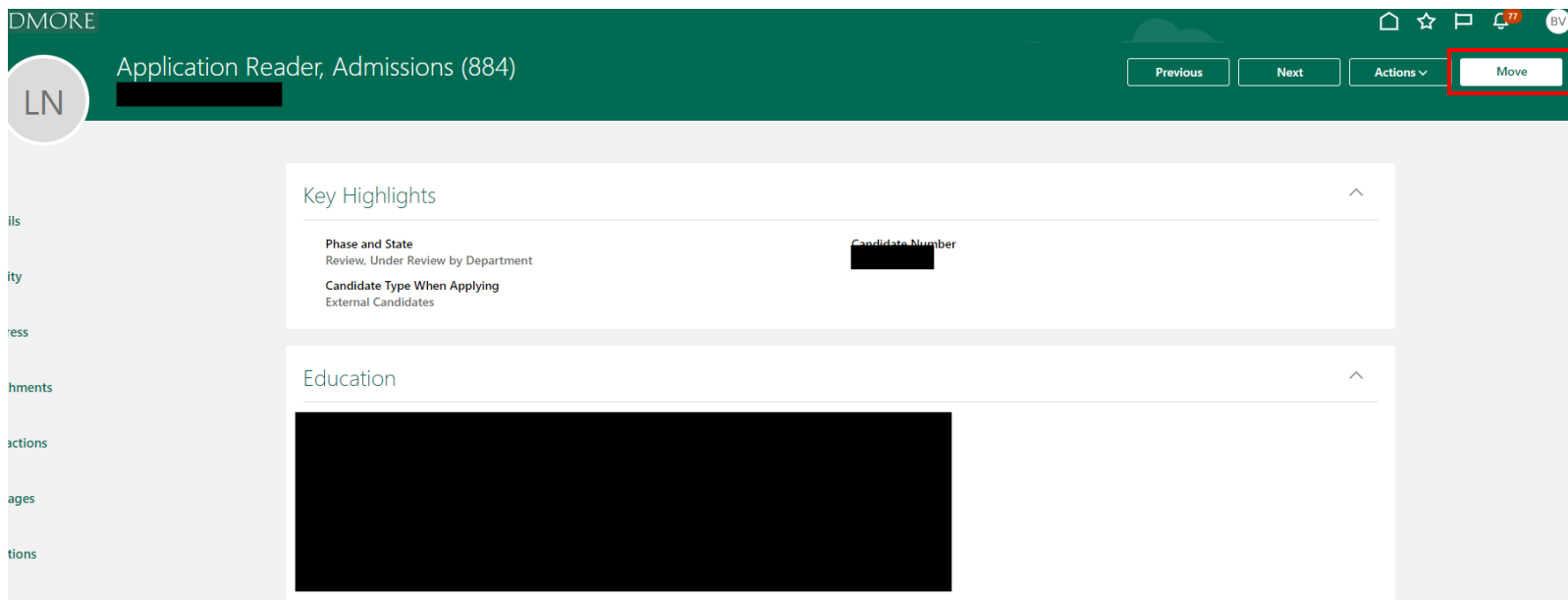
Changing Applicant Status and Adding Interview Notes

First, click on the name of the applicant whose status you'd like to change



<input type="checkbox"/>	 [Redacted Name] Middle Grove, NY, US	Resume	Review, Under Review by Department	...
<input type="checkbox"/>	 [Redacted Name] Clinton, NY, US	Resume	Review, Under Review by Department	...
<input type="checkbox"/>	 [Redacted Name] Saratoga Springs, NY, US		Review, Under Review by Department	...
<input type="checkbox"/>	 [Redacted Name] Gansevoort, NY, US	Resume 	Review, Under Review by Department	...

Once on the applicant's profile, click the white MOVE button in the top right corner of the screen.



DMORE

Application Reader, Admissions (884)

LN

Previous Next Actions **Move**

Key Highlights

Phase and State	Candidate Number
Review, Under Review by Department	[Redacted]
Candidate Type When Applying	
External Candidates	

Education

[Redacted]

Under details, you will be able to choose what Phase the applicant is in as well as the State they are in within each Phase.

Details

Phase Phase

Review
Review
Interviews
Offer

State

Short/Long List

For those applicants who were not interviewed, change their status to **Rejected by Employer**.

Details

Phase

Review

Comment

State State

Short/Long List
Short/Long List
Proceed to Interview
Does Not Meet Min Quals
Rejected by Employer
Withdrawn by Candidate

For those applicants you decide to interview, change their Phase to *Interviews* and choose the appropriate State.

You can also leave interview notes in the comments box.

Details

Phase

Interviews

Comment

State State

Phone
Phone
Campus
Second Interview
Recommended for Hire

Once all selected applicants are interviewed, select **Recommended for Hire** only for the applicant who you have extended an offer to and it has been accepted.

Details

Phase

Interviews

Comment

State

Phone
Phone
Campus
Second Interview
Recommended for Hire

State

*If interviewed but not offered the position or no longer being considered, notes can be left in the comment box.