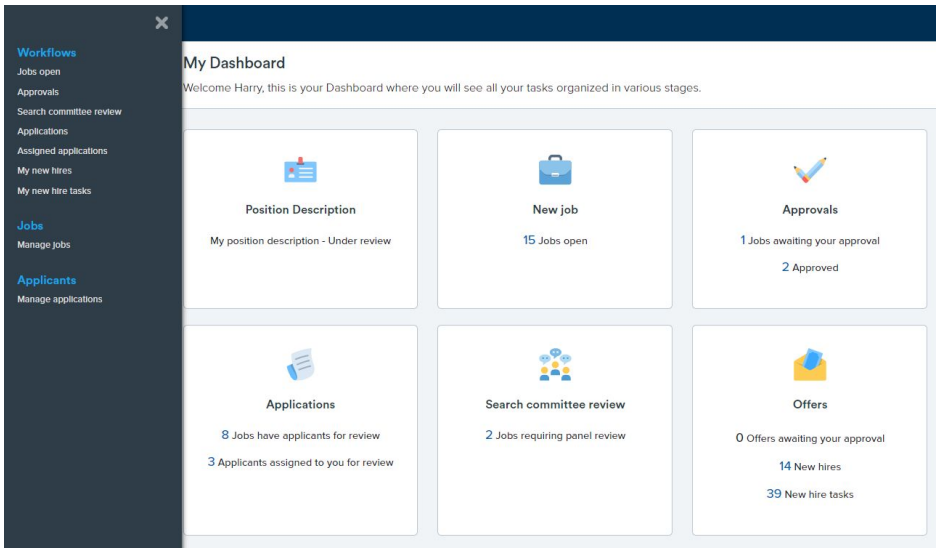
Hiring Manager Guide

1. Click on the 3 lines on the top left corner of the page (the hamburger menu)

2. Select “Applications” from the menu

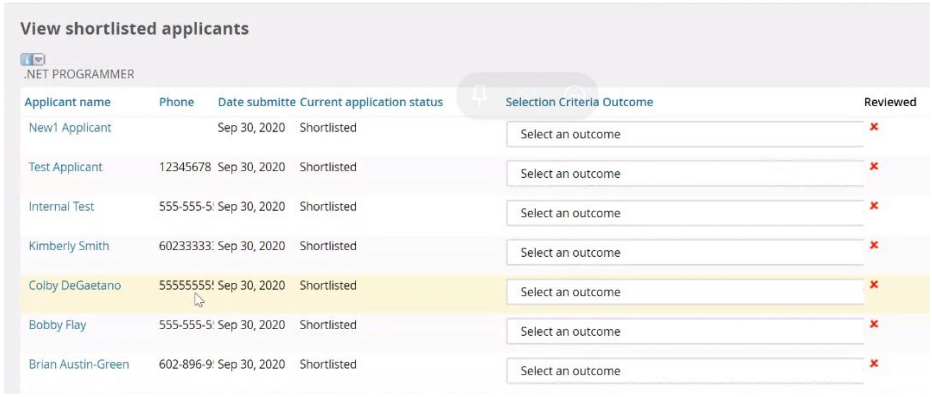


3. The “view shortlisted applicants” will appear on the right side of the job as a blue link.

Let’s select “.Net Programmer” as an example.

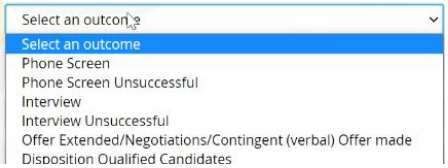
4. Shortlisted applicants (view)

- You are able to view:
  - Applicant name
  - Phone
  - Date Submitted



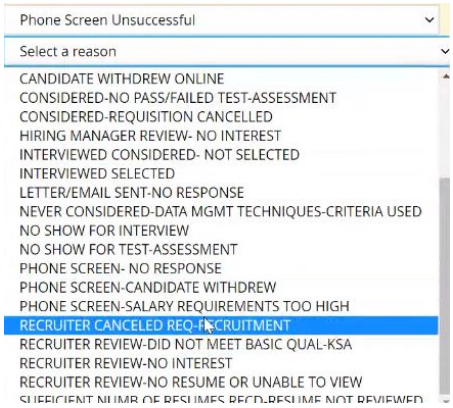
5. You can select an “outcome” or disposition status

6. Select an Outcome from the list.

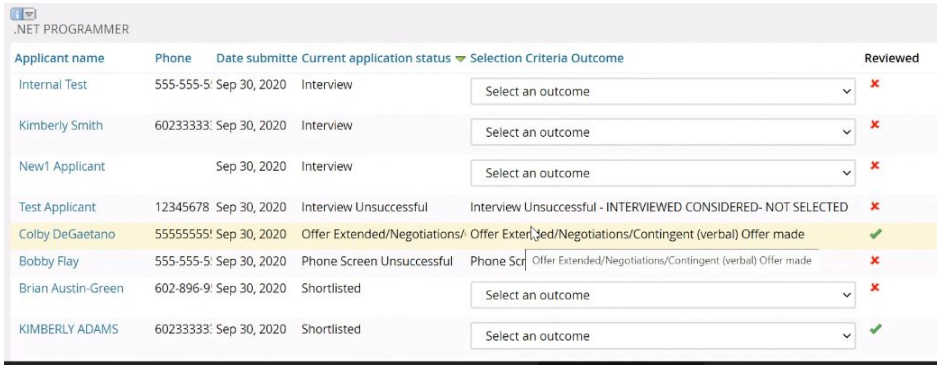


7. **Note:** If you move a candidate to an unsuccessful status you will be required to enter a reason.

- If the candidate is moved to Phone Screen unsuccessful, you will not be able to change that status anymore.
- Recruiters will have access to make edits.

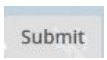


8. **To keep in mind:**
   a. If you have selected a candidate to move forward, select “offer extended/negotiations/contingent (verbal) offer made”.
   b. You cannot move the candidate out of this status.



- **Note:** When the HM select “offer extended” it notifies the Recruiter.

9. Click Submit to submit/save Outcome changes.



10. Contact your Recruiter/HR Contact with questions.