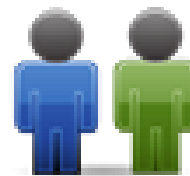


CANDIDATES:

The Candidates window allows you to manage candidates that have applied or registered at your site.



CANDIDATE LISTING:

LOGIN:

The last time the candidate logged in or the date the candidate registered.

REGISTERED:

This indicates if the candidate is a registered candidate or just an applicant that has applied for a position using the Open Application Form (Stored).

ACTIVE:

This indicates if the candidate has verified their email address after registration.

APPROVED:

You have the ability to set an indicator for each candidate of Approved or Not-Approved. This is an internal value and not seen by the candidate.

EMAIL ADDRESS:

This is the candidate's email address and the unique identifier for the candidate.

**NOTE: You may see several of the same addresses listed here. That is normal. If the candidate has registered as a candidate they will have a record and every time that same candidate applies for a position that is available using an Open Application Form (Stored) they will create a new record here. The reason for this is that if the candidate is applying for different positions, they may upload different resumes for each position.*

Delete Candidate				
Login	Registered	Active	Approved	Email Address
07-25-12				randal@test.com
08-02-12	✓	✓	✓	randal@lynchs.us



CANDIDATE PROFILE:

CREATED DATE:

The date and time the candidate's record was created or modified.

LAST LOGIN:

The date and time the candidate last logged in. This will only have a value for registered candidates. Applicants are not required to login.

RESUME:

This button will allow you to preview the candidate's/applicant's resume.

APPROVAL:

Using this dropdown selection you can assign an internal indicator of the candidate.

FORWARD:

This button will pop up a window that will allow you to forward this candidate and their resume, via email to other representatives.

RECIPIENT(S):

This is a list of current Element Content Managers you can select from to forward the candidate to.

OTHER RECIPIENT(S):

This input field lets you add additional email address recipient(s) for the candidate to be forwarded to. You can add multiple email addresses by separating them with a comma.

FROM EMAIL:

The email address to be sent from.

SUBJECT:

The subject line of the forward. The subject is automatically populated but can be modified.

COMMENT:

You can add a comment to the forward that will be placed in the body of the email.

FIELD LISTING:

This is a listing of all the fields available to be captured and the values the candidate entered during registration or applying for the position.

The screenshot shows a 'Candidate Profile' window. At the top right are 'Export' and 'Help' buttons. Below the title bar, it displays 'Created Date: Jul 25 2012 12:53PM' and 'Last Login: Jul 25 2012 12:53PM'. To the right of these are buttons for 'Resume', 'Approval' (a dropdown menu), and 'Forward'. Below this is a table with two columns: 'Field' and 'Value'. The table contains the following data:

Field	Value
First Name	Randal
Last Name	Lynch
Primary Phone	
Secondary Phone	
Address	
Address	
City	
State	
Postal Code	
Country	

The screenshot shows a 'Forward Candidate' window. It has several input fields: 'Recipient(s):' with a list of names and email addresses (Chester Tester, Christie Lynch, Demonstration Guest, Jane Doe, John Doe); 'Other Recipient(s):' with a red heart icon and an empty input field; 'From Email:' with a red heart icon and the value 'randal@lynchs.us'; 'Subject:' with the value 'Candidate Randal Lynch applied to a position on www.molecu'; and 'Comment:' with a large empty text area. A 'Send' button is at the bottom right.



JOBS APPLIED TO:

This is a listing of all the jobs the candidate or applicant has applied for.

DATE:

This is the date the candidate/applicant applied.

JOB ID:

The identification number you created for the position.

POSITION:

The position title you supplied when creating the job posting.

Candidate Profile		
Jobs Applied To		
Date	Job ID	Position
07/29/11		Software Tester
07/29/11		Software Tester

