

Quick Start Guide

Rejecting Candidates

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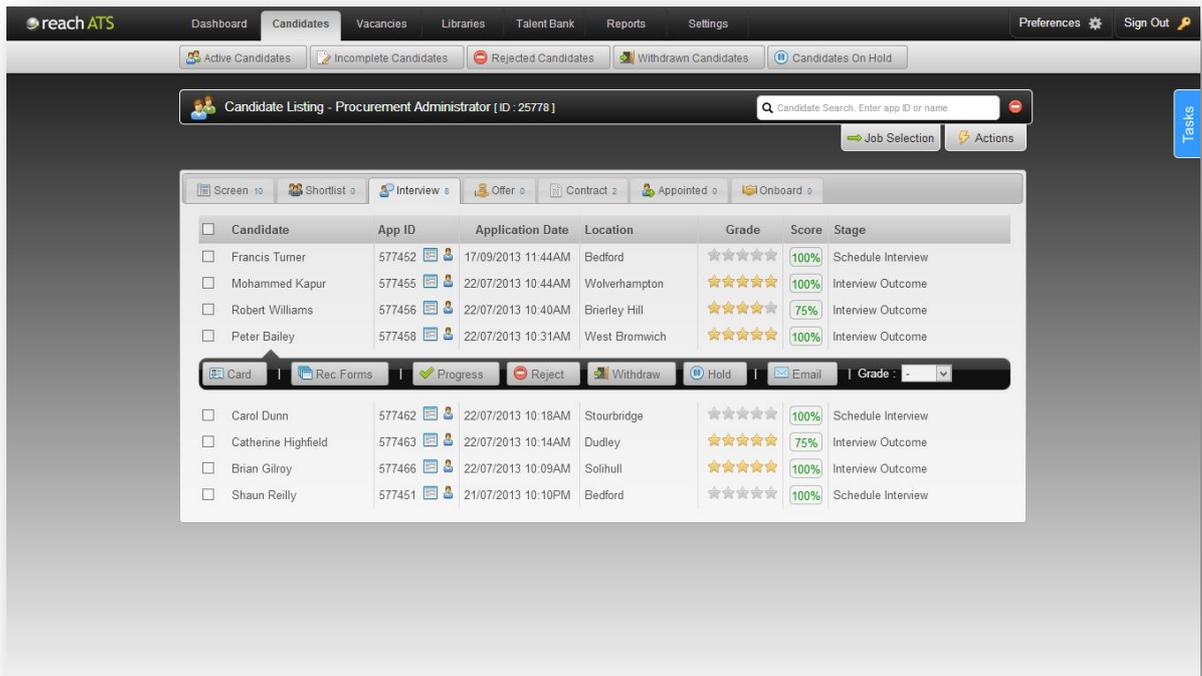


1. Load the candidate list

Access the **Candidates** tab and select the vacancy.

Click onto the relevant tab (e.g. Interview) and click the name of the candidate to be rejected.

Figure 1: Load the candidate list and access the candidate's options bar



2. Reject the candidate

Click **Reject** in the options bar.

An information panel allows you to enter notes regarding the reason for the candidate's rejection, for future reference.

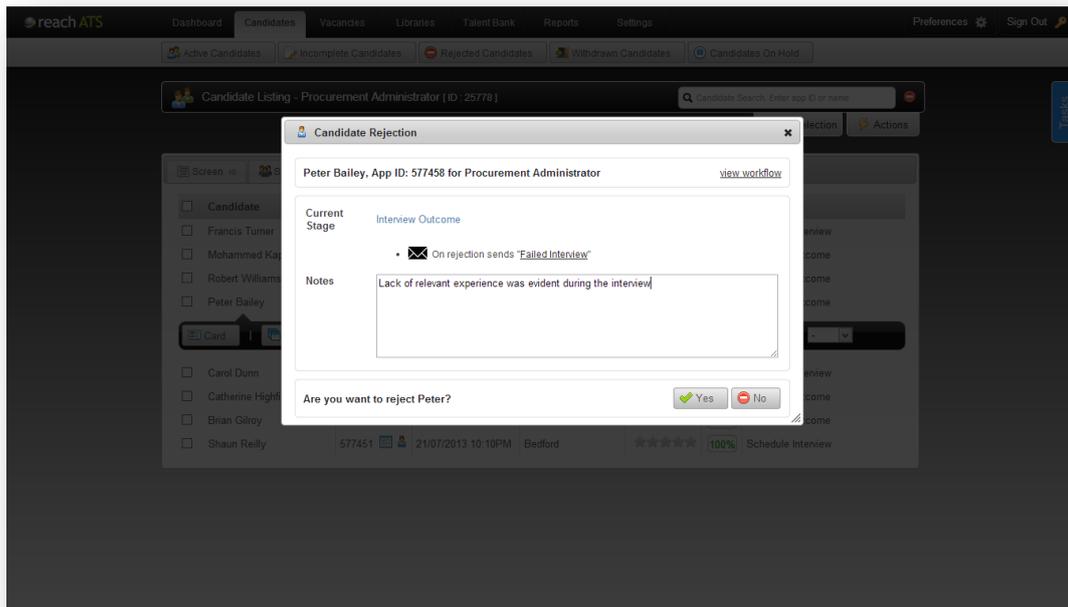
In addition the panel shows if an automated rejection email will be sent.

Rejected candidates will move out of the active candidate list and can be reviewed at any time by clicking **Rejected Candidates** in the sub-menu.

From this rejected candidates listing you can access the candidate's record card and use the **Reinstate** button to move the candidate back to the active listing.

To reject the candidate's application, click **Yes**.

Figure 2: Reject a candidate's application



3. Rejecting Multiple Candidates at the same time

To reject selected candidates at the same time:

1. In the candidate listing, tick the checkbox next to each candidate to action
2. Click the **Actions** tab
3. Click **Reject**

Figure 3: Click Actions to reject multiple candidates

