

Quick Start Guide

Rejecting Candidates



Strictly Commercial in Confidence





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

	Screen 10 Screen 10	Interview s	Soffer a 🖹 Ce	ontract 2 🛛 💩 Appo	inted o 📔 🍪 Onbo	oard o	
	Candidate	App ID	Application Date	Location	Grade	Score	Stage
	Francis Turner	577452 🔄 🚨	17/09/2013 11:44AM	Bedford	****	100%	Schedule Interview
	Mohammed Kapur	577455 🔲 🚨	22/07/2013 10:44AM	Wolverhampton	****	100%	Interview Outcome
	Robert Williams	577456 📃 🚨	22/07/2013 10:40AM	Brierley Hill	****	75%	Interview Outcome
	Peter Bailey	577458 🗾 🚨	22/07/2013 10:31AM	West Bromwich	****	100%	Interview Outcome
	Card Card Form	ns 📕 🛩 Prog	gress 🛛 🖨 Reject	Mithdraw	🖲 Hold 📘 🖪	Email	Grade : 🗸 🗸
	Carol Dunn	577462 🗐 🚨	22/07/2013 10:18AM	Stourbridge	*****	100%	Schedule Interview
-	Catherine Highfield	577463 🔚 🚨	22/07/2013 10:14AM	Dudley	****	75%	Interview Outcome
	Brian Gilroy	577466 🔚 🚨	22/07/2013 10:09AM	Solihull	****	100%	Interview Outcome
	Shaun Reilly	577451 🔄 🚨	21/07/2013 10:10PM	Bedford	****	100%	Schedule Interview
_							

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.



	- Procurement Administrator (10:25778)	Candidate Search. Enter app ID or name	Actions
	Candidate Rejection	×	
E Screen 10	Peter Bailey, App ID: 577458 for Procurement Administrator	view workflow	
Candidate	Current		
Francis Turner	Stage Interview Outcome	erview	
Mohammed Ka;	 M On rejection sends "Failed Interview" 	come	
Robert Williams	Notes Lack of relevant experience was evident during the	interview come	
Peter Bailey		come	
📖 Card 🔢 📭			
Carol Dunn		enview	
Catherine Hight	Are you want to reject Peter?	Ves No	
Shaun Reilly	577451 🗐 🔒 21/07/2013 10:10PM Berlford	پې د د د د د د د د د د د د د د د د د د د	

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

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	Screen 10 🏭 🏭 Shortlist 0	P Interview a	🔒 Offer o 📄 C	ontract z 🔒 Appol	nted o 🛛 🗐 Onbo	oard o		
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