



Quick Start Guide

Candidate Batch Actions



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1. About Batch Actions

Batch actions allow you to perform the same action for multiple candidates at the same time:

- **Progress** multiple candidates to the next stage of the recruitment process
- **Reject** multiple candidates from the recruitment process
- **Withdraw** multiple candidates from the recruitment process
- **Email** multiple candidates at the same time

To access the **Actions** button, access the **Candidates** tab and select the vacancy to load the Candidate Listing.

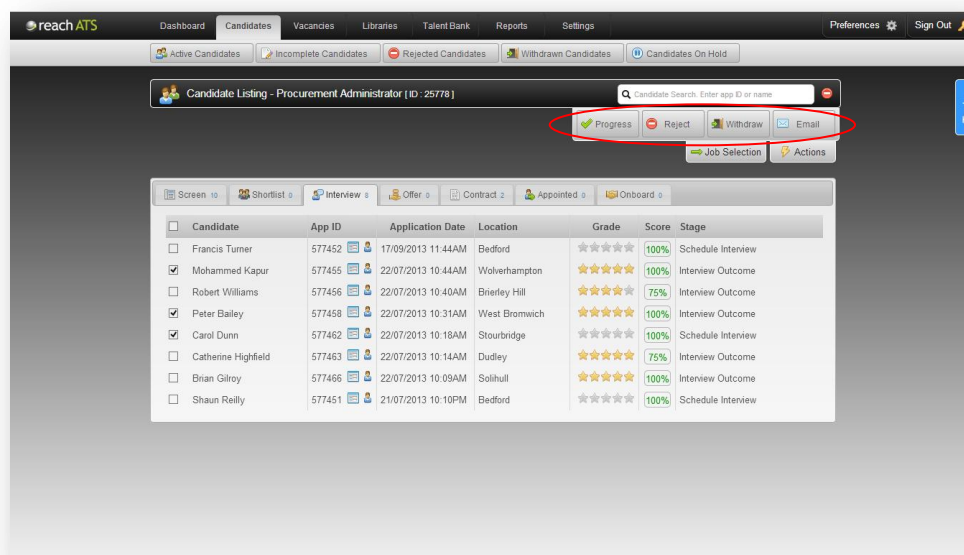
Click onto the relevant tab (e.g. Interview) and click the names of the candidates to be processed.

2. Process multiple candidates at the same time

To process 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 the relevant button (i.e. *Progress, Reject, Withdraw or Email*)

Figure 1: Click Actions to progress multiple candidates



As a safeguard, the system will ask you to confirm your action before you commit.

If you have changed the candidates' status (e.g. progress, reject or withdraw) the action will be instantly updated.

If you are sending a batch email to the candidates, the email will be sent immediately.