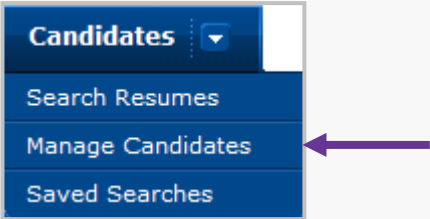
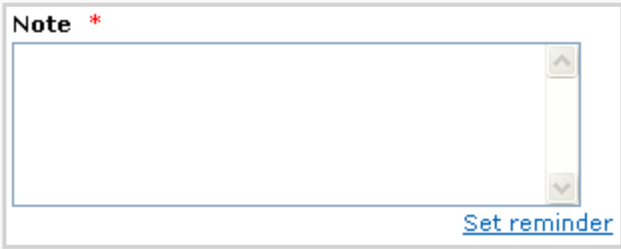
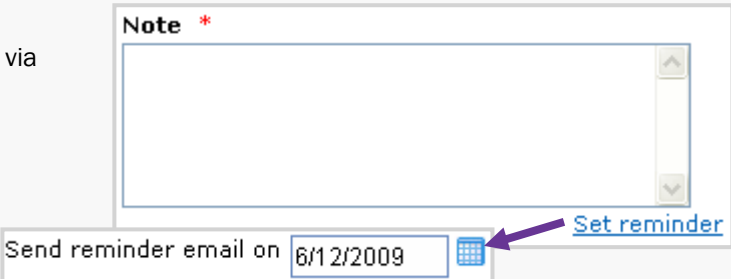




ADD A NOTE

Step-by-Step Actions

Example of when to use:

A note captures your thoughts and activities (phone calls, interviews, etc.) related to this resume. If viewable company-wide, this can be a great tool to ensure that your colleagues know the history of a resume before a candidate is engaged.

1.	<p>Place the mouse over the "Candidates" tab, and then click on "Manage Candidates".</p> 
2.	<p>Select the candidate(s) you want to add a note to.</p>
3.	<p>From the Actions drop-down menu select "Add note to selected".</p>
4.	<p>Enter the text for your note in the box.</p> 
5.	<p>OPTIONAL STEP: To receive a reminder message via email:</p> <ul style="list-style-type: none"> • Click on "Set reminder" • Enter the appropriate date 
6.	<p>Select either "Viewable company-wide" or "Private".</p> 
7.	<p>Click .</p>