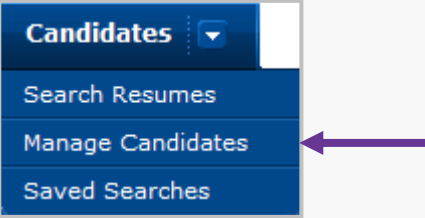





FORWARD RESUME

Step-by-Step Actions

Example of when to use:

While you are searching for resumes, you come across a candidate that would be a good fit for a position a colleague is filling and you decide to forward the resume.

1.	<p>Place the mouse over the “Candidates” tab, and then click on “Manage Candidates”.</p> 
2.	<p>Select the candidate(s) of which you want to forward their resume on.</p>
3.	<p>From the Actions drop-down menu select “Forward resume”.</p>
4.	<p>Enter the email address of the person that you would like to send the resume to.</p> <p>If you would like to save this email address in your address book, check the box to the left of that text.</p>  <p>When you start typing if you have entered an email address with those letters then you will get a type-ahead list.</p>
5.	<p>Enter the subject line for your email message.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Subject *</p> <input type="text" value="Candidate for review"/> </div>
6.	<p>Enter your message to your colleague.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Message</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> </div>
7.	<p>OPTIONAL STEP:</p>  <p>You can save the message as a note under the “Activity” tab of the candidate.</p> <ul style="list-style-type: none"> • Select the box before “Save message as a note” • Select either Viewable company-wide or Private <div style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="checkbox"/> Save message as a note</p> <p>Privacy Setting *</p> <p><input checked="" type="radio"/> Viewable company-wide</p> <p><input type="radio"/> Private</p> </div>
8.	<p>Select the email format that you prefer.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Choose email format</p> <p><input checked="" type="radio"/> HTML format (graphically enhanced)</p> <p><input type="radio"/> Plain Text</p> </div>
9.	<p>Click .</p>