

MANAGING FOLDERS

Step-by-Step Actions

Example of when to use:

Folders can help you organize your candidates throughout the hiring cycle.

If viewing from your computer, click on the link to go to the action:

[Create Folder](#)

[Rename Folder](#)

[Share/edit Folder Members](#)

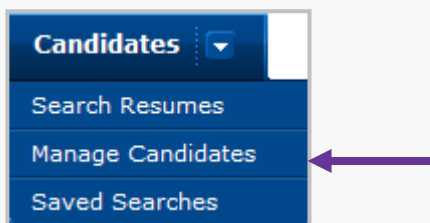
[Hide Folder](#)

[Show Hidden Folders](#)

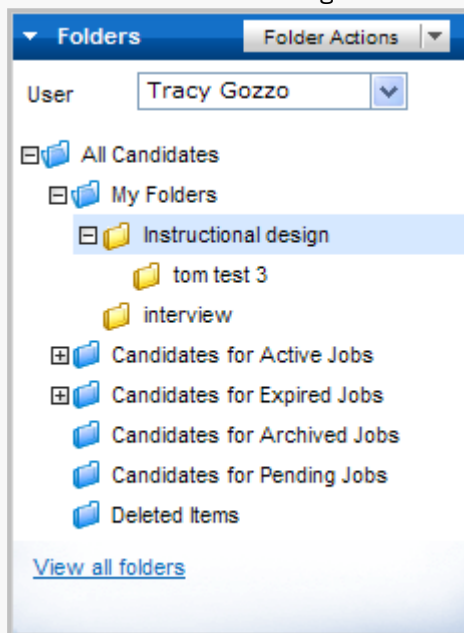
[Reassign Folder](#)


[Delete Folder](#)

1. Place the mouse over the “Candidates” tab, and then click on “Manage Candidates”.



2. Select the folder from the right side under the folders.



 The yellow folders are created manually by you so there are more actions available in those folders. The blue folders are created by Monster once a job has been posted so the actions available are more limited.

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3. To Create a Folder:

From the Folder Actions drop-down menu select "Create Folder".

Folder Actions

- Create folder >>
- Rename Folder
- Share/edit folder members
- Hide folder
- Show hidden folders
- Reassign Folder
- Delete Folder

Create folder * = Required

Your new folder will be added under the 'Instructional design' folder

Folder Name *

Cancel Create

4. Enter the folder name.

Create folder * = Required

Your new folder will be added under the 'Instructional design' folder

Folder Name *

Cancel Create

5. Click .

6. To Rename a Folder:

From the Folder Actions drop-down menu select "Rename Folder".

Folder Actions

- Create folder
- Rename Folder
- Share/edit folder members
- Hide folder
- Show hidden folders
- Reassign Folder
- Delete Folder

Rename Folder * = Required

New folder name: *

Instructional design

Cancel Rename

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7. Edit the folder name.

Rename Folder * = Required ✕

New folder name: *
Instructional design

Cancel Rename

8. Click **Rename**.

9. To Share or Edit Folders with Members:

From the Folder Actions drop-down menu select "Share/edit folder members".

Folder Actions ▾

- Create folder
- Rename Folder
- Share/edit folder members >>
- Hide folder
- Show hidden folders
- Reassign Folder
- Delete Folder

Share/Edit folder members: * = Required ✕

Edit folder members for: Instructional design

Select members to share the selected folder with.

Available		Selected
Hall, Annette	>>	Gozzo, Tracy
Baskaradas, Ev	<<	
Agustin, Lousie		
Arcenas, Jennife		
Arriola, Alvin Ch		
Eloisa, Maria		
DeLuna, Rona		
Espiritu, Ira Ang		

Cancel Save

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10. Click on the member from the **Available** column you want to share the folder with.

11. Click to bring the member to the **Selected** column.

12. Click .

13. **To Hide Folders:**
From the Folder Actions drop-down menu select **“Hide folder”**.

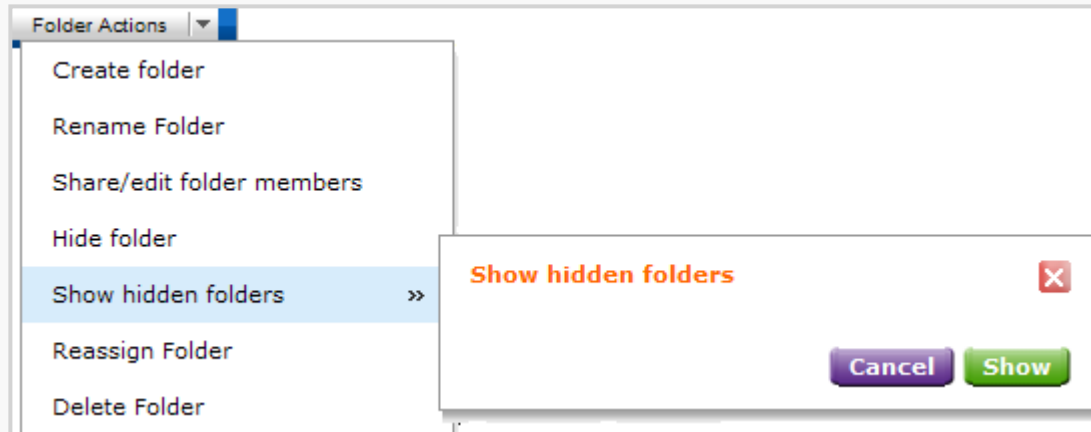
14. Click .

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15. To Show Hidden Folders:

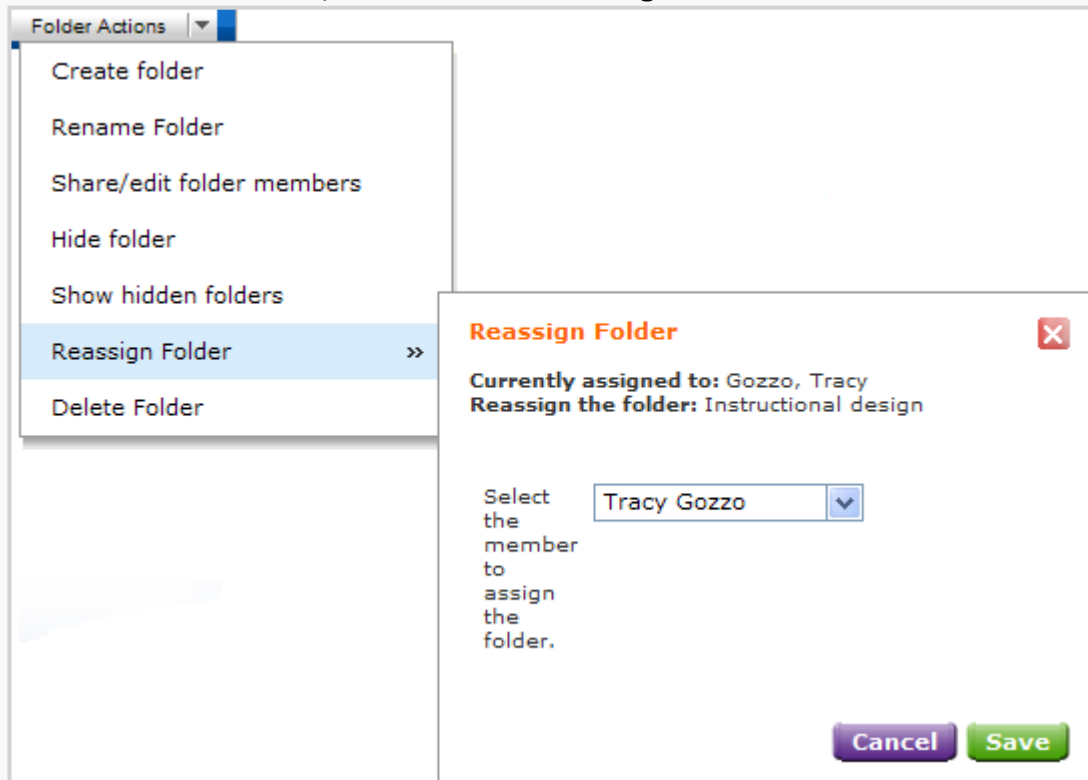
From the Folder Actions drop-down menu select "Show hidden folders".



16. Click **Show**.

17. To Reassign a Folder:

From the Folder Actions drop-down menu select "Reassign folder".



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18. Select the member's name from the drop-down.

19. Click **Save**.

20. **To Delete a Folder:**

From the Folder Actions drop-down menu select **“Delete Folder”**.

 Deleted folders will be retained under the **“Deleted Items”** folder for 30 days. You can restore the folder by selecting the folder and choosing **“Restore folder”** from the **Folder Actions**.

21. Click **Delete**.