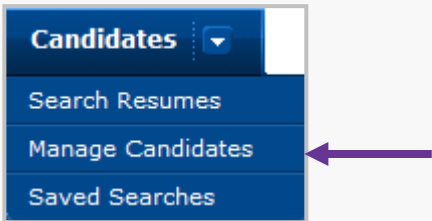

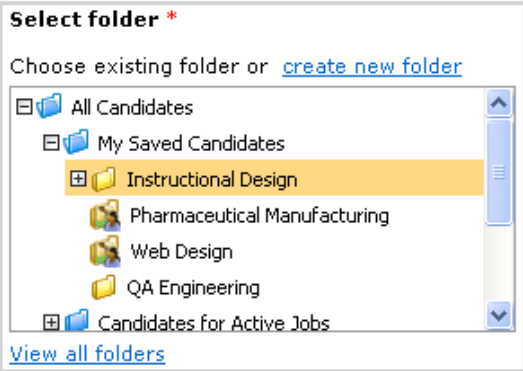
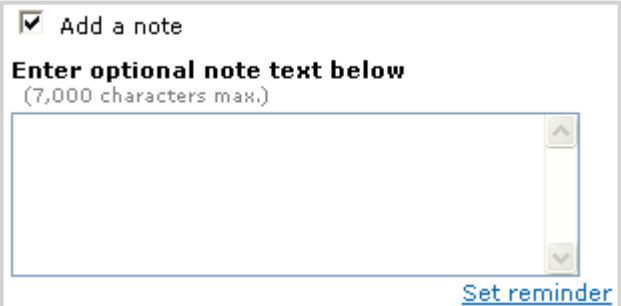
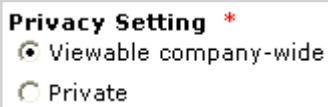




MOVE/COPY CANDIDATE

Step-by-Step Actions

Example of when to use:

When a candidate applies for a job posting, you can copy the candidate from the job folder into a different folder. By keeping the candidate's profile in the job folder, it allows you to keep track of the candidates who have applied for the job. You can create a folder for each stage of the hiring process and move your candidates from one folder to another folder as they move through the process.

1.	<p>Place the mouse over the "Candidates" tab, and then click on "Manage Candidates".</p> 
2.	<p>Select the folder the candidate is in.</p>
3.	<p>Mouse over the candidate and click on "Move/Copy to folder".</p>
4.	<p>Select either "Move" or "Copy".</p> 
5.	<p>Select the folder you want to move the candidate to.</p> <ul style="list-style-type: none"> Choose an existing folder <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Create a new folder 
6.	<p>OPTIONAL STEP:</p> <p>Enter a Note</p> <ul style="list-style-type: none"> Click the box before "Add a note" Enter the text for your note in the box. 
7.	<p>Select either "Viewable company-wide" or "Private".</p> 
8.	<p>Click  or .</p>