

Candidate's profile (Coversheet)

Once you receive an e-mail notification about having pre-selected candidates in „Short List“, log in to the recruitment module and see the details of each candidate.

For this purpose, use the „Candidate's profile“ (PDF file) attached to the candidate profile with all information gained by recruiter during the phone interview.

The screenshot displays the 'Asistent(ka) (1471)' recruitment system interface. The top navigation bar includes 'JOB REQUEST DETAILS', 'JOB PROFILE', 'CANDIDATES', and 'JOB POSTINGS (0)'. The 'CANDIDATES' section is active, showing a 'Talent Pipeline' with various stages: 'New Application' (0), 'Pre-screening' (0), 'Short list' (1), 'Interview' (0), 'Assessment' (0), 'Offer' (0), 'Onboard' (0), 'Hired' (0), 'Refused Candidate' (0), 'Automatic Disqualified' (0), 'Request Closed' (0), 'Selected for Other Requirement' (0), 'Declined On Demand By Candidate' (0), 'Declined On Demand By Admin' (0), 'Declined OPCS' (0), and 'Withdrawn' (0).

The candidate profile for 'Růžena Bednářková (External Candidate)' is shown. A warning message states: 'Non Applicant: This candidate has been forwarded to this job by Adèle Mýšková (fou53300) and added to this job but has not yet applied for it.' The profile includes the following details:

- Application:** Status: Short list
- Country:** Czech Republic
- Expected salary (ft/Monthly):** 20,000.00
- Frequency:** Monthly
- Currency:** CZK
- Start Date:** 04/01/2020
- Interview Result:** 0.00
- Extra cost for agency:** No Selection
- Consumers Employment:** No Selection
- Is Primary Employment:** No Selection

The 'Candidate's profile' document is highlighted with a red box. The 'Application Section' shows the date 02/19/2020 and user 'System System'. The 'More Information' section shows the city 'Czech Republic'.

Be careful! As a manager you are **not able** to edit data in PDF file, it is only in the competence of recruiter.