Nový požadavek
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RECRUITING

Candidate screening tutorial

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 coversheet (PDF file) attached to the candidate profile with all information gained by recruiter during the phone interview.

As a hiring manager you can add comments to the candidate (**„+Add"** button on the upper right side).
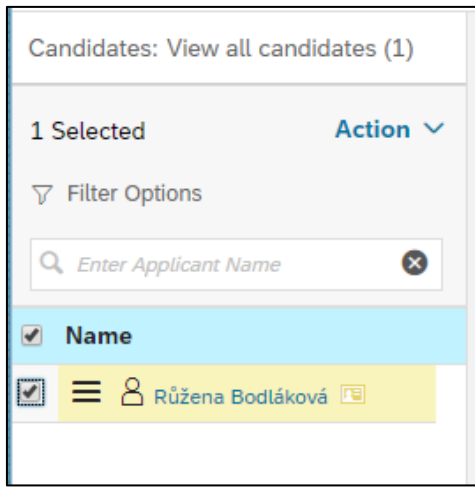

You can move suitable candidates to the phase **Interview** by two means:

1. Tick the box by his/her name and drag&drop to the next status
2. Via drop-down menu **Move candidate** and select status **Interview,** sub-status **Interview One.**

You can also add a comment as the reason of your selection.

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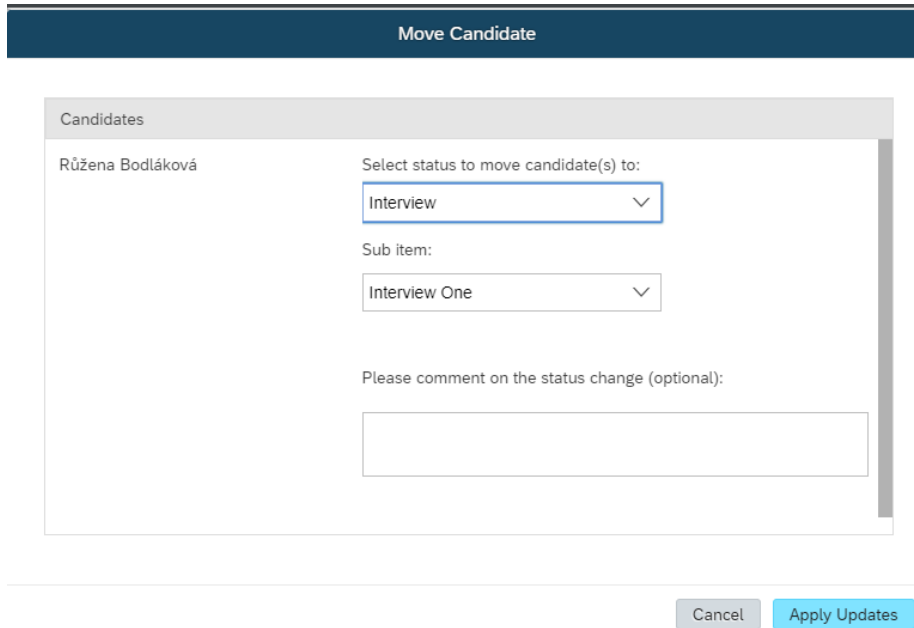
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1. **Way:** Tick the box by his/her name and drag&drop to the next status

2. **Way:** Via drop-down menu **Move candidate** and select status **Interview,** sub-status **Interview One.**

Confirm by clicking on ,,Apply Updates'':

Please note that you are not eligible to refuse candidates in MyFox, that is the task of a respective recruiter. Only a recruiter moves a candidate to a **Rejected Candidate** status.