

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).

Asistent(ka) (1471)				Status Open	Hiring Manager : Tomáš Marný 55 Age : Del			
✓ Teiner Pipeline △ View addre consideres (1) △ View all consideres (1)								
O O Forwarded Invited To Apply	New Application Prescreening Short list Interview ~	Assessment -> Offer -> Onboard Hired Refuse Candidate Automatic Disqual	0 0 dified Requisition Closed Selected for Other Requisition	U Deleted On Demand By Candidate Deleted On Demand By	Admin Declined DPCS Withdrawn			
Candidates: View all candidates (1) 0 Selected Action ~	Vew all cardidates (1) Action v							
	Non Applicant This candidate has been forwarded to this job by Adéla Myški	rová (fox53880) and added to this job but has not yet applied for it.	✓ Comments		+ Add			
Q, Enter Applicant Name	✓ Application		There are no items in this section.					
Name	* Status	Short list 🗸	✓ Correspondence		🖾 Send Email			
🗉 🚍 🛎 Růžena Bodláková 🕬	Country (1)	Czech Republic	There are no items in this section.					
		Candidate Section	✓ Offer Letter					
	Expected salary (Kc/Monthly) (2)		There are no items in this section.					
	Expected Start Date ②		✓ Application Status Audit Trail					
		Application Section	Date: 02/28/2020 User: System System		Status: New Application			
	Salary	20,000.00	Date: 02/28/2020		Status: Short list			
	Frequency	Monthly V	User: Hoese Myskova]			
	Currency	CZX V	✓ More Information					
	Confidence profile		City					
	Carranae a police	OF 1 GOCUMENT ALLACINES	* Country	Czech Republic				
	Extra cost for agency	0.00	Post Conversion External Email					
	Concurrent Employment	No Selection	Candidate Profile Extension (
	Is Primary Employment	No Selection 🖌						
	✓ Screening Details							
	There are no items in this section.							
	Education There are no items in this section. Centifications							
	There are no items in this section.							
Items per page 10 ~ KK < Page	1 of 1 > >>				Move Candidate Return to List			

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.



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":

Move Candidate							
	Candidates						
	Růžena Bodláková	Select status to move candidate(s) to:					
		Interview V					
		Sub item:					
		Interview One \checkmark					
		Please comment on the status change (c	ptional):				
			Cancel 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.