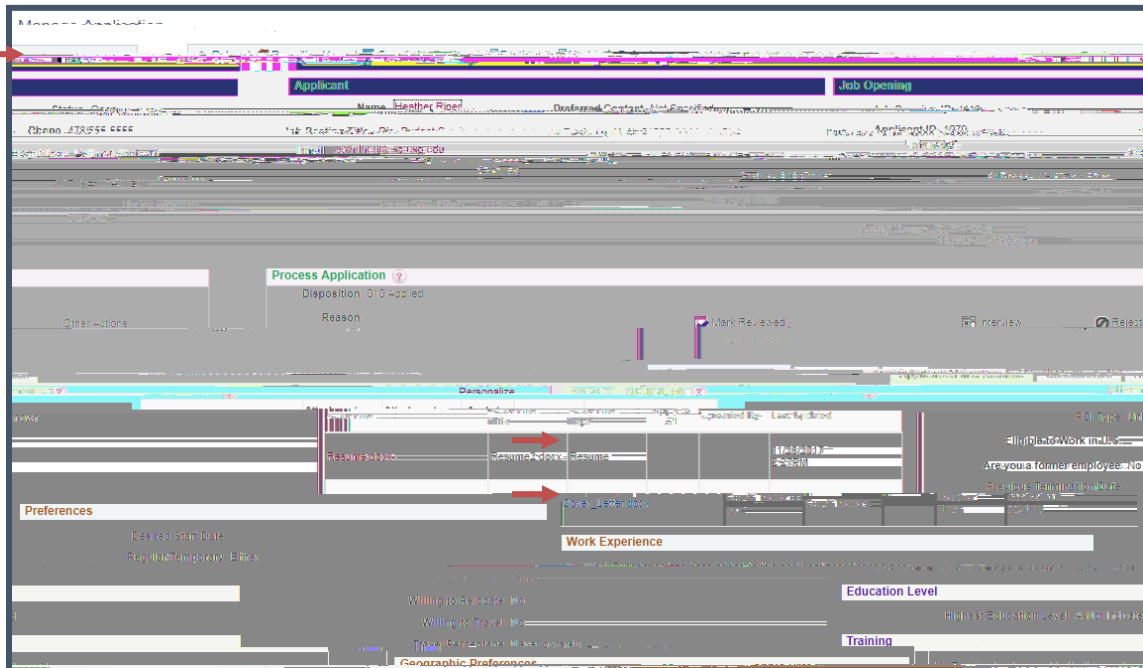


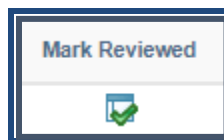


# Applicant Management: Hiring Manager

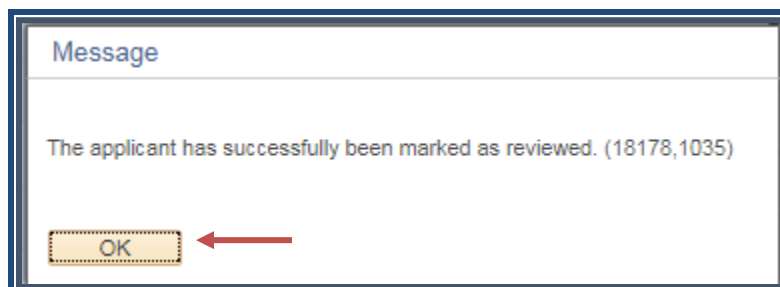


Clicking on the **Resume** attached format (i.e. Word, PDF, etc).

4. Click on the **Mark Reviewed** column.



5. You will receive a pop-up window indicating that you are successful. Click **OK**.



6. Click on the **Reviewed** column.

## **Applicant Management: Hiring Manager**



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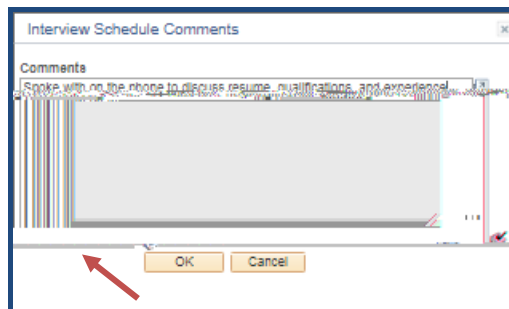
# Applicant Management: Hiring Manager

9. Vj ku'y kn'cng"{qw'vq'yj g'öInterview Scheduleö'r ci g.'y j gtg"{qw'pggf "v"eqo r rvg'cm' yj g'hgrf u'o ctngf 'y kj "cp"ö, öö

You can also add comments.

If you would like to notify the applicant via the system, click **Notify Applicant**

Then, click **Submit**



10. You will receive a message that you have successfully submitted interview details. Click **OK**.

## Applicant Management: Hiring Manager

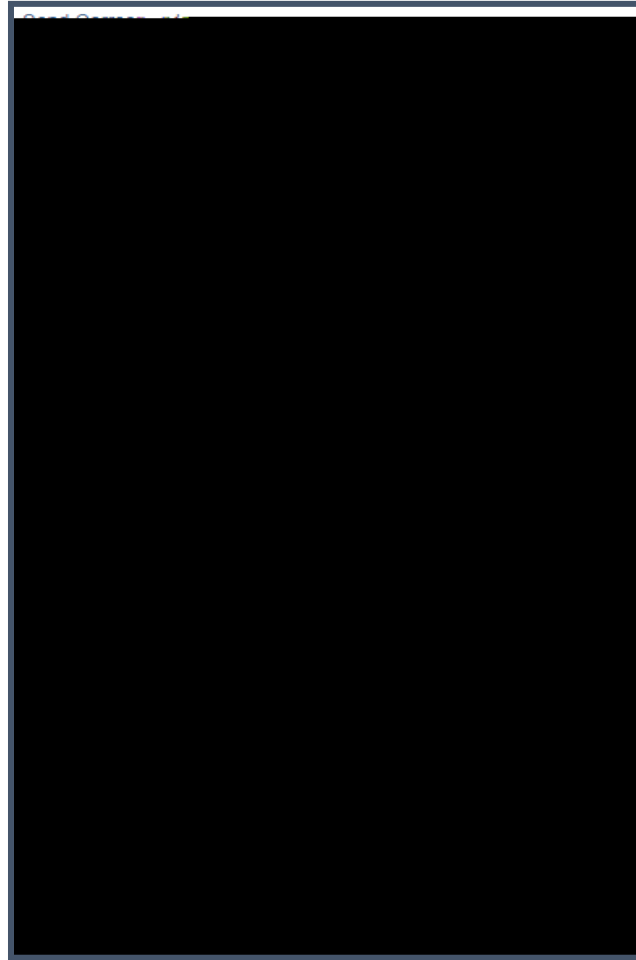
11. Notice the criteria depicted on the right side of the **Interview** card. You may schedule additional interviews, and/or reject the applicant.

Enter the name of the applicant you wish to schedule an interview with or reject the candidate.



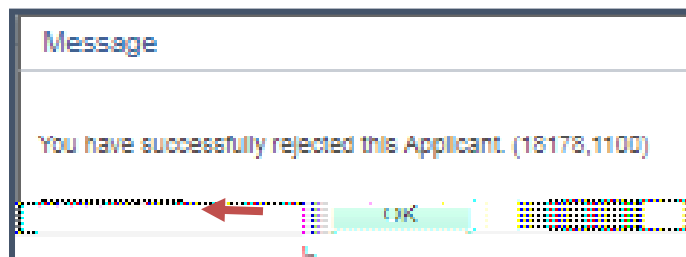


## Applicant Management: Hiring Manager



17. Finally, you will see a pop-up window that confirms you have successfully rejected the candidate.

Click **OK**.

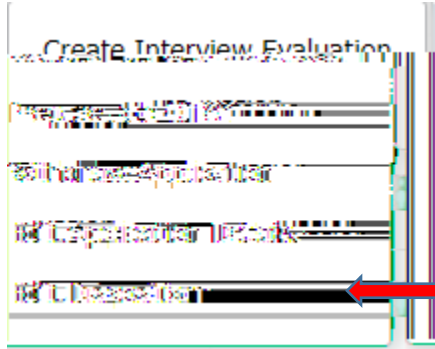


18. P qkæg"j g"ecpf kf cvg"pqy "uj qy u'w' "qp"j g'öRejectö"cd0





## Applicant Management: Hiring Manager



23. Contact Human Resources for the next steps in the hiring process.