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# Recruitment

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# 1.0 Moving Candidates

The screenshot shows the 'Candidates' page with a 'Consolidated Candidate Pool'. The candidate grid has one item, Paige Smith (445), in the 'Review' stage. The grid columns include Candidate, Step / Disposition, Awaiting Me, Awaiting Action, Step awaiting action, Previous Worker?, Requires Reasonable Adjustments?, Testing Overall Score, Current Title, Current Company as Text, Primary Phone Number, CV, and Post Code. The candidate's current step is 'Review' and the next step is 'Review Decision'. The candidate's phone number is 7898765654 and their CV is CV.docx.

You can only move a candidate from one requisition to another if they are both linked to the same evergreen requisition. Another way to move a candidate to another job is to Invite To Apply or Create an Application on behalf of the candidate to another role. You can also copy the application to another job but be mindful this will trigger an email to go to the candidate informing them that you have created an application for them to another job so be sure to have the conversation with the candidate first.

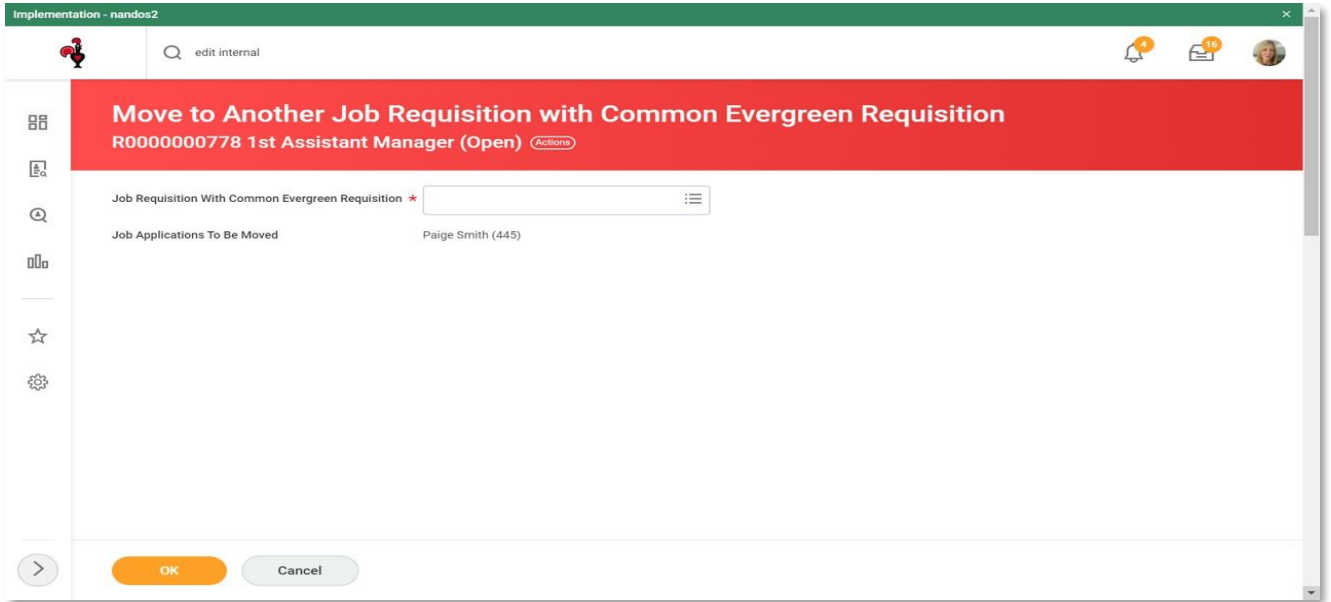
To move a candidate start on the candidate grid and select the box on the left hand side next to the candidates name.

The screenshot shows the 'Candidates' page with the candidate grid. The candidate Paige Smith (445) is selected, and a context menu is open over the row. The menu options are: Bundle Resumes, Add To Pool, Share, Invite to Apply, Move to Linked Evergreen Requisition, Move to Another Job Requisition, and Copy to Another Job Requisition. The 'Move to Another Job Requisition' option is highlighted.

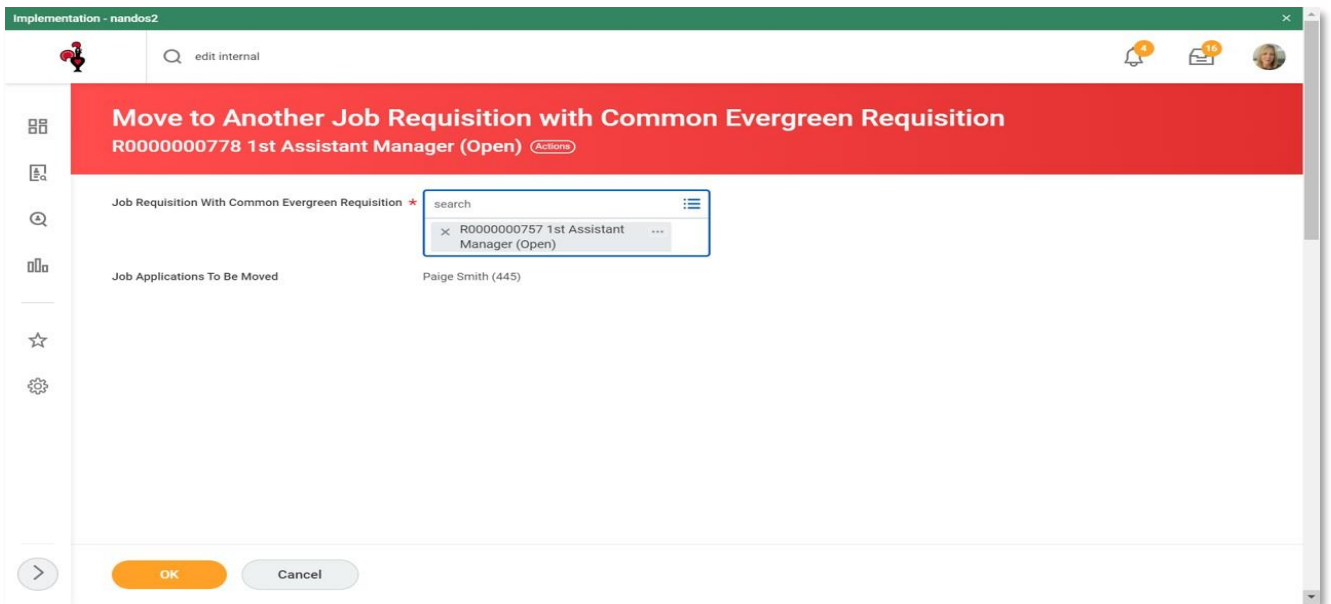
Select the button with the 3 dots at the bottom of the screen and click “Move to Another Job Requisition”



# 1.0 Moving Candidates



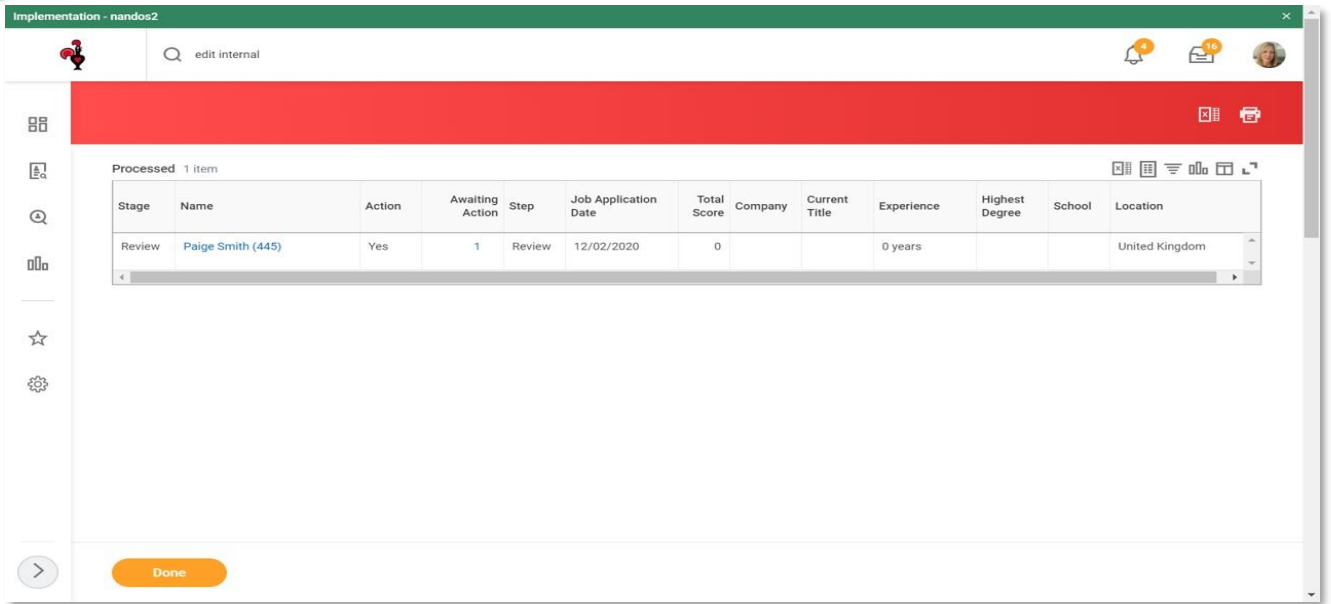
Use the drop down to search and select the job you wish to move them to.



Click "OK"



# 1.0 Moving Candidates



Implementation - nandos2

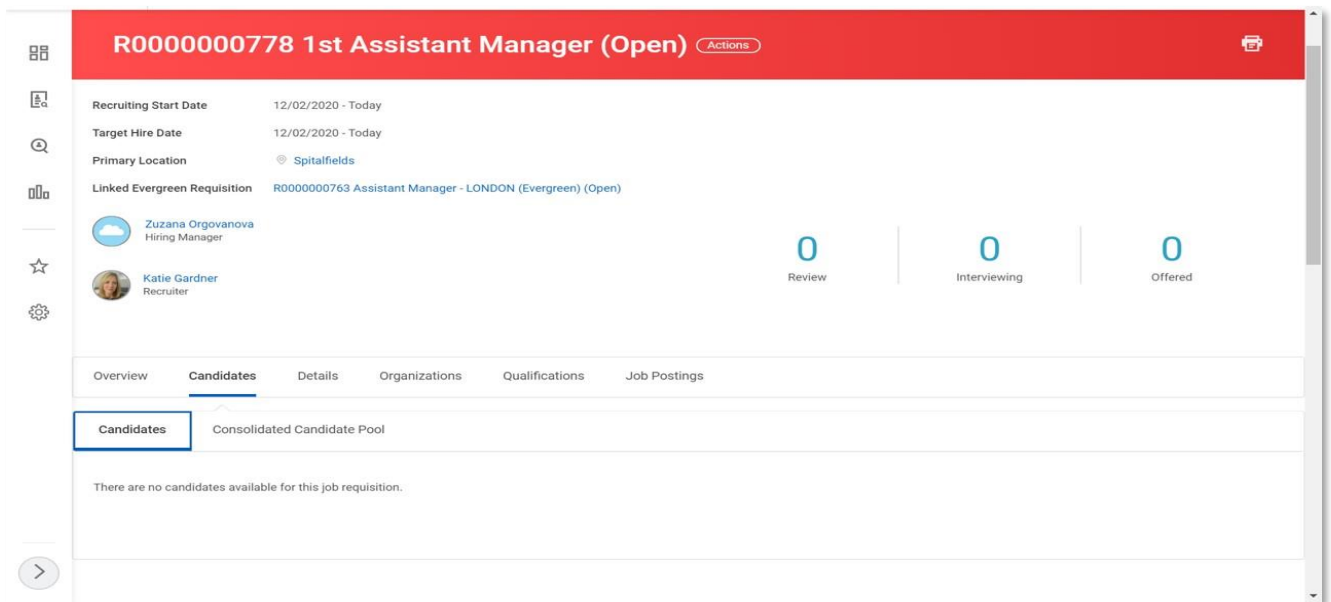
edit internal

Processed 1 item

Stage	Name	Action	Awaiting Action	Step	Job Application Date	Total Score	Company	Current Title	Experience	Highest Degree	School	Location
Review	Paige Smith (445)	Yes	1	Review	12/02/2020	0			0 years			United Kingdom

Done

Check the details and click “Submit”



R000000778 1st Assistant Manager (Open) Actions

Recruiting Start Date: 12/02/2020 - Today

Target Hire Date: 12/02/2020 - Today

Primary Location: Spitalfields

Linked Evergreen Requisition: R000000763 Assistant Manager - LONDON (Evergreen) (Open)

Zuzana Orgovanova  
Hiring Manager

Katie Gardner  
Recruiter

0 Review | 0 Interviewing | 0 Offered

Overview Candidates Details Organizations Qualifications Job Postings

Candidates Consolidated Candidate Pool

There are no candidates available for this job requisition.

The candidate will no longer show in the original requisition



# 1.0 Moving Candidates

**R0000000757 1st Assistant Manager (Open)** Actions

Recruiting Start Date: 21/01/2020 - 22 days ago  
Target Hire Date: 21/01/2020 - 22 days ago  
Primary Location: Islington  
Linked Evergreen Requisition: R0000000763 Assistant Manager - LONDON (Evergreen) (Open)

Mark Betts  
Hiring Manager

Katie Gardner  
Recruiter

1 Review | 0 Interviewing | 0 Offered

Overview **Candidates** Details Organizations Qualifications Job Postings

Candidates Consolidated Candidate Pool

All Active Candidates Awaiting Action Extend My Search

1

Move Forward Decline Send Message ... Reference Check Offer Ready for Hire

They will now be shown in the requisition you moved them to.

Overview **Candidates** Details Organizations Qualifications Job Postings

Candidates Consolidated Candidate Pool

All Active Candidates Awaiting Action Extend My Search

1 Review | -- Screen | -- Interview | -- Reference Check | -- Offer | -- Ready for Hire

No Filters Applied Saved Filters select one

1 item Overview Contact

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Step awaiting action	Previous Worker?	Requires Reasonable Adjustments?	Testing Overall Score	Current Title	Current Company as Text	Primary Phone Number	CV	Post Code
<input type="checkbox"/>	Paige Smith (445)	Review	Review	1	Review Decision	No Previous Record	No	0			7898765654	CV.docx	

Move Forward Decline Send Message ...

Scroll down the page to view

