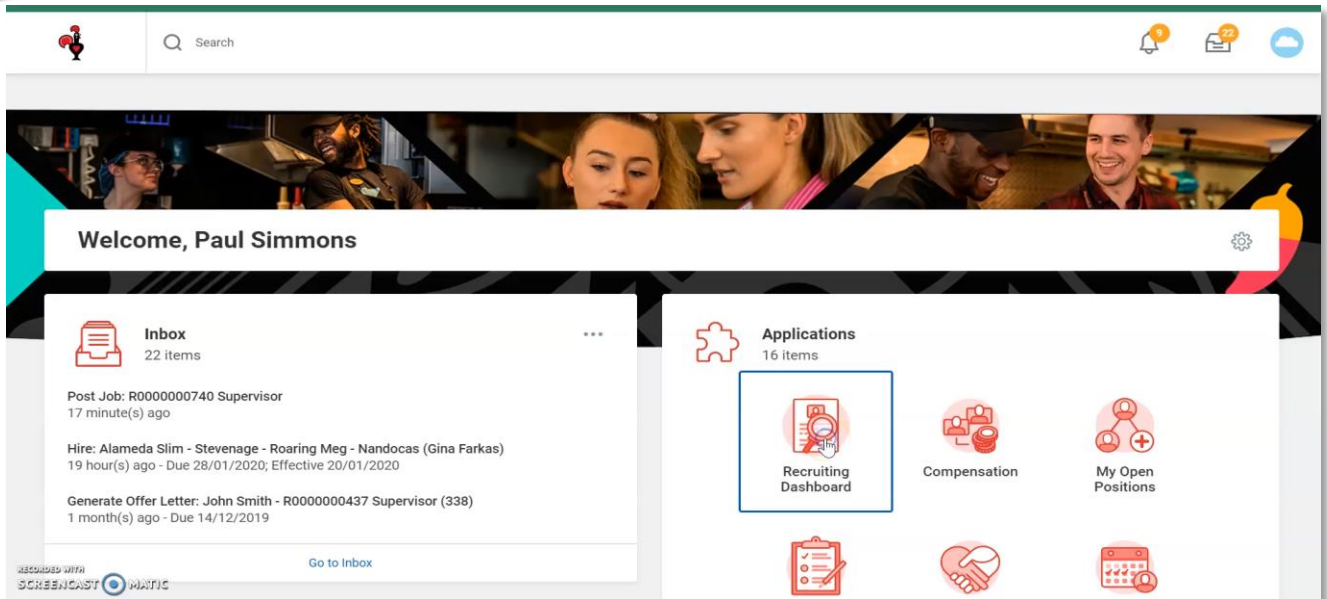




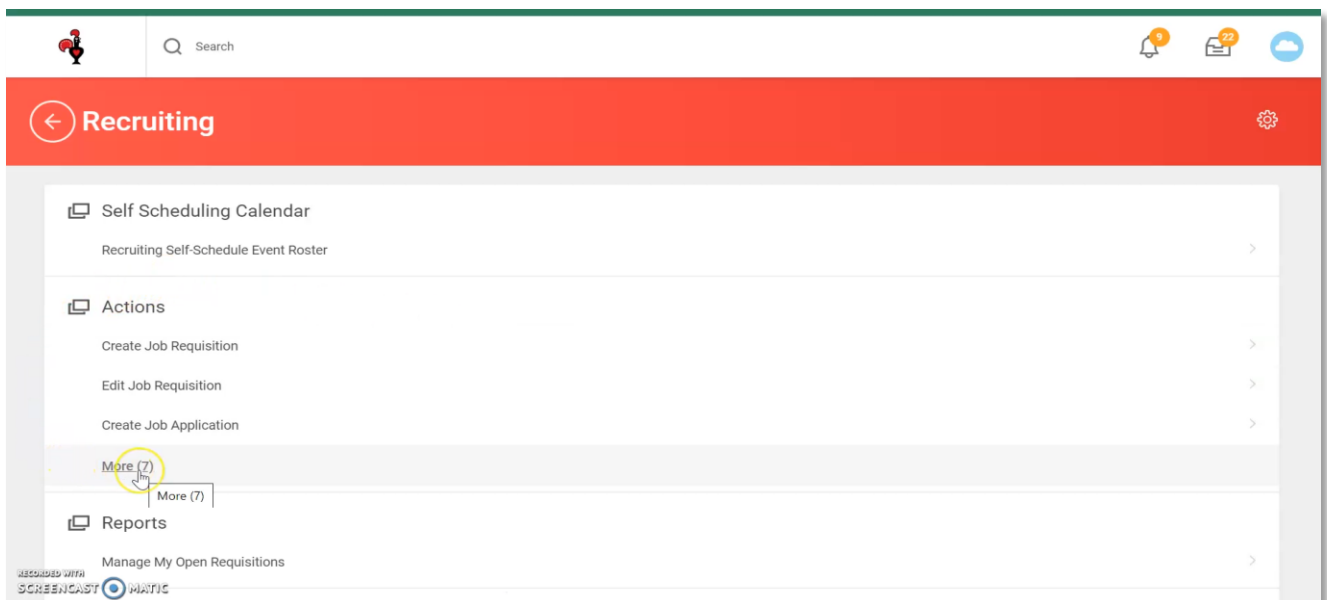
Recruitment



1.0 Creating a prospect candidate



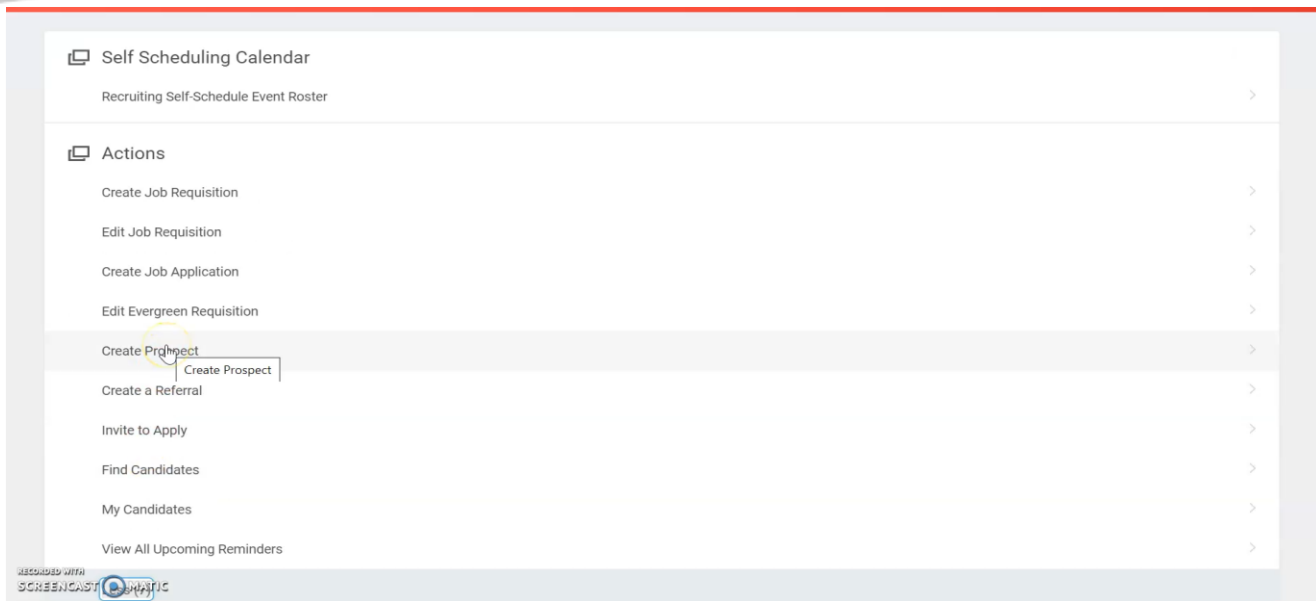
Select Recruiting Dashboard from Homepage



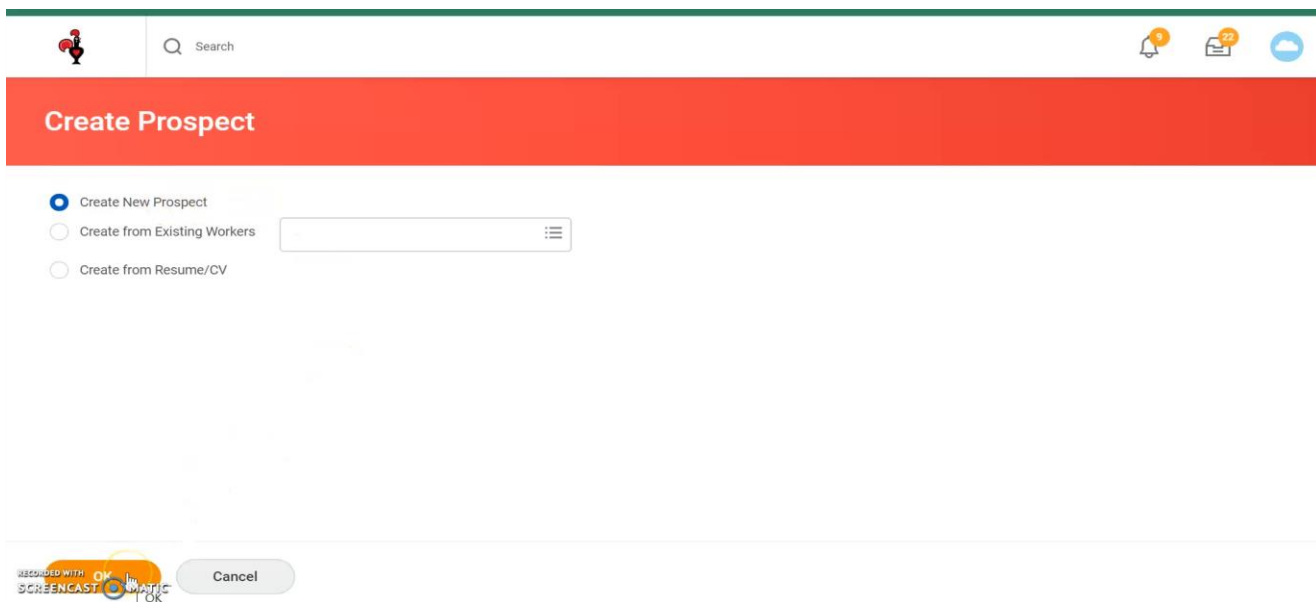
Under actions select 'more'



1.0 Creating a prospect candidate



Select 'Create Prospect'



Create Prospect page will open

Select 'Create new prospect'

Click OK



1.0 Creating a prospect candidate



Search



< Create Prospect

Country

Country *

United Kingdom

Legal Name

First Name *

Jermaine

Last Name *

Candidate has a preferred name ☐

Contact Information

Country Phone Code

Recorded with OK SCREENCAST MATIC

Cancel

Enter Candidates First Name



Search



< Create Prospect

Country

Country *

United Kingdom

Legal Name

First Name *

Jermaine

Last Name *

Thomas

Candidate has a preferred name ☐

Contact Information

Country Phone Code

Recorded with OK SCREENCAST MATIC

Cancel

Enter Candidates and Last Name



1.0 Creating a prospect candidate

Candidates: new > prospect candidate

Contact Information

Country Phone Code

Phone Number

Phone Extension

Email

Prospect Information

Source

Experience Level

Status

Type

Social

LinkedIn URL

Facebook URL

Address

Address Line 1

recorded with SCREENCAST MATE

Cancel

Scroll down and enter Candidates contact information in boxes below

Candidates: new > prospect candidate

Contact Information

Country Phone Code

Phone Number

Phone Extension

Email

Prospect Information

Source

Experience Level

Status

Type

Social

LinkedIn URL

Facebook URL

Address

Address Line 1

recorded with SCREENCAST MATE

Cancel

Enter contact number



1.0 Creating a prospect candidate

Screening tool > prospect name

Contact Information

Country Phone Code *

Phone Number *

Phone Extension

Email *

Prospect Information

Source *

Experience Level

Status

Type

Social

LinkedIn URL

Facebook URL

Address

Address Line 1

recorded with OK SCREENCAST MATIC

Cancel

Enter email address

Screening tool > prospect name

Contact Information

Country Phone Code

Phone Number

Phone Extension

Email

Prospect Information

Source *

Experience Level

Status

Type

Social

LinkedIn URL

Facebook URL

Address

Address Line 1

recorded with OK SCREENCAST MATIC

Cancel

Under prospect information select 'Source'

For walk-ins select 'other'



1.0 Creating a prospect candidate

CONTACT NEW PROSPECT NAME

Contact Information

Country Phone Code *

Phone Number

Phone Extension

Email

Prospect Information

Source *

Experience Level

Status

Type

Social

LinkedIn URL

Facebook URL

Address

Address Line 1

RECORDED WITH OK SCREENCAST MATIC

Cancel

Select Walk in

CONTACT NEW PROSPECT NAME

Contact Information

Country Phone Code *

Phone Number *

Phone Extension

Email *

Prospect Information

Source *

Experience Level

Status

Type

Social

LinkedIn URL

Facebook URL

Address

Address Line 1

RECORDED WITH OK SCREENCAST MATIC

Cancel

Other information on the page is optional

Scroll down to the bottom of the page and click OK

