

Concept: Candidate Profile

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A **Candidate Profile** gets created for anyone who has applied to a posted job. This profile is a comprehensive hub for hiring managers to access available details on a particular candidate.

From a candidate's profile, you can access their contact information, their application materials, track their progress in the recruitment process, and view records from the screening and interview stages (as applicable).

These profiles persist, so even if a candidate does not get selected for a job they have applied for, another manager can find, evaluate, and possibly invite that candidate to apply for another job.

Access Candidate Profiles from a Job Requisition

1) Go to an open/unfilled job requisition. You can find them from the **Recruiting** worklet or by running the **My Open Job Requisitions** report.

2) Click the **Candidates** tab to see the list of applicants.

3) Click any candidate's name (in either the **Candidate** column or the **Candidate Name** column).

Where Else Can I Find Candidate Profiles?

You can also access candidate profiles from the **Find Candidates** report.