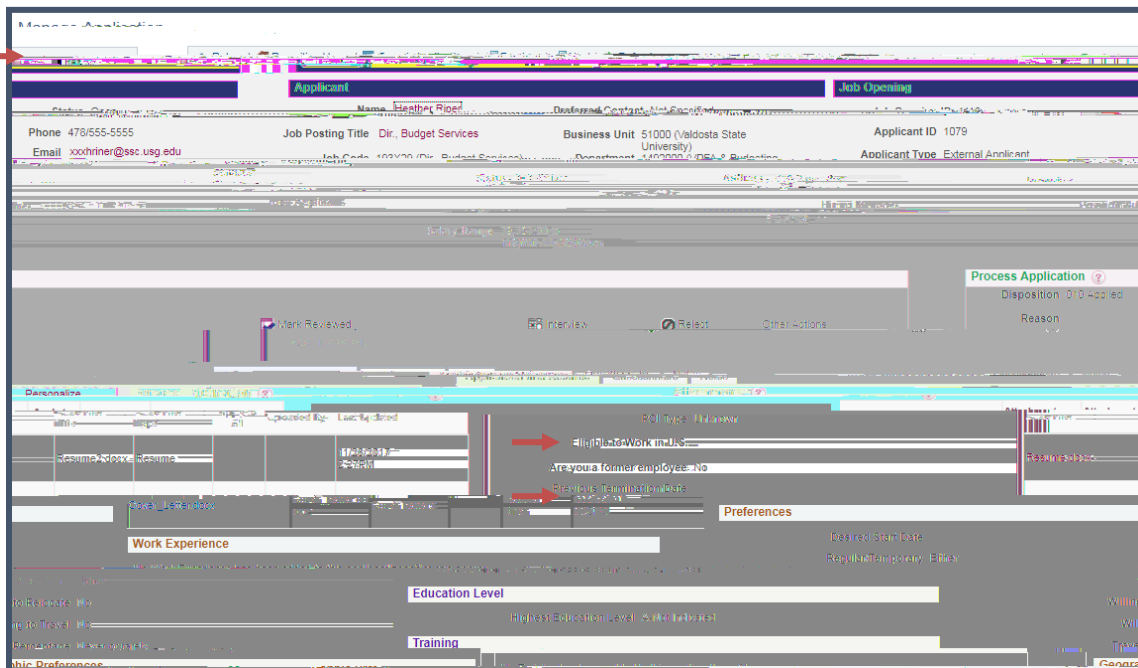
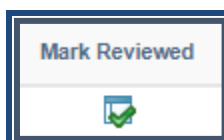


Applicant Management: Hiring Manager

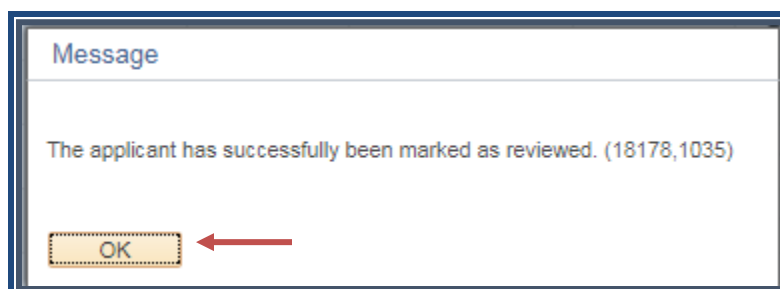


Clicking on the **Mark Reviewed** button will mark the applicant as reviewed in the system.

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



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



6. The applicant will now be marked as **Reviewed** in the system.

Applicant Management: Hiring Manager



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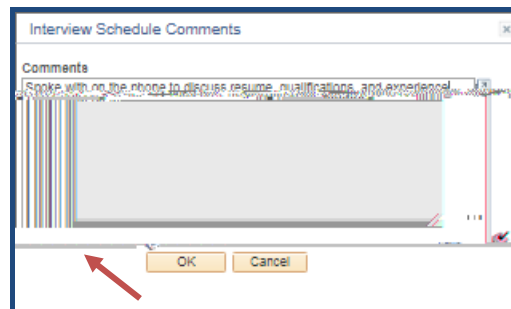
Applicant Management: Hiring Manager

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

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**.

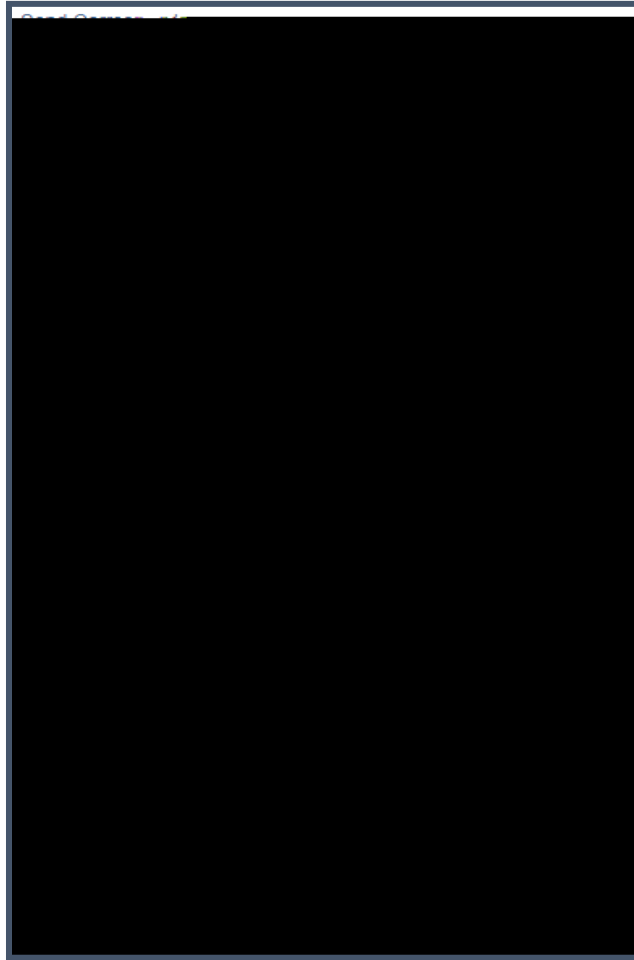
Applicant Management: Hiring Manager

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.

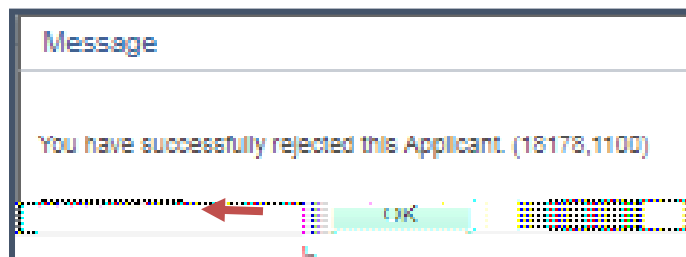
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Applicant Management: Hiring Manager



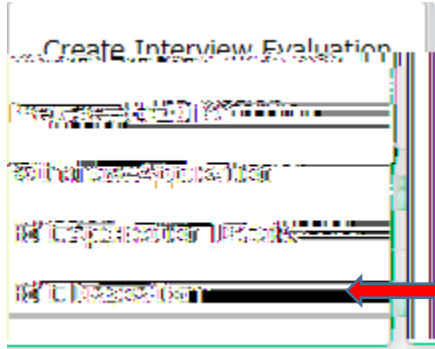
17. Finally, you will see a pop-up window that confirms you have successfully rejected the candidate.

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.