



RECRUITING

Candidate screening tutorial

Once you receive an e-mail notification about having pre-selected candidates in „**Short List**“, log in to the recruitment module and see the details of each candidate. For this purpose, use the coversheet (PDF file) attached to the candidate profile with all information gained by recruiter during the phone interview.

As a hiring manager you can add comments to the candidate („**+Add**“ button on the upper right side).

The screenshot displays the 'Candidates' section of the recruitment system. At the top, a status bar shows various stages: Forwarded, Invited To Apply, New Application, Prescreened, **Short list** (highlighted with a red box), Interview, Assessments, Offer, Onboard, Hired, Refuse Candidate, Automatic Disqualified, Requisition Closed, Selected for Other Requisition, Deleted On Demand By Candidates, Deleted On Demand By Admin, Declined DP/CS, and Withdrawn. Below this, the candidate profile for 'Růžena Bodáková' is shown. The 'Status' is set to 'Short list'. The 'Application' section includes fields for Country (Czech Republic), Expected salary (20,000.00 CZK), and Start Date (04/01/2020). The 'Comments' section on the right has a '+ Add' button highlighted with a red box. The interface also shows a sidebar with filters and a bottom navigation bar with 'Move Candidate' and 'Return to List' buttons.

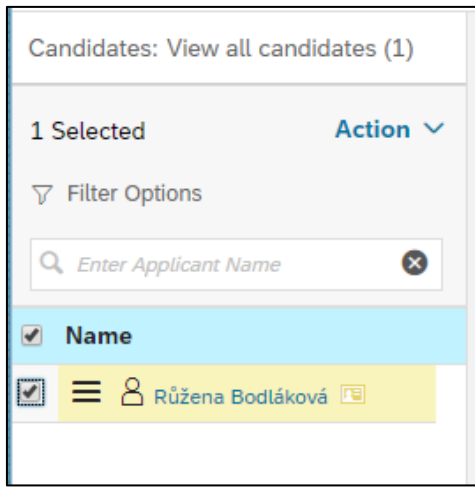
You can move suitable candidates to the phase **Interview** by two means:

1. Tick the box by his/her name and drag&drop to the next status
2. Via drop-down menu **Move candidate** and select status **Interview**, sub-status **Interview One**.

You can also add a comment as the reason of your selection.

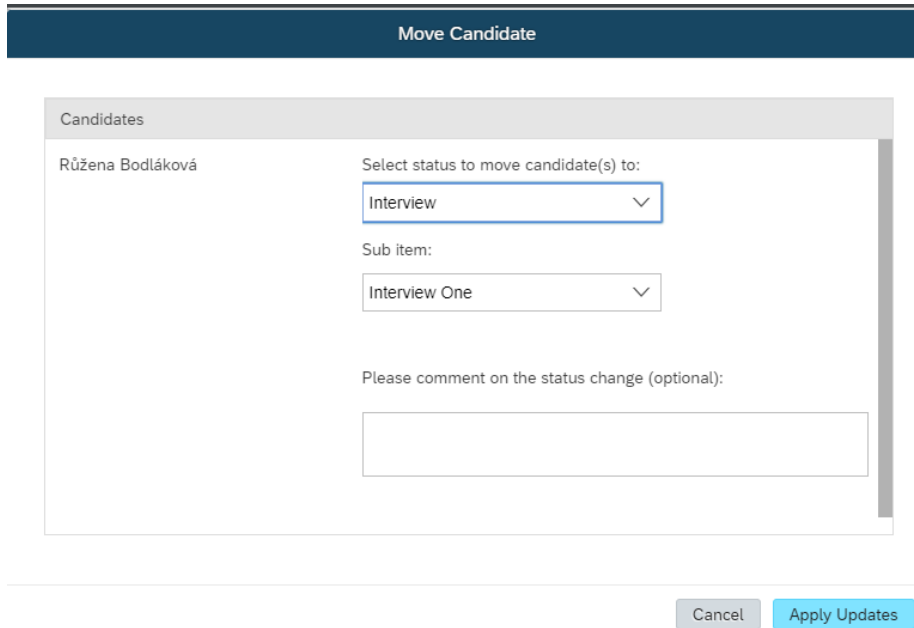


1. **Way:** Tick the box by his/her name and drag&drop to the next status



2. **Way:** Via drop-down menu **Move candidate** and select status **Interview**, sub-status **Interview One**.

Confirm by clicking on „Apply Updates“:



Please note that you are not eligible to refuse candidates in MyFox, that is the task of a respective recruiter. Only a recruiter moves a candidate to a **Rejected Candidate** status.