

Recruiting Actions vs Applicant Actions

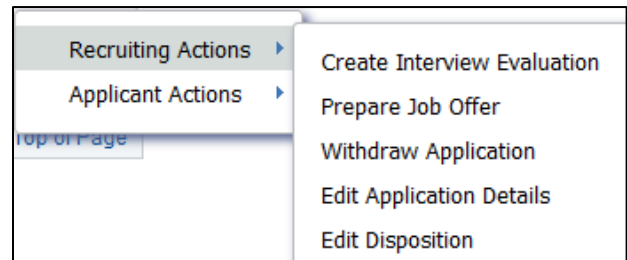
The Other Actions drop down includes two different options, with a number of options in each. Not all actions can be available at all times. Some actions vary based upon the applicants status (ex. Prepare for Hire only appears for applicants in Offer, Offer Accepted, or Hold status); they can also vary based upon security of the user.

Recruiting Actions vs Applicant Actions

- Recruiting Actions - actions that have to do with the relationship between an applicant and a job opening

- For example:

- Next disposition (Prepare Job Offer, Accept/Reject Job Offer, Prepare for Hire, etc)
 - Withdraw Application
 - Edit Application Details
 - Edit Disposition
 - Create Interview Evaluation



- Applicant Actions - actions that are not related to a specific job application

- For example:

- Add applicant note – remember notes can be seen for all job openings an applicant applied for
 - Forward applicant
 - Manage applicant checklist
 - Send correspondence

