Navigating Candidate Cards in a Manager's Role

This PDF will walk you through navigating candidate cards in a manager's role. Specifically, it will walk you through what you can see and access within a requisition once it is created and opened.

1. Click on Manager.

2. Click Requisition from the menu bar. In the middle, search for your position. On the far right you can then see workflow stages as well as locate your candidates.
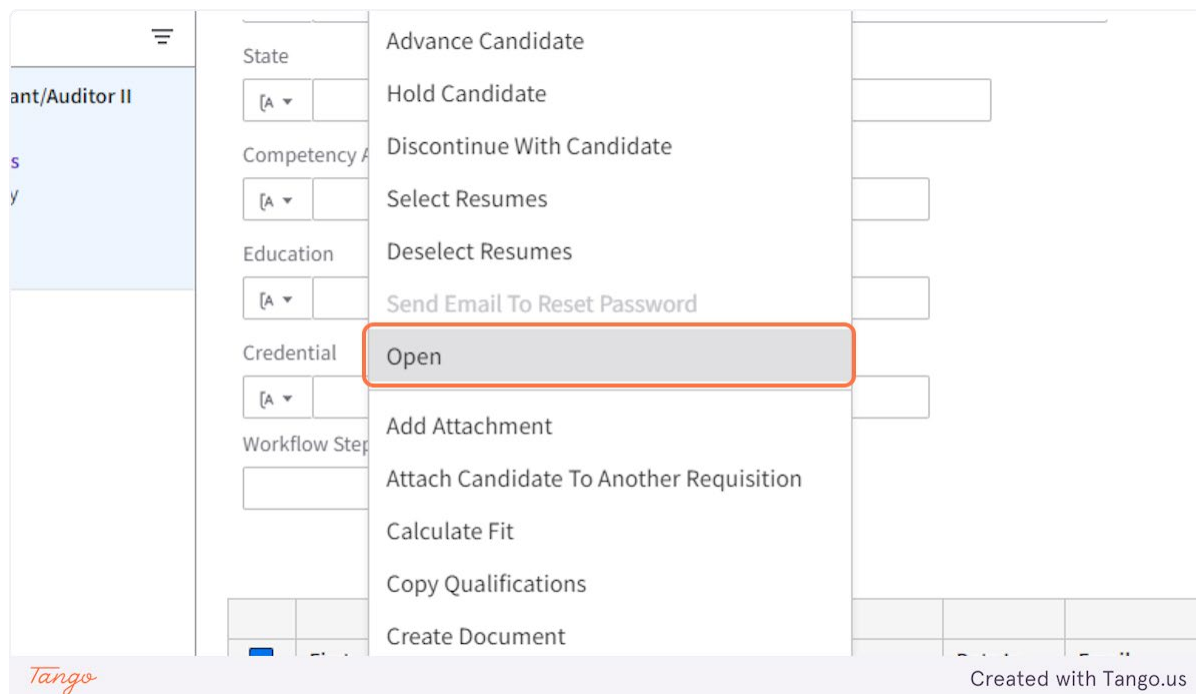
3. Click on All to find the candidate you would like to review information on.

Workflow | **All** | Resume

Candidates For 060024 Accountant/Auditor II - Job #27629

	First N...	Last Name ⇕	Workflow Step	Date In Step	Email	Type	
☐	Tami	Babcock	Offer Approved	8/19/2024	tami.babcock@state.sd.us	External	
☐	Beth	⚠ Bigby	New Applicants	7/17/2024	banderson2013.ba@gmail.com	Internal	
☐	Wilma	⚠ Flinstone	Hiring Manager Review	7/16/2024	wilma2@testing.com	External	
☐	Jessica	Hamar	Withdrawn by Candidate	7/17/2024	j3ss1178@gmail.com	Internal	
☐	Anna	Kappenman	Offer Accepted	8/19/2024	kappenman99@icloud.com	Internal	
☐	Karen	⚠ Mentele	New Applicants	7/17/2024	karen.mentele@state.sd.us	Internal	
☐	Jane	⚠ Smith	New Applicants	7/17/2024	jane@info.com	External	
☐	Susy	Test	Invite to Apply/Partially Complete	7/19/2024	susy@email.com	External	

4. Once you have located the candidate, right-click on the candidate, and select "Open".

State

ant/Auditor II   [A ▾

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Competency A   [A ▾

Education   [A ▾

Credential   [A ▾

Workflow Step

- Advance Candidate
- Hold Candidate
- Discontinue With Candidate
- Select Resumes
- Deselect Resumes
- Send Email To Reset Password
- **Open**
- Add Attachment
- Attach Candidate To Another Requisition
- Calculate Fit
- Copy Qualifications
- Create Document

Tango

Created with Tango.us

5. Under the Core Profile tab you can view all the cards for the candidate.

Preferences Card: Notes any Preferences for candidates such as if they are willing to travel, employment types, salary expectations, preferred locations etc.

Contact Information: Provides the candidate's contact information such as phone, email, address etc.

6. Under the tab Hiring Process you can view all of the cards for the Candidate Hiring Process.

Question Results: their answers to application questions.

Interviews: Where you would find any scheduled interviews?
Offer: Shows where they are at in the Offer process. If an offer is made and/or their status.
References: Where you would find references, the candidate added to their Talent Profile.
*Note: Some candidates list this in their resume versus in their talent profile.
Transition programs: Information will populate this card after the candidate has accepted the offer and started the onboarding process.
Workflow Step History: Shows how many days the candidate is in each step of the hiring process.

7. Talent Profile will show cards related to education, work history, etc. Some candidates will simply attach their resume and not fill this out completely. However, some candidates will complete their talent profile and then you can view the information that they provided on these cards. Much of this information can also be viewed on the application summary pdf, which is located on the quick links card.