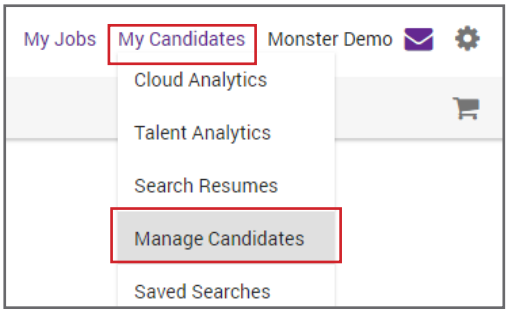
MONSTER
FIND BETTER

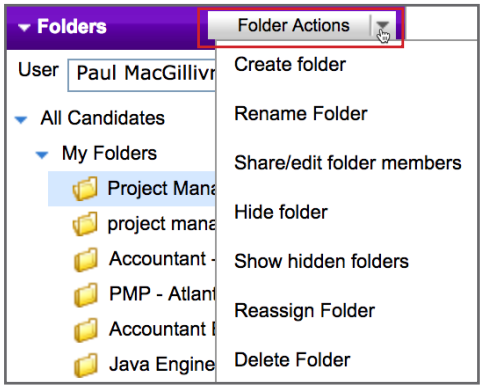
MANAGING FOLDERS

Folders can help you organize your candidates throughout the hiring cycle. Read on to find out how you can easily add, remove, share and manage your folders.

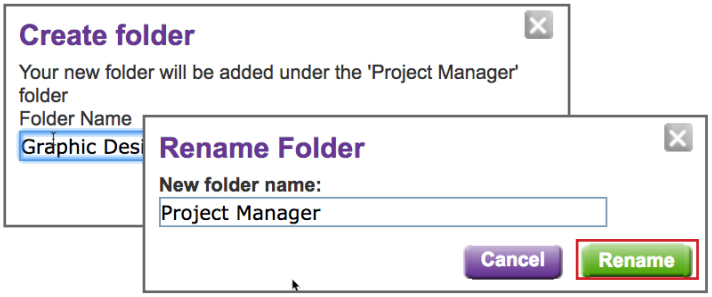
Hover over **My Candidates** and then click on **Manage Candidates**.



On the left side of the page you will see a list of folders. Click on a folder, then go to your **Folder Actions** dropdown menu above to reveal a list of options.

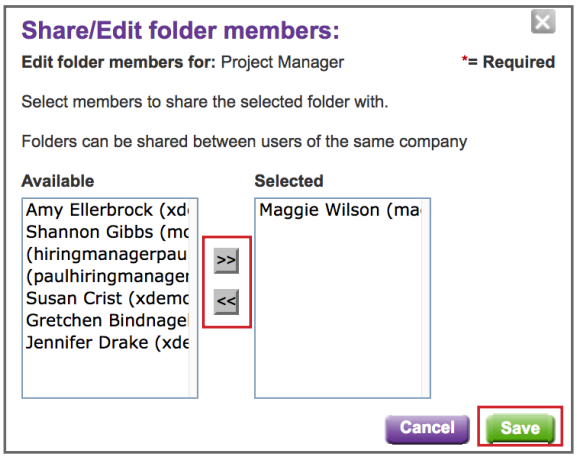


To **Create a folder** or **Rename a folder** just click on the option and fill out the information requested. Click the green button to continue.



To **Share/Edit folder members** click on a name in the **Available** column and click the **>>** button to move it over to the **Selected** column.

If you want to remove names from the **Selected** column, click the **<<** button. Click **Save** to lock in your selections.



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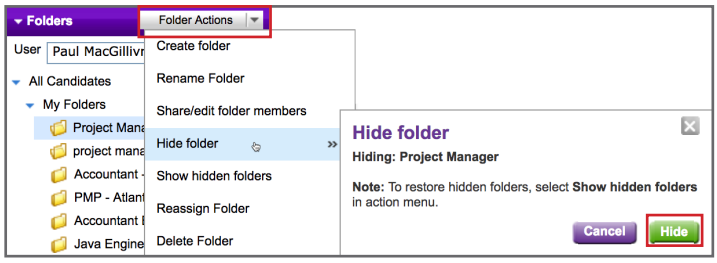
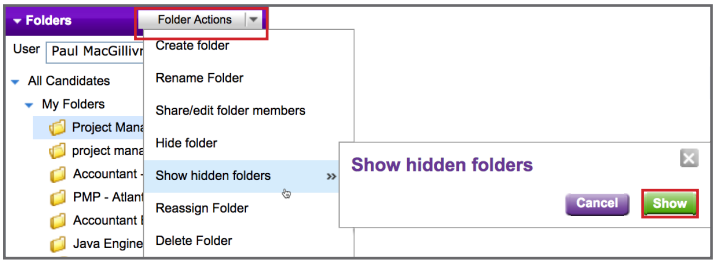
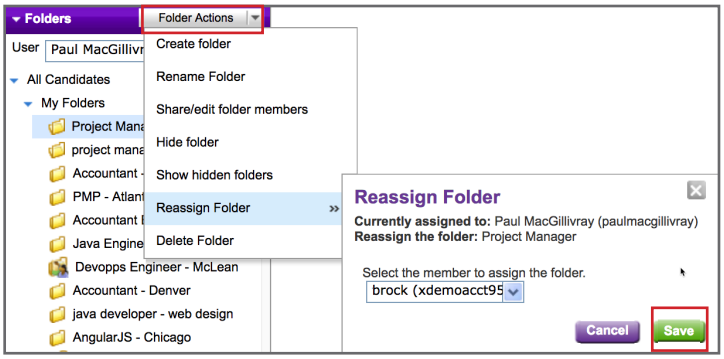
To **hide a folder**, select the folder you want to hide, then select **Hide Folder** from the **Folder Actions**. Make sure to click the green **Hide** button to save your selection.

To make your hidden folders visible again, click **Show hidden folders** in the **Folder Actions** menu and click the green **Show** button.

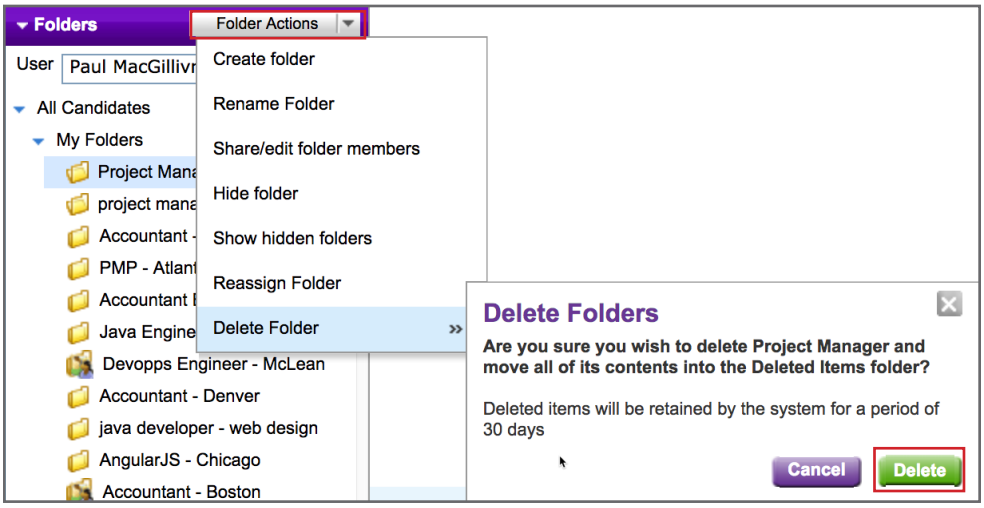




You can also **Reassign a folder** from **Folder Actions**. Simply select the member you'd like to assign the folder to from the dropdown menu. Then, click **Save**.



You can **Delete** a folder by clicking on it and then selecting **Delete Folder** from your **Folder Actions**. Click the green **Delete** button to confirm.



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