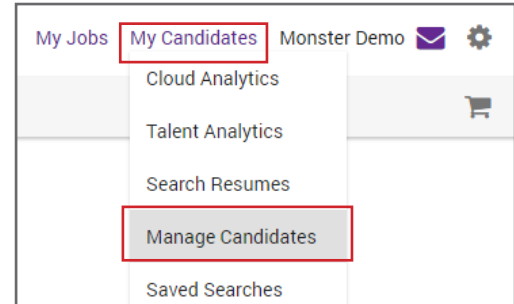


RATE A CANDIDATE

Capture your assessment of the candidate for future reference and compare them to other candidates.

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



- 2 Choose a candidate you would like to rate and then click on **Not Rated**.

<input type="checkbox"/>	Matt Cooke US-MA-Burlington Source Resume Search	Saved Resume updated Status Rating Screening Score Folder Career Level	10/11/2017 1/26/2017 Resume Received Not Rated N/A Project Manager Manager (Manager/Supervisor of Staff)	Word Move / Copy Print Forward resume Add note Send Message Block
--------------------------	---	---	--	---

- 3 You can click **See All Activity** to see the previous activity for this candidate, then select the rating that best describes your assessment of how the candidate matches your requirements. When you are done, click **Save**.

Rate candidate

Choose a rating for the following candidates: *

= Required

Matt Cooke

[See All Activity](#)

☐ Hot
☒ Warm
☐ Cold
☐ Not Rated
☐ Rejected

Cancel

Save

- 4 You will see the rating is now viewable in your candidate list.

<input type="checkbox"/>	Matt Cooke US-MA-Burlington Source Resume Search	Saved Resume updated Status Rating Screening Score Folder Career Level	10/11/2017 1/26/2017 Resume Received Warm N/A Project Manager Manager (Manager/Supervisor of Staff)	Word Move / Copy Print Forward resume Add note Send Message Block
--------------------------	---	---	---	---

- 5 The next time you want to review your candidate list, you can sort them by rating. Just go to your filter options on the left side of the page and click the **Rating** dropdown menu.

Folders

Folder Actions

User

Paul MacGillivray (pi)

All Candidates

My Folders

Denver - Accounting

Project Manager

project manager - pmp

PMP - Atlanta

Java Engineer

Devopps Engineer - McLean

java developer - web design

AngularJS - Chicago

buyer - plastics

auditor - Houston

Service Delivery - Hartford

Medical Coder - DC

View all folders

Filters

Search

Saved

From 8/17/2017

To 10/16/2017

Status

All

Rating

All

All (except rejected)

All

Hot

Warm

Cold

Not Rated

Rejected

Project Manager (1-13 of 13 Candidates)

Currently viewing candidates for past 60 days.

0 Selected and:

Select Action:

Sort by

Saved: Descending

Matt Cooke

US-MA-Burlington

Source Resume Search

Saved

Resume updated

Status

Rating

Screening Score

Folder

Career Level

Work Experience

Highest Education

Desired Salary

Relocation

10/11/2017

1/26/2017

Resume Received

Warm

N/A

Project Manager

Manager

(Manager/Supervisor of Staff)

N/A

High School or equivalent

N/A

Will Not Relocate

Word

Move / Copy

Remove from folder

Print

Forward resume

Add note

Send Message

Block

Amy Abbanato

US-MA-West Boylston

Source Resume Search

Saved

Resume updated

Status

Rating

Screening Score

Folder

Career Level

Work Experience

Highest Education

Desired Salary

Relocation

10/11/2017

9/7/2017

Resume Received

Not Rated

N/A

Project Manager

Manager

(Manager/Supervisor of Staff)

N/A

Bachelor's Degree

N/A

Will Not Relocate

PDF

Word

Move / Copy

Remove from folder

Print

Forward resume

Add note

Send Message

Block

Samuel Nickerson

Assistant Project Manager | US-MA-Peabody

Source Resume Search

Saved

Resume updated

Status

Rating

Screening Score

Folder

Career Level

Work Experience

Highest Education

Desired Salary

10/11/2017

4/6/2017

Resume Received

Warm

N/A

Project Manager

Experienced (Non-Manager)

N/A

Bachelor's Degree

N/A

Word

Move / Copy

Remove from folder

Print

Forward resume

Add note

Send Message

Block