# MONSTER
## FIND BETTER

## UPDATE STATUS

Update the status to keep track of a candidate's progress through the hiring cycle. This provides a quick and easy way to know exactly where a candidate stands with a particular position. It can also be very helpful if a colleague is unavailable and you need to follow up with his/her candidates.

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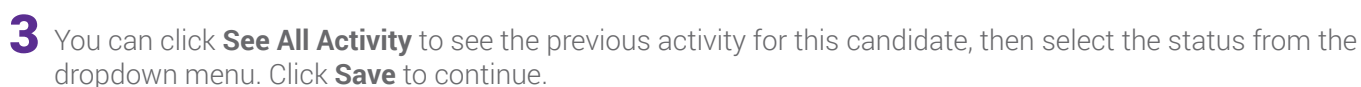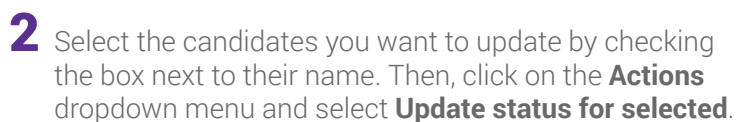


**2** Select the candidates you want to update by checking the box next to their name. Then, click on the **Actions** dropdown menu and select **Update status for selected**.



**3** You can click **See All Activity** to see the previous activity for this candidate, then select the status from the dropdown menu. Click **Save** to continue.

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