




















RECRUITING ICONS DEFINITION LIST

-  Displays the previous page.
-  Goes to the previous 10 pages.
-  Displays the next page.
-  Goes to the next 10 pages.
-  Draws a user's attention to items that they own and that require viewing.
-  Indicates a new or modified item.
-  Indicates that the Disqualification Questions functionality is enabled.
-  ACE Candidate icon. Identifies top candidates, those who meet all required criteria.
-  Indicates the most advanced progression status of a candidate on other requisitions across all positions where the candidate is being considered.
-  Indicates that a candidate is in at least one selection process.
-  Indicates that a file is attached.
-  Indicates that a candidate is internal, meaning any employee with a current active contract or an active contract within the last 6 months.
-  Indicates that the candidate is new in the selection process.
-  Indicates the number of candidates who applied on a requisition.
-  Indicates the number of candidates who received a job posting notification.
-  Indicates that a requisition requires the recruiter's attention.
-  Prevents users from posting a requisition.
-  List format configuration.
-  Online help.



Indicates a registered person file. The Registered Person icon is also known as the Ghost icon. A registered person is created in the following circumstances:

- A candidate creates a username and password on the external career portal but does not complete and submit their profile.
- A candidate creates a username and password on the external career portal and provides some personal information via My Account Options instead of providing the information via the Profile section.

To remove the Registered Person icon:

- Have the candidate complete and submit their general profile on the external career portal.

Or:

- Have the candidate complete and submit a job-specific application on the external career portal.



Clips.



Indicates a comment.



Print function.



Filtering section.



Folder management section.



Add comment.



File in a folder.



Find similar candidates.



Match candidates.



Merge candidates files.



Share information about a candidate.



Diagnostic tool for requisitions.



Duplicate a requisition.



Save requisition as a template.



Create a search query based on a requisition.



Changes the candidate's status to the next appropriate status.



Changes the candidate's status to Rejected.



Changes the candidate's status to Under Consideration.



Candidate progression status - New.



Candidate progression status - Reviewed.



Candidate progression status - First Interview.



Candidate progression status - Second Interview.



Candidate progression status - Third Interview.



Candidate progression status - Testing.



Candidate progression status - Offer.



Candidate progression status - Hired.