



HOW DO I VIEW APPLICANTS IN THE HIRING DASHBOARD?

Now that you've created an account, posted a job, and received a notification email that you've got new applicants., follow the step-by-step instructions below to view your applicants.

1. From your dashboard, click on the **job title** whose applicants you would like to view.

Position	New Applicants	Total Applicants	# Job Code	Location
Account Executive	1	1		Fremont, CA

This will bring you to the Applicant grid where you will see a listing of all of your new applicants. After you have viewed applicants and rated or archived them, you can click on the New, Rated, Archived and All Applicant tabs to view applicants in any of those groups.

2. To view an applicant's submitted application, just click on the **View Applicant** button next to the applicant's name.

select action | search name and email | Filter by: select ratings | select status | Apply

select all (71) | sort by: rating status date

Rachel Bell | rating: ★★★★★ | -- select a status -- | [View Applicant](#) | select action

An application viewer window will pop up showing you the applicant's contact information and giving you the option, via the left sidebar, to view the resumes submitted, view the applicant's answers to any application form questions you've required, to upload files and add notes. You can also rate the applicant on a scale of 1 to 5 stars, select a status for the applicant, etc.

Steven Fox



Set applicant status...

- Send Message
- Archive
- Share
- Verify
- Send Offer
- Mark as Hired
- Print

- Applicant Info
- Resume
- Files
- Notes

Phone (505) 555-2255 **Received** 10/14/16
Email steve_fox@noemail.com **Position** Account Executive (test), Portland (move or copy applicant)
Address **Job Code** test
123 Main Street **Source** none
PORTLAND, OR 97206 US

[edit applicant](#)

add tags

Tags help you **categorize**, **sort** and **manage** your applicants. Enter a word or phrase and hit **tab** or **enter** to add it to this applicant.

assessment not complete

These tags are automatically applied by HiringThing

If you have any questions email info@lastudentworks.com or call 504-688-2555 toll free: 866-226-2555