Table of Contents

Applicant Detail 1

Applicant Detail

The Applicant Detail page provides information about an applicant, which varies based on where they are in the hiring process. You may see Hire Applicant, Request References, Rate an Applicant (from having had an interview) or Interview History.

There are three ways you can get to the Applicant Detail page:

- Click **View** under **Interview Rating Queue** on your dashboard.
- Click **History** under **Interview Rating Queue** on your dashboard. The Interview Rating window will display. Click **View Applicant**.
- Click **Search Applicants** on the sidebar to go to the Search Applicants page. Locate the applicant that you are rating, and click **View**.

The Interview History table displays the following fields:

Field	Description
Step Name	The step the applicant is located within the application/interview process.
Approver	Who has approved the applicant.
Rating	How the approver has rated the applicant based on the five-star model.
Comments	Comments from the approver specific to the applicant.

When an applicant has completed the interview process, the Hire Applicant button will appear. If you click the button, the applicant will be marked as a hire in the database. Click Print Details

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