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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**.

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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