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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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