

# 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**.

Field	Description
<b>Print Details</b>	Print the applicant's Applicant Detail page information.
<b>Hire Applicant</b>	This button appears when an applicant has completed the interview process. If you click the button, the applicant will be marked as a hire in the database.
<b>Request References</b>	Send the applicant's references the email message generated by the <a href="#">ReferenceRequestText</a> configuration setting.

From:  
<https://help.ascendertx.com/careerportal/> - CP

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/general/applicantdetail?rev=1575988301>

Last update: 2019/12/10 09:31

