

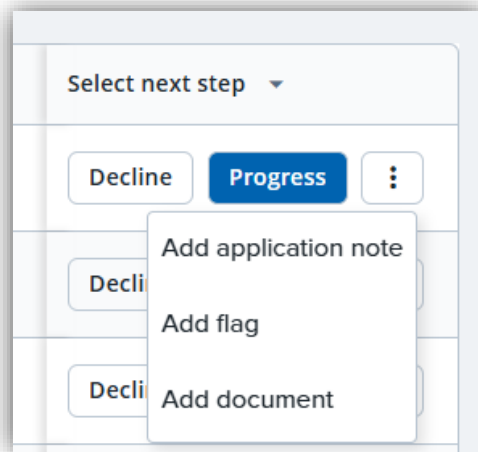


HOW TO USE APPLICATION FLAGS

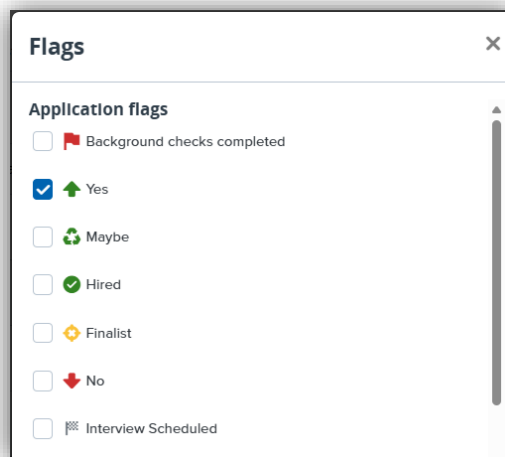
Authorized users will be able to flag applications in the Applicant Progress Dashboard of their job to better filter their applicant pool.

To do so, you will first go to the Applicant Progress Dashboard then select the ellipses on the far right of an applicant.

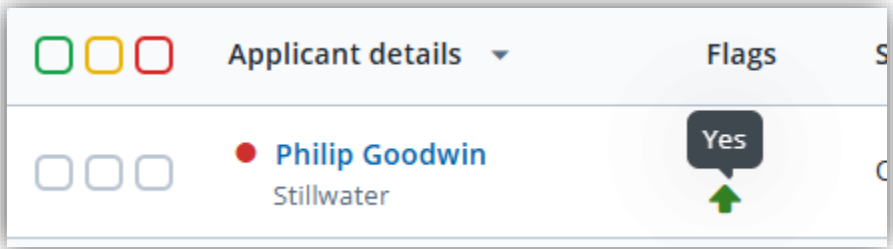
A menu will populate. Select *Add flag*.



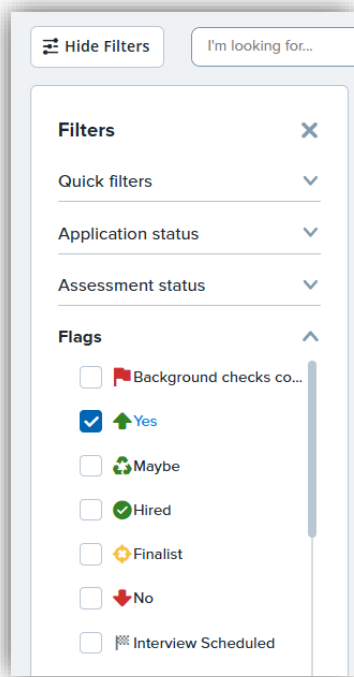
The flags of *Yes*, *Maybe*, *No*, *Interview Scheduled* and *Finalist* will be options for you to select. The flags of *Hired* and *Background check completed* will be automatically applied throughout the recruitment process. Check the box of the flag/s to apply the click *submit*.



The flag symbol will then populate on the Applicant Progress Dashboard.



Following your flag selection, you will be able to filter the Applicant Progress Dashboard by each flag/s. Click the *Filters* button then the *Flags* drop-down and select your filter option. Click *Apply*.



The Applicant Progress Dashboard now only shows applicants under that flag.

