

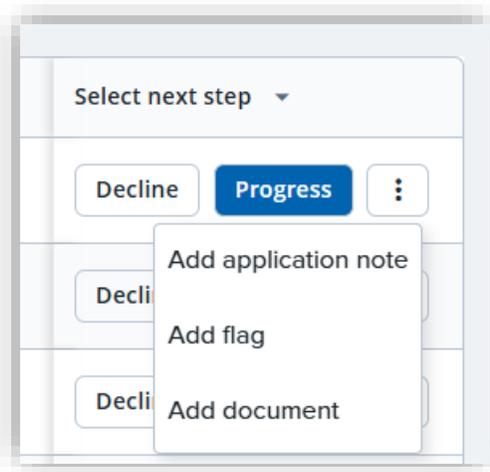


HOW TO USE APPLICATION FLAGS

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

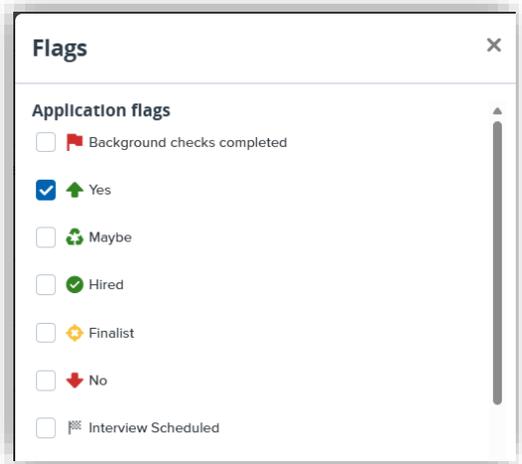
To do so, you will first go to the Applicant Progress Dashboard then select the ellipses on the far right of an applicant.

A menu will populate. Select *Add flag*.

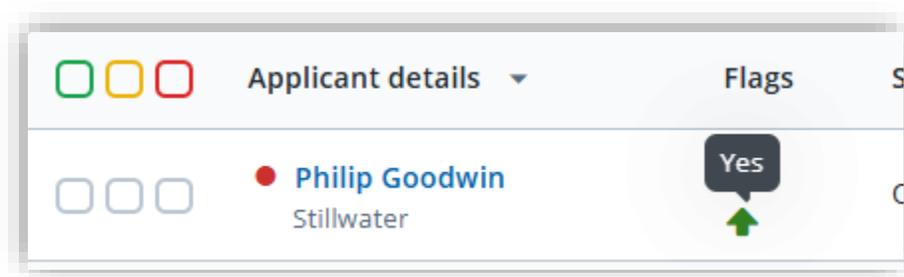


The flags of *Yes, Maybe, No, Interview Scheduled and Finalist* will be options for you to select. The flags of *Hired, Background check completed, Interview Scheduled and Finalist* can also be used but will be automatically applied by the system throughout the recruitment process based on an applicant's status. Check the box of the flag/s to apply the click *submit*.

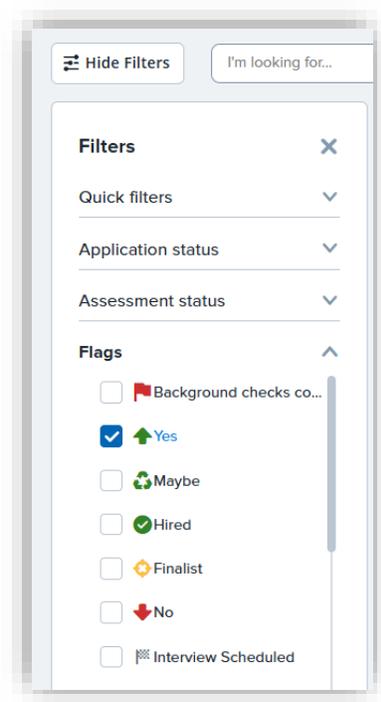
NOTE: Flags are for information and visual use only, while application statuses permanently record the steps that every applicant went through.



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.

