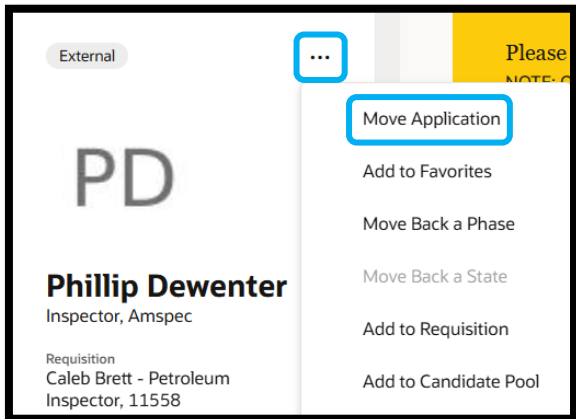


Moving Candidates in ORC

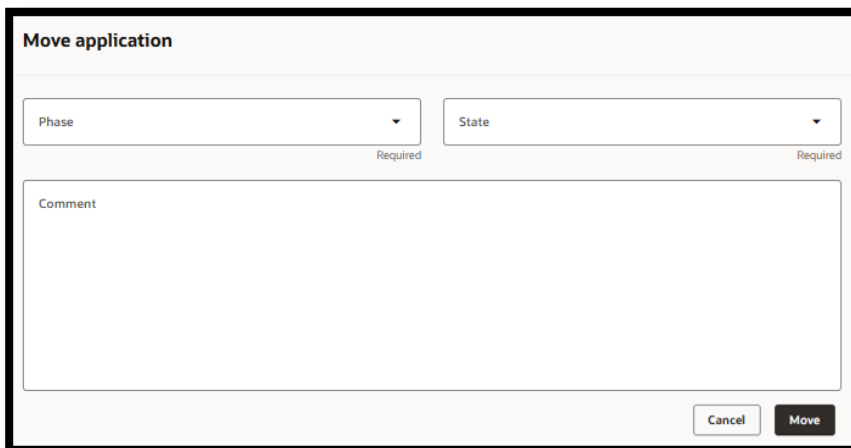
While reviewing candidates on a requisition, ensure you are reviewing their application/resume against the posted position requirements.

Throughout the candidate review, interview, and selection process, each candidate should be ‘moved’ through the recruiting process within ORC in real time. Follow the steps below to do so.

1. Click on the **••• menu** near the top left of the candidate’s application to open the action drop down menu.
2. Select **Move Application** – this will open a new window.



3. Select the correct **Phase** and **State** via the drop-down menus to place the candidate in the proper step and then click **Move**. Enter relevant information in the **Comment Box**. (Example: This may include a scheduled phone call or interview, interview details, etc.)



Please ensure you are only entering appropriate information in the **Comment** box.

Phase: This is used for marking the stage of the recruiting process the candidate is in – **Manager Review**, **Interview**, or **Offer**.

State: This is used to specify the status of the candidate in the recruiting phase. If after reviewing a candidate you are not interested, move their submission into **Manager Not Interested** status and provide a comment with an appropriate reason the candidate will not move forward in the recruiting process.



The table below presents each state and what it represents within each phase.

PHASE	STATE	DEFINITION
Manager Review	HM Review in Process	Currently reviewing applicants
	Schedule Interview	Preparing to schedule interview or have one scheduled
	Manager Not Interested	Not interested - leave appropriate reason in comment box
	Rejected by Employer	ONLY FOR HR / RECRUITING - DO NOT SELECT
	Withdrawn by Candidate	ONLY FOR HR / RECRUITING - DO NOT SELECT
Interview	Interview in process	Currently interviewing candidate
	Ready for Offer	Interviewed and ready to send offer details to Recruiter
	Ready for Offer - Internal Candidate	Interviewed, connect with HR Manager for Change Letter
	Manager Not Interested	No longer interested - leave appropriate comment
	Rejected by Employer	ONLY FOR HR / RECRUITING - DO NOT SELECT
	Withdrawn by Candidate	ONLY FOR HR / RECRUITING - DO NOT SELECT
Offer	To be Created	Provide necessary offer details in comment box

Above the Candidate Submission, a warning message is displayed to remind Hiring Managers that only Recruiting and HR Users should move a candidate to a **Withdrawn** or **Reject** status.

Please check before moving an Candidate

NOTE: Only HR or Recruiting users may select "Rejected by Employer" or "Withdrawn by Candidate"