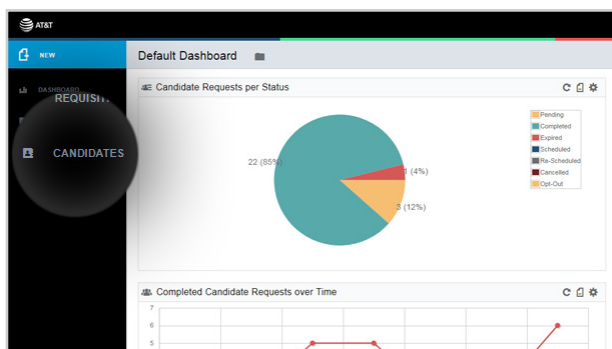


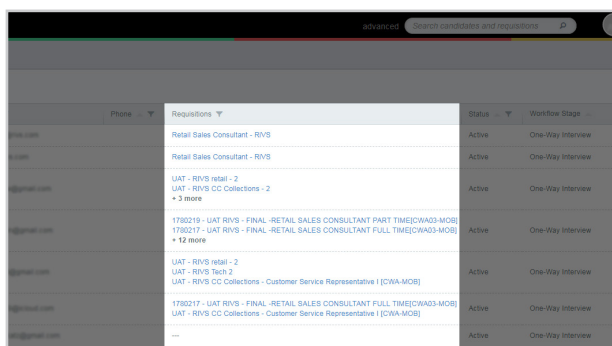
CANDIDATES WITH MULTIPLE REQUISITIONS

This guide will cover the process of locating candidate's who've been involved in multiple requisitions in your RIVS account.

From the Candidates Menu



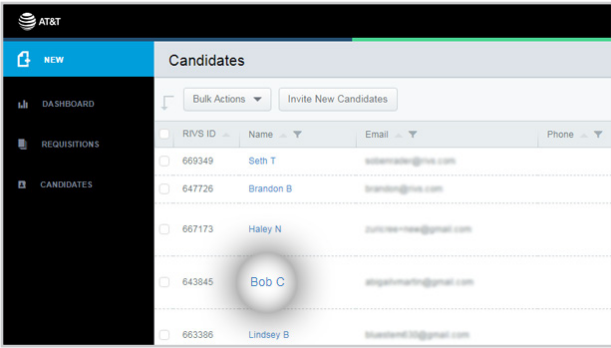
1 From the dashboard, select the Candidates menu.



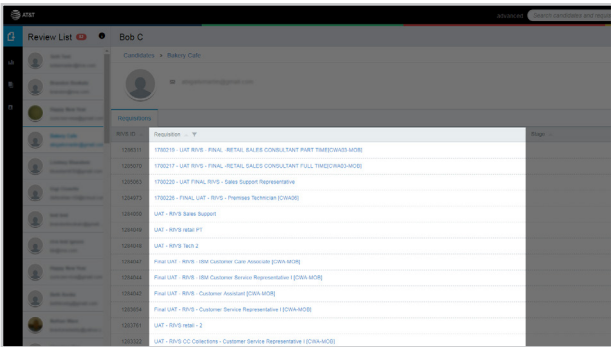
Phone	Requisitions	Status	Workflow Stage
...	Retail Sales Consultant - RIVS	Active	One-Way Interview
...	Retail Sales Consultant - RIVS	Active	One-Way Interview
...	UAT - RIVS retail - 2	Active	One-Way Interview
...	UAT - RIVS CC Collections - 2	Active	One-Way Interview
...	1780219 - UAT RIVS - FINAL - RETAIL SALES CONSULTANT PART TIME(CWAD-MOB)	Active	One-Way Interview
...	1780217 - UAT RIVS - FINAL - RETAIL SALES CONSULTANT FULL TIME(CWAD-MOB)	Active	One-Way Interview
...	UAT - RIVS retail - 2	Active	One-Way Interview
...	UAT - RIVS Tech 2	Active	One-Way Interview
...	UAT - RIVS CC Collections - Customer Service Representative (CWA-MOB)	Active	One-Way Interview
...	1780217 - UAT RIVS - FINAL - RETAIL SALES CONSULTANT FULL TIME(CWAD-MOB)	Active	One-Way Interview
...	UAT - RIVS CC Collections - Customer Service Representative (CWA-MOB)	Active	One-Way Interview

2 In the Requisitions column you can view the the requisitions each candidate has been invited to. Locate a candidate with multiple requisitions in this column.

CANDIDATES WITH MULTIPLE REQUISITIONS

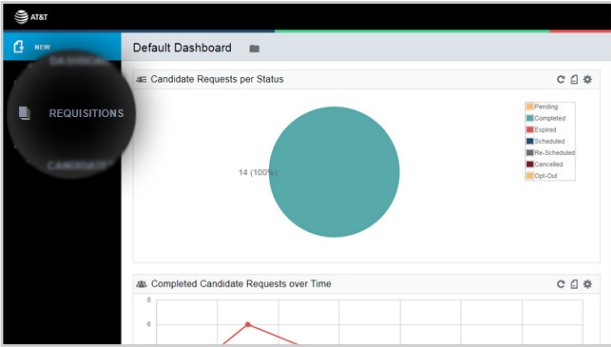


3 Select the candidate's name to view their candidate profile.

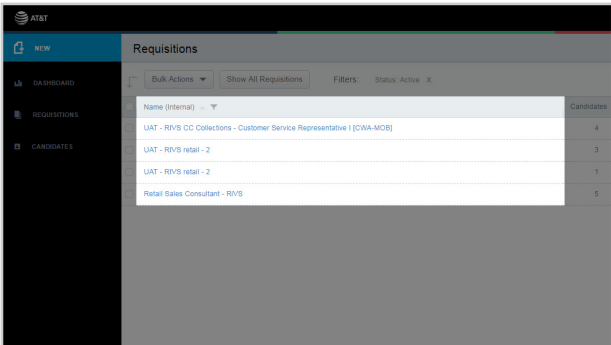


4 In the Requisitions tab of the candidate profile, select the requisition you'd like to view.

From the Requisitions Menu

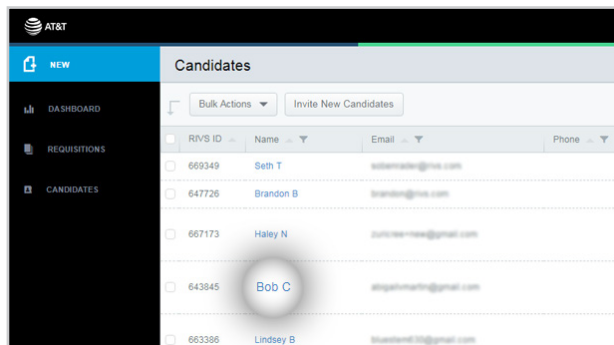


1 From the dashboard, select the Requisitions menu.

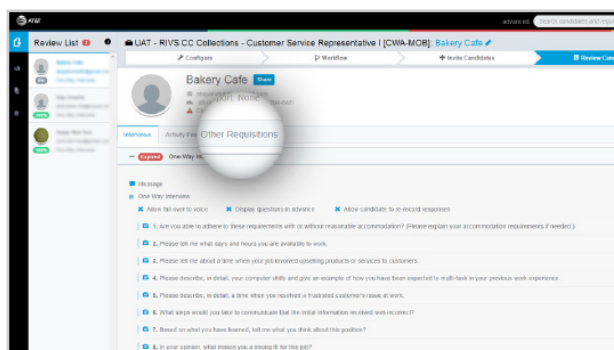


2 Select a requisition.

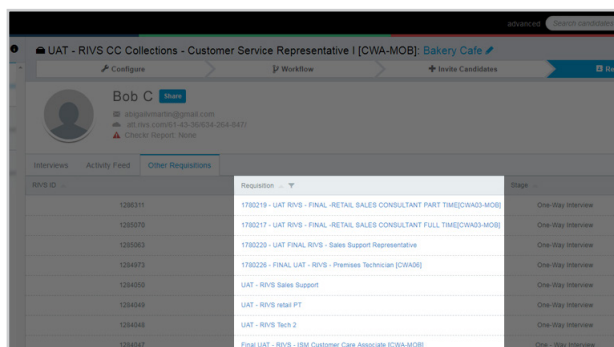
CANDIDATES WITH MULTIPLE REQUISITIONS



3 Select the candidate's name to view their interview responses.



4 If the candidate has taken an interview for multiple requisitions in your account, a tab labeled Other Requisitions will be available. Select this tab to view the list of requisitions the candidate has completed an interview for.



5 Click on the name of the requisition interview you'd like to view.