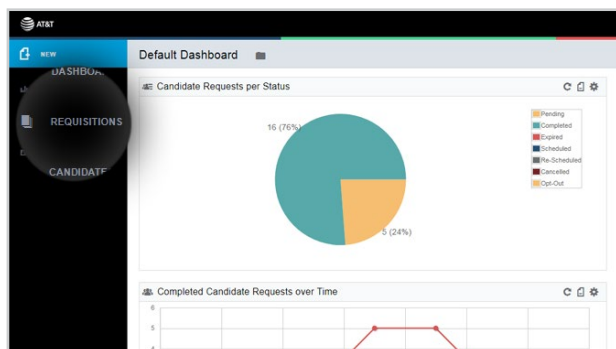
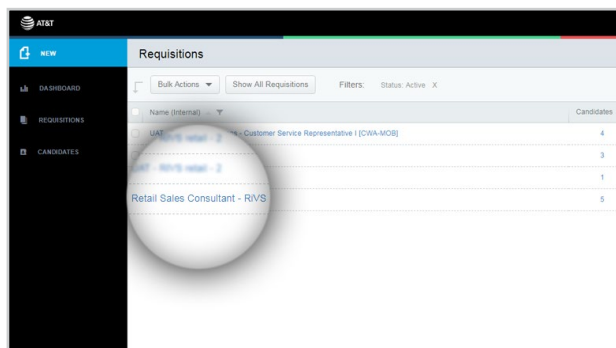


EXTENDING EXPIRATION DATES

This guide will cover the process of extending expiration dates on candidate interviews in your RIVS account.

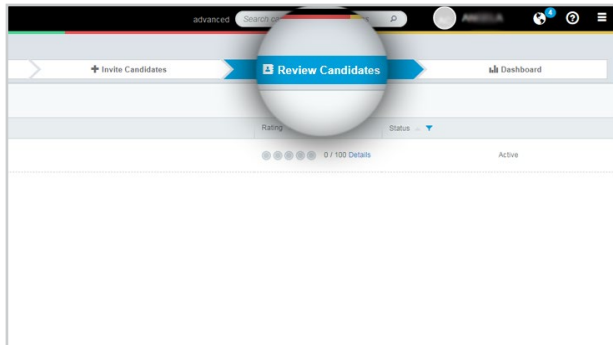


1 From the dashboard, select the Requisitions menu.

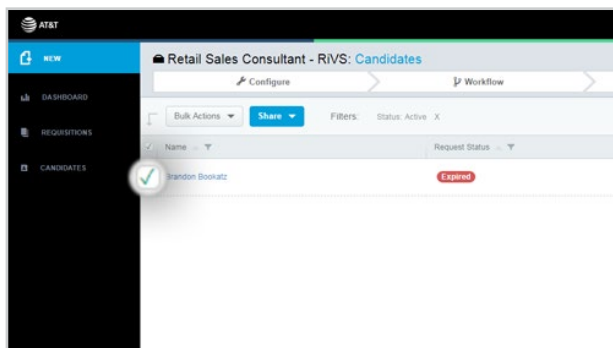


2 Select the requisition containing the candidate whose interview expiration date you want to extend.

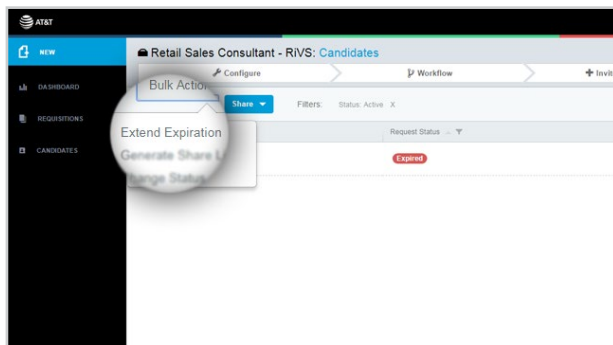
EXTENDING EXPIRATION DATES



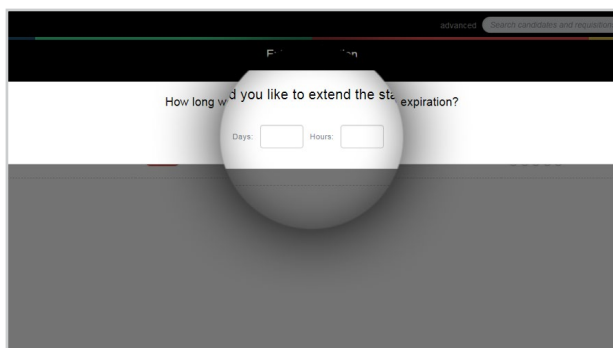
3 Make sure the Review Candidates tab is selected.



4 Click the checkbox next to the candidate whose expiration date you'd like to extend.

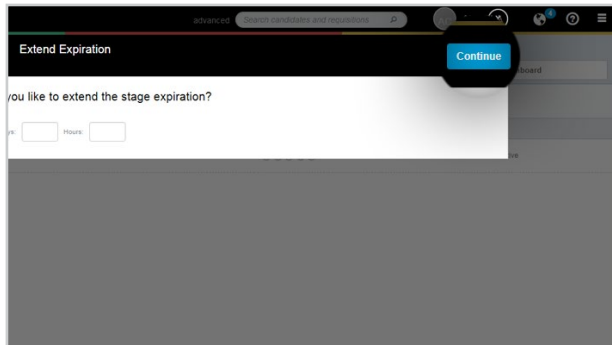


5 After selecting the candidate, click the Bulk Actions button.



6 Enter the amount of time you'd like to add to the expiration date, and click the Continue button.

EXTENDING EXPIRATION DATES



- 7 Review/edit the notification that will be sent to the candidate and click Send Email.