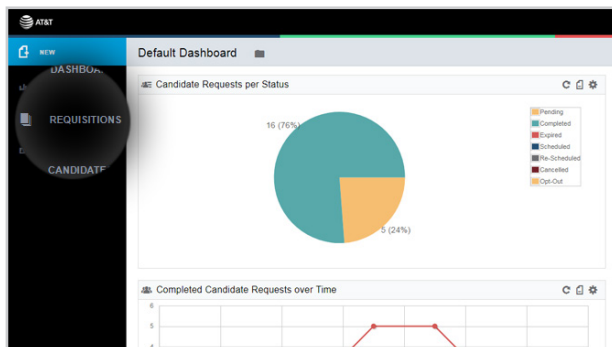


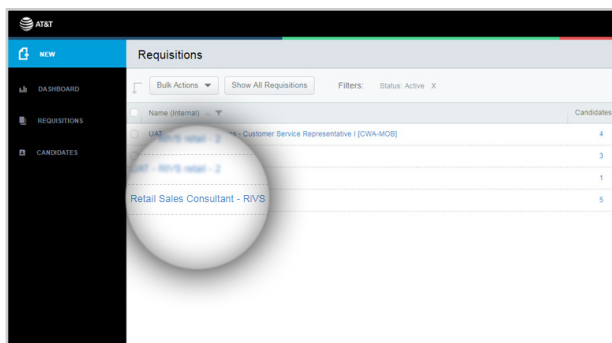
# LOCATING & SORTING CANDIDATES

This guide will cover the process of locating and sorting candidates in the Requisition and Candidate menus in your RIVS account.

## Requisitions Menu – Locating & Sorting Candidates



**1** From the dashboard, select the Requisitions menu.

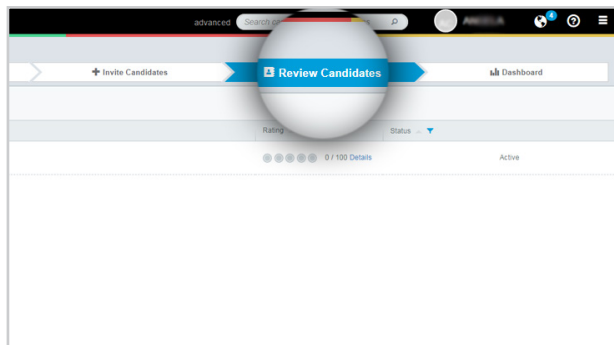


The screenshot shows the 'Requisitions' page with a sidebar on the left containing 'DASHBOARD', 'REQUISITIONS', and 'CANDIDATES'. The 'REQUISITIONS' menu is highlighted. The main content area displays a table of requisitions with columns for 'Name (Internal)', 'Candidates', and 'Status'. A circular callout highlights the 'Retail Sales Consultant - RIVS' requisition.

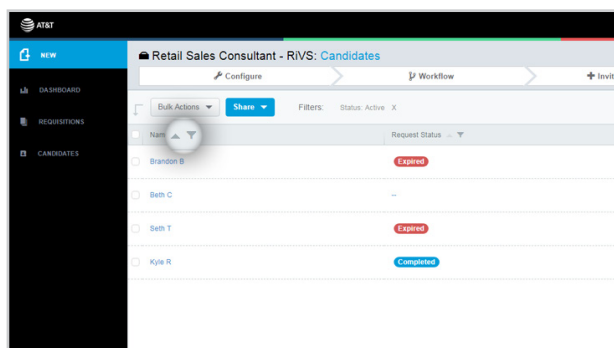
Name (Internal)	Candidates	Status
Customer Service Representative I (CWA-MCQ)	4	Active
Retail Sales Consultant - RIVS	5	Active

**2** Select the requisition.

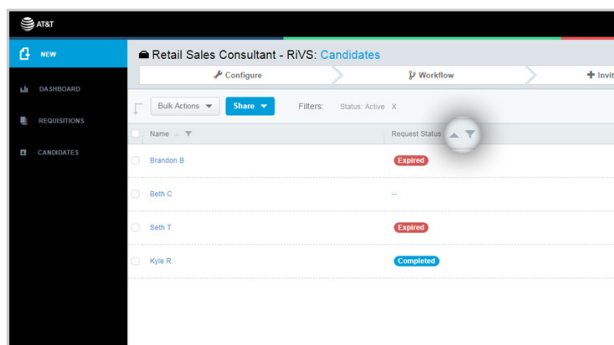
# LOCATING & SORTING CANDIDATES



3 Make sure the Review Candidates tab is selected.

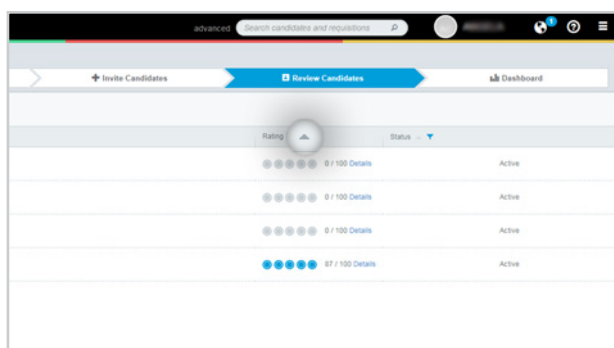


4 Select the Filter button (▼) in the Name column to search for a candidate by their name. Or click the arrow (▲) to sort in alphabetical order.



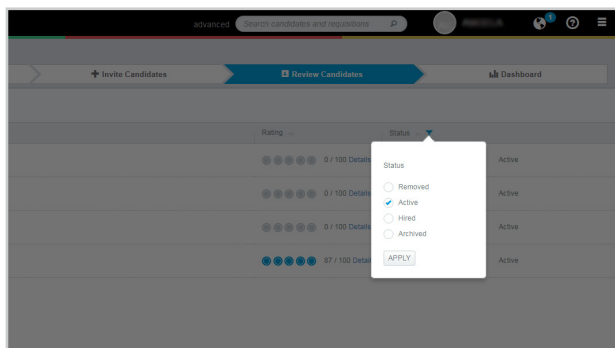
5 In the Request Status Column, click the arrow to sort in alphabetical order. Or select the Filter button to search for a candidate by their status. Request Status options include:

- Pending
- Completed
- Expired
- Opt-Out



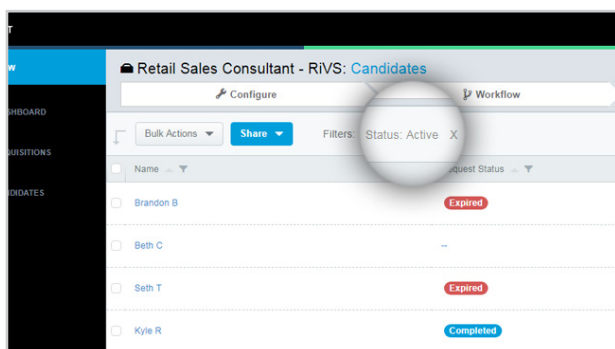
6 Select the arrow in the Rating column to sort the candidate list in ascending or descending order by the rating the candidate has received.

# LOCATING & SORTING CANDIDATES



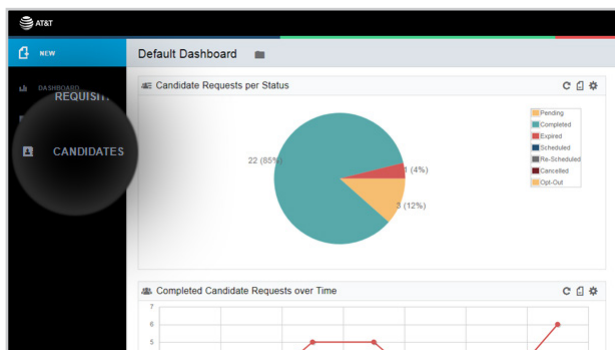
**7** In the Status Column, click the arrow to sort in alphabetical order. Or select the filter button to search for a candidate by their status. Status options include:

- Removed
- Active
- Hired
- Archived

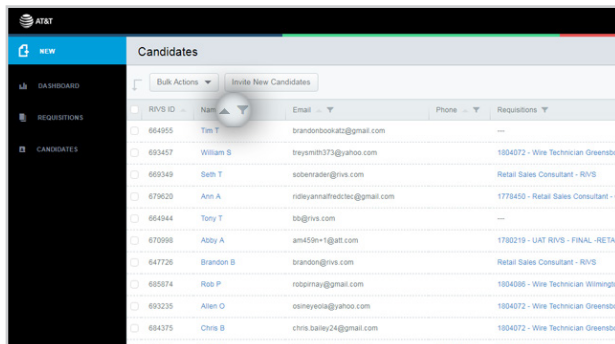


**8** Clear selected filters by clicking the X buttons next to the filters you want to remove.

## Candidates Menu – Locating & Sorting Candidates

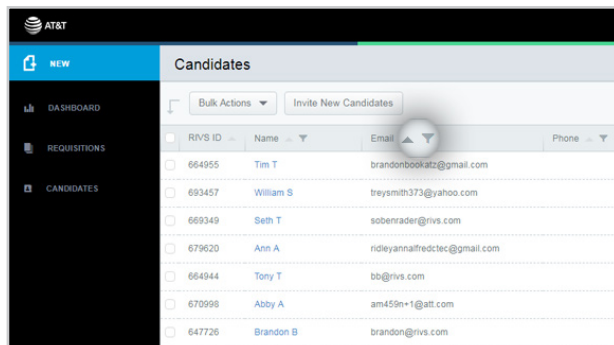


**1** From the dashboard, select the Candidates menu.

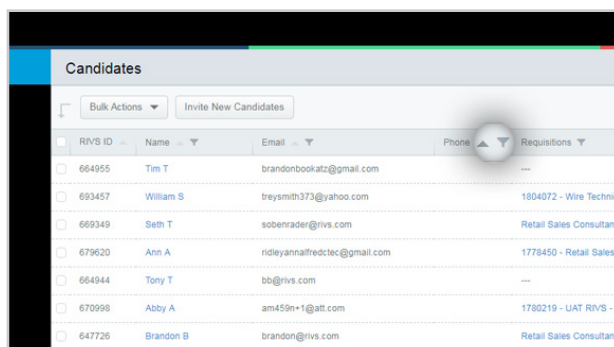


**2** Select the Filter button ( ) in the Name column to search for a candidate by their name. Or click the arrow ( ) to sort in alphabetical order.

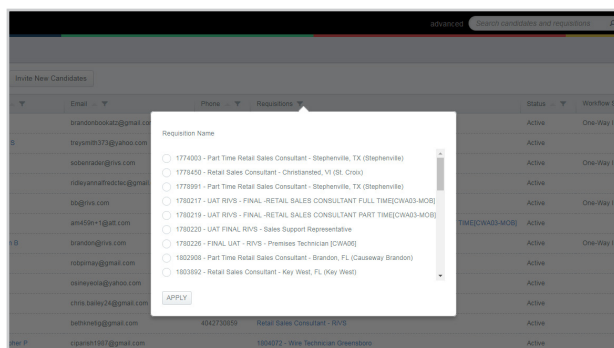
# LOCATING & SORTING CANDIDATES



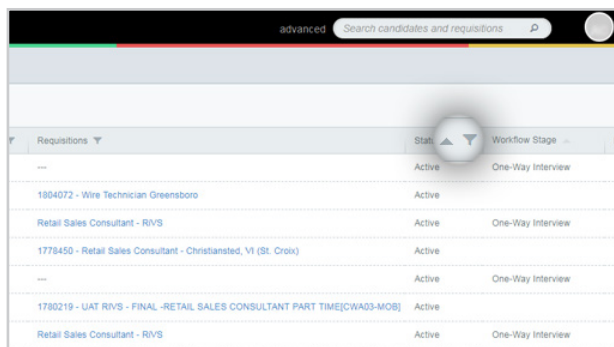
**3** In the Email Column, click the arrow to sort in alphabetical order. Or select the filter button to search for a candidate by their email address.



**4** In the Phone Column, click the arrow to sort in numerical order. Or select the filter button to search for a candidate by their phone number.

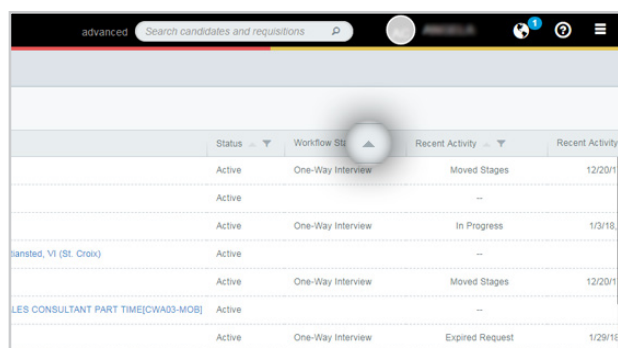


**5** Select the Filter button in the Requisitions column to filter the candidate list by a specific requisition.

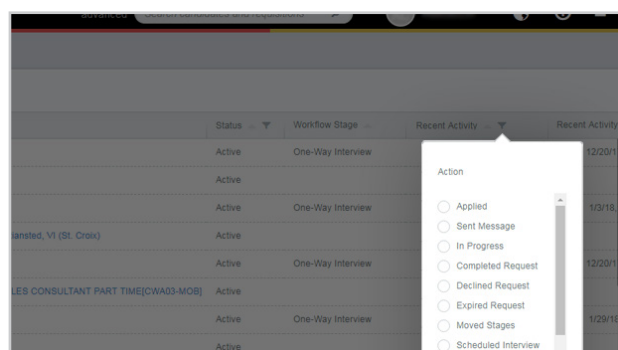


**6** Select the Filter button in the Status column to filter the candidate list by Active or Removed candidates.

# LOCATING & SORTING CANDIDATES

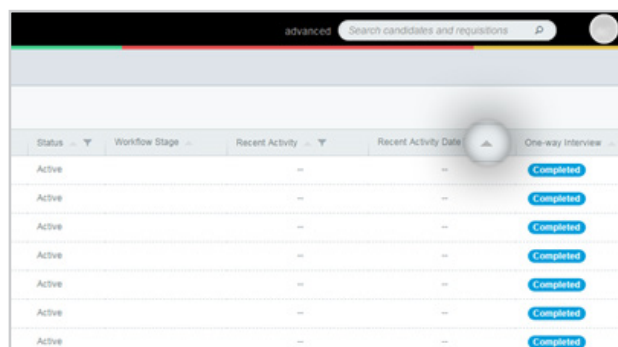


**7** Click the Arrow button in the Workflow Stage column to filter the candidate list alphabetically by workflow stage.

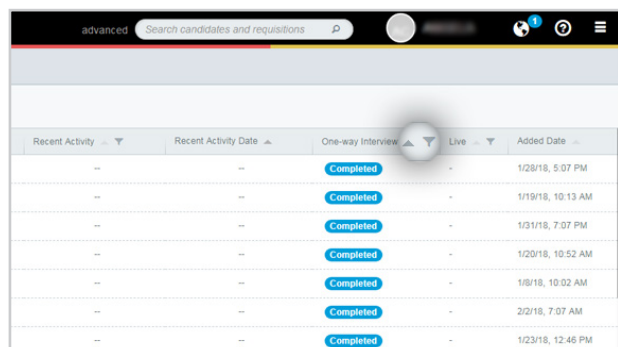


**8** Select the Filter button in the Recent Activity column to filter the candidate list by Activity Stage, options include:

- Applied
- Sent Message
- In Progress
- Completed Request
- Declined Request
- Expired Request
- Moved Stages
- Scheduled Interview
- Re-Scheduled Interview
- Cancelled Interview
- Request Triggered

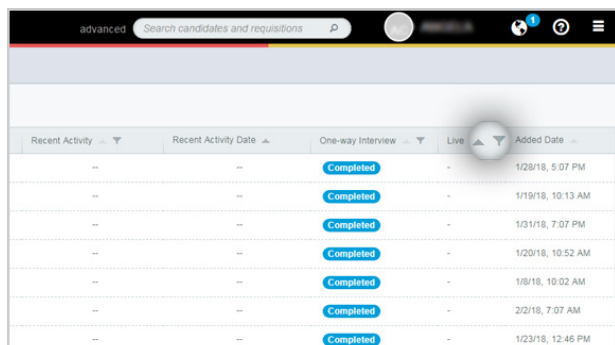


**9** Select the arrow in the Recent Activity Date column to sort the candidate list by recent activity in ascending or descending order.



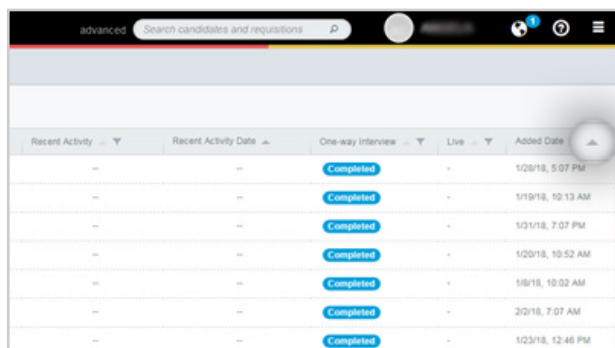
**10** In the One-Way Interview Column, click the arrow to sort in alphabetical order by status. Or select the filter button to filter the candidate list by complete, not complete, or both.

# LOCATING & SORTING CANDIDATES



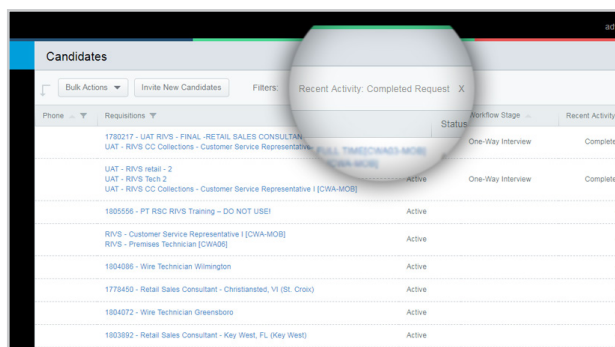
Recent Activity	Recent Activity Date	One-way Interview	Live	Added Date
--	--	Completed	-	1/28/18, 5:07 PM
--	--	Completed	-	1/19/18, 10:13 AM
--	--	Completed	-	1/31/18, 7:07 PM
--	--	Completed	-	1/20/18, 10:52 AM
--	--	Completed	-	1/8/18, 10:02 AM
--	--	Completed	-	2/2/18, 7:07 AM
--	--	Completed	-	1/23/18, 12:46 PM

**11** In the Live Column, click the arrow to sort in alphabetical order by status. Or select the filter button to filter the candidate list by complete, not complete, or both.



Recent Activity	Recent Activity Date	One-way Interview	Live	Added Date
--	--	Completed	-	1/28/18, 5:07 PM
--	--	Completed	-	1/19/18, 10:13 AM
--	--	Completed	-	1/31/18, 7:07 PM
--	--	Completed	-	1/20/18, 10:52 AM
--	--	Completed	-	1/8/18, 10:02 AM
--	--	Completed	-	2/2/18, 7:07 AM
--	--	Completed	-	1/23/18, 12:46 PM

**12** Select the arrow in the Added Date column to sort the candidate list in ascending or descending order by the date they were added to your RIVS account.



Phone	Requisitions	Status	Workflow Stage	Recent Activity
1780217	UAT RIVS - FINAL RETAIL SALES CONSULTANT	Complete	One-Way Interview	Complete
UAT - RIVS CC Collections - Customer Service Representative	[CWA-MOR]	Active	One-Way Interview	Complete
UAT - RIVS H&M - 2		Active	One-Way Interview	Complete
UAT - RIVS Tech 2		Active	One-Way Interview	Complete
UAT - RIVS CC Collections - Customer Service Representative I [CWA-MOR]		Active	One-Way Interview	Complete
1805556	PT RSC RIVS Training - DO NOT USE	Active		
RIVS - Customer Service Representative I [CWA-MOR]		Active		
RIVS - Premises Technician [CWA-MOR]		Active		
1804886	Wire Technician Wilmington	Active		
1778450	Retail Sales Consultant - Christiansburg, VA (St. Croix)	Active		
1804072	Wire Technician Greensboro	Active		
1803892	Retail Sales Consultant - Key West, FL (Key West)	Active		

**13** Clear selected filters by clicking the X buttons next to the filters you want to remove.