**Quick Sheet**  
**Candidate Selection Workflow**

**Using Shortcut Buttons to Advance a Candidate**

Menu Path to reach the Candidate List: Recruiting > View Requisitions > Number of candidates

Shortcut buttons make advancing a candidate through a CSW a very simple and easy task. There are two shortcut buttons that may be available on Steps: Yes and No. Please note that these buttons may not be activated for each Step in the process.

- **Yes**: Moves candidate to a completion Status within the current Step, indicating that they 'passed' this step.
- **No**: Changes the candidate's Status to Rejected within the current Step; you will be asked to enter disposition details when a candidate is rejected.
- **Next Step**: Moves candidates in a completion Status to the next Step; for example, moves a candidate from Passed HM Screen to Interviews.

**Finding the Shortcut buttons**

Shortcut buttons are *not* available on the main candidate list for a requisition. Shortcut buttons become available:

- If you click a step in the CSW to filter the list – showing only candidates in a certain step.
- If you click a candidate’s name, to view their information for this position.

Shortcut buttons are *not* available when the CSW filter is set to "All"

Shortcut buttons are visible when a Step is selected in the CSW filter

You will see Shortcut buttons on a candidates Job Submission page
Using Shortcut Buttons from the Candidate’s Job Submission page

1. From the candidate list for a requisition, click a **candidate’s name** to open the candidate file.

2. After reviewing the candidate’s resume and profile information, choose:
   a. To move them to the completion status for the current Step, click the **green checkmark**
   b. To reject the candidate, click the **red No button**.

You will not be able to advance a candidate to another step until they are at a completion status in their current step.

Using Shortcut Buttons from the Candidate List for the Requisition

1. First, select the Step you want to work on from the CSW filter; click on a **Step** with candidates.

2. Click the **checkbox** selector for one or more candidates you wish to move.

3. Choose the action to move the selected candidates.
   a. Move selected candidates to completion status of current step – click the **green checkmark**
   b. Move selected candidates to next Step – click the **blue double-checkmark**
   c. Reject selected candidates – click the **red No button**.