Setting ACE Alerts for a Position

Using the ACE Alert is the final step to identify top candidates for your requisitions quickly. Candidates who meet the specified ACE criteria on the ACE Alert are considered ACE candidates and identified by a star icon.

Menu Path to reach ACE Alerts: Recruiting > Requisitions > Requisition Title > Alerts

Candidates who meet the Requirements set in the Prescreening questionnaire, plus any Assets (and/or Weight, if used) specified will qualify as an ACE candidate and also trigger an ACE Alert. In order to set ACE Alerts properly, consider the following items:

- The ACE Alert must be switched on by clicking the checkbox in the Modify Alerts screen. The Requisition then shows a Star icon ★ if the ACE Alert is activated.
- Candidates need to meet all required competencies and/or questions (those set to Required on the Prescreening questionnaire).
- Candidates need to meet a predetermined number of Assets and/or Weight selected on the Alerts tab.

Setting the ACE Alerts

1. Click the requisition title to open the requisition on which you want to set up an ACE alert.

2. Make sure the Requisition is in View Mode (not in Edit mode).
3. Click the Alerts tab.
4. Click the Modify Alert button to set or change the alert features.

5. Click the checkbox on the ACE Candidate Alert screen to activate ACE prescreening for this requisition.
   a. This needs to be selected in order for any prescreening judgments to be made by the system.
6. Use the drop-down counter to set how many Assets a candidate must have in order to grant ACE status. 
   b. In addition to having all required answers, this criteria counts the number of assets achieved by the candidate.

7. Click the **Next** button to choose alert recipients.

8. Determine if you, or others, would like to sign up to receive the ACE Alert email. 
   a. Use the **Quick Filters** to locate the names you’d like to add and click the **Select** button.

9. Click the **Done** button to save all ACE Alert modifications and exit the ACE Candidate Alert modification screen.