Hiring Manager: View and Select Candidates

Log in to Fluid and click on “Requisitions”.

Result: You will see the list of your requisitions.
View Candidates for Requisition:

The candidate count column displays the number of candidates the recruiter selected for your review. Click on the number to open the list of candidates for that requisition. Click on the number to view the candidate’s profiles.

Result: The candidates for the requisition will appear.

Click on the candidate’s name to view their candidate’s profile.

Result: The Job Submission menu will appear. The Job Submission screen has five sub tabs. Select each tab for more information on your candidate.
Personal Information

Personal Information tab lists the name, address and contact information for the candidate.

Submission Information

The Submission Information tab provides information on how a candidate posted for the requisition.

Profile Information:

The Profile Information tab provides the salary the candidate is seeking.
Experience and Credentials

The Experience and Credentials tab provides the candidates resume information including work experience and educational background.

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Other Employer</th>
<th>Other Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Job: Yes</td>
<td>Northeastern University</td>
<td>Financial Aid Counselor/Assistant Director</td>
</tr>
<tr>
<td>Start Date: Jan 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Achievements:
- Counsel over 1100 Undergraduate & Graduate students on financial aid and financial literacy
- Organizer of office committees such as Policies and Procedures and AD Meetings of 12 Managers
- Trained & supervised Financial Aid Counselors, Financial Aid Assistants and Work Study students
- Provide guidance & assistance to staff to assist with student escalations
- Represent College of Professional Studies at recruitment and outreach events
- Create policies and training for Student Financial Services

Supervisor's Name: Maria Morelli
Supervisor's Title: Director of OPS Financial Aid

Questionnaire

The Questionnaire tab provides the candidates answers to three qualifying questions ask upon applying for the position.

<table>
<thead>
<tr>
<th>Order</th>
<th>Question</th>
<th>Answer</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Will you require sponsorship now or in the future?</td>
<td>No</td>
<td>✔ The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>❌ To Be Verified</td>
</tr>
<tr>
<td>2</td>
<td>Are you 18 years of age or older?</td>
<td>Yes</td>
<td>✔ The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>❌ To Be Verified</td>
</tr>
<tr>
<td>3</td>
<td>Are you authorized to work in the United States?</td>
<td>Yes</td>
<td>✔ The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>❌ To Be Verified</td>
</tr>
</tbody>
</table>
**Review Candidate and Change Status**

Review the candidate profiles and decide if you are interested in moving forward with any of them. You can ask your recruiting partner to conduct a phone screen, schedule an initial interview or you can decide not to proceed with a candidate.

To indicate what you would like to do, either click on “More Actions” and select “Change Step/Status” or click on the icon to change step or status.
Change Step and Status

Select a new status for the candidate based on how you would like to proceed with that candidate.

Status Descriptions:

- **Under Consideration**: Select this status if you have not made a decision about the candidate yet.  
  *Note: The other status choices are marked with an asterisk to indicate that any of these will move the next action back to the recruiter's task list.*
- **Phone Screen**: Select this if you would like the Recruiter to conduct a phone screen.
- **1st Interview**: Select this to ask the recruiter to schedule a first interview.
- **HM Not Selected-Not Most Qualified**: Select if you do not want to move forward with this candidate because you have more qualified candidates.
- **HM Not Selected-Experience Relevance**: Select if the candidate does not have experience relevant to the position.
Save and Close

Once you select a new Status, click on “Save and Close”.

Note: Make sure you select “Apply and Close”. If you select Apply and Continue – you will be prompted to save your changes when you leave the screen.

Navigating to the Next Candidate

Navigate to the next or previous candidate profile by clicking on the < > buttons. Click to return to the candidate list.
Candidate List for Requisition

As you review candidates and select a new Status, the list will update to reflect the status you have chosen for each candidate in the list.

Scroll to the left to view the additional columns.