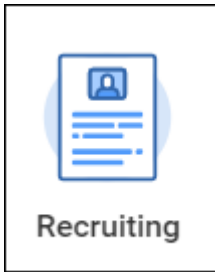


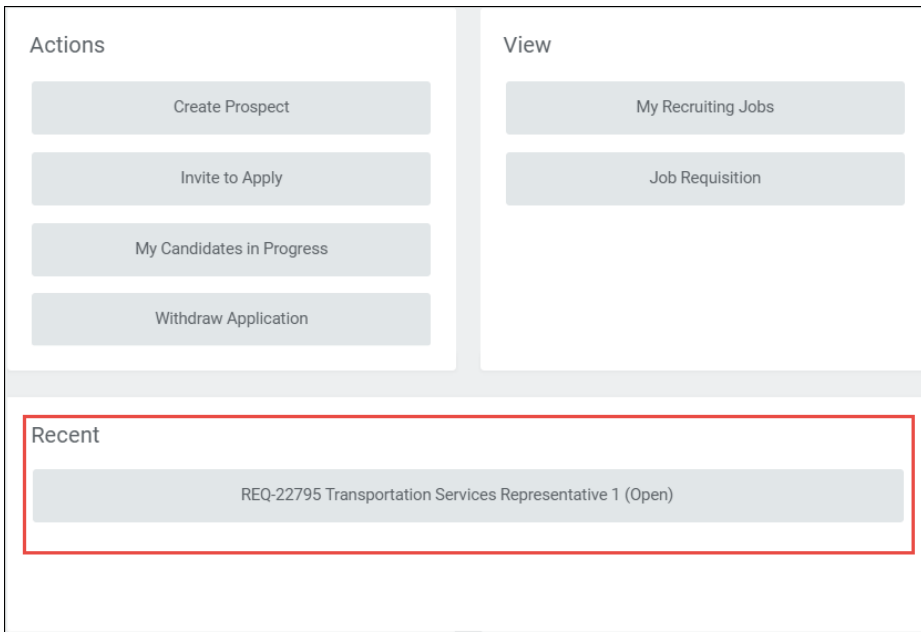
## Candidate Application, share

This job aid provides step by step instructions on how to share a candidate's job application with others. This task can be completed by the Hiring Manager or the Recruiter.

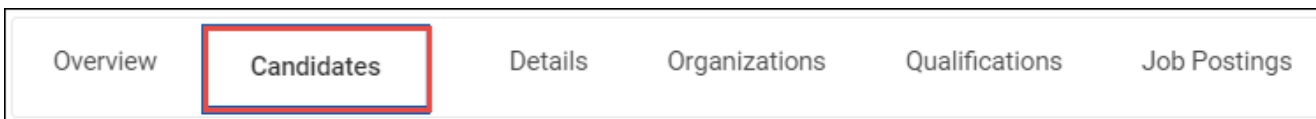
Step 1: Click on the **Recruiting** worklet.



Step 2: Click on the appropriate requisition.



Step 3: Click on the **Candidates** tab.



Step 4: Click in the box next to each **Candidate** you want to share (1). Click on the related **Actions** icon (2), click **Share** (3).

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Employee ID (Previous or Current Worker)	Employee Type (Internal Candidates Only)	Requested Veteran Points	Veterans Points Awarded
<input checked="" type="checkbox"/>	[Candidate Profile]	Manager Interview	Interview Team	3			No	0
<input checked="" type="checkbox"/>	[Candidate Profile]	Manager Interview	Interview Team	3			No	0
<input checked="" type="checkbox"/>	[Candidate Profile]	Manager Interview	Interview Team	3	OR0		No	0
<input type="checkbox"/>	[Candidate Profile]	Manager Screen	Screen	1				0
<input type="checkbox"/>	[Candidate Profile]	Review		19				0

**Bundle Resumes**

- Add To Pool
- Share** (3)
- Invite to Apply
- Move to Linked Evergreen Requisition
- Move to Another Job Requisition

... (2)

Step 5: Type the names of those you want to share with in the **Share With** field (1). Enter a **Message** if you'd like (2), click **OK** (3).

### Share Candidates

You are about to share the following candidate profiles: 3

Share With \*  ... (1) ⋮

Message  (2)

(3)

Those you share with will receive a *notification*  that a Job Application was shared with them. They will click **View Shared Candidate** to see the candidate profile and attachments.

