

Accessing Candidate Tracker

Log in to Jopwell.com and select **Candidate Tracker** in the navigation bar.

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Once you have navigated to the Candidate Tracker, you should see a list of candidates that have engaged with your jobs. From this screen, you can:

1. Filter by dates, Job Title, Source, Application Status
2. Search for a specific candidate
3. See which candidates have been messaged, viewed, and starred
4. Sort by Candidate, Job Title, Location, Application Status
5. View Resumes and Notes
6. Source of candidate (Client Initiated or Organic)
7. Last modified, Sourced by, Recruiter Bucket, Created at

Filters

Filters can be found at the top of the Candidate Tracker page and allow you to sort down the candidate pool to view key information.

- Dates
- Job Title
- Sourced By
- Application Status
- Candidate Name
- Messaged candidates
- Viewed candidates
- Starred candidates

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Dates - Select the time frame manually or from pre-set periods to gauge traction on candidates interacting with your jobs.

Job Title - View candidates who apply to specific positions.

Sourced By - Monitor recruiter activity by selecting from the Sourced By dropdown.

Application Status - Filter candidates by stage, further described below:

- Prospect - Sent from Jopwell to the Partners ATS.
- Application Click Through - Candidate engaged with a job posting
- Confirmed Application - Application submitted
- Pipelined - Provided for our Enterprise clients
- Highlighted - Provided for our Enterprise clients
- Interviewing - Candidates actively interviewing
- Offer - Offer extended
- Candidate Withdrew - The candidate withdrew from the position
- Declined - Candidate not selected for the position

**note that keeping this update will be critical to successfully managing candidates from Jopwell.*

Candidate Name - Allows for the ability to search for specific candidates

Messaged candidates - Filter which candidates have been messaged on the platform

Viewed candidates - Candidates that have been viewed

Starred candidates - Stars selected by your company

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