

Bulk Actions











Selecting candidates with the checkbox next to their names will allow you to conduct the following actions:

FROM 06/01/2020 TO 10/20/2021 2 WEEKS 1 MONTH 6 MONTHS

JOB TITLE APPLICATION STATUS CANDIDATE NAME

Showing 1 - 24 of 40 results

22 candidates selected [Select All 40 Candidates](#) Update status Export to spreadsheet Download resume

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Brandon Digital Marketing Coordinator at [Company]	ACCOUNT COORDINATOR - [Job Title]	New York	APPLICATION CLICK THROUGH		+	07/06/2021	10/07/2021
<input type="checkbox"/>	<input type="checkbox"/>		Blake Brewery Representative at [Company]	ACCOUNT COORDINATOR - [Job Title]	New York	APPLICATION CLICK THROUGH		+	07/01/2021	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Quaheem Sales teaching assistant at [Company]	KEY ACCOUNT MANAGER - [Job Title]	Los Angeles	CONFIRMED APPLICATION		+	03/30/2021	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Jason Co-Founder at [Company]	OPERATIONS SPECIALIST	New York	CANDIDATE WITHDREW		+	02/24/2021	
<input type="checkbox"/>	<input type="checkbox"/>		Jonathan Assistant Director at [Company]	OPERATIONS SPECIALIST	New York	CONFIRMED APPLICATION		+	02/19/2021	

1. **Update status** - Change statuses in bulk. This is a great option if you are interviewing multiple candidates at one time and can build this into your workflow for updating information.
2. **Export spreadsheet** - This allows you to export all information from the Candidate Tracker to share with members of your team that might not have access to Jopwell.
3. **Download resumes** - Download resume files into a zip for easy sharing internally.

Revision #2

Created 20 October 2021 19:23:29 by Dave Jules

Updated 20 October 2021 19:32:16 by Dave Jules