

Project Folders

The Project Folder feature gives you the ability to compile and organize candidates based on what role(s) you're sourcing for. The folders also have the added benefit of allowing you to easily message candidates in bulk. Likewise, if you have Greenhouse or Lever as your ATS, you would be able to use these Project Folders to send candidates to Greenhouse or Lever as prospects.

- [Where to access Projects?](#)
- [Adding Candidates to Projects](#)

Where to access Projects?

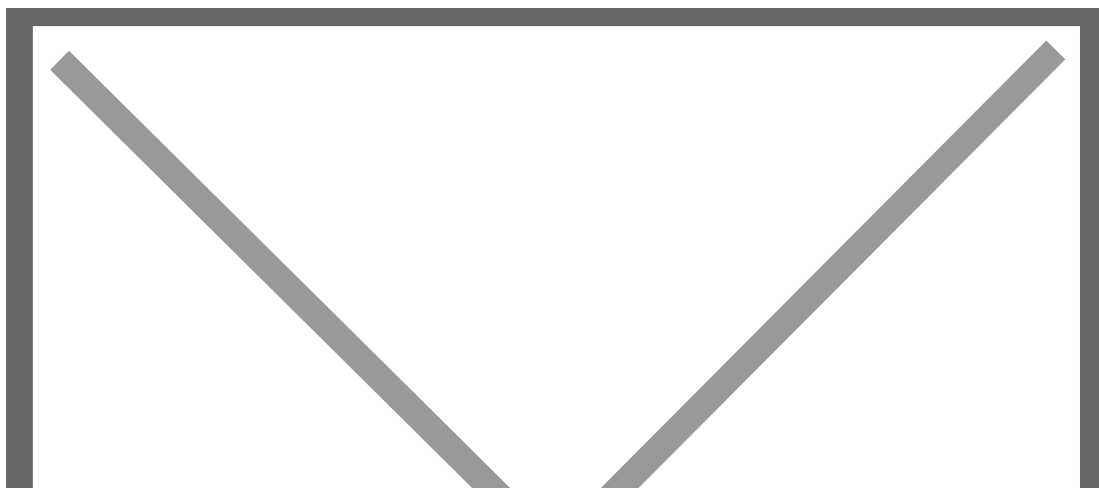
Log in to [Jopwell.com](https://jopwell.com) and click **Projects** in the top navigation bar.

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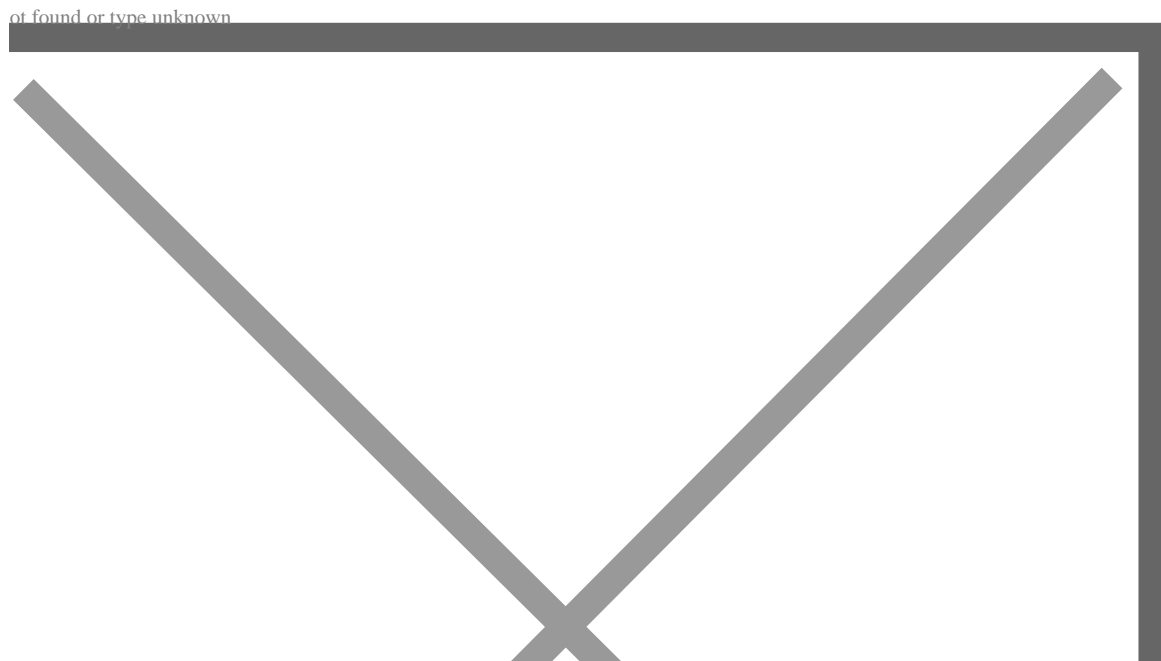
Once you have clicked into the Projects section, you should see a list of your folders. From this screen, you can:

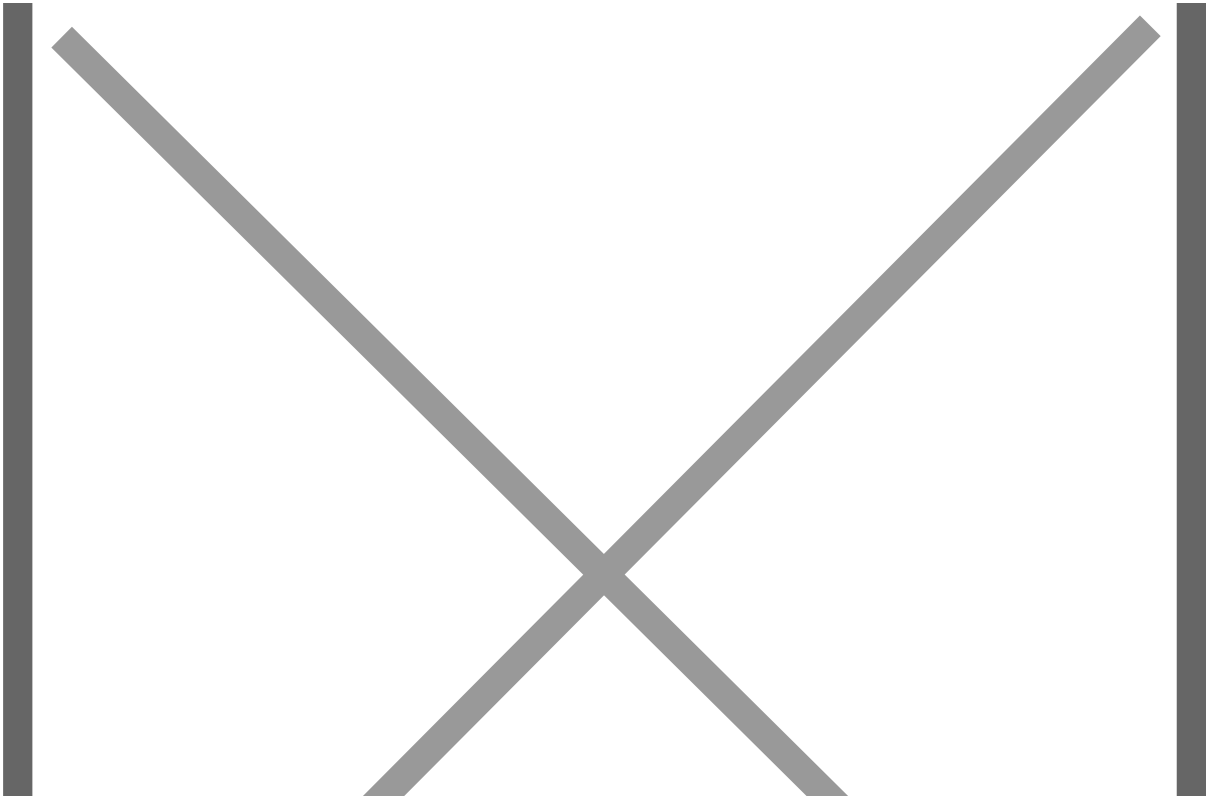
1. Create a new Project Folder
2. Export Candidates from Jopwell into Greenhouse or Lever
3. Message Candidates in Bulk
4. Delete folders or individual Candidates from a folder
5. Select an entire folder to message/export
6. Select an individual Candidate, or multiple individuals, from a folder to message/export



Adding Candidates to Projects

When you click into a Candidate profile, you will be taken to the page depicted below. By clicking on “Save Candidate” you can create a new Project Folder, or add the Candidate to an existing Project.





Best Practices

Project Folders should not have more than 50 people

- This is because the daily messaging limit per recruiter is 50 messages

Folders should be labeled specifically

- Particularly for evergreen roles, it helps to have things broken up by quarter
- Example: “Business Development Representative Q1”