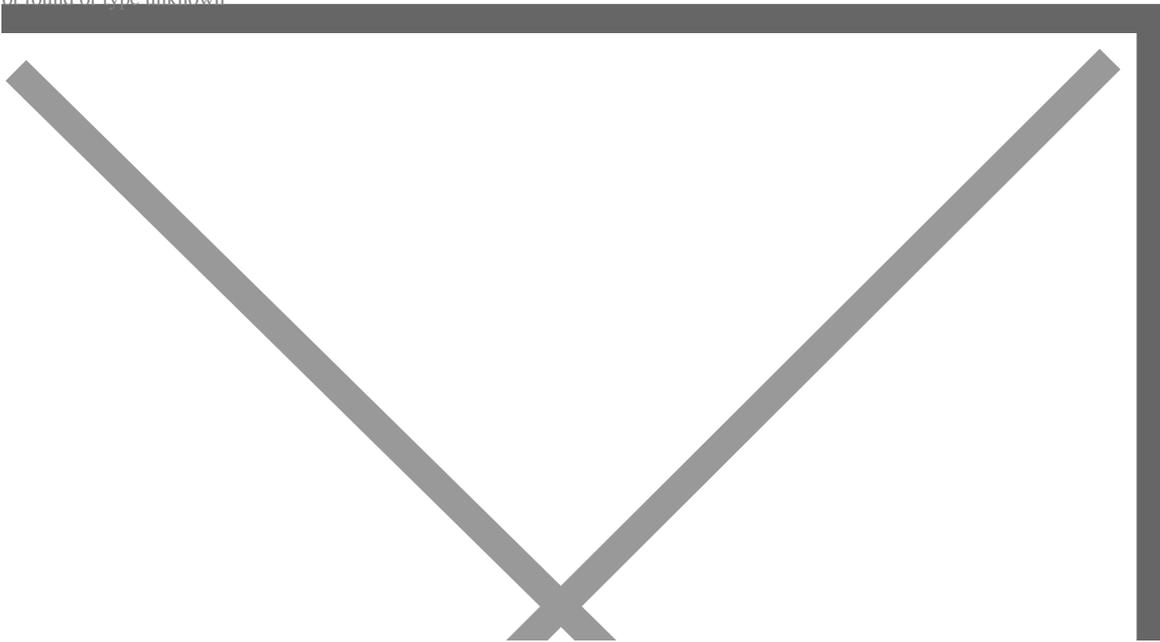
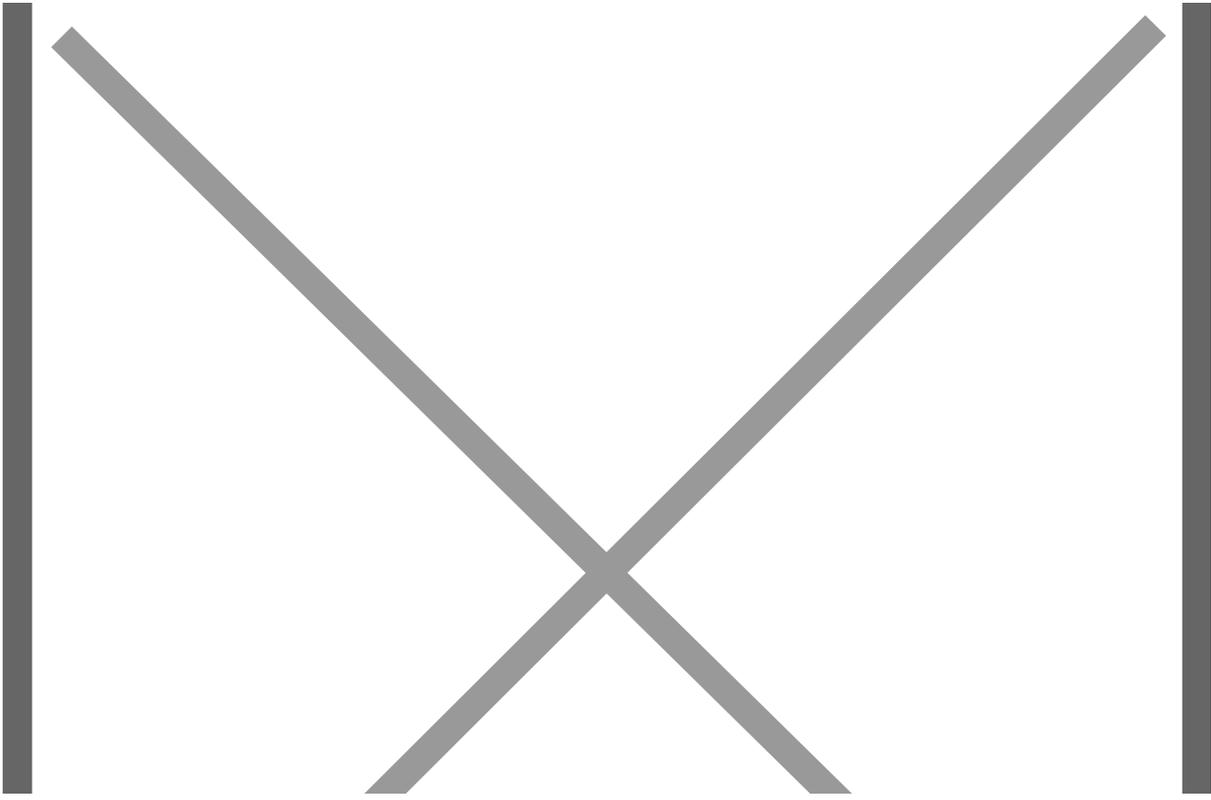


# Adding Candidates to Projects

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.

of found or type unknown





## 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”

---

Revision #2

Created 20 October 2021 20:30:40 by Dave Jules

Updated 20 October 2021 20:32:31 by Dave Jules