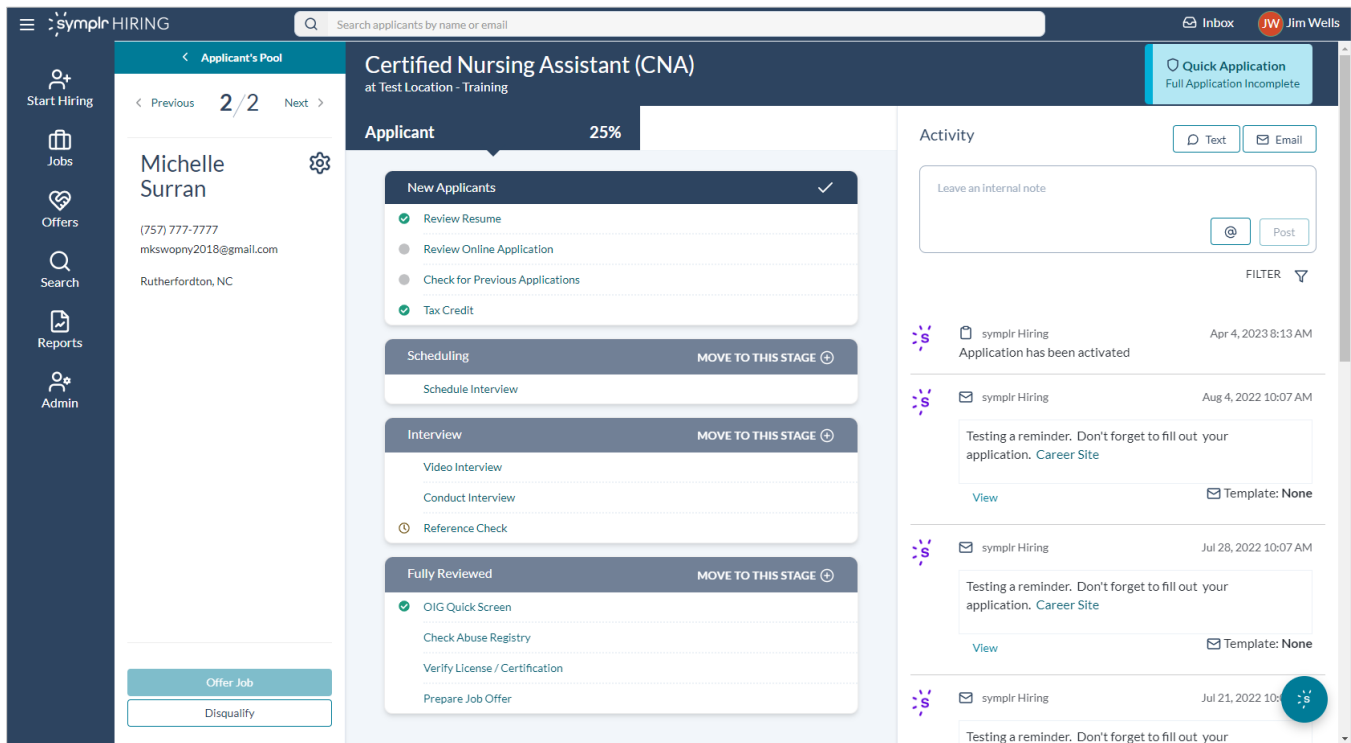


## Applicant Details

symplr Hiring's *Applicant Details* page provides a streamlined, efficient area to track, manage, and engage in your hiring processes. The page layout is optimized to provide access to even more information and deliver new ways to complete more tasks within this same space - meaning fewer clicks and less tedious back-and-forth between pages.



### What is it?

The *Applicant Details* page is organized into three columns which make it easier to review information from each section and act as needed. A blue header bar across two of the columns displays the job and facility for the current application, along with its status.



The three columns making up this new layout include the **Applicant Info** column, the **Checklist**, and the **Activity Feed**. Each of these sections has been fully optimized to cut down the amount of time spent looking for specific job status details and applicant data.

## Applicant Info

This column displays the applicant's personal information, requisition, offer, and acceptance details, and any available actions you can carry out on the applicant. This section includes:

- **Navigation.** The blue bar at the top of this column offers navigation back to the previous page, while the **Previous** and **Next** options underneath let you quickly cycle through your available applicants. Nestled between these is an indicator of which candidate you are viewing, out of the total amount in your list.
- **Personal Details.** Shows the applicant's personal details including name, phone number, email and home address, and other details provided in the application. There is also the **Settings** icon, providing more actions you can conduct on the candidate.
- **Job Offer Details.** Applicants with an **Offered** status have additional job offer details displayed here, such as the Requisition Number and any dates showing when the job offer was sent, when the offer was accepted, the start date, and when onboarding forms were submitted. Any of the calendar icons can be selected, allowing you to add or edit a date.
- **Applicant Actions.** Any available actions you can take on the applicant display as rectangular buttons at the bottom of this column. These options change based on the application status.

The screenshot shows the 'Applicant Info' column for Martha Stevens. At the top, there is a blue navigation bar with '< Offers' and '>'. Below this is a breadcrumb trail: '< Previous 23/151 Next >'. The applicant's name 'Martha Stevens' is displayed with a settings icon. Contact information includes phone number '(859) 494-0515', email 'martha@stevens.com', and address '123 Address, Lexington, KY 40511'. A social security number 'XXX-XX-8179' is shown. Job offer details include Requisition '19-00199', Job Offered '10/10/2019', Job Accepted '10/10/2019', Start Date 'No start date', and Onboarding Submitted '10/10/2019'. At the bottom, there are three buttons: 'Hire', 'Cancel Offer', and 'Disqualify'.

## Checklists

The center column displays **Checklists** for the applicant, with separate tabs for both **Applicant** and **Offer**-related tasks. These checklists provide an area to review what still needs to be done, and what has already been completed. A percentage shows in each tab indicating how many tasks are complete in each checklist.

Selecting the **Applicant** or **Offer** heading displays its checklist in the column below. Selecting a task displays its content within the *Applicant Detail* page; widening the center column area to better display any documents or forms.

Here you can review details and mark steps complete once the requirements are met.

The screenshot shows the 'Checklists' section for an Applicant. The 'Applicant' tab is selected, showing a 50% completion rate. The 'Offer' tab shows an 11% completion rate. The checklists are organized into sections: 'New Applicants' (Review Resume, Review Online Application, Check for Previous Applications, Tax Credit), 'Scheduling' (Schedule Interview), 'Interview' (Behavioral Assessment, Job Knowledge Assessment, Conduct Interview, Reference Check), and 'Fully Reviewed' (OIG Quick Screen, Check Abuse Registry, Verify License / Certification, Prepare Job Offer, Job Offer Approval).

The screenshot displays the 'Review Online Application' page for Martha Stevens. The top header includes 'Offers' and 'Certified Nursing Assistant (CNA) at symplr Long Term Care Chattanooga'. The applicant's name 'Martha Stevens' is prominently displayed on the left, along with contact information: (859) 494-0515, martha@stevens.com, 123 Address, Lexington, KY 40511, and XXX-XX-8179. Below this, requisition details are shown: 19-00199, Job Offered 10/10/2019, and Job Accepted. The main content area is titled 'Review Online Application' and shows an 'Application Report' for 'Application Revision - 10/10/2019 11:41 AM [CURRENT]'. The report includes the symplr logo, location (symplr Long Term Care Chattanooga), job function (Certified Nursing Assistant (CNA)), application date (10 Oct 2019), and update date (10 Oct 2019). A 'Contact Information' section lists: Name: Stevens, Martha; City: Lexington; State: KY; Email Address: martha@stevens.com; Phone Number: (859) 494-0515. Work preferences are listed as 'Full Time, Flexible' and 'Days Available to Work: Any'. Shift schedule is 'Daytime, Overnight' and years of experience are '5-10 Years'. On the right, an 'Activity' feed shows a 'Ready to Process' status and a 'Viewed' action. A 'Leave an internal note' section is also visible.

This expanded view also contains any actions you can take on the item. These include options to **Complete** the step, indicate a **Hold** on its review, or reset the task's status. Each item also includes its own activity feed on the right, letting you attach files, leave internal notes, and see any other changes made.

The **Previous** and **Next** options in the Applicant Info column can be used to cycle through applicants in your list while viewing the same checklist item. This allows you to quickly compare specific applicant information for checklist items with a single click.

## Activity Feed

The **Activity Feed** is a comprehensive display of any action taken on the application. This column displays records of any external communication sent via text message (if the applicant has opted-in) or email, any internal notes left by associates, and any updates to their application or offer status. All these notifications and messages can be sent and reviewed directly within this single column.

Selecting the **envelope** icon opens the *Send Message* page in a pop-up window. Using this form, you can send the applicant and any other stakeholders an email.

Selecting the **chat bubbles** lets you send a text message to the applicant's mobile phone. If they have not opted-in to receive text messages, this option is disabled.

Selecting the **note** icon lets you write an internal note. Use the **@** icon to search for specific users to mention in your post, which notifies them via email. For privacy and security reasons, this icon is active by default.

The detailed view of the Activity Feed shows a 'Text' and 'Email' filter at the top. Below is a 'Leave an internal note' section with an '@' icon and a 'Post' button. A 'FILTER' button with a notification badge is also present. The feed contains several entries:

- A message from 'symplr Hiring' dated 'Oct 10, 2019 11:35 AM'. The message reads: 'Hi Martha, Congratulations! It gives us great pleasure to extend you an offer to join the HCS Long Term Care Chattanooga community in our Certified Nursing Assistant (CNA) position. Please visit our Career Site and log in with your username and password in order to complete our new hire paperwork.' Below the message are 'View' and 'Template: Job Offer' options.
- An internal note from 'Martha Stevens' dated 'Oct 10, 2019 11:25 AM' with the text 'That sounds great!' and an 'MS' icon.
- A message from 'symplr Hiring' dated 'Oct 10, 2019 11:24 AM' with the text 'Hi Martha! Would you like to come in for an interview tomorrow at 2pm?' and a blue circular icon with 'S'.

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Using the **filter** icon in the upper-right enables you to whittle down the activity feed to include only the specific types of candidate activity you're looking for. These filters allow you to show only texts, emails, internal application notes, checklist notes, status changes, or any combination of the five.

Internal notes can be deleted from the Activity Feed if they're no longer needed by selecting the **trash can** icon.