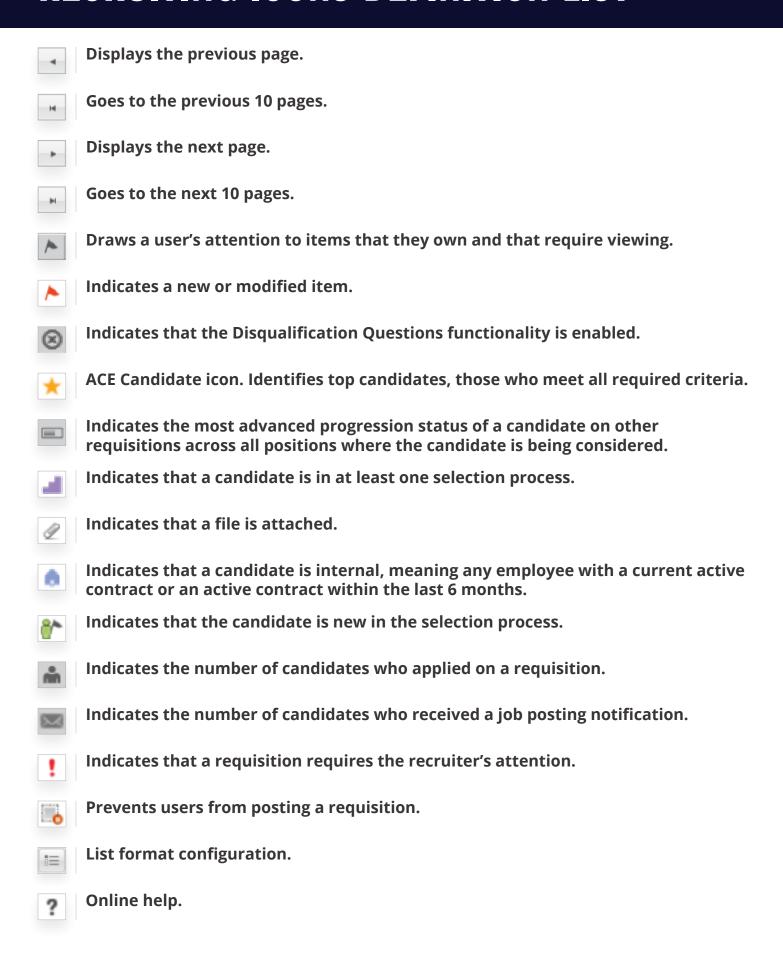
RECRUITING ICONS DEFINITION LIST





Indicates a registered person file. The Registered Person icon is also known as the Ghost icon. A registered person is created in the following circumstances:

- A candidate creates a username and password on the external career portal but does not complete and submit their profile.
- A candidate creates a username and password on the external career portal and provides some personal information via My Account Options instead of providing the information via the Profile section.

To remove the Registered Person icon:

• Have the candidate complete and submit their general profile on the external career portal.

Or:

• Have the candidate complete and submit a job-specific application on the external career portal.



Clips.



Indicates a comment.



Print function.



Filtering section.



Folder management section.



Add comment.



File in a folder.



Find similar candidates.



Match candidates.



Merge candidates files.



Share information about a candidate.



Diagnostic tool for requisitions.



Duplicate a requisition.



Save requisition as a template.

