ACCELEREC

SHORTLISTING CANDIDATES (FOR RECRUITERS)

USER GUIDE

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Follow the steps here:

1. View Applications

- Log into your Recruiter Portal and go to the "Job Listings" section.
- Click on the specific job title to view all applicants.

2. Review Candidate Profiles

- Click on each candidate's profile to see their resume, cover letter, and additional details.

3. Shortlisting Candidates

- If a candidate fits the job requirements, click the "Shortlist" button.
- The candidate will receive a notification about their shortlisting.

4. Scheduling Interviews

- Once candidates are shortlisted, click on the "Schedule Interview" button.

"Choose the date and time and send them an invitation"

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