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SHORTLISTING OR SCHEDULING
CANDIDATES FOR INTERVIEW (WITH
BULK FEATURE)

USER GUIDE



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SHORTLISTING OR SCHEDULING CANDIDATES FOR INTERVIEW (WITH BULK FEATURE)

Follow the steps here:

1. Access Candidate Listings

- Go to your "Candidates" page under the Recruiter Portal.
- View all the candidates who have applied or are part of the Talent Pool.

2. Select Candidates for Shortlisting or Interview

- Use checkboxes to select multiple candidates you wish to shortlist or schedule for interviews.
- You can select candidates in bulk based on specific filters (e.g., experience, skills).

3. Shortlist or Schedule Interview

- After selecting candidates, choose either the "Shortlist" or "Schedule Interview" option from the bulk actions dropdown.
- Select the date and time for the interview and send notifications to candidates.

4. Bulk Actions Confirmation

- You will receive a confirmation message indicating that the selected candidates have been shortlisted or interviewed in bulk.

