1. Log into iCIMS and click on position title or job ID to access candidates.

2. Click on the "People" Tab to see your candidates.
   A: Applicant names – you click on these to view applicants Resume, Cover Letter, and Application
   B: Screening Question Score and responses – Click on the question mark icon to get a pop up window that shows screening questions
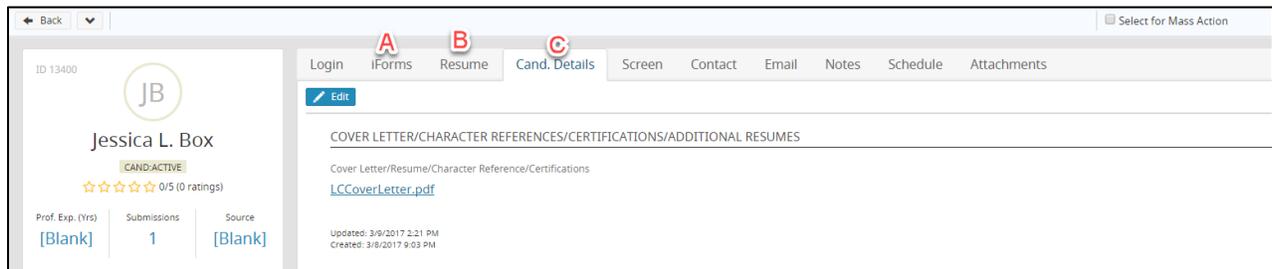
3. Click on the applicants name to view their applications, resume, and cover letter. You can click through the following tabs to find the information:
   A: iForms Tab – Application
   B: Resume Tab – Resume if one was included
   C: Candidate Details Tab – Cover Letter or other attachments

4. We recommend sorting applicants and the ABC method popular one:
   a. Bin A for top people
   b. Bin B for maybes/unsure but would still consider
   c. Bin C for those disqualified off of screening questions and candidates that you know you will not interview or consider).

   Check the box next to the name and then click advance – you can move multiple people to the same bin at one time. CAUTION: Checking the Box in the grey area, to the left of the Bin Name (This example – Bin: Submissions) will select that ENTIRE group. So, if you were to select this, and then click reject, does not meet minimum qualifications, you would send an automatic email to the entire group saying they are not being considered.
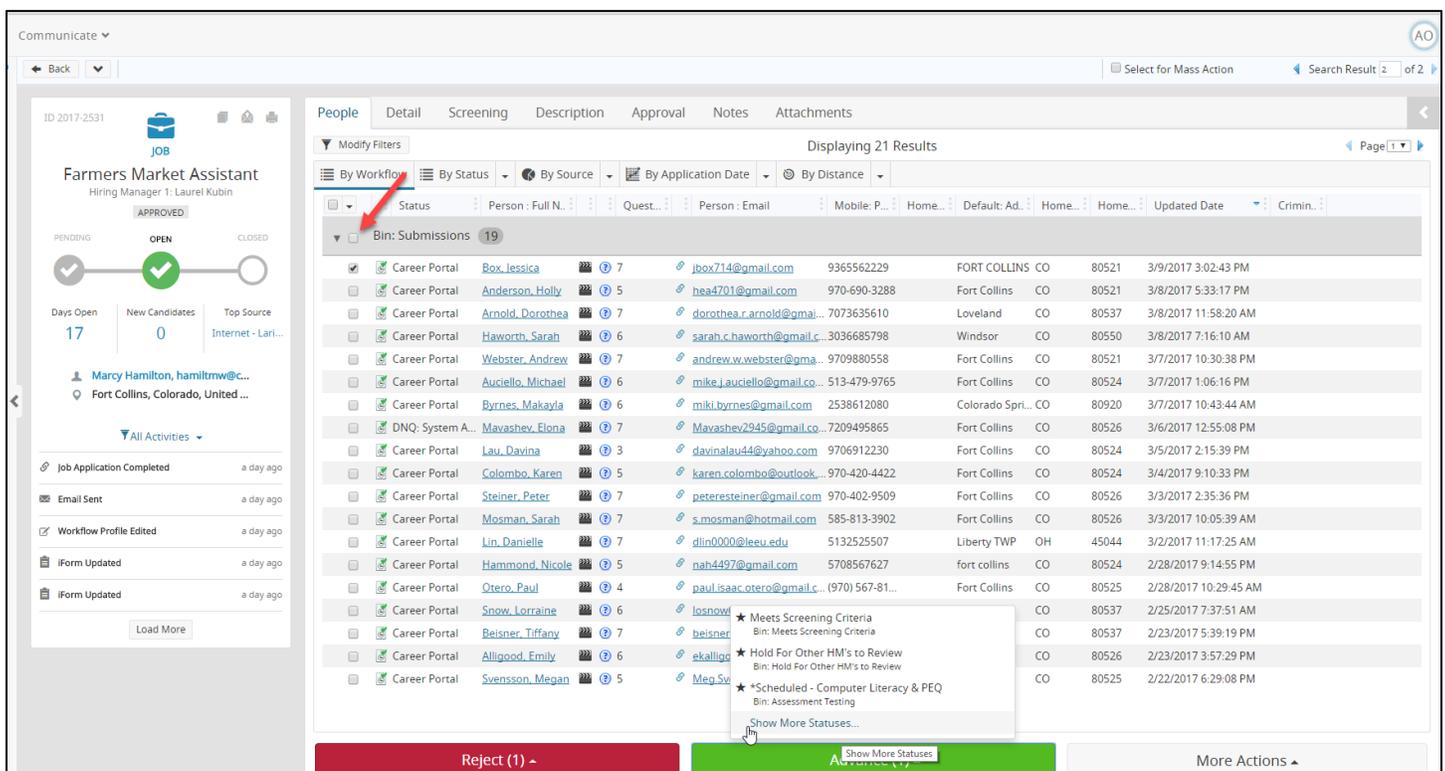
5. Please make sure you are declining candidates you know you will not hire. If a position is Open Until Filled you can reject candidates that you know you will not hire, otherwise, best practice is to not decline until the position is no longer advertised. The most common declinations are:

   a. **Did Not Pass MQ/Level 1 Screening:** Should be for those that do not meet minimum qualifications. This will send an automatic email declining the applicant, you will not have the ability to edit the email.

   b. **Qualified but not selected:** Use this status for people that are qualified but you will not hire. We want the ability to report on numbers of qualified applicant's vs not qualified applicants. This email will pop up and have to click send, otherwise the candidate will not be notified, and we want to keep them in the loop on their application status.

   c. **Interviewed but not selected:** Use this status if you interview someone and are not going to hire them. There is no email, as best practice is to call anyone that was interviewed to let them know you will not be moving forward with them. The status is for reporting purposes.