Applicant Progress Board

Overview
The Applicant Progress Board (APB) is a quick and easy way to identify the best talent and progress them through the hiring process. This provides users with:

- an aggregate card-based view of the progress of all the applications for their job requisitions
- relevant application details
- quick access to key links and documents

The Applicant Progress Board aims to improve the experience of Hiring Managers by increasing visibility of application progress. This will not replace previous functionality, which will continue to be maintained as part of the List View. The Applicant Progress Board serves as an additional way to view and organize the information.

Click here to view a video demo from Dec 2020 - 3:16 min

User guide

Accessing the board
Users may access the Applicant Progress Board via the following locations:

- Hiring Manager Dashboard tile
- My Jobs page - Review Applications link
- Edit Job page - View Applications button*
- View Shortlisted Applicants page - Go to board view button*
- The original layout can be accessed by clicking the “List View” button in the top right corner

*Upon first access of these links, the Applicant Progress Board will display by default instead of the Manage applications page. Users can switch between the two views by clicking either the List view or Board view buttons at the top right side.

Board Layout
You will see all your relevant applications for a specific job, displayed as cards that are aligned to their current application status, displayed as columns.

A - Selecting which Job to view
Should you have more than one job active at a time, you can easily navigate to them by using the job selector drop-down menu:

1. Click on the drop-down menu in the top left of the screen
2. Select the appropriate job (only your jobs will be listed for you to select from)

B & C - Selecting which Application Statuses to view
All cards are grouped in Application Statuses displayed as columns.

To configure your view of the board, select the Application Statuses that you’d like to view in the selection menu at the left part of the board.

D - Reviewing & Actioning Applications

Viewing Application Details
Click on a card to open each applicant’s details via the applicant card.

Accessing Key Actions via the More Actions Menu
By clicking on the ellipsis on an application, you can easily access key actions like changing an application’s status and viewing application answers.