

1. Click Recruiting Dashboard and in the job requisition list click on the appropriate job or
2. Click on Candidates in the left side panel
  - a. Click the candidate name you wish to review
    - i. Either click the paperclip under their name or the attachments tab to view the resume
  - b. Make a decision about the candidate
    - i. If declining, you should choose the appropriate reason in the decline button
    - ii. If proceeding, select schedule interview
      1. Click the Schedule Interview Button and follow the steps to arrange the interview time
        - a. When you have finished the scheduling process the interview will appear on the Bridge interviewer's outlook calendar and in their inbox
        - b. The interview will also appear in the candidate's inbox on their homepage
      2. When the interview has been completed you can go back to the to-do item in your inbox and add a rating and interview feedback
  - c. Either Decline the candidate in the decline button or