*The standard hiring workflow, or "lifecycle" comprises six steps:*

Prescreen | Internal Submission | Client Submission | Interview | Offer Extended | Placement

1

A note with the Action "Prescreen"; your own interview with the candidate to confirm their validity, either in general or for a specific job.

2

When you're ready (as a recruiter) to let the account manager know you have a good candidate for their position; submit them to the job.

3

Once you (the account manager) approve of the candidate and are ready to send them to the client contact for consideration.

4

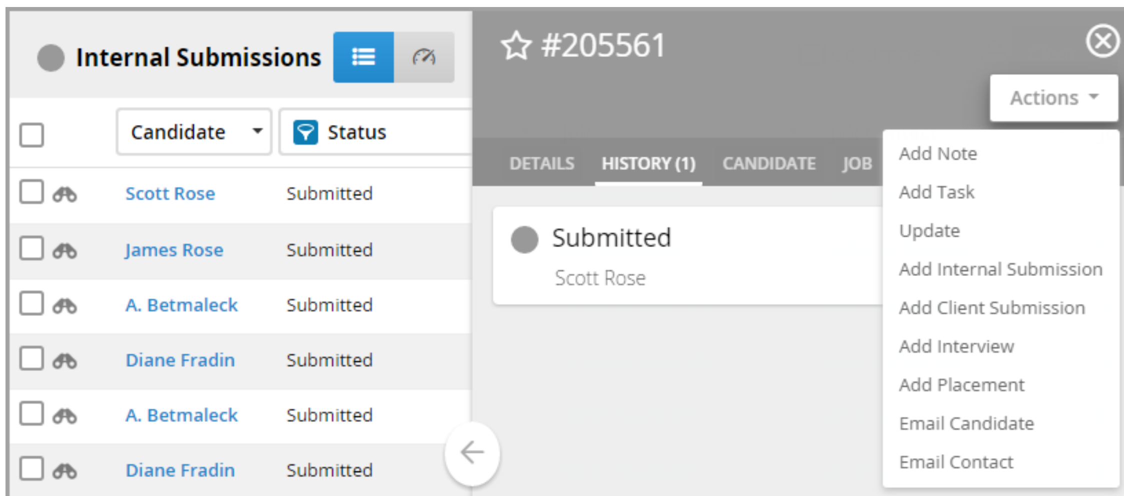
If the client contact approves of the candidate and wants to meet them, then you (the account manager) should schedule an interview for the two of them.

5

If the interview goes well and the client contact wants to offer the candidate a job, you (the account manager) change the submission status to Offer Extended.

6

If the candidate accepts the offer, you (the recruiter) create a placement record.




We recommend documenting all hiring process activity from the Internal Submissions List (except for the Internal Submission, which should be created directly from either the job record or the candidate record).