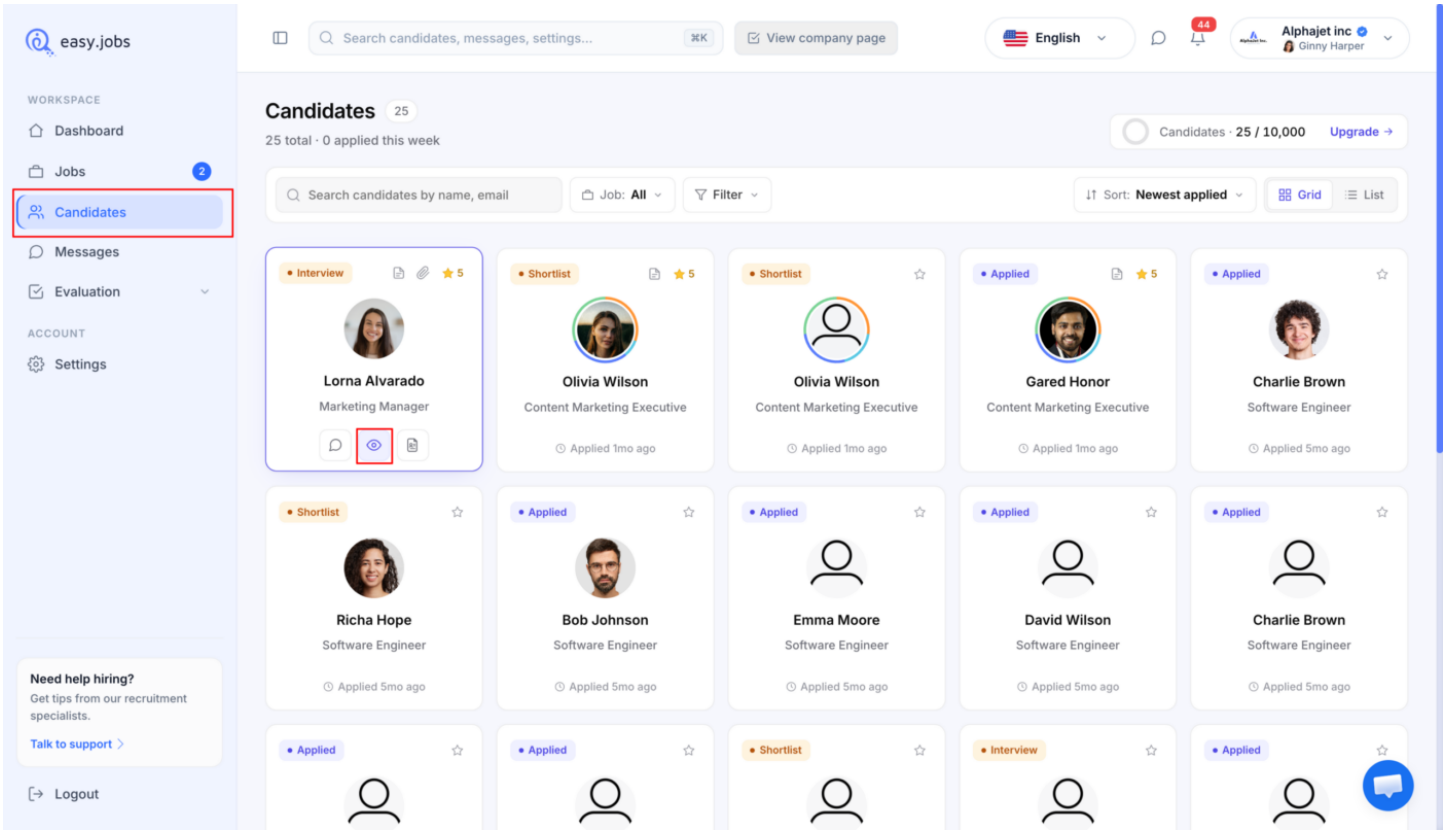
How To Change Assessment Expiry Date In easy.jobs?

Candidates · https://easy.jobs/docs/how-to-change-assessment-expiry-date-in-easy-jobs/

With **easy.Jobs**, you can **add an assessment** for any job post, **assign candidates** and then evaluate them by viewing their assessment score. If needed, you can also **change assessment expiry date** for any candidate who have not taken the assessment yet. This way, you can screen and onboard the right candidates for a particular job on your team. Follow these instructions to change assessment expiry date for candidates in easy.jobs.

Step 1: Manage Candidate Details in easy.jobs

From your easy.jobs dashboard, head over to the **'Candidates'** tab and then click on the **'View Details'** icon of any candidate who has been assigned for an assessment.



Step 2: Edit Assessment Expiry Date

You will be redirected to a new page where you can view detailed information of that candidate. Here, click on the **‘Evalutation’** tab and in the **‘Assessment’** section. If the candidate has not yet taken the assessment, then you can change the assessment expiry date by clicking on the **'Edit'** icon as shown below. Make sure to click on **'Update'** to save your changes.

Embedded media: https://easy.jobs/wp-content/uploads/2020/11/assesment-expiry-.mp4

By following these two easy steps you can change the assessment expiry date of any candidate in **easy.jobs**.

If you need any help, feel free to **contact us** or join our **Facebook Community** to get connected with us.