How To Manage Candidates From easy.jobs Job Pipeline Board?

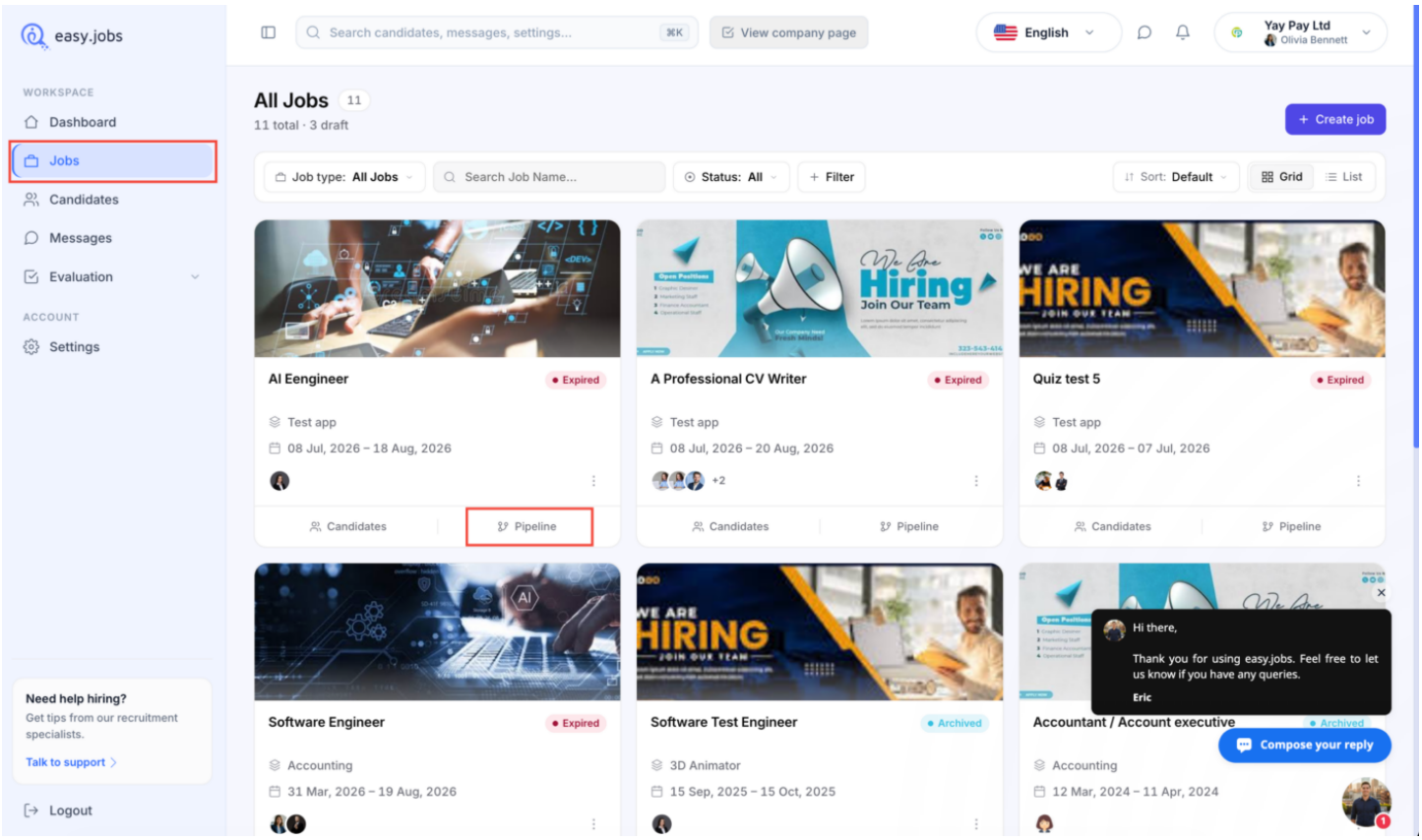
Configurations · https://easy.jobs/docs/how-to-manage-candidates-from-easy-jobs-job-pipeline-board/

If you are running job post campaigns in **easy.jobs**, you can sort and manage candidates from the **job pipeline board** in one place. This feature enhances accessibility and flexibility in your hiring process.

How To Manage Candidates From easy.jobs Pipeline Board?

Follow this step-by-step guideline to manage candidates from the job pipeline board of job posts.

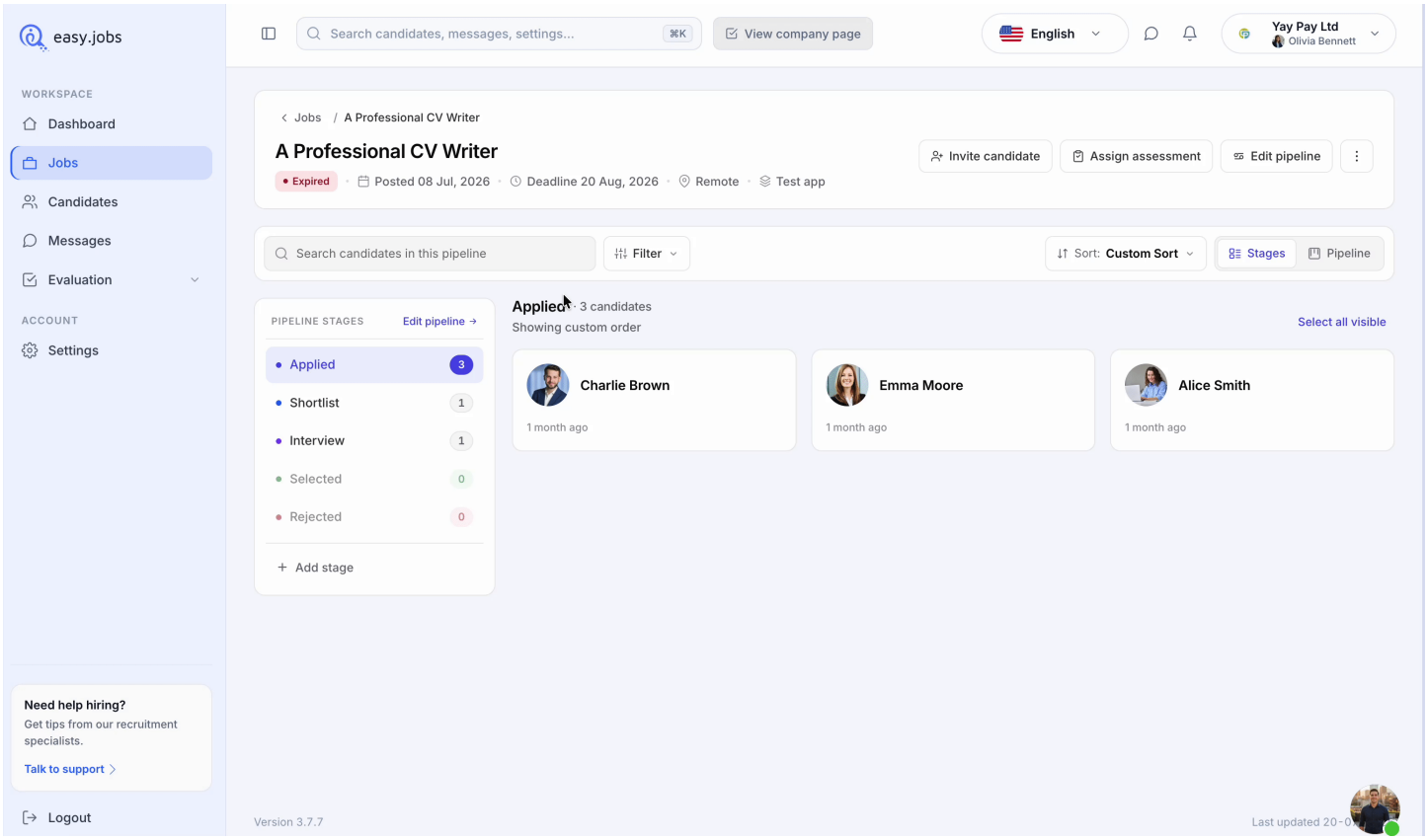
Step 1: Log in to your **easy.jobs dashboard**. From there, navigate to an active job post where you want to manage the candidates' pipeline. There you will find all the applied candidates.



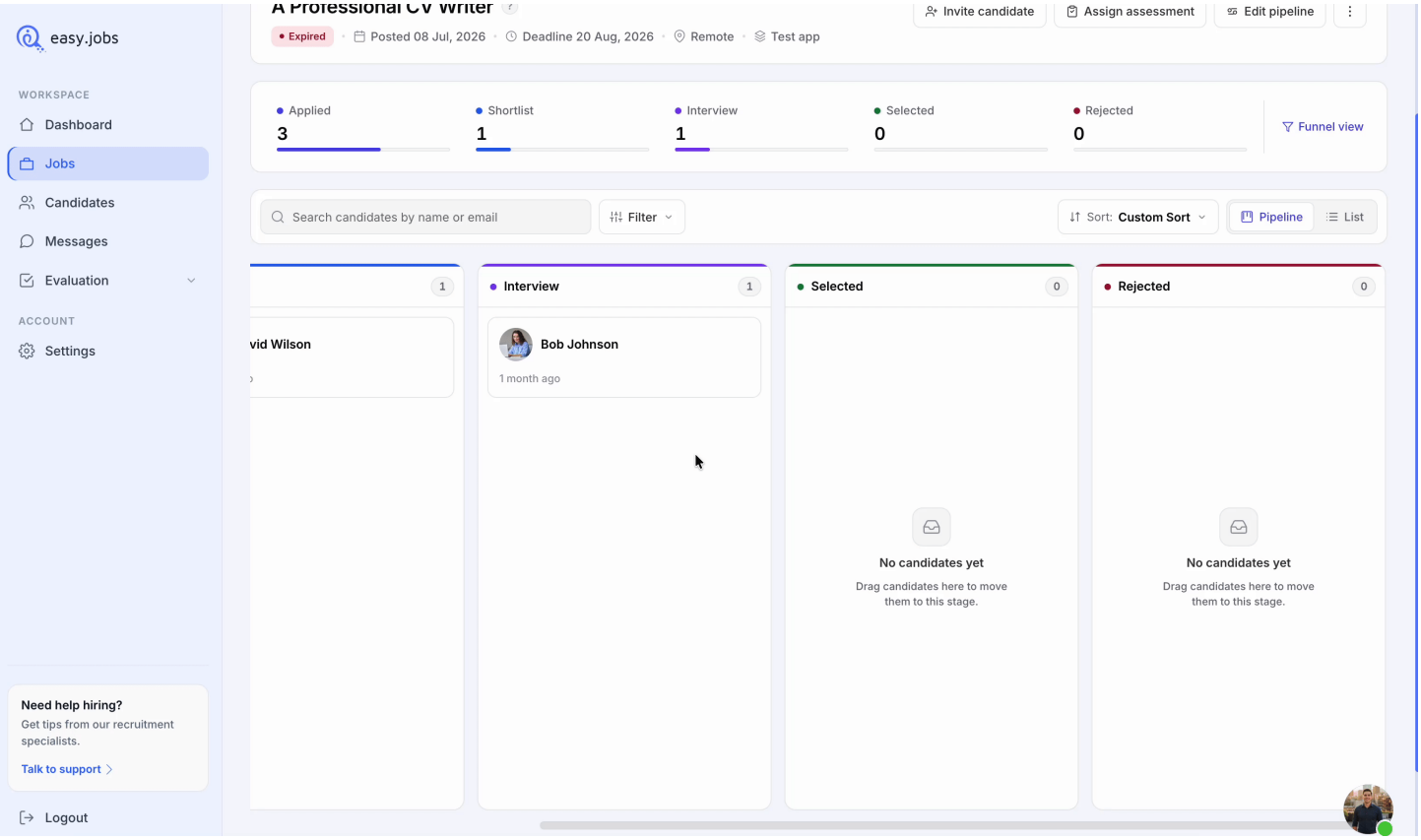
Step 2: In your job post, there are two types of views available for the candidates' pipeline. Let's find out how to manage candidates from both pipeline board views.

List View Of Job Pipeline Board

By default, the job pipeline board stays in **List view**. Every pipeline remains in column format and if you want, you can drag and drop candidates among the pipeline stages. You can also rearrange candidates' orders here.

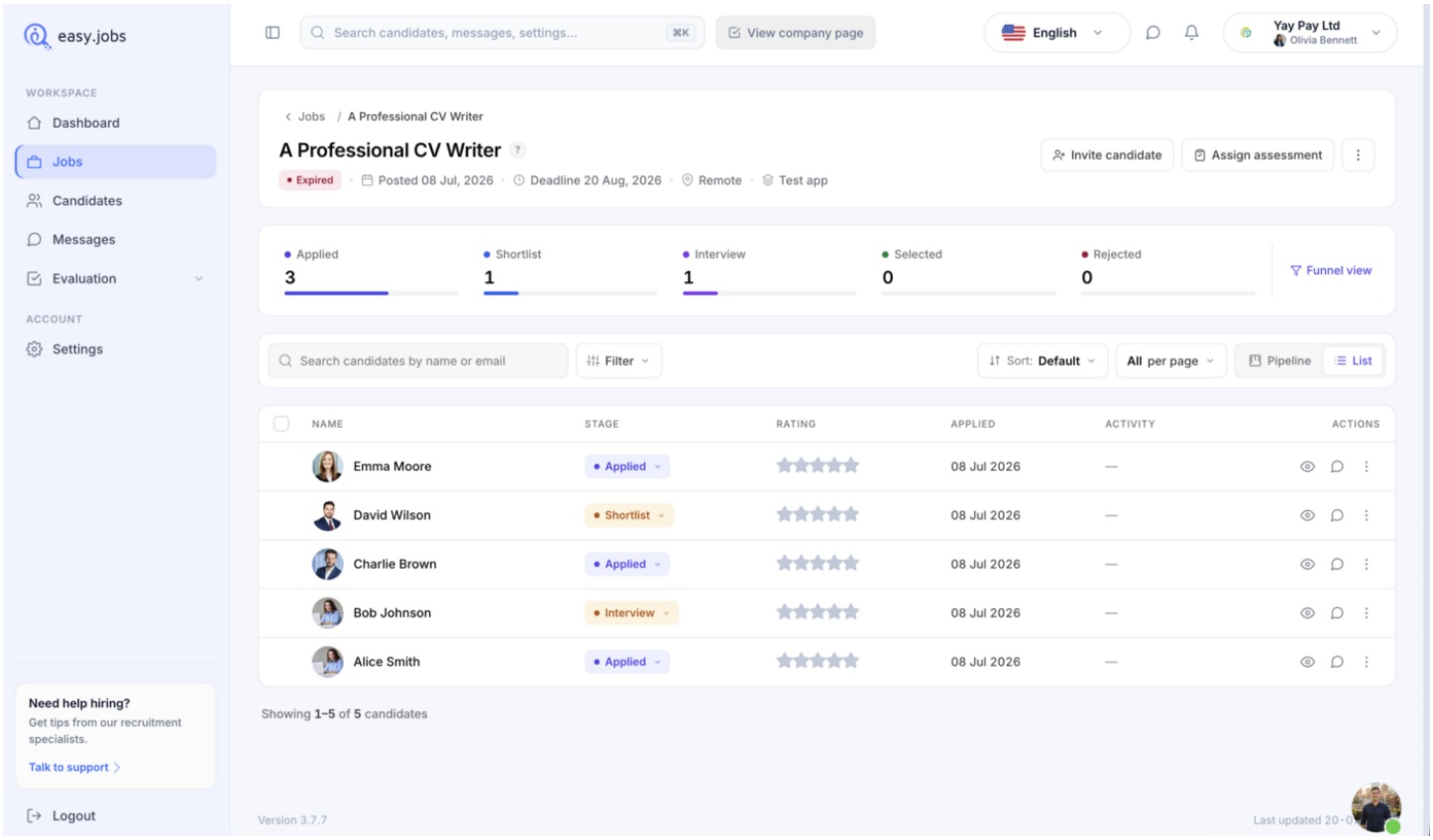


When you move candidates to the final stage like **Selected** or **Cancel**, **the Candidate Onboard** email template modal or rejection email template modal will be opened. Need to mention that you have to configure them earlier from **Email settings**.

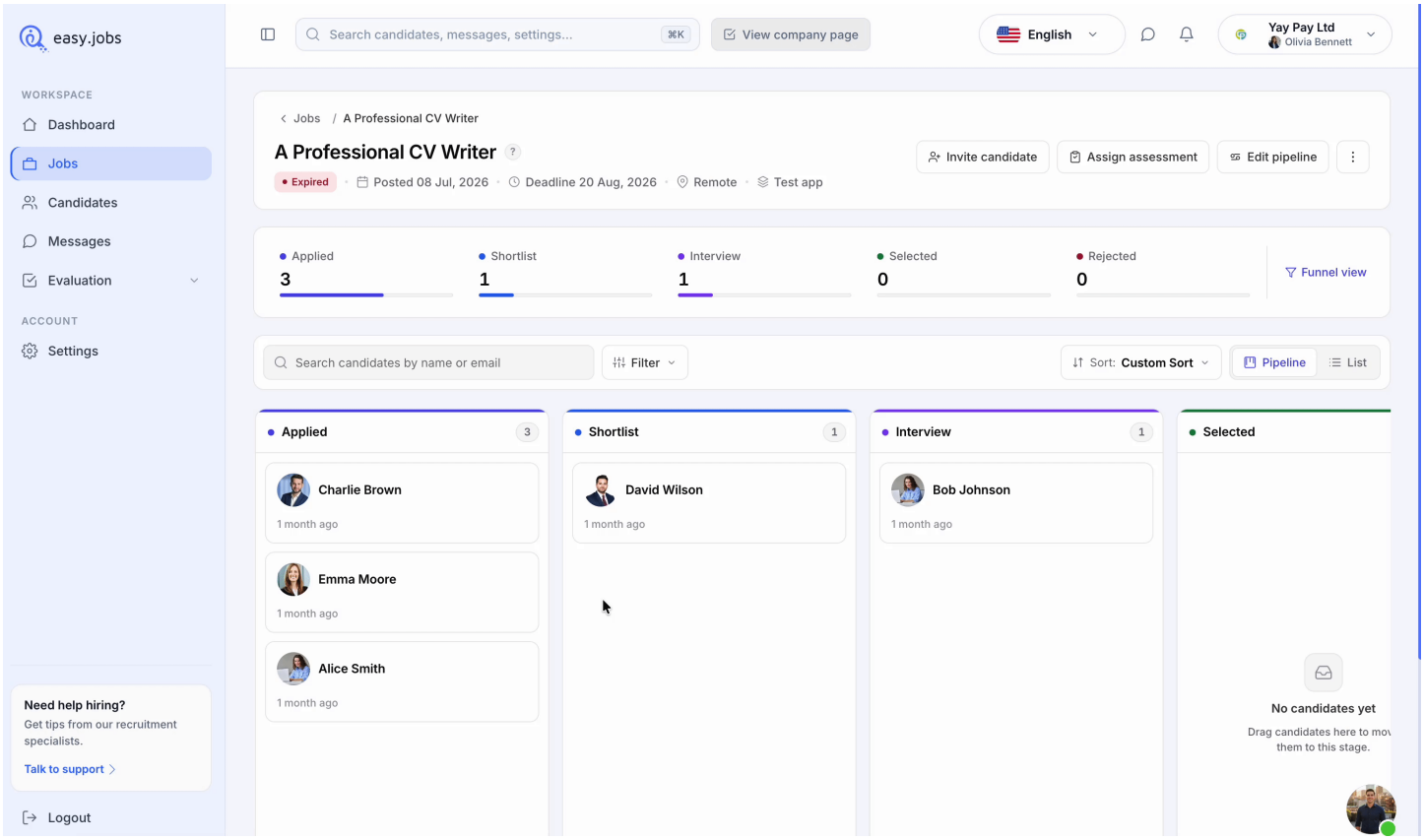


Grid View Of Job Pipeline Board

Click on the **right-side blue icon** to go to the **grid view** of the job pipeline board. From the grid view, you will find pipelines on one side and candidates on the other side. By drag and drop, you can customize the candidate’s serial for your flexibility.



Moreover, you can easily send applied customers in different pipelines simply by drag and drop. Candidates can be redirected into the previous pipeline at any time in the same process.



This is how easily you can complete your hiring process and manage onboarding new employees from the job pipeline board in **easy.jobs**.

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