How to Move Candidates to Another Job in easy.jobs?

Candidates · https://easy.jobs/docs/how-to-move-candidates-to-another-job-in-easy-jobs/

With **easy.jobs White Label** plan, you can **move Candidates to another job**. It allows you to transfer existing applicants of a published job to another active job in seconds. This saves you from re-entering data and keeps your hiring pipeline clean and up-to-date.

Follow this step-by-step guide to learn how to move candidates to another job in your easy.jobs White Label.

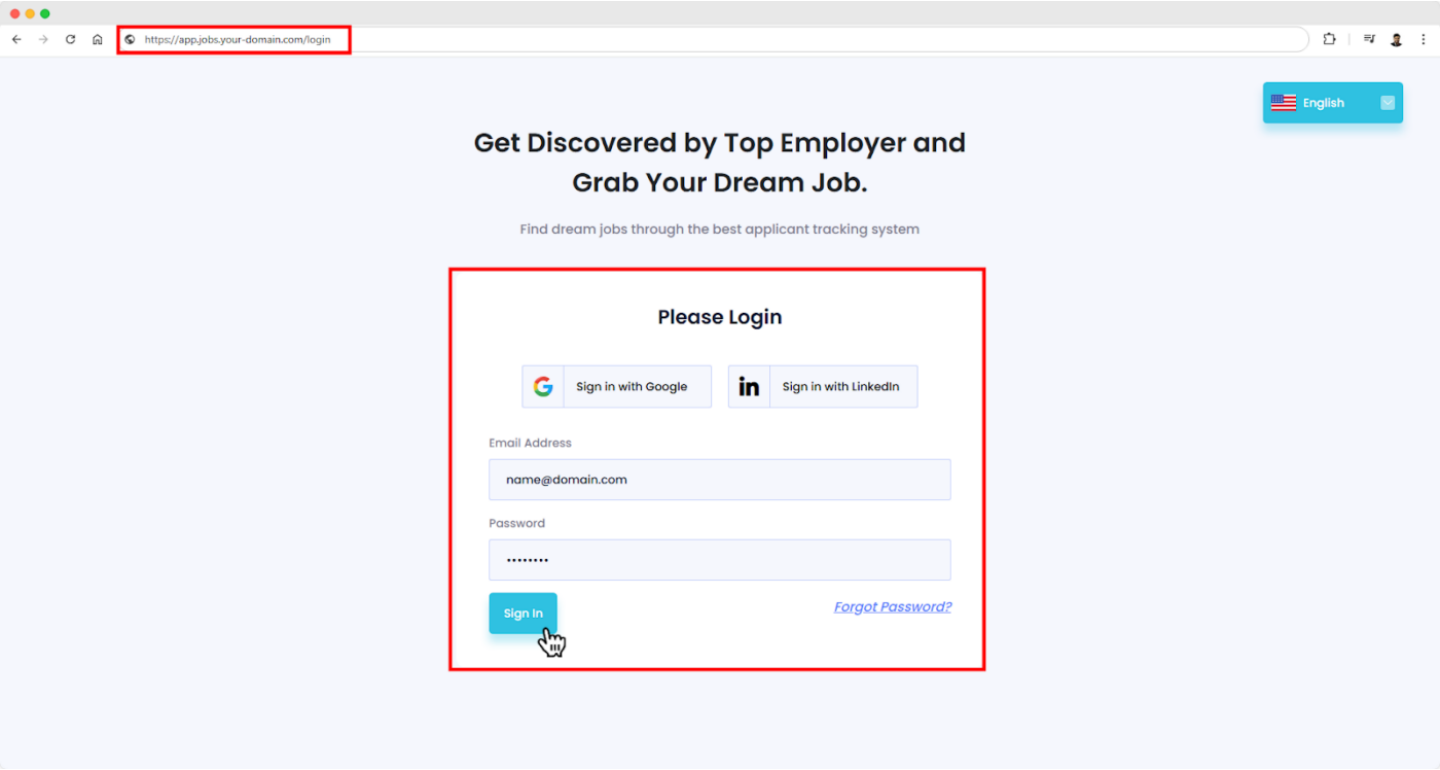
***[Note:** You can use the Move Candidate feature only if your company is on easy.jobs **White Label** plan. Make sure this plan is activated in your company profile before you try to move candidates between jobs.]*

How to Move Candidates to Another Job in 3 Steps?

Let us see how you can move candidates to another job in three easy steps.

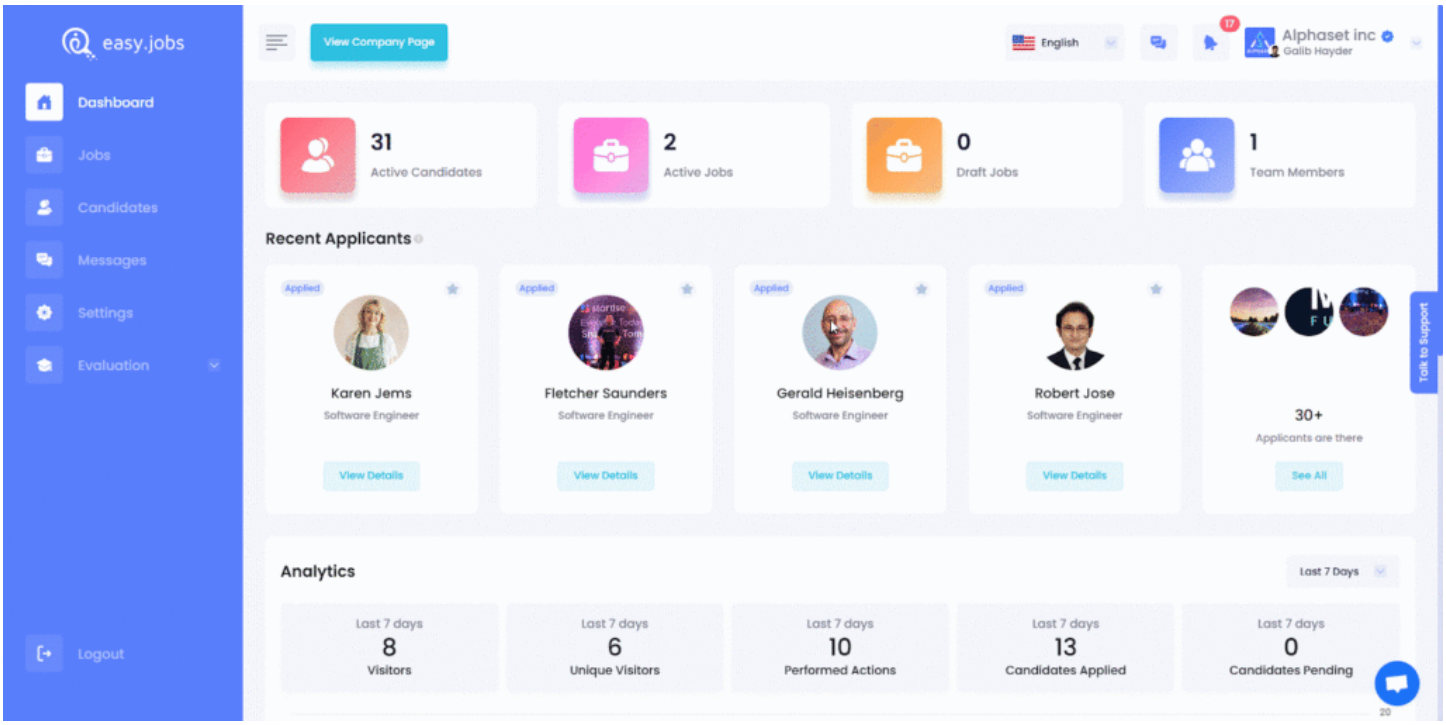
Step 1: Log in easy.jobs White Label Dashboard

At first, log in to your easy.jobs white-label account by going to your custom domain login page. Then log in with your credentials to easy.jobs white label dashboard.



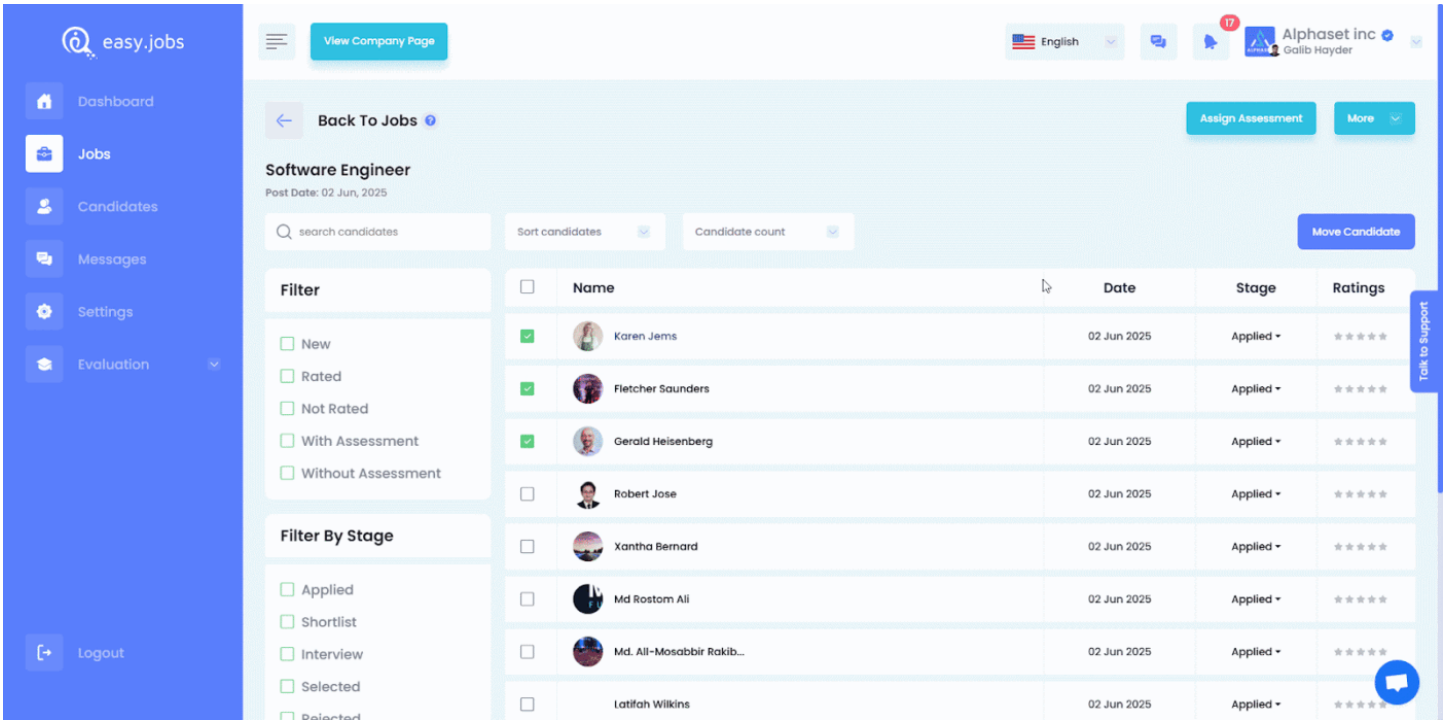
Step 2: Access And Select Candidate List

From easy.jobs white label dashboard, click '**Jobs**' on the left sidebar, go to the job that already lists the candidate you want to move. Click on the **Candidates** option, and select one or more applicants you want to transfer.



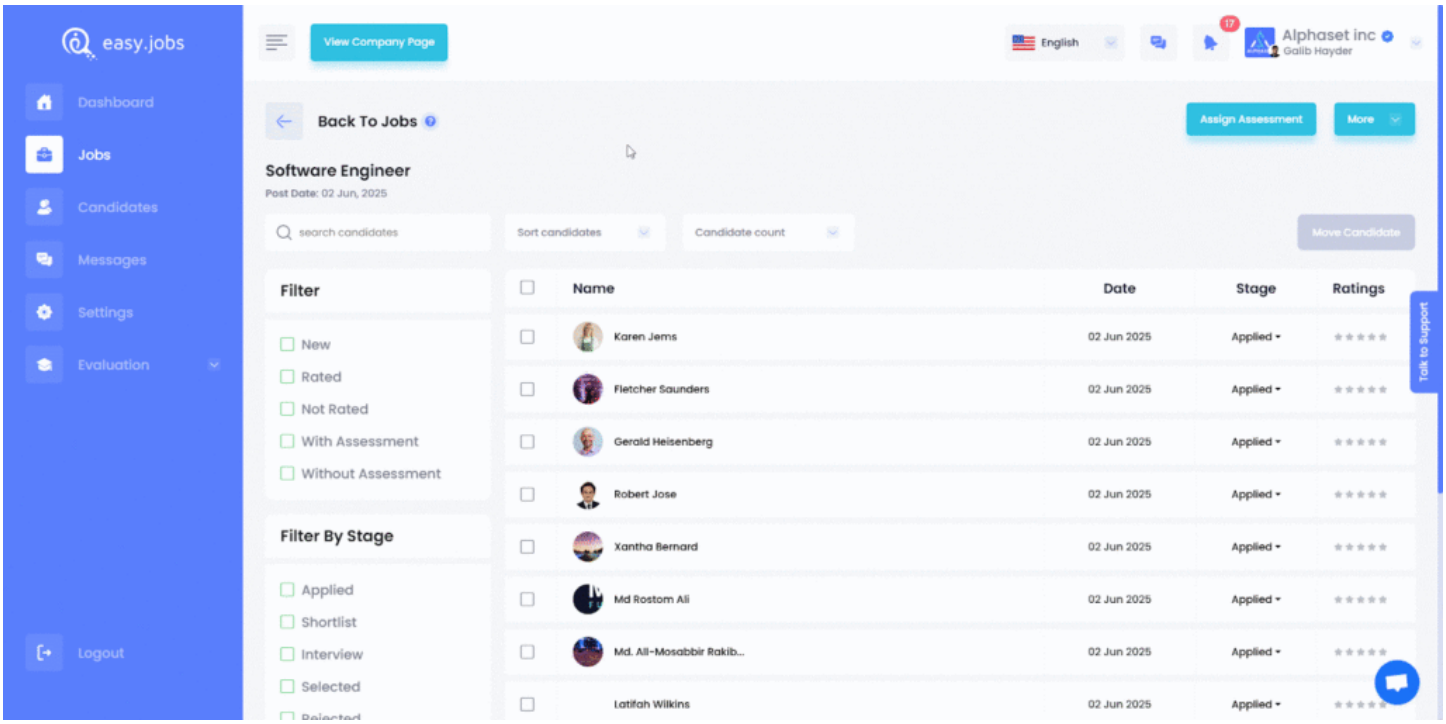
Step 3: Move Selected Candidates to Another Job

Click the **Move Candidate** button and wait for the pop-up window. Here, select the destination job post from the drop-down list, and then click the **Move** button. Your selected candidate will be transferred instantly.

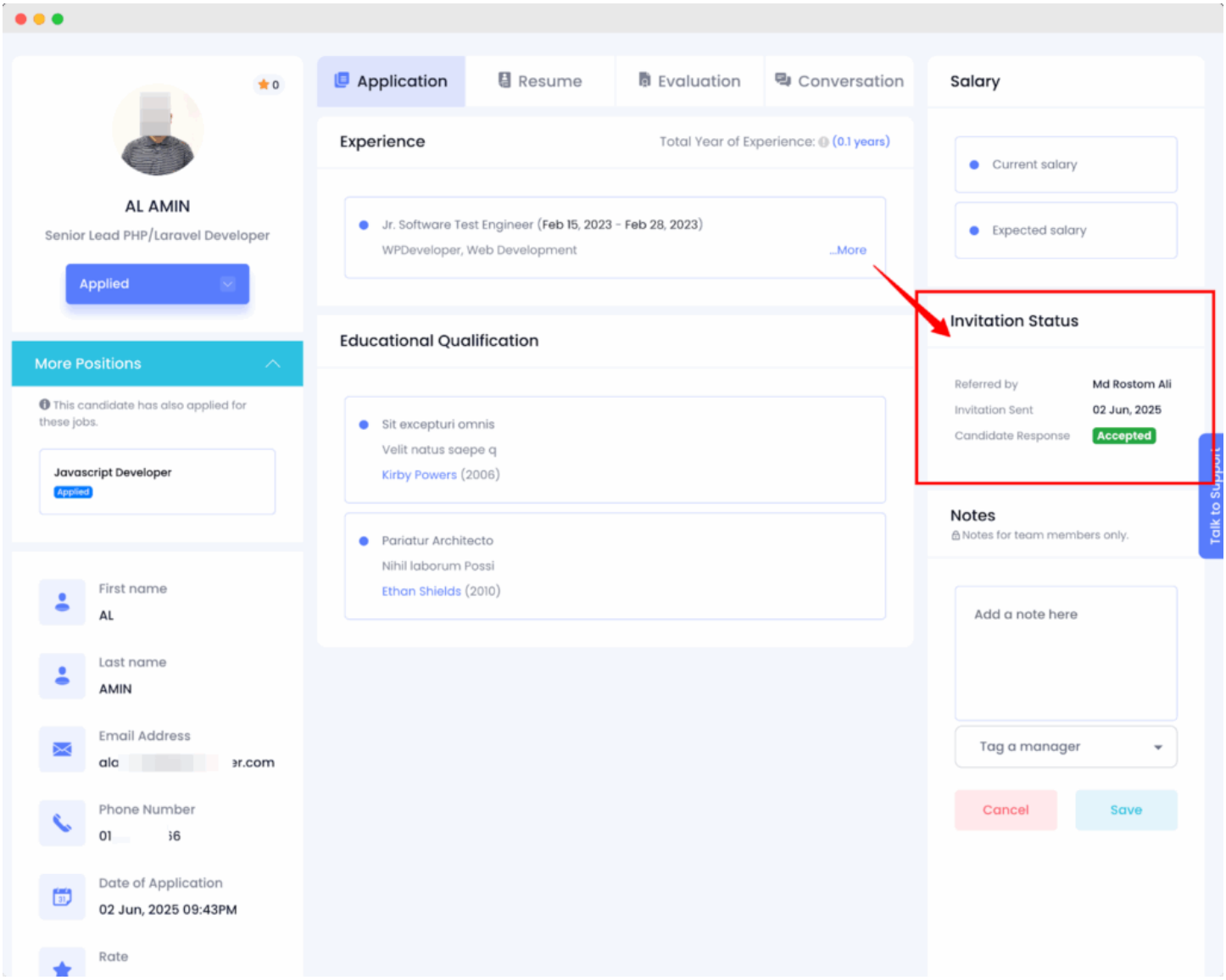


Final View

Now, navigate to the destination job's **Candidates** tab, and you will see the applicants you just transferred.



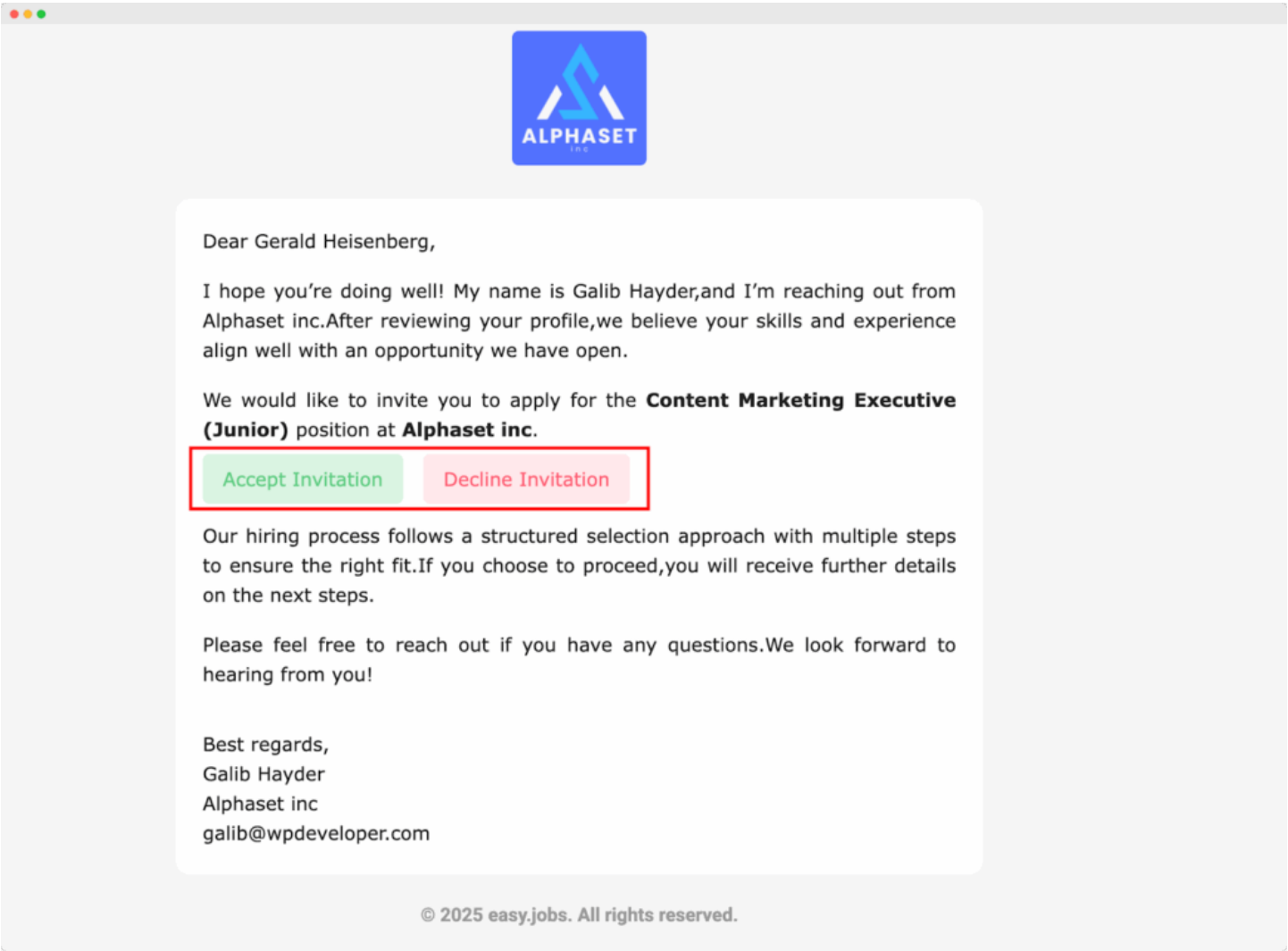
Once the candidates are transferred, they will be notified. If they respond, you can see it will be displayed as “**Accepted**” or “**Rejected**” under invitation status on the candidate details page.



This is how easily you move a candidate to another active job from any particular job.

How A Candidate Confirms A Move to Another Job?

When a candidate is moved to another job, they will get a confirmation message to accept or reject the new job role candidacy. They will get a similar message like below in the candidate's email address. And, from here, they will accept or decline the invitation.



If you are still stuck or need assistance, please contact our **dedicated support team**, and they will guide you promptly. Or join our **Facebook Community** to find people have similar interest.