Candidates – Individual Dashboard

The Dashboard Tab enables you to quickly perform key tasks related to the individual Candidate.

- *Candidate Gatekeeping* – here you can set Internal, Source and Status information, as well as sending an automated email if for example, you are Accepting a new Candidate.

- *Documents* – enables you to quickly view existing Documents, and upload a CV or other file for the Candidate.

- *Checklist* – enables you to quickly view and update crucial documentation required from the Candidate.

- *Send SMS* – you can quickly send the Candidate an SMS in this area. Select 'Send Now', or 'Send Later' and set the date and time to schedule the SMS.

- *Skills at a glance* – displays skills assigned to the Candidate.

- *Notes* – here you can view and Search any Notes related to the Candidate.

- *Security Information* – this enables you to re-set the Candidate login and password information for your website members area if you have a website with eBoss. You can also send your Candidate an automated email advising them of the new login details.