

3  
Total Applicants

3  
New Applicants

0  
Screening

0  
Interviewing

0  
Offer

0  
Hired

0  
Dispositioned

How to add a candidate manually & email candidate application

ADD CANDIDATES ▾

actions ▾

GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LA
?	KA Kelsey Adair		Application Completed	Lisa Mathews	Jun 3rd, 2024 (4 days ago)
?	JK Julianne Kersgaard		Application Completed	Lisa Mathews	Jun 3rd, 2024 (4 days ago)
?	ML MACKENZIE LASHLEY		Application Incomplete	Lisa Mathews	Jun 3rd, 2024 (4 days ago)

- Bulk Upload Using CSV File
- Via Manual Entry
- By Uploading Resume(s)
- By Emailing Resume(s)

ADD CANDIDATES

Applying For  
**Veterinary Assistant**

**First Name**

*required*

**Last Name**

*required*

**Email Address**

**Primary Phone**

Type ▾

**Secondary Phone**

Type ▾

**LinkedIn Profile**

**Facebook Profile**

**Twitter Profile**

**Portfolio Website**

CANCEL

SAVE & CLOSE

### Veterinary Receptionist - TEST

Hospital (All About Paws, 1096) Open

🔍 Candidates

Dashboard **Candidates** Prospects Details

0  
Total Applicants

0  
New Applicants

0  
Screening

0  
Interviewing

0  
Offer

0  
Hired

0  
Dispositioned

Bulk Actions ▾

ADD CANDIDATES ▾

- Via Manual Entry
- By Uploading Resume(s)**
- By Emailing Resume(s)

<input type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
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NO CANDIDATES  
If you found yourself here after applying filters, try resetting them

**Add candidate by uploading resume**



## UPLOAD RESUME

### Upload Resume

Use the form to submit one or more resumes. Each resume uploaded will be parsed to create a candidate for the selected requisition. Note, parsing can sometimes take several minutes.

- Files must be smaller than 10MB
- Only .doc, .docx, .rtf, .txt, .ascii, .pdf and .html file types are accepted

#### Requisition Selection

Veterinary Receptionist - TEST

#### Hiring Workflow

⊕ MOVE FORWARD ▾

Choose - "Application Incomplete"

#### Candidate Source (Optional)

##### Source

None ▾

Always add candidate source when known

Drop files or browse

Upload resume from computer here

Cancel

UPLOAD FILES