How to Find the Process History

Follow these steps to locate where a candidate is in the job app process or where it is held up.

1. Search for the Job Req. Then select it from the Search results.

![Search Results](image)

2. From the Candidate Grid, click on the applicant’s name and their applicant page will appear.

![Candidate Grid](image)

3. On the Applicant page, at the top of the page, click on the “Actions” button, next to the name.

![Applicant Page](image)

4. A pop up box will appear with Actions. Hover over the first choice “Business Process”, then to the right select the option “Busines Process Event History”.

![Pop-up Box](image)

5. On the next page the job application/number will populate, click on “OK” on the bottom of that page.

![Job Application](image)
6. The next page will then be “View Recruiting Event”.

7. Click on the blue link next to “Overall Process”, “Job Application: Candidates Name, R#/Title...”

8. Then click on the “Process” sub heading


<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Application</td>
<td>Job Application</td>
<td>Step Completed</td>
<td>05/12/2018 09:17:56 AM</td>
<td></td>
<td>Justin Ellard (C-100001316)</td>
</tr>
<tr>
<td>Review Candidate</td>
<td>Review Candidate</td>
<td>Automatic Complete</td>
<td>05/12/2018 09:17:56 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Candidate</td>
<td>Review Decision</td>
<td>Step Completed</td>
<td>05/17/2018 07:41:22 AM</td>
<td>05/14/2018</td>
<td>Sybil Pugh (Recruiting Coordinator)</td>
</tr>
<tr>
<td>Screen</td>
<td>Screen</td>
<td>Automatic Complete</td>
<td>05/17/2018 07:41:22 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen</td>
<td>Screen Candidate</td>
<td>Waiting Action</td>
<td>05/19/2018</td>
<td></td>
<td>Timothy Jacobs (Manager)</td>
</tr>
</tbody>
</table>

The process history shows where the applicant started and what step the applicant is currently at in the job app process. Look at the “Status” and “Person” column to find who needs to take action.

At the bottom of the page under the history, click on “Remaining Process”, this will show the remaining steps to be completed.