How to Transfer Candidates Between Requisitions

This guide will show you through how to transfer candidates from one requisition to another.

Once the requisition you wish to forward your candidate onto has been approved, make a note of the requisition number.

Open up the display candidate overview where the candidate is currently sat and select them. Click Assign button above the table and then Assign to Requisition.

In the Search for Requisitions box that opens, type in the requisition number and put an asterisk on both sides of the number. This will refine the search to the specific requisition you want to forward the candidate onto. If you search on job title instead of requisition number you can end up with a list of requisitions with the same job title if it’s a commonly used title.

Press search and you will be presented with the requisition you wish to forward your candidate onto. Select the requisition then go to Assign Candidate above the table and then Assign to Selected Requisition with Forwarding of Application.
Once done the requisition will disappear from the list. This means that the candidate has now been forwarded onto that requisition.

If you refresh your dashboard on your home screen you will see that the requisition you have forwarded the candidate onto will now be displaying a value one higher than it did before. This is your forwarded candidate which you can then process through Display Candidates.

It is useful to mention that by forwarding a candidate, their application will still be on the original requisition. You are not moving an application; rather you are copying it across. You still need to process the application on the original requisition before you can close it down by rejecting it on that requisition.