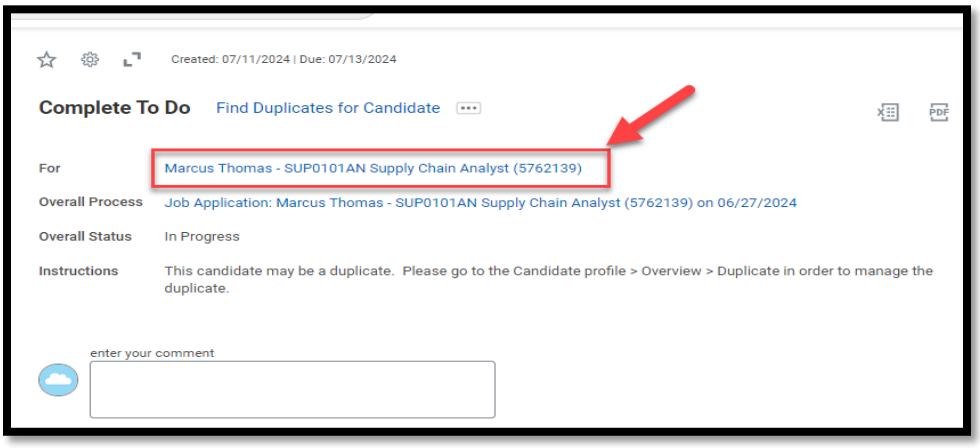
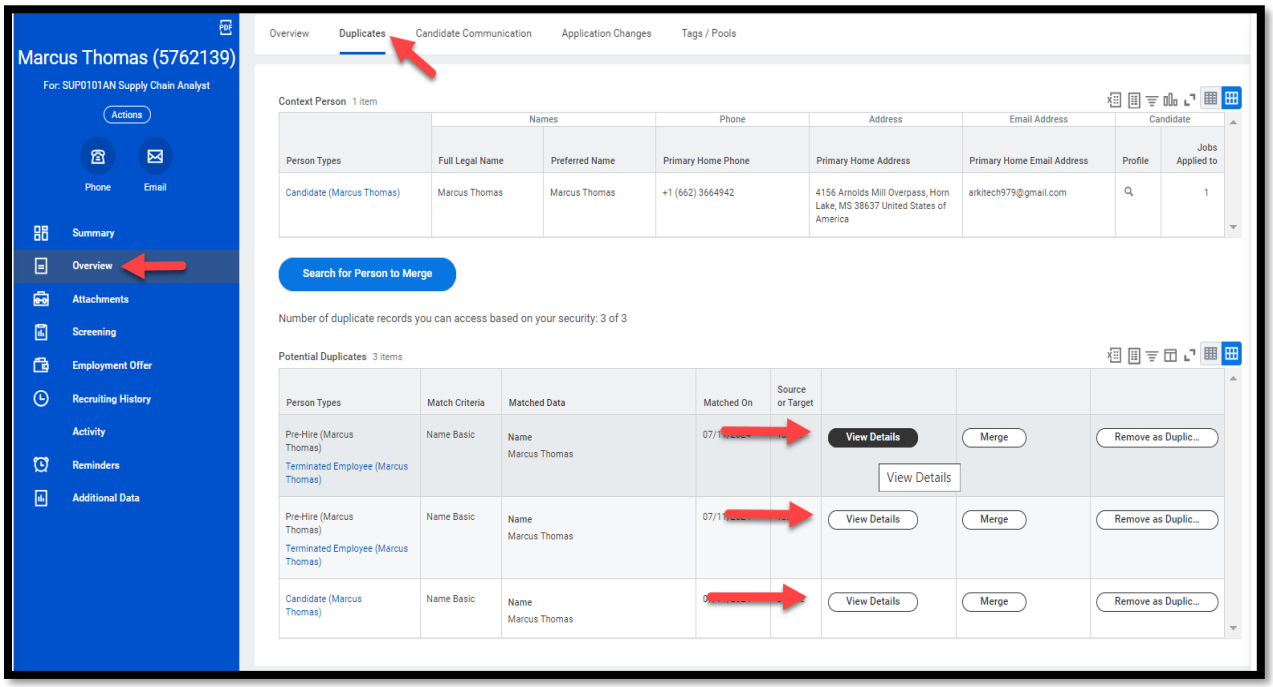
Recruiter Screen: Review Potential Duplicates Task

When moving someone into recruiter screen you may receive a task >> Find Duplicates for Candidate. This task will only generate if a candidate has potential duplicate profiles. Best practice is to follow the below steps to review and merge if needed.

1. **Click on Candidate Name/profile**



2. **From the candidate profile, navigate to the overview tab and then the Duplicates Tab.**
    a. From here at the bottom you will see the potential duplicates for your candidate (the context person seen at the top half of the screen).
    b. You can click on view details for each profile to review the details to determine if it is in fact a duplicate.
        i. If the details don't match up you would select remove as duplicate.
        ii. If the details to match and it appears to be a duplicate, you would select the merge button.



DO NOT ASSUME and just merge all profiles. It could just be similar names. Example of a potential duplicate that is not truly a duplicate below
EX/ Example below of view details. You can assume this is NOT a duplicate because none of the details match up for the two profiles (phone, address, email). So for this one I would select **"Remove as Duplicate."**