

How to Change a Coordinator on a Req

- You will want to first look up your candidate in WD
 - On their profile page, you will want to click on the number under “Jobs Applied to”

ALEO NEW Ops Candidat... MFG Tracker.xlsx OPS Rejected Candi... AccurateAce - back... OnBase - New Hire... TEXT RECRUIT - Text... PEOPLE

MENU

Q cand:C69214

Raphael Gimenez (Referral)
(C69214)

For: SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV)

Actions

Phone Number
+1 (775) 6711773 (Mobile)

Email
gimenezp16@yahoo.com

Location
1144 Ridgefield Drive, Carson City, NV 89706 United States of America

Jobs Applied to
1

Job Appl

Job Requisition

Location

Date Applied

Source


- Once you click on the number under “Jobs Applied to,” the below screen will pop up. You will want to choose and click on the req you want to update the coordinator on

1 item



Job Application Date	Job	Location	Stage	Step	Source
08/25/2024 11:10:28 PM	SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV) (Open)	REMOTE- Nevada	Background Check	Background Check	Employee Referral -> Connection in the company (Greg Cates)


- Once you click on the req, the below screen will pop up. You will then want to click on the ellipses also known as the twinkie


EO NEW Ops Candidat... MFG Tracker.xlsx OPS Rejected Candi... AccurateAce - back... OnBase - New Hire... TEXT RECRUIT - Text... PEOP


MENU 

Q cand:C69214



SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV) (Open)  

Recruiting Start Date 05/25/2023 - 1 year ago  Julio Hernandez De La Rosa
Hiring Manager

Target Hire Date 05/25/2023 - 1 year ago  Leah Freid
Recruiter

Primary Location  REMOTE- Nevada

- The below screen will pop up after clicking on the ellipses and you will want to hover over “roles” then click on “assign roles”

SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV)  

[SAL0102XL Part-Time Entry Level: Field Services Technician \(Carson City, NV\) \(Open\)](#)



Recruiting Start Date 05/25/2023 - 1 year ago


Target Hire Date 05/25/2023 - 1 year ago

Hiring Manager Julio Hernandez De La Rosa

Recruiter Leah Freid

Actions

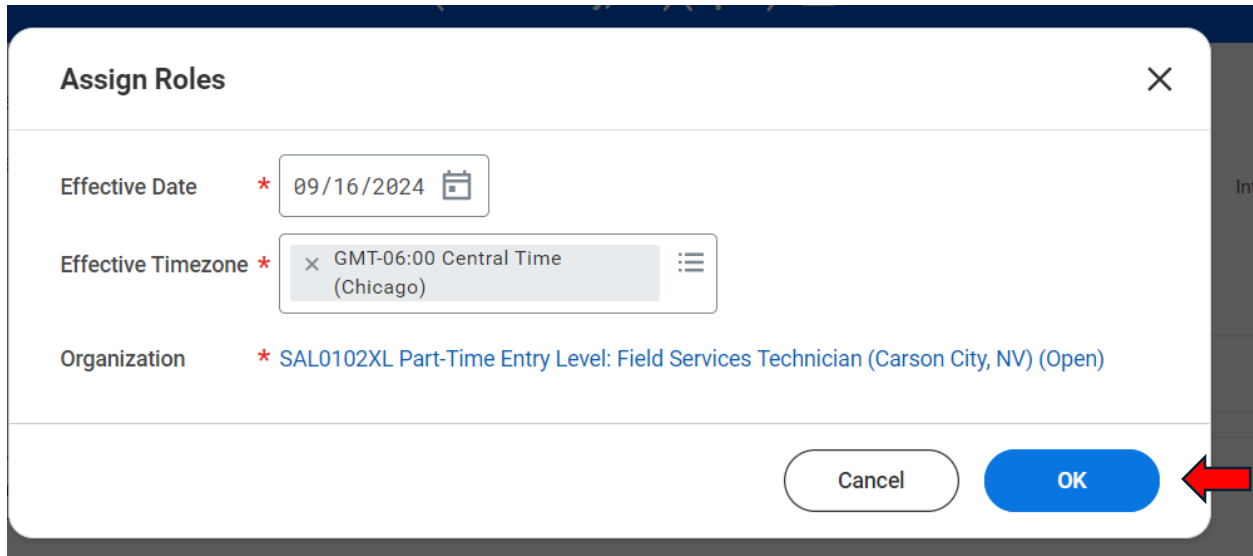
- Additional Data >
- Candidate Rating and R... >
- Compensation >
- Copy >
- Employment Agreement >
- Favorite >
- Hire >
- Job Change >
- Reporting >
- Roles**  
- Translation >

Assign Roles 

View Role Assignment History

Active Candidates 10 Deferral 2 Internal 0 Inactive 20

- Once you click on “Assign Roles” the below screen will pop up and you will want to click “ok”

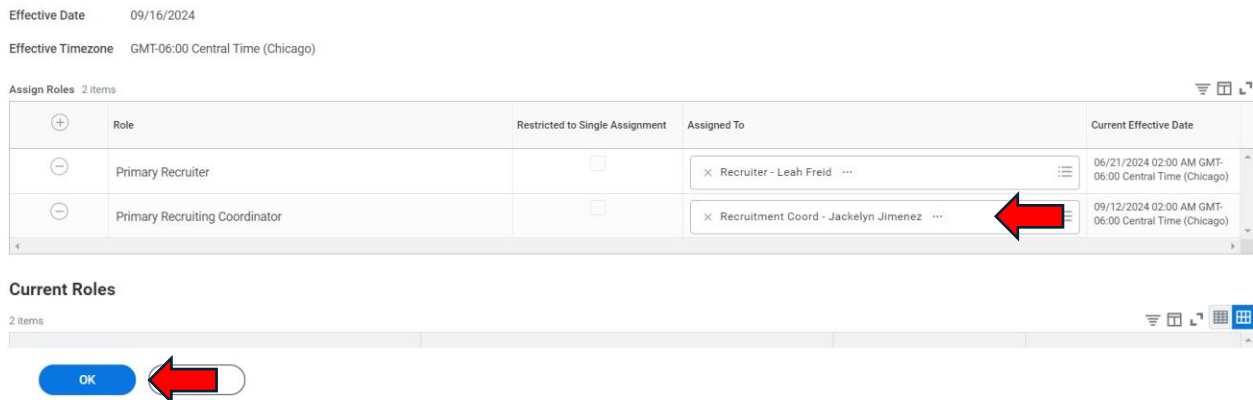


The "Assign Roles" dialog box contains the following fields:

- Effective Date:** 09/16/2024 (with a calendar icon)
- Effective Timezone:** GMT-06:00 Central Time (Chicago) (with a dropdown menu icon)
- Organization:** SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV) (Open)

At the bottom right, there are two buttons: "Cancel" and "OK". A red arrow points to the "OK" button.

- After you click “ok” the below screen will pop up. You can then change the coordinator by taking out the incorrect coordinator and adding in the correct coordinator by typing in their full name and hitting enter
 - After you have the correct coordinator in, you will want to click “ok”



The screen displays the assigned roles for the selected organization. It includes a table with the following data:

	Role	Restricted to Single Assignment	Assigned To	Current Effective Date
+	Primary Recruiter	<input type="checkbox"/>	× Recruiter - Leah Freid ...	06/21/2024 02:00 AM GMT-06:00 Central Time (Chicago)
-	Primary Recruiting Coordinator	<input type="checkbox"/>	× Recruitment Coord - Jackelyn Jimenez ...	09/12/2024 02:00 AM GMT-06:00 Central Time (Chicago)

A red arrow points to the "Recruitment Coord - Jackelyn Jimenez" entry in the "Assigned To" column.

Below the table, there is a section titled "Current Roles" with a table that is currently empty. A red arrow points to the "OK" button at the bottom left of the screen.

- After you have the correct coordinator on the req, you will want to go back to the candidate's page under the req you did your coordinator changes on
 - You will want to go to the blue “Actions”
 - You will then want to go to “Job Application”
 - Then you will want to click on “Undo Move”

Raphael Gimenez (Referral) (C69214)
For: SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV)

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Location
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Jobs Applied to
1

Actions

- Business Process >
- Candidate Actions >
- Job Application >
- Personal Data >
- Favorite >
- Duplicate Management >

Candidate
Raphael Gimenez (Referral) (C69214)

Attachments
Resume Attachments

Latest Experience
Carson Tahoe Hospital
Supply Handler | April 2012 - Current (12 years, 6 months) | 1600 medical parkway

Move Candidate
Undo Move
Create Job Application
Edit Job Application

- After you click “Undo Move” the below screen will come up, you will want to verify it’s the correct req and then click “ok”

Undo Move Job Application

Raphael Gimenez (Referral) (C69214) ...

Job Application * × Job Application: Raphael Gimenez (Referral) - SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV) (C69214) on 08/25/2024

Cancel OK

- After you click “ok” the below screen will pop up
 - You will want to click “confirm” and also put in a comment
 - After you have click the “confirm” box and put in a comment you will then want to click “Submit”

Undo move returns the candidate to the Create Offer stage and cancels all completed and remaining steps in the current stage. Do you want to continue?

Current

Event Canceled Background Check for Job Application: Raphael Gimenez - SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV) (Open)

Stage Background Check

Proposed

Send Back to Create Offer

Workflow Step Make Offer Decision

Confirm * ☒

enter your comment

needed to update coordinator

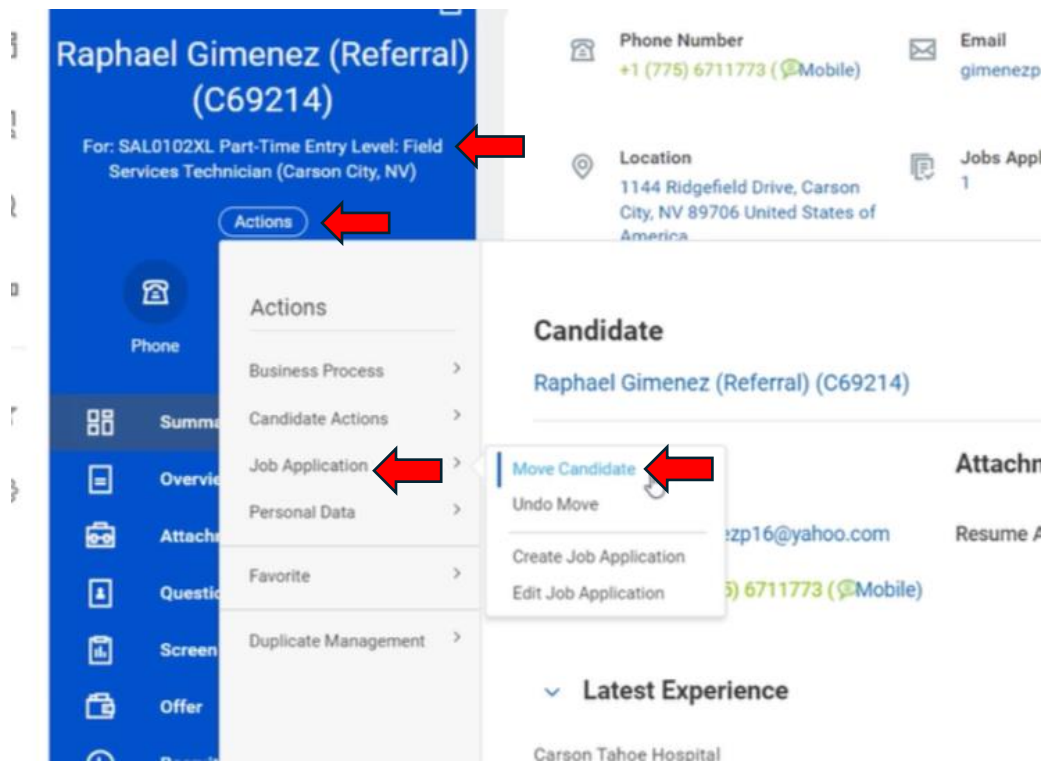
Process History

Raphael Gimenez (Referral) (C69214) 3 weeks ago
Job Application- Step Completed

Raphael Gimenez (Referral) (C69214) 3 weeks ago

Submit Cancel

- After you “Undo Move” you will want to go back to the blue “Actions” – make sure you are on the correct req for the candidate
 - You will want to go to “Job Application” and click “Move Candidate”



- The below screening will pop up and you will want to click on the “Move Forward,” put them back into the correct step status, then click “ok” **(Note – you will want to undo/move the candidate in order to trigger a task to the updated coordinator)**

Move Candidate Job Application: Raphael Gimenez (Referral) - SAL0102XL Part-Time Entry Level: Field

* ☒ Move Forward ☐ Decline

Background Check

Comment

OK