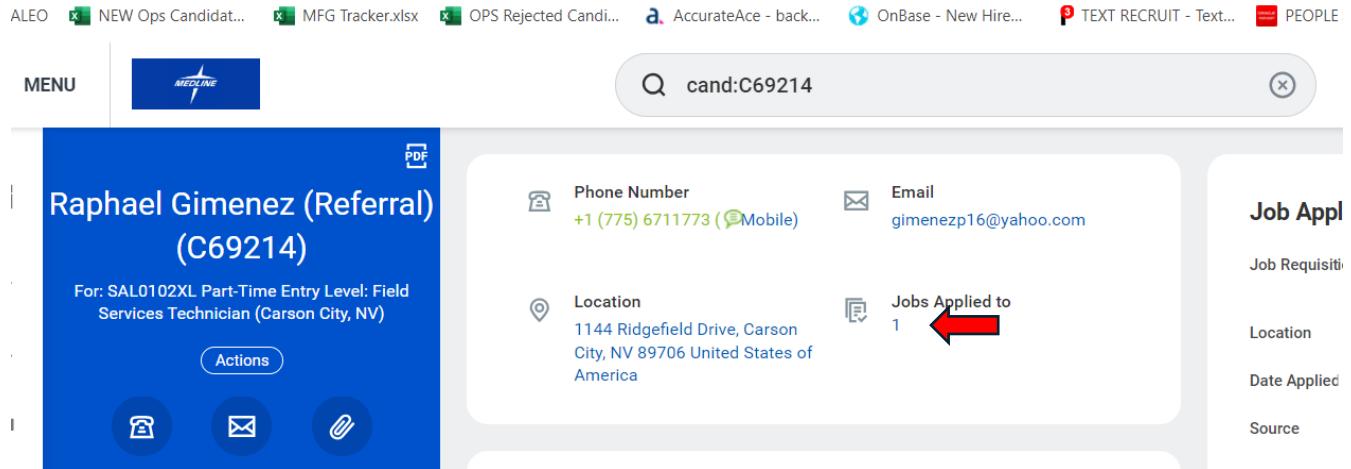


## How to Change a Coordinator on a Req

- 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 MEDLINE

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

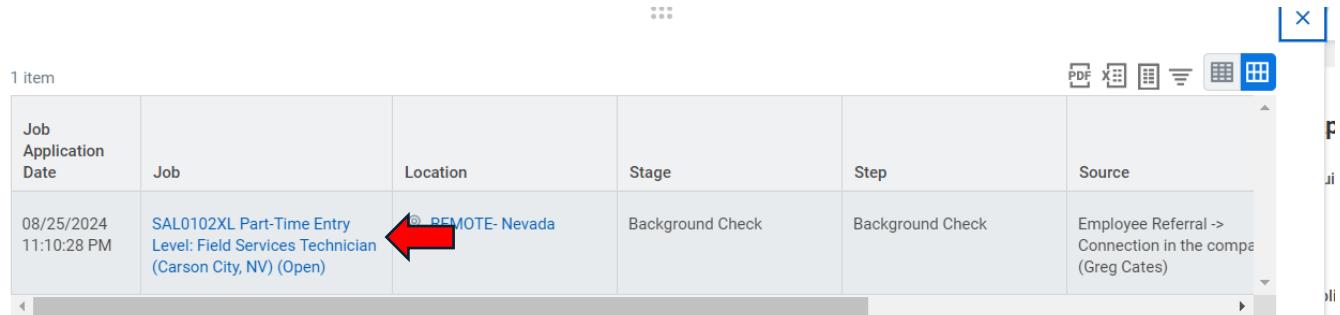
Job Requisiti

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



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 

cand:C69214

**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

Primary Location  REMOTE- Nevada

 Julio Hernandez De La Rosa  
Hiring Manager

 Leah Freid  
Recruiter

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

Actions

Additional Data >

Candidate Rating and R... >

Compensation >

Copy >

Employment Agreement >

Favorite >

Hire >

Job Change >

Reporting >

**Roles** 

Translation >

**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

**Assign Roles**

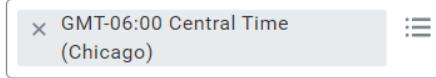
View Role Assignment History

Active Candidates 10 Deferral 0 Internal 0 Inactive 00

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

**Assign Roles**

Effective Date \* 09/16/2024 

Effective Timezone \*  GMT-06:00 Central Time (Chicago) 

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

**OK** 

- 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”

Effective Date 09/16/2024

Effective Timezone GMT-06:00 Central Time (Chicago)

**Assign Roles** 2 items 

+	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)

**Current Roles**

2 items 

 
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- 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)

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

**Candidate**  
Raphael Gimenez (Referral) (C69214)

**Actions**

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

**Attachments**

Resume Attachments

Undo Move

Move Candidate

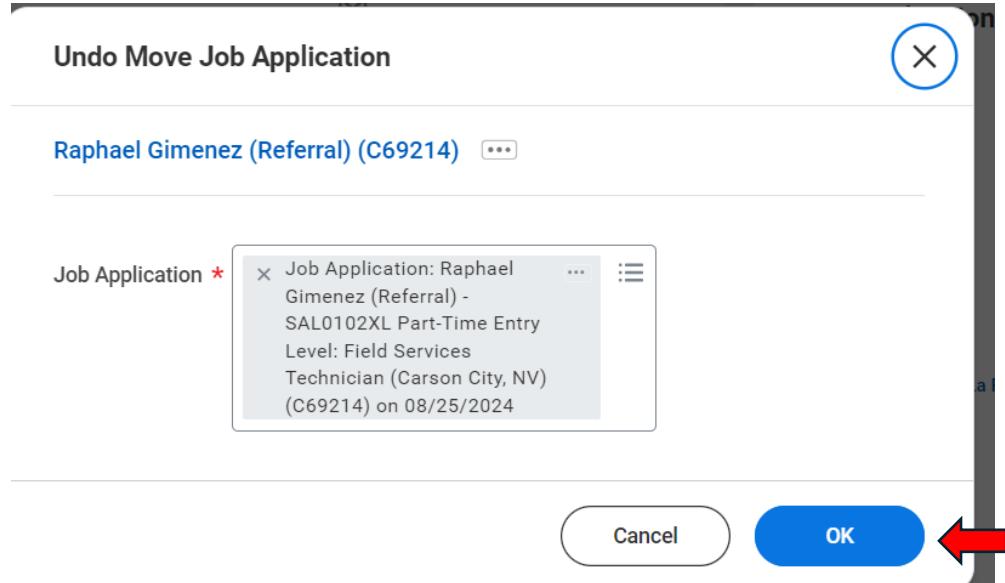
Create Job Application

Edit Job Application

**Latest Experience**

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

- 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”



- 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)**  
Job Application - Step Completed 3 weeks ago

 **Raphael Gimenez (Referral) (C69214)**  
3 weeks ago

 **Submit** 

- 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 screenshot shows the Candidate profile for Raphael Gimenez (Referral) (C69214). The profile includes contact information (Phone Number: +1 (775) 6711773 (Mobile), Email: gimenezp), location (1144 Ridgefield Drive, Carson City, NV 89706 United States of America), and job application details (1 job application). A red arrow points to the 'Actions' button in the top right corner of the profile card. Another red arrow points to the 'Job Application' option in the dropdown menu that appears when the 'Actions' button is clicked. A third red arrow points to the 'Move Candidate' button in the sub-menu.

- 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)**

The screenshot shows the 'Move Candidate' dialog box. It displays the job application information: Job Application: Raphael Gimenez (Referral) - SAL0102XL Part-Time Entry Level: Field Services Technician (Carson City, NV). The dialog has two radio button options: 'Move Forward' (selected) and 'Decline'. A dropdown menu for 'Background Check' is open, showing 'Background Check' and 'select one'. A red arrow points to the 'Background Check' dropdown. A large red arrow points to the 'OK' button at the bottom of the dialog.