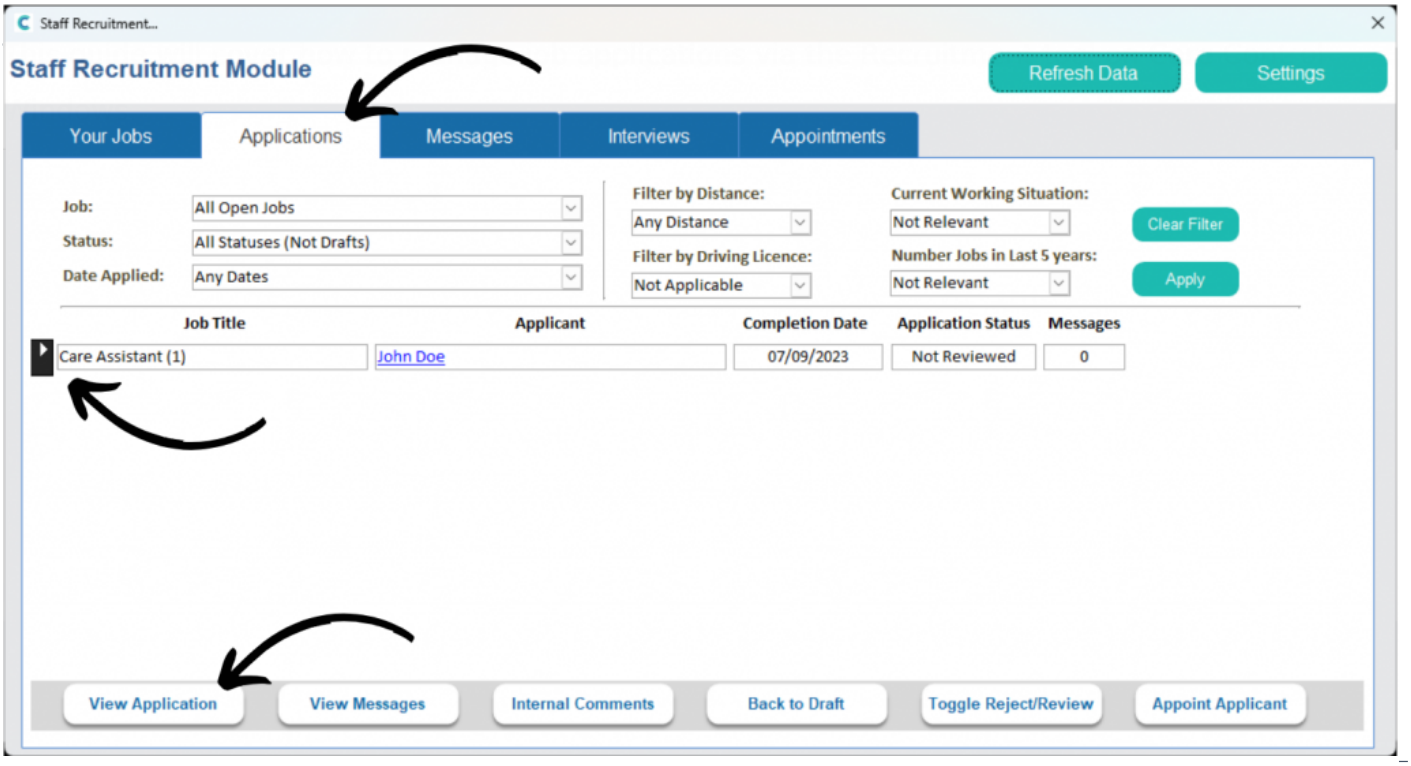
Recruitment – Applications

Recruitment Windows · https://cclearninghub.co.uk/docs/recruitment-applications/



Recruitment - Applications



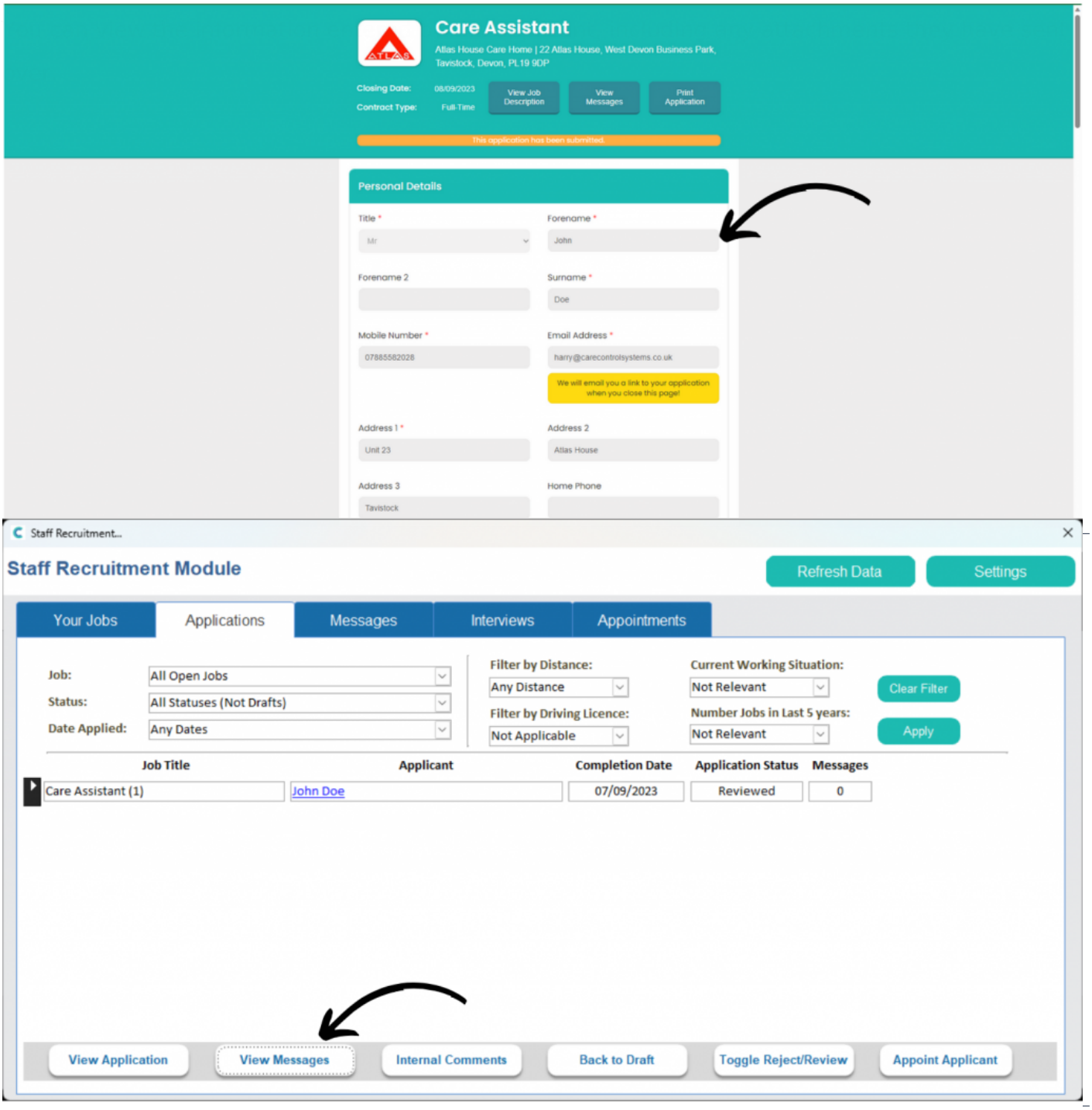
1

Within the Recruitment tool on Care Control Windows, navigate to the **Applications** tab.

Here, applications to your advertised jobs can be seen. To view one, select it and press **View Application**.

2

Your browser will open and display the application on FindmeaCareJob.co.uk.



3

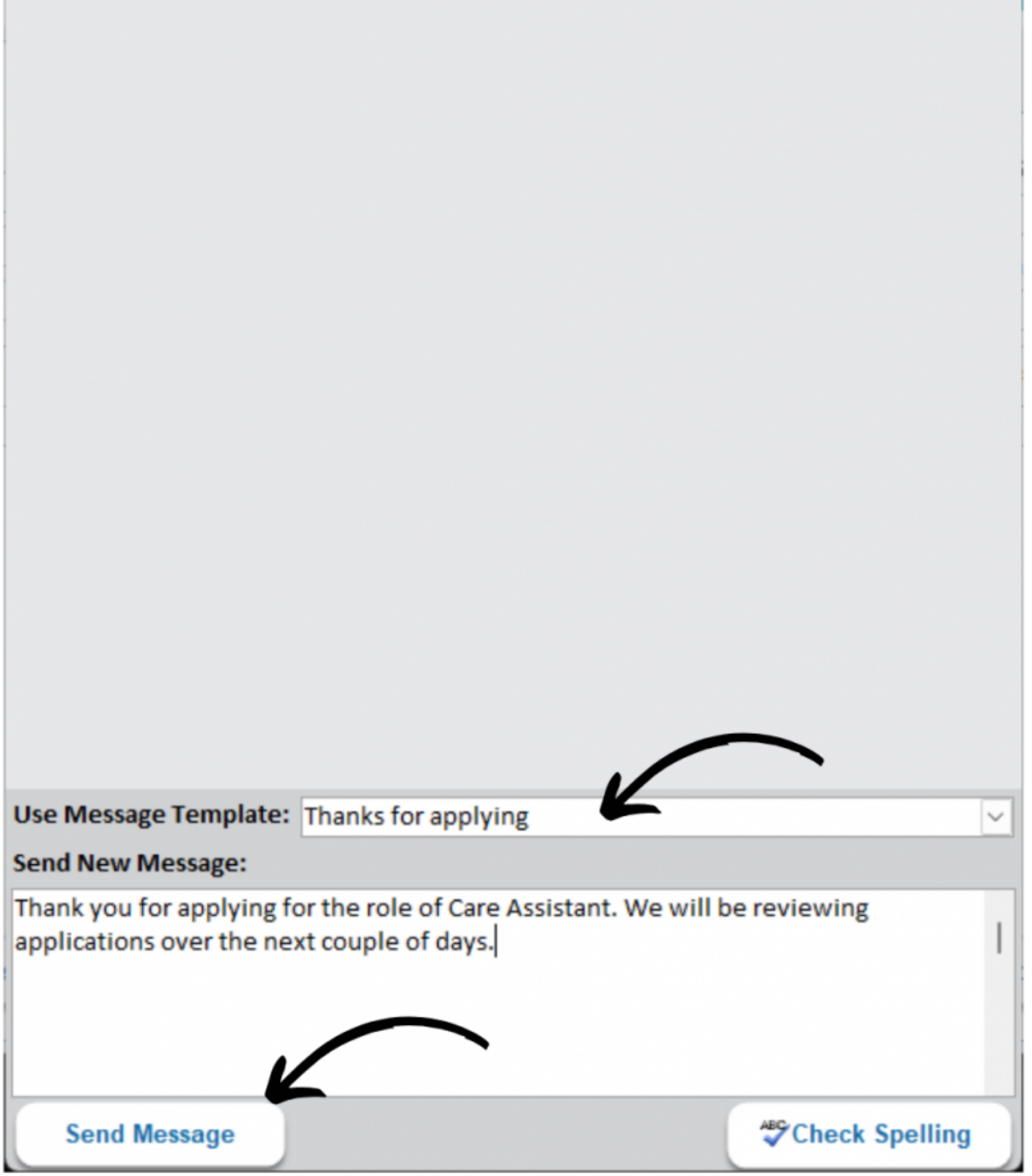
To contact the applicant, select the application and press **View Messages**.

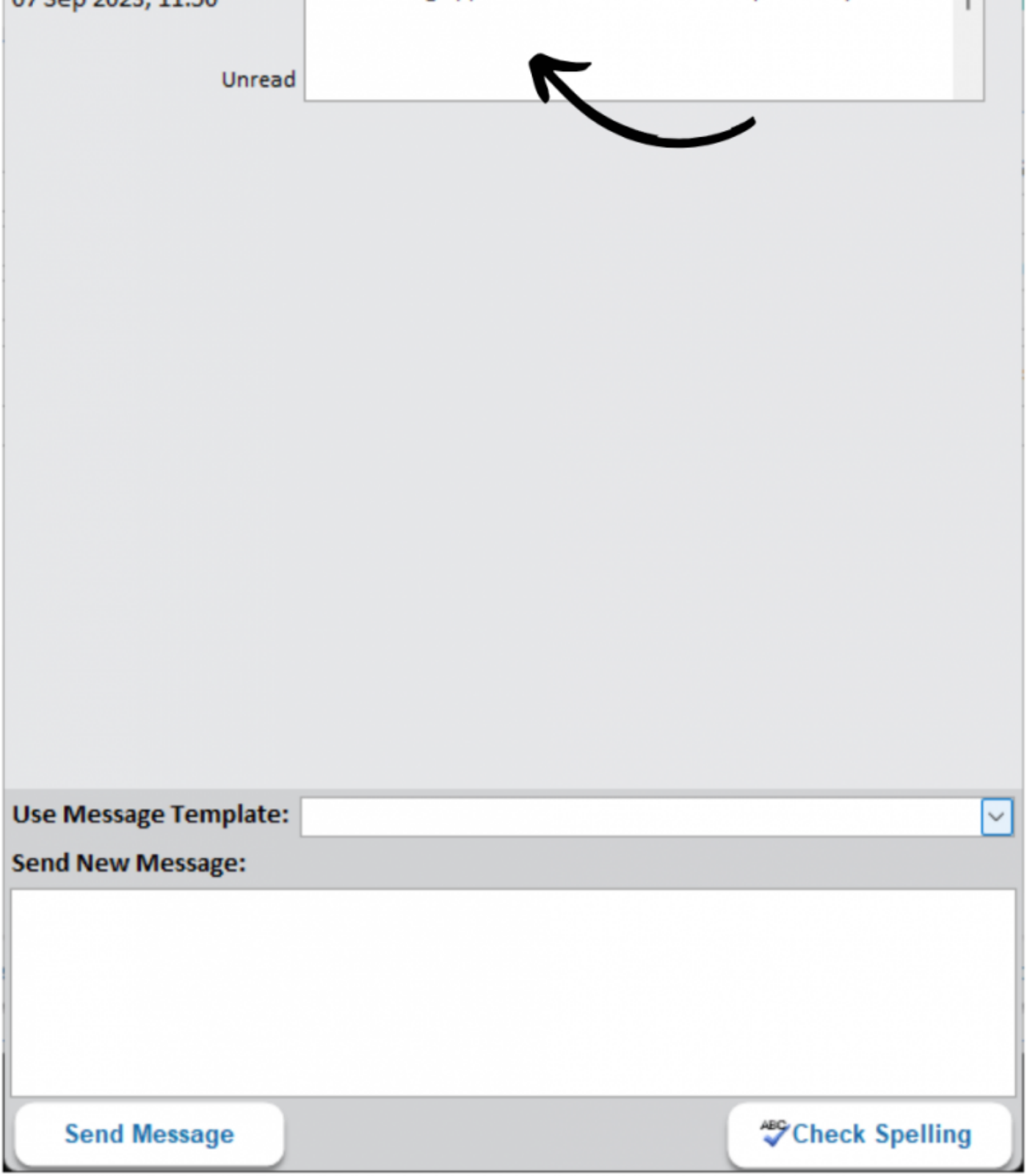
4

This will open a messaging window.

You can type a message in the blank text box, or, send a template response if available.

After entering a message, press **Send**.


Use Message Template:
Thanks for applying
Send New Message:
Thank you for applying for the role of Care Assistant. We will be reviewing applications over the next couple of days.
Send Message
Check Spelling


07 Sep 2023, 11:50
Unread
Use Message Template:
Send New Message:
Send Message
Check Spelling

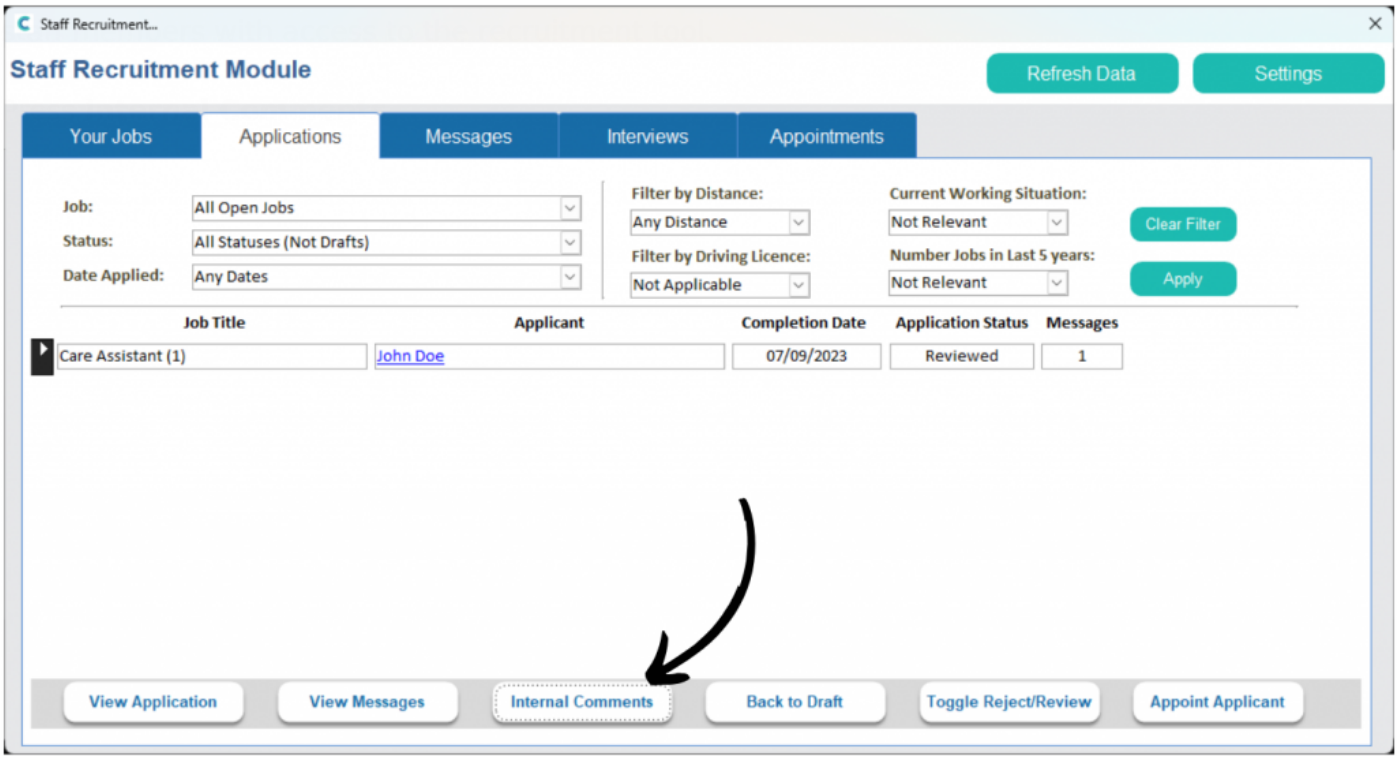
5

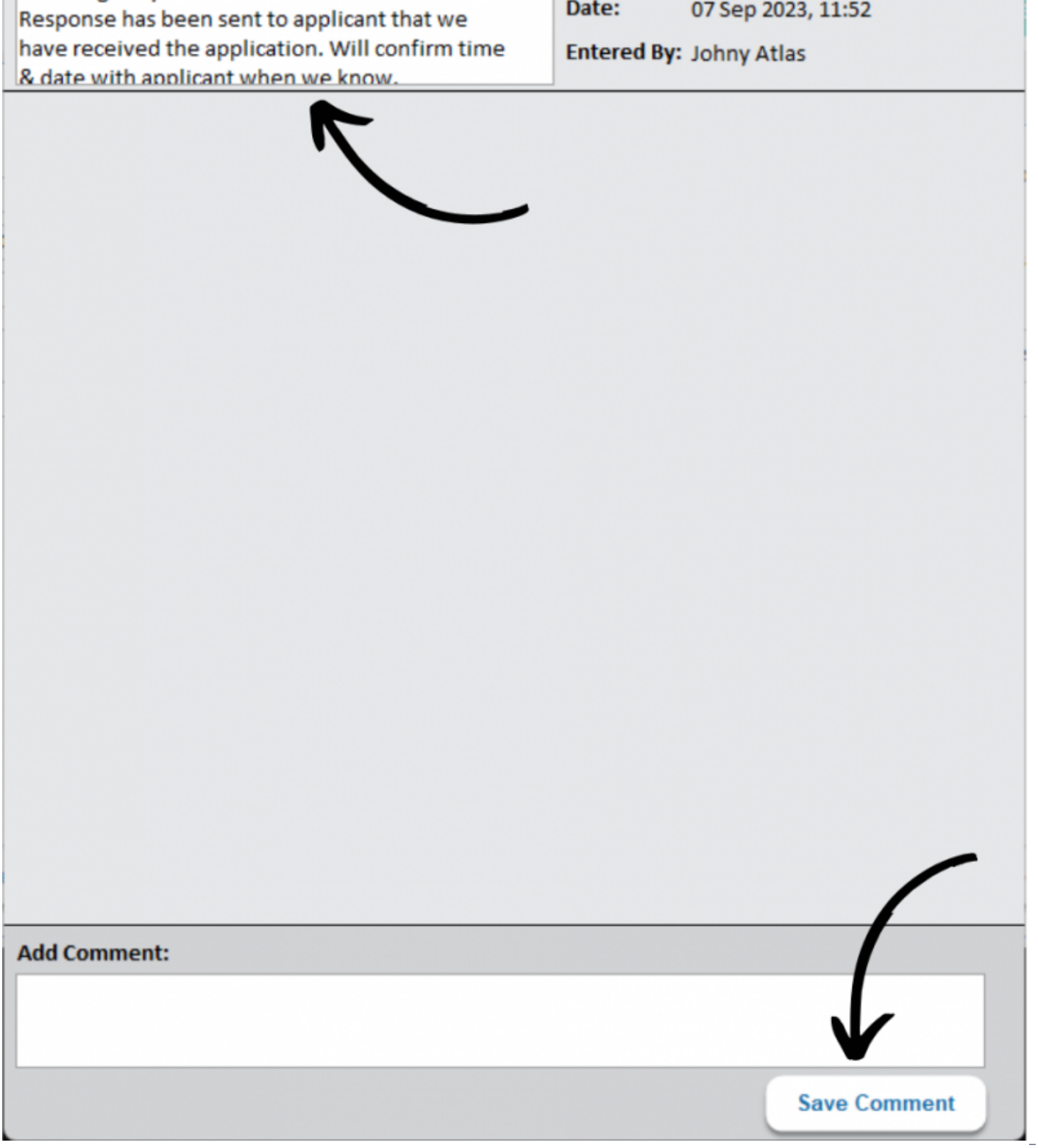
Your message will be emailed to the applicant and they can respond if necessary.

Their replies will appear in this window.

6

You can also add **Internal Comments** regarding the application. These can only be viewed by




Response has been sent to applicant that we have received the application. Will confirm time & date with applicant when we know.
Date: 07 Sep 2023, 11:52
Entered By: Johny Atlas
Add Comment:
Save Comment

7

A new window will open displaying current comments about the application.

To add a new one, type a message in the text box and press **Save Comment**.

8

There are 3 more functions available.

Back to Draft will remove the application and will require the applicant to complete another one. This can be useful if the application is missing someting.

The **Toggle Reject/Review** will change the application status of the entry.

