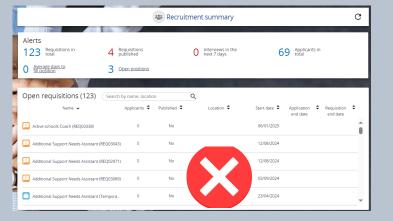
# ITRENT RECRUITMENT

7th November 2024
\*Full guidance and videos will be updated by 14th November 2024 on myNL: https://mynl.co.uk/knowledge-base/itrent-recruitment-onboarding/

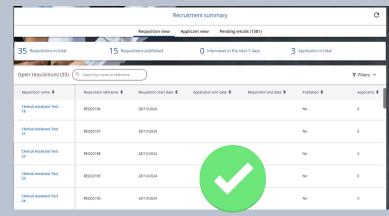
The layout of the Recruitment summary page has changed.

The new and improved look includes a change regarding how you move and view applicants between stages.

### Recruitment summary - Existing view:

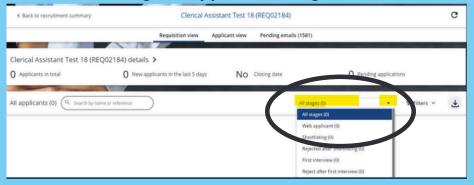


#### Recruitment summary - New view:



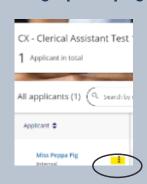
### Viewing applicants at each stage:

When you have selected your requisition from the recruitment summary, you will see your requisition summary and you will now view applicants at each stage by selecting the drop down and selecting the applicable stage:



## Move applicant stages:

When you wish to progress an applicant to a new stage when you are within the requisition summary, please click the 3 dot icon and then press "move stage". This will then bring up the page in use for moving applicants.





IF YOU HAVE ANY QUESTIONS OR REQUIRE ANY SUPPORT WITH THIS CHANGE, PLEASE CONTACT THE PEOPLE HELPDESK TEAM VIA THE MYNL PORTAL