

CAPPS HR/PAYROLL Recruiting Icon List

Requisition Action Icons	
	Duplicate this requisition
	Save this requisition as a Template
	Print this requisition
	Create a search query based on this requisition
	Add comments on this requisition
	Delete this requisition
	Select or customize list format (Requisitions and Candidates)
	Diagnostics Icon shows all the fields that need to be completed

Requisition List Icons	
	ACE Alert Activated
	Matching candidates contacted (invitation to apply)
	Daily Recruiting Report
	Urgent Need
	New or modified since last viewed
	Candidates List

Candidate Experience Icons	
	More Information
	Urgent Need
	Added to Job Cart
	Draft Submission
	Completed Submission

Candidate Action Buttons/Icons	
	File a candidate in a folder
	Match candidate to a requisition
	Send information about a candidate via email (Share)
	Add Comments
	Print Candidate List or File
	Shared Candidate or Search Query Folder
	Moves Candidate to the Completion Status within the current Step

Candidate List Icons	
	Internal Candidate
	ACE Candidate
	Referred candidate (Agency or Employee)
	New candidate or candidate has been modified since last viewed
	Disqualified Candidate
	To be verified
	Attached file (click to open)
	New Progression Status*
	Review Progression Status*
	1st, 2nd, 3rd Interview Progression Status*
	Testing Progression Status*
	Offer Progression Status*

**The Progression Status Icons shows the most advanced progression step of a candidate on any requisition where the candidate is "in the selection process".*