

How to Spotlight Applications

This manual applies to:

<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

Spotlighting Applicants

Step One:

Login to the PrevueAPS Admin Area:

Enter **Username** and **Password**

Username or Email:

Password:

[Log In](#)

[Forgot Your Password?](#)

Step Two:

Click on the “**Applicants**” icon at the top of your screen.



Step Three:

Click on the job title that you would like to review the applicants for.

Mass Spotlight:

Select which applicants you want to spotlight by selecting their checkbox (or by clicking select all, etc.)

	Name	Date	Screen
<input type="checkbox"/> 1.  	Kanto, Zoya	16-Mar-2015	
<input type="checkbox"/> 2.  	Test, Zee	16-Mar-2015	

Select All - Deselect All

Mass Update  **Update Status** **Change Archive**

Spotlight 

Click on the spotlight icon directly below the check boxes. This will open another screen where you can enter additional notes that are recorded in ApplicantPro. This information will also be sent in an email to the selected users.

Spotlight

Spotlighting is simply sending a note to a user on your career site about an application. Fill out the note below, add the users you would like to send the note to and click the "Send Email" Button.

Email Note:

Check out these applicants!!

Your note will have this message appended at the bottom.

*Application #1 - [name]
https://admin.recruit4business.com/applicants/?id=&tab=1&tabs=1&applications_id=*

*Application #2 - [name]
https://admin.recruit4business.com/applicants/?id=&tab=1&tabs=1&applications_id=*

...

You have received this application spotlight notice from [your name]. A spotlight notice is sent when a user wants to send a note about an applicant that has applied for a job on your career site.

Available Users to Email:

Kuan, Cathy
 Test, Prevue

-->

<--

Add All -->

<-- Remove All

Users to Receive Email*:

Test, HR

Note: If there are managers that do not show up in the above list, make sure they have been assigned to the business unit attached to this job.

Select the users and click "Send Email".

Check out these applicants!!

Application #1 - Jordan Lundskog

http://admin.recruit4business.com/applicants/?id=1212&tab=1&tabs=1&applications_id=683614

Application #2 - Zee Test

http://admin.recruit4business.com/applicants/?id=1212&tab=1&tabs=1&applications_id=640138

Application #3 - Zoya Kanto

http://admin.recruit4business.com/applicants/?id=1212&tab=1&tabs=1&applications_id=640130

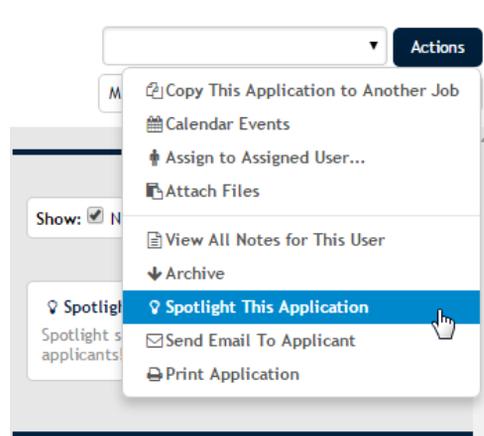
You have received this application spotlight notice from Prevue HR Systems. A spotlight notice is sent when a user wants to send a note about an applicant that has applied for a job on your career site.

Individual Application Spotlights:

To spotlight just one applicant within their application, click on the magnifying glass next to the specific applicant that you would like to spotlight.



Then click on the “**Spotlight**” icon that is on the right hand side of the application under the “**Actions**” button.



This will open another screen where you can enter additional notes that are recorded in ApplicantPro. This information will also be sent in the email to the selected users. (See images on page 2.)

All notes are recorded in the “**Timeline**” area under “**Take Action**”. The timeline area is defaulted to only show notes. If you want it to include the spotlight information, make sure you check the box next to “**Actions**”.

This will show who sent the spotlight, the date, any notes added, and who the spotlight was sent to.

Take Action

Actions

≡ TIMELINE Add Note

Show: Notes Actions

Spotlight by Bayley Moore | 03-Apr-2014
Spotlight sent to Tory Benson.

Spotlight by Bayley Moore | 17-Mar-2014
Spotlight sent to Sandra Robinson: Sent to hiring manger.

Spotlight by Bayley Moore | 17-Mar-2014
Spotlight sent to Sandra Robinson: Sent to manager for review..

Spotlight by Bayley Moore | 17-Mar-2014
Spotlight sent to Sandra Robinson: Sent to manager for review..

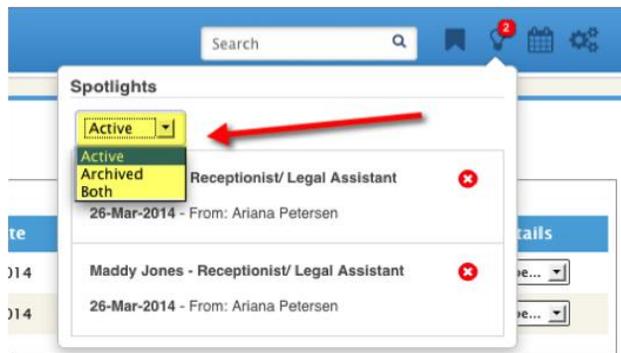
Note by System | 13-Mar-2014
Status: Need To Review
Status Automatically Assigned On Application Completion

Viewing Assigned Spotlights:

Click on the “**Applicants**” icon at the top of your screen.



Click on the Light bulb icon at the top of your screen. It should show the number of spotlights you have been assigned in red.



It will display the applicant names that you can click on to view.

The dropdown menu at the top allows you to view active spotlights, inactive spotlights, or both.

***If you have any other questions, please contact your authorized Prevue Distributor or Prevue HR Support at support@prevuehr.com.**