

How to download resumes

1. Login at <https://admin.hirecentric.com/>
You should of received an email with your user name and password. If you do not know them, please contact Julie at Julie@CharitableAdvisors.com
2. Click on the **Job Title**

ExactHire HireCentric ATS

Applicants Jobs Account Help Logout

-Favorites-

My Spotlights - Show Charitable Advisors LLC Applicants

Filter By Select Job... Search Applicants For... Keywords Go

Applicant Dashboard Report

Job Title/Internal ID	Company	Job Status	Active	Date Range	Go				
			Active	Past 7 Days	Go				
Job ID	Job Title	Unit	Viewed	Started	Completed	Incomplete	Indeed IA	Met BQ	No Status
13717	Executive Director - Indianapolis	Indianapolis District Dental Society	2	0	0	0	0	0	0
Totals			2	0	0	0	0	0	0

3. On the toolbar, click on **Find An Applicant** tab

ExactHire HireCentric ATS

Applicants Jobs Account Help Logout

-Favorites-

My Spotlights - Show Charitable Advisors LLC Applicants

Filter By Executive Director - Indianap Search Applicants For... Keywords Go

Executive Director - Indianapolis District Dental Society
Start: 19-Apr-2018 End: 18-May-2018 Req Id: 17-002
Location: Indianapolis, IN Unit: Indianapolis District Dental Society

View Applicants Job Questions **Find an Applicant** Status Report Source Report Send Emails

Status Active Date Range Met BQ Job Question Score Above Completion Level Sort By

All Active Last 30 Days Qualified Completed Applications Sort By... Refresh

Name Completed Date Score Met BQ Status

No Results

Mass Update Update Status Change Archive Email Template Application Completion Level

Spotlight

Exact Hire Applicant Tracking System

4. Applicants will be listed. Click on the magnifying glass to view resume.

Location: Indianapolis, IN Unit: Indianapolis District Dental Society

View Applicants Job Questions Find an Applicant Status Report Source Report Send Emails

First Name Last Name Email Phone Number Include Incomplete No Search

	Name	Completed Date	Score ?	Met BQ	Status
1	Christopher	18-May-2018	0	Yes	
2	ruce	18-May-2018	0	Yes	
3	Marie	17-May-2018	0	Yes	
4	a	14-May-2018	0	Yes	
5	Philip	14-May-2018	0	Yes	
6	Girk	06-May-2018	0	Yes	
7	Christine (Tina)	02-May-2018	0	Yes	
8	Robert	30-Apr-2018	0	Yes	
9	manda	27-Apr-2018	0	Yes	
10	Lynne	24-Apr-2018	0	Yes	
11	d, CAE, Michael	24-Apr-2018	0	Yes	
12	lick	23-Apr-2018	0	Yes	
13	ebra	23-Apr-2018	0	Yes	

More questions

Download the Job Board User Guide

http://charitableadvisors.com/wp-content/uploads/2016/12/Hire-Centric-ATS-User-Guide_2017.pdf

Urgent questions can be sent to Julie@CharitableAdvisors.com