­IBM BrassRing

**Candidate Zone Quick Reference Guide**

*[This Quick Reference Guide is provided without branding and can be edited by your organization, and provided to candidates as needed. Delete any text in italics.]*

## The Candidate Zone:

The candidate zone is used to apply to jobs, track applications to jobs, and respond to forms and offers post application process.

To access the candidate zone, access the Talent Gateway *here [insert link]* and log in, or select the Candidate Zone link in any email communication.

*[It is recommended to add an image of your Talent Gateway]*

The candidate zone is made up of:

* **Dashboard** is used to view saved jobs, track applications, access any job searches and alerts, and respond to forms and offers post application process.
* **Profile** is used to manage your contact information, education and work experience, skills and upload files or maintain files already present on your profile.
* **Account Settings** is used to manage your password, update security questions, delete your account, update your social networks, and manage the text message preferences.
* **Assessments** is used to complete and track any assessments that are assigned as part of your application.
* **Events** is used to view events that you can register for as part of your application.
* **Message Archive** is used to view any messages and alerts that are sent to you by the organization.

## Access saved Jobs:

1. To access saved jobs, select **Candidate Zone > Dashboard**.
2. Select the **Jobs** tab.
3. Any jobs that have been saved on the Job Search Results, or Job Details pages, appear. Select a **job** to view the jobs details, apply, or refer a candidate.

## Track applications:

1. To track applications, select **Candidate Zone > Dashboard**.
2. Select **Applications** tab.
   1. **Saved Applications** list any applications that are in progress.
      1. Select Continue on the job card to continue the application or select Remove to remove the partially completed application.
   2. **Submitted Applications** lists any jobs that you have applied for.
      1. Select a **job** to open more details.
         1. Select **Review application** to view the application submitted.
         2. Select **View job description** to view the job description.
         3. Select **Add files** to add any additional files to the application.
         4. Select **Withdraw application** to withdraw your application from consideration for the position.
         5. Select the **Status tab** to view a visual of the progress of your application.
         6. Select the **Documents tab** to view any documents associated with the application that require your action or attention.
         7. Select the **Forms tab** to view and complete any forms that are associated with the application.
      2. Select **Withdraw** on the job card to withdraw your application from consideration for the position.

## Access Notifications and Alerts

If you have a new notification or message, a number appears in the alert icon. Notifications and messages that are already viewed are displayed in the Message Archive.



1. To access the notification or alert, select **the icon**, and select **Notifications** or **Messages** as needed.
2. Select the **Notification** or **Message** to open the Notification or Message.
3. If the message includes a document or form to complete, see View Documents, or Complete a Form.

## View Documents

1. To view offer documents for a job, select **Candidate Zone > Dashboard**.
2. Select **Applications**.
3. Select the **Job Title** on the job card.
4. Select the **Documents tab**.
5. Select the **document name** to view and take an action on the document.

## Complete a form as part of an application

1. To view offer documents for a job, select **Candidate Zone > Dashboard**.
2. Select **Applications**.
3. Select the **Job Title** on the job card.
4. Select the **Forms tab**.
5. Select the **Form** or select **Complete** to open it.
6. Complete the form and select **Submit**.

## Update your profile and add Resumes or CVs

1. To update your profile, select **Candidate Zone > Profile**.
2. To edit your details, add education history, or add work experience, select the **Profile Tab**.
   1. To edit your details, select the **Contact Information pencil icon**. Update the details and select **Save**.
   2. To add any education, select **Add education**. Insert the education details and select **Done**.
   3. To add work experience, select **Add experience**. Insert the work experience details and select **Done**.
   4. To add any skills, select the **Skills pencil icon**. Enter the skill and select **Done**.
3. To add documents such as Resumes, CVs, Cover Letters, or other documents, select the **My Files Tab**.
   1. Select **Add** for the document type to add.
   2. Select the file from your computer and select **Upload**.
      1. You can only upload a maximum of five resumes or CVs. The maximum size for each resume or CV is 3 MB.
      2. You can only upload a maximum of five cover letters. The maximum size of each cover letter is 3 MB.
      3. The organization determines the categories of the other documents you can upload. The maximum size of each document is 5 MB.