



Webrecruit ATS Feature Sheet

Other Applications - Candidate Screening

When screening candidates, it can be useful to know if they have applied to other jobs within your organisation. This could be historical job roles that are no longer active or live job roles where the recruitment process is still ongoing.

Webrecruit ATS now displays a new tab labelled 'Other Applications' where this information is available with real-time updates.

The screenshot shows a candidate profile for Flossie Humphreys (ID: 3405). The profile includes a 'Candidate Profile' tab, an email address (Flossie.Humphreys@webrecruit.co.uk), and a 'Contact Information' tab. Below the profile, there are four tabs: 'QUESTIONS', 'OTHER APPLICATIONS 2', 'DOCUMENTS', and 'ACTIVITY'. The 'OTHER APPLICATIONS 2' tab is selected, showing a list of applications under the heading 'Also applied for:'. Two applications are listed: 'IT Manager' (New Applicants | Applied on: 23/04/2024) and 'IT Support Executive' (Rejected | Applied on: 23/04/2024).

In this example we can easily see there are 2 other applications which you may wish to review. Simply clicking on them will open the application for you, depending on your access level.

Webrecruit ATS also now includes a notification area for all applications.

The screenshot shows a notification area with two notifications. The first notification is for Ezra Hase (ID: 3404), dated 22 Dec 2023 9:55 AM (UTC), with a 'Adzuna' button. The second notification is for Flossie Humphreys (ID: 3405), dated 22 Dec 2023 9:59 AM (UTC), with a 'Adzuna' button. A bell icon in the top right corner of the notification area indicates that there are highlighted notifications.

Clicking the bell icon quickly alerts you to highlighted notifications about the application, e.g. that there are other applications on record for this candidate.