# Understanding Applicant Tracking

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| 1.   | In the Manage Applicant component, you use the **Applicant Activity** pages to perform many of the tasks involved in managing applicants. Three applicant activity pages are available:  
  - **Current Status** shows the applicant's status and activities with regards to all applications, whether or not the applications are associated with specific job openings.  
  - **Interview Schedule/Evaluation** enables you to manage the applicant's interviews.  
  - **Expenses** enables you to manage applicant-related expense information. |
| 2.   | Use the additional pages in the Manage Applicant component to perform additional tasks:  
  - **Contact Notes** tracks applicant communications.  
  - **Applicant Data** provides access to the same four types of information that you can enter when you initially create the applicant record. |
| 3.   | Use applicant lists to manage ad hoc lists of applicants and perform tasks for one, several, or all applicants on the list at the same time.  
For example, you can create a list of applicants whom you need to contact or a list of applicants who are good prospects but for whom no current applicable job opening exists. |
| 4.   | You can make checklists to help you remember all the details associated with managing applicants.  
This diagram illustrates the process for creating checklists. |
| 5.   | Use additional applicant-related processes to perform other, miscellaneous, applicant management tasks.  
  - Send email to applicants, or send email about an applicant to another user.  
  - Associate applicants with additional job openings and set the disposition for that association.  
  - Make an applicant inactive or active by updating the applicant status.  
  - If necessary for applicant processing (for example, for training enrollment), add the applicant as a person of interest in the human resources system.  
  - Search for duplicate applicants and merge any duplicate records into a single master record. |
| 6.   | This concludes the Understanding Applicant Tracking topic.  
**End of Procedure.** |