

Beyond University: How to Track Candidates

Last Modified on 04/18/2024 3:35 pm CDT

Welcome to Beyond University!

New to Beyond University? Start Here: [Basics: How to Log In & Navigate in Beyond](#)

The Beyond University Orientation Series is meant for all Beyond users to get started in our system. In these lessons, you will learn how to log in and navigate as well as other important basic functionality that all users can benefit from.

Beyond University: How to Track Candidates

The Candidates tab is an all-in-one resource to manage candidates. This video will take a look at how to make employees candidates, how to change their statuses and then assigning them to a job order.

Watch the short video before taking the quiz below

Pop Quiz

Test Your Knowledge with the following quick quiz

Loading [Beyond University - How to Track Candidates](#)

Congrats! You've finished this course!

Next Up

Next Required Course: [Beyond University: Assigning Employees](#)

Description: Once you've found the right employee for an order, you need to assign them to keep track of who you have working where. In this course we will explore the assignment record.

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