

1. Select **My Team** to display your manager functions
2. Click **Hiring**

Good afternoon, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary

APPS

- My Team
- Onboarding
- Hiring**
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning

3. Click the **Candidate Search** tab
4. Use a **keyword** or edit the search **filters** to locate the desired applicant
5. Click the **name** of the desired applicant

The screenshot displays the MSS interface for viewing screening results. On the left, a blue sidebar contains navigation tabs: 'Candidate Search' (highlighted with a red box), 'Campaigns', 'Candidate Pools', and 'Job Offers'. The main content area is titled 'Candidates (6)' and includes a search bar, a 'Show Filters' button, and an 'Actions' dropdown menu. Below these, a candidate entry for 'Phillips, Lynn (5349)' is shown, with the name and ID highlighted by a red box. The candidate's location is listed as 'Lansing, MI, US' and their recent education as 'Associate's Degree'.

6. Click the **Screening** tab

7. View the **screening results**

Note: The screening results are updated by the HR Specialists and cannot be edited here

Note: At the time this job aid was created, no applicants had actual screening results to display

End of Procedure

