

Configuring the Applicant Profile Tabs and Fields

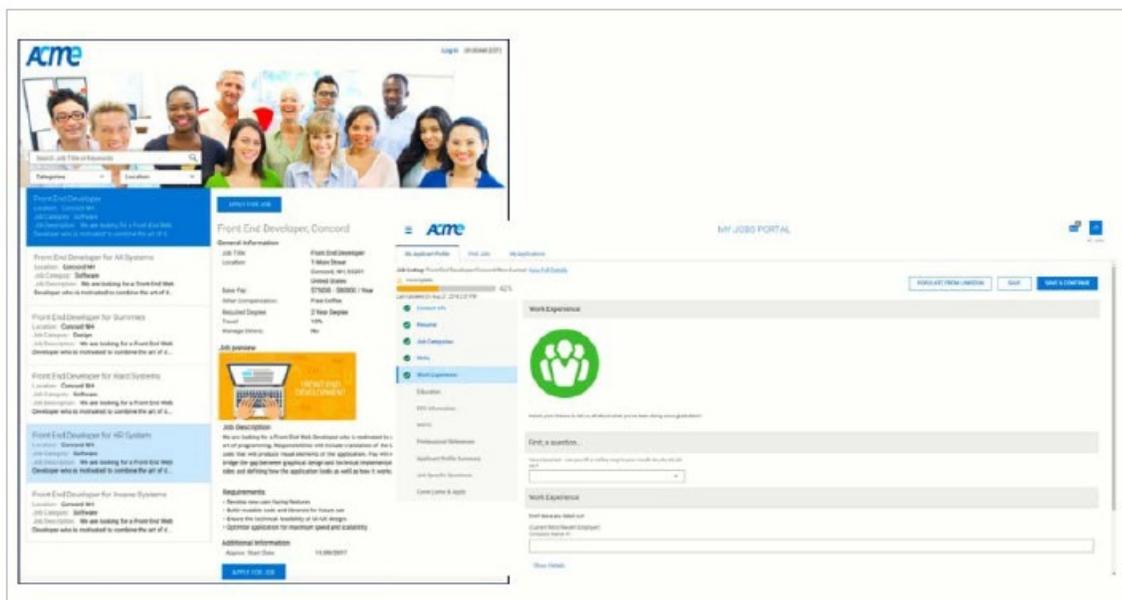
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This topic guides you in configuring the tabs and fields that applicants fill out in the Applicant Portal to create their Applicant Profile.

Applicants must first complete their Applicant Profile before applying for a job.

The Applicant Portal of Wurk

This is the view of Wurk that applicants see: it is different than what you will see as administrator, hiring manager, or recruiter. It is a part of the **Recruitment** module, and is job applicants can connect with you through the application, interview, and hiring process. This portal only shows information about job postings from your company, and can contain internal, external, and internal plus external jobs.



If your company has multiple EINs, each one can have its own Applicant Portal with a unique URL. The same job req can be listed on multiple EINs.

See Also:

[Creating a Great Candidate Experience](#)

[Interview Best Practices for Cannabis Business](#)

[What's New: Updated Job Applicant Experience](#)

The Applicant Portal is not available on the Wurk Mobile App (HCMTGo). Applicants can only access the new Applicant Portal from a mobile or desktop web browser.

START HERE

1. Navigate to **Admin>HR Setup>Applicant Tracking/Recruitment>Applicant Profile Setup**. This lists all the tabs applicants will go through to complete their profiles, in order of importance.

Rows On Page: 20 | 11 Rows | Refresh Data | Full Screen | [Default] | Settings | Filter | Select Columns | Export

Date Created: Calendar Range | All

	Id	Name	Sort Order	Enabled	Created
		starts with		All	
	81592834	Contact Information	0	Y	07/12/2017 08:33a
	81592322	Resume	1	Y	07/12/2017 08:33a
	81593090	Job Categories - INACTIVE	2		07/12/2017 08:33a
	81593346	Skills - INACTIVE	3		07/12/2017 08:33a
	81593602	Work Experience	4	Y	07/12/2017 08:33a
	81593858	Education	5	Y	07/12/2017 08:33a
	81594114	EEO Information	6	Y	07/12/2017 08:33a
	81594370	References	7	Y	07/12/2017 08:33a
	81592578	My Summary	8	Y	07/12/2017 08:33a
	81594626	Cover Letter, Resume & Supporting Documents	32,740	Y	07/12/2017 08:33a
	112741378	Job Application Summary	32,750	Y	02/10/2021 10:57p

Do not rearrange the order of the following tabs: **Contact Information, My Summary, Apply for Job.**

2. Edit each section to your liking, following the suggestions below.

Applicant Profile Tab

Name* Contact Information

Screen Message

Sort Order* 0

Enabled

100% Completed

Message

If you set a field to be required, the Applicant will not be able to move forward without completing it.

Tab	Suggestion
Job Categories	This tab may be set to INACTIVE during implementation. The fields in this tab are generally redundant for other sections of the form.

Tab	Suggestion This is where applicants go to E-sign (if enabled). A standard prompt for this has been provided, edit to your liking
Summary	
Skills	This tab is for companies that use the Advanced Scheduling module. If your company uses Advanced Scheduling, we recommend that you collaborate with your Scheduling Specialist to the define these fields.
Additional Information	If you see this section, it has been pre-configured for your company during implementation. We do not recommend that you enable the Eligible to Work in the US field, since this is a checkbox that confuses some applicants. Instead, there is a similar field in the Additional Questions section that is a yes/no field and prevents confusion.
Additional Questions	If you see this section, it has been pre-configured for your company during implementation

Once complete, you may want to test the form in the Applicant Portal and walk your Recruiter(s) through your settings in case applicants have questions.

3. Click **SAVE**.