


Configuring Hiring Stages

Last Modified on 03/13/2022 7:20 pm EDT

This topic guides you in configuring the hiring that all job applications in your Applicant Portal go through during the recruitment process.

Hiring Stages follow the applicant through the hiring process. The most useful and proven stages have been pre-configured for you in Werk. You can edit them as desired. Your Recruiter(s) and Hiring Manager(s) use these to check off progress during the recruitment process.

START HERE


1. Navigate to **Admin>HR Setup>Applicant Tracking/Recruitment>Hiring Stages**.
2. Edit  each status as desired.

← Job Application Hiring Stage SAVE

⚠ Warnings (1) [Hide All](#)

⚠ Changes made to the Global Hiring Stage configuration will affect all Job Requisition Templates (except the sort order) and only **new** Job Requisitions. Existing Job Requisitions will remain intact.

Job Application Hiring Stage ✚

Stage Name* 

Stage Name (As Shown To Applicants)

Sort Order

Workflow

If your company does not conduct Background Checks, make sure that any stages for Background Checks are deactivated. Additionally, do not rearrange the order of **New Applicant** and **Application Received**.

3. **SAVE** your changes for each stage before moving on to the next.
-