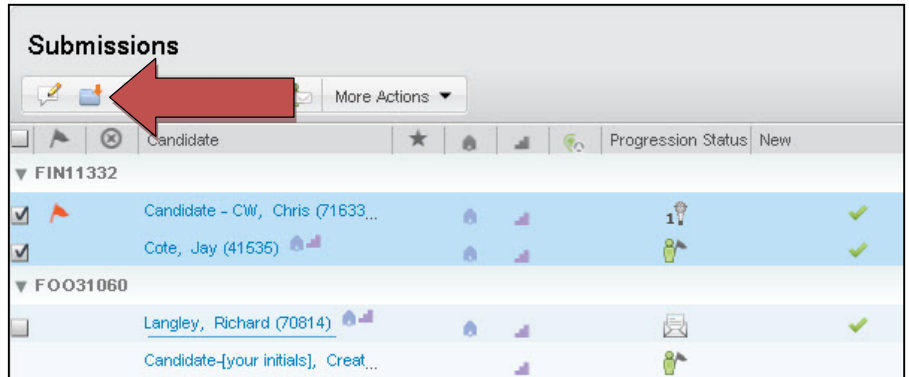
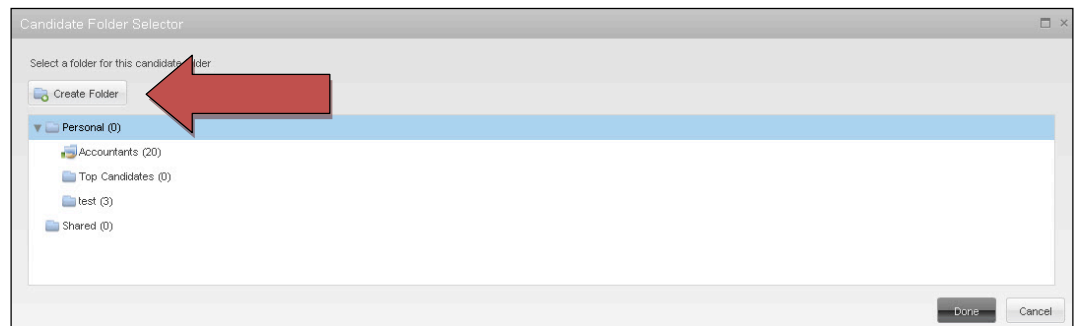


This quick reference sheet contains suggestions for creating various folder structures for your candidate search results.

1. Review search results
2. Select **candidate(s)**
3. Click **File In**
4. Select the **folder** or create a new folder



1. Click the **Create folder** button
2. Enter descriptive name (≤ 20 characters)
3. Click **Done**
4. Click **Done**

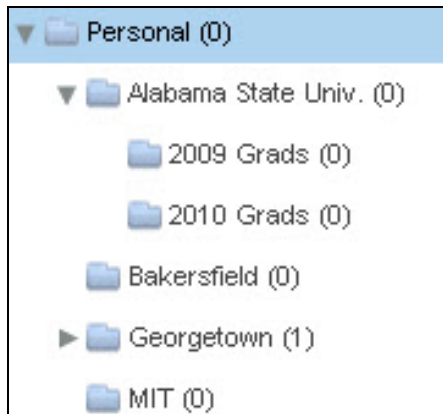


Suggestions on how you may wish to construct your candidate file folders.

Candidate Management	Direct Database Mining
Support ongoing relationship development	Manage results of database mining efforts

Campus Recruitment

Organize campus job seekers by institution or by major (study of emphasis)



Event Management

Track different events such as career fairs and new hire orientations

