

Step-by-Step Instructions: Prospect Follow-up

Follow-up with Prospects- Good Match

1. To follow up with Prospects who have inquired about your positions, start at the **Recruiter Dashboard**

Note: You will be able to see the Prospects you need to follow-up with from your Dashboard home page when you login. Just look under **Prospects**.

2. Select the **Prospects** tab on the left side navigation. The **Prospects** page appears
3. **Step 1:** Begin by clicking **Needs follow-up** link to show only Prospects that need to be contacted.
4. **Step 2:** Next, you'll want to **rate the prospects** by either putting them on your **Shortlist** or **Not a good fit for this job** list. Review the list on prospects. After reviewing the Prospect's information, create a **Shortlist** of prospects to contact by clicking on the **Shortlist icon**. If the prospect is not a good fit for the position, click the **Not for this job** icon.
5. **Step 3:** Now that you have rated your Prospects, you can view this list by clicking the **filter by Shortlist icon**.
6. **Step 4:** Next, send Prospects who are a good fit a message inviting them to *either* apply formally for the position, or arrange an interview. You can click the **Select all** link on the Prospects page to send a message to multiple contacts at one time. To send a message, click on the drop down box to select a message template to use. Choose either **ask to apply**, or **arrange an interview**, then click **Go**.
7. **Step 5:** Once a message has been sent, be sure to click the **Follow Up flag** to indicate you have contacted these Prospects. Return to your Shortlist of Prospects by clicking the **Prospects tab** and then the **Shortlist icon**, and then toggle the Follow-up flag.

Follow-up with Prospects- NOT a Good Match

1. It's important to also communicate with Prospects who are not a good match. They could be a match for a different position, or a great referral source.
 2. From the Prospects page, click the **Not for this job** icon. Select the **check box** next to the Prospect's name.
 3. Select **Send message: not a match**, and **Go** to respond to this prospect. you will be redirected to the Send a Message page.
 4. Don't forget to click on the **Follow Up flag** to indicate that you've communicated with the prospect.
 5. **After sending your message, you're done!** Be sure to follow up with your Prospects everyday, it's fast and simple!
-