

APPLICANT SEARCH



Go to www.connectingcolorado.com

Click on Employer and log in as a returning employer with your username and password. Click on the circle to the left of the target job. Click in the blue menu, "Search for Applicants."

You can do a custom search from here & change anything or not; then hit GO. It will say, found 40, displaying 1-1 (or some other number). Hit next and you can scroll through the applicants until you see one you want to look at further.

Hit Details on the one you want to look at further. Over on the right, it says whether they have a resume in connectingcolorado or not. Some do, some don't. If you get one with a resume, scroll down to the bottom of their information and hit "Display Resume." Or and if they don't have a resume, you can hit "Contact Information" in the blue menu above. That will give you an email or phone number or whatever method of contact that applicant put down and will tell you whether they have a resume to look at or not.

You may contact them with that information.
