

# Hireserve Training Tip

## How to Progress a Candidate to Shortlisted for Interview

HMP Version 2.0 – October, 2021

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1. Log in to [Hireserve Recruitment](#). Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. Click on **View candidates** of Job.
3. Check the box  for the candidate(s) being progressed to Shortlisted for Interview.
4. Click on **Options** > Progress > **T072 - Shortlisted for Interview**
5. A **Warning** message will appear confirming you want to update the selected candidates' status to **T072- Shortlisted for Interview**. Click **OK**.

The candidates' **Status** has been updated to **T072 – Shortlisted for Interview**.