

# Hireserve Training Tip

## How to progress Unsuccessful Interview

HMP Version 2.0 – October, 2021

---

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  of the unsuccessful candidate.
4. Click on **Options** > **Reject** > **T032 - Unsuccessful interview**
5. A **Warning** message will appear confirming you want to update the selected candidates' Status to **T032- Unsuccessful Interview**. Click **OK**.
6. Use the drop-down box beside **Default email to send** and select **E71 – Reject after interview**.
7. Use **CC** to send a copy of the email to yourself, support staff or Senior Administrator, if required. Click **Preview email** to review, then click **Continue**.

The email has been sent to the candidate and the candidates' **Status** has been updated to **T032- Unsuccessful Interview**.