

Go to admin.applicantpro.com to access your ApplicantPro welcome screen.

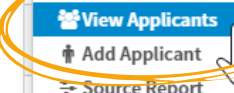
Accessing Jobs and Applicants

From top menu, click Jobs to locate job opportunities that you have listed as available.



From visible postings, select the Action dropdown > View Applicants

Job Title	Start Date	End Date	Department	Apps
Assistant Community Manager- Property Management Cudahy, WI - Full Time	21-Sep-2020	20-Nov-2020	CUDAHY COMMONS	0
Assistant Community Manager- LIHTC Property Management Grand Prairie, TX - Full Time	18-Sep-2020	17-Nov-2020	PRAIRIE ESTATES	18
Assistant Community Manager- Property Management Full Time	18-Sep-2020	17-Nov-2020	LEXINGTON STATION	8
Assistant Community Manager- Property Maintenance Full Time	17-Sep-2020	16-Nov-2020	Ranch at Star Pass - Maintenance	3
Assistant Community Manager- Property Management Full Time	16-Sep-2020	15-Nov-2020	CORPORATE - Administration	67
Assistant Community Manager- Property Maintenance Full Time	15-Sep-2020	14-Nov-2020	ARBOR TRAILS - Maintenance	4
Assistant Community Manager- Property Maintenance Full Time	15-Sep-2020	14-Nov-2020	SKY RIDGE - Maintenance	7



Use Filter at top of screen to search by qualifications, or click Applicant's Name or select Action > View to see more details.

All Statuses Active

Qualified 24-Jun-2020 21-Sep-2020 Show Sent Emails

[Filter](#)

Displaying 1 - 27 of 27 Total Candidates

Name	Date	Met BQ	Assessments	Candid	Avg Rating	Status
1. Action	09-Jul-2020	Yes	★★★★☆		★★★★☆	1st Interview Completed
2. Action	29-Jun-2020	Yes	★★★★☆		★★★★☆	1st Interview Completed
3. Action	29-Jun-2020	Yes	★★★★☆		★★★★☆	2nd Interview Completed
4. Action	10-Jul-2020	Yes	★★★★★		★★★★★	Position Offered
5. Action	23-Aug-2020	Yes	☆☆☆☆☆		☆☆☆☆☆	

Within the application, leave star ratings, update the status or add Notes to application.

Applicant Filter:

All Department

Training Specialist- Property Management

All Application Statuses

Active

24-Jun-2020 21-Sep-2020

Status

Filter

Currently Showing 1 - 27 of 27

Avg: ★★★★★

09-Jul-2020

1st Interview Completed

Notes

Avg: ★★★★★

29-Jun-2020

1st Interview Completed

0 followers [Follow](#) [Send Message](#) [Add Note](#) [Print](#) [Actions](#)

APPLICATION STATUS

1st Interview Completed

09-Jul-2020 | Training Specialist- Property Management - Pleasant Grove, UT

SOURCE: LinkedIn APPLIED ON: Mac

Application Job Questions Integrations eForms

Summary Resume

Resume

Filename	Link	Preview
Resume 2020.pdf	Download	Preview

Text Resume

Objective

APPLICATION TAGS

Notes

Add a Tag

TIMELINE APPLICATIONS (0)

Viewed by Kim Sutherlin | 21-Sep-2020

Viewed this application at 10:03:44 AM.

Viewed by Kim Sutherlin | 13-Jul-2020

Viewed this application at 10:19:58 AM.

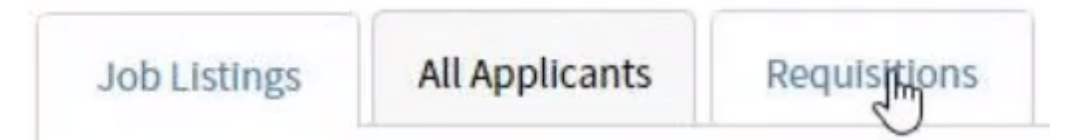
Note by Emily Rosen | 09-Jul-2020

Strong admin, sales and customer service. LPC Cert Nav with virtual facilitation. Leasing manager, but does AM tasks including ledger review, move in accounting, MMR, payables, demands and renewals. Moving to FL. \$50k

Job Requisitions

Click the Requisitions tab to post an available position.

Peak Living - Jobs Dashboard



[New Job Requisition](#)

When a position is posted by a Community Manager, ApplicantPro will prompt approval from Regional Manager.

Tips & Tricks

- Always update Notes within the application to easily communicate between Community Manager, Regional Manager and Vice President.
- Always add Messages to easily communicate directly with your applicant.
- Refer to full training video in e-learning for full ApplicantPro functionality.

Looking for Help??

Reach out through the Help Desk to Human Resources Department with questions on how to review and manage applicants within ApplicantPro