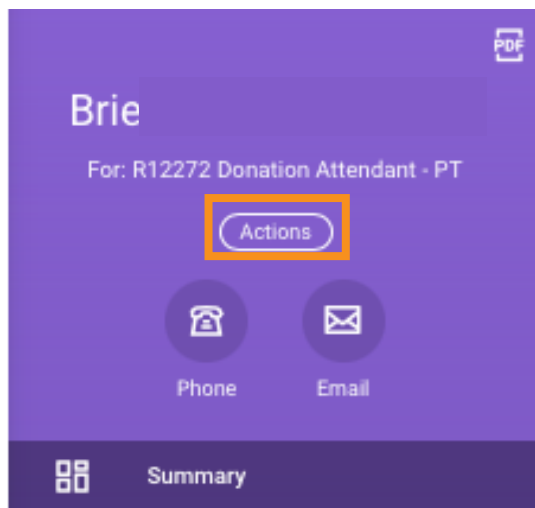


# Undo Move

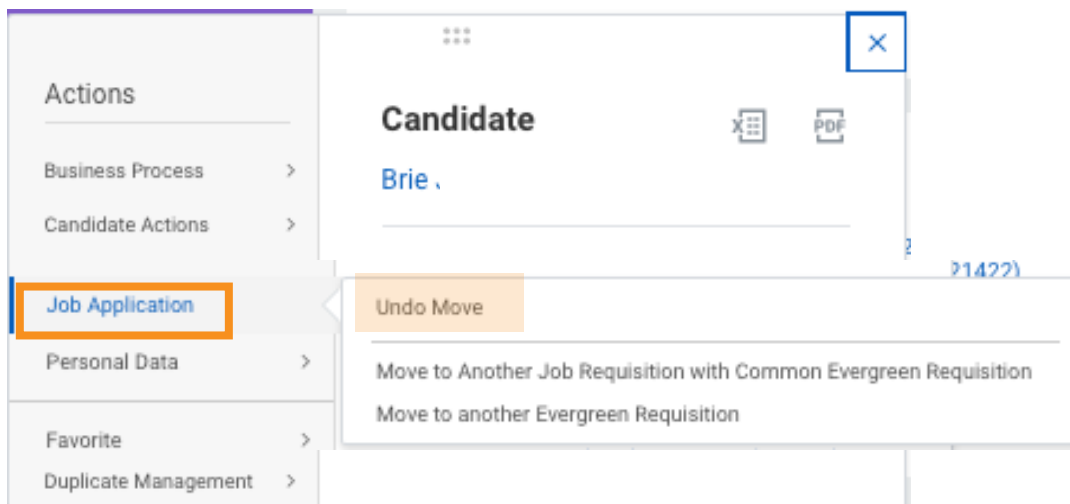
If you moved a candidate forward before you were ready, you can use the Undo Move feature from the candidate's profile to move them back to the previous step. This will work in every stage of the Interview process - unless an offer has been made. If that happens, reach out to Recruiting.

*If you accidentally deny a candidate, reach out to Recruiting. They will be able to reactivate the candidate.*



1. Navigate to the Candidate's Profile.

2. Choose **Actions** from the left sidebar.



3. Choose **Job Application** from the Menu.

4. Choose **Undo Move**.

# Undo Move Job Application Brie



Job Application \*

✕ Job Application: Brie  
- R12272 Donation  
Attendant - PT (  
on 02/02/2024

5. Confirm **Undo Move**.

Undo Move returns the candidate to the Review stage and cancels all completed and remaining steps in the current stage. Do you want to continue?

## Current

Event Canceled Interview: Brie R12272 Donation Attendant - PT  
Stage Schedule Interview

## Proposed

Send Back to Review  
Workflow Step Review Decision

Confirm \*

6. Check the box to **Confirm**.

enter your comment

7. Add a comment.

## Process History

- Brie Job Application- Step Completed 3 days ago
- Brie Review Candidate- Automatic Complete 3 days ago
- Sara Review Decision- Step Completed 15 minutes ago
- Sara Schedule Interview- Automatic Complete 15 minutes ago
- Sara Schedule Interview- Awaiting Action Due 02/08/2024

8. **Submit**.