

Applicants

All communication with job applicants can be managed under the tile **Applicants**.



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All relevant information on individual applicants is contained respectively in the electronic personnel files. Digitised documents, such as certificates and references, can be also be uploaded. The history in the personnel file is complete and continuous meaning that you can always see the time an entry is made as well as its creator. An applicant's data are entered in the mask of the personnel file in the same way as the creation of a new employee. You can access the mask for new creations when you click on [blocked URL](#) in the employee overview.



The following mandatory fields have to be filled for the creation of a new applicant file:

Personal information

- First name
- Surname
- Language; a language must be defined as the mother tongue

Department and position for which a candidate has applied are entered in the section 'Department'.

Communication with an applicant or internal information can be captured under 'Notes' which can also be seen in the employee overview when you click on [blocked URL](#).

Changes can be made directly in an existing applicant file.

For example, the applicant's status can be modified. For this purpose, the appropriate status has to be selected.

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