



Workday HiredScore

Product Summary

February 12, 2025

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HiredScore Release Notes

2025

February

Wednesday, 5th February

Release note title

Release note content

Release note title

Release note content

Friday, 7th February

Release note title

Release note content

Release note title

Release note content

March

April

May

HiredScore Fetch

How to Use Fetch

Context

Fetch is an automatic candidate-sourcing tool in Workday HiredScore that runs when you post or open a job requisition, or both. Fetch displays a static list of up to 8 relevant leads for each requisition surfaced from your company database of applicants from the past 3 years.

Fetch recommends the most relevant leads based the skills and experience specified in the job description for the requisition and on the leads':

- HiredScore profiles.
- Most recent resumes.
- Past applications to your company.

It sends leads to your Fetch inbox before candidates start to submit applications, giving you a list of relevant leads that you can invite to apply.

From the candidate inbox for a requisition, you can take these actions:

- Filter for leads with particular qualifications, experience, or skills.
- Invite leads to apply using a prefilled email template.
- Perform bulk actions for groups of leads. Example: Share leads with colleagues.
- Remove leads.
- Review lead profiles.
- Share resumes with your hiring manager.

Fetch recommendations display in the:

- Candidate list on job requisitions.
- **Fetch** column on the My Reqs dashboard.

Steps

1. Access My Reqs dashboard from the HiredScore Home Page.
2. Select a job requisition.
3. From the candidate inbox on the selected requisition, complete the Leads tab:

Option	Description
Lead Insights	Displays key information about the lead.
Attachment Tab	Displays the lead's original resume and other attachments associated with their application.
Job Description	Use to compare the requisition requirements with resumes to help determine whether leads are a good fit for the role.
Lead History	Use to review previous application details: • Company location where lead has previously applied. • Details of previous job requisition to which lead has applied. • Status of application.
Parsed Resume	Use to parse all lead resumes into the same format, making it easier to review information for multiple leads.
LinkedIn Redirect	Use to redirect to the LinkedIn profile for a lead.

Result

You can identify leads surfaced through Fetch who apply to a requisition:

- In an insight on the candidate profile.
- In Spotlight.
- On the Pending Actions dashboard.

Next Steps

- Invite qualified leads to apply by clicking the email option on their profiles. HiredScore sends a prefilled email that includes a direct link to the job requisition.
- Select the **Show Only Recommended By Fetch** check box in Spotlight and on the Pending Actions dashboard to identify candidates who are invited to apply to a requisition using Fetch.

Related Information

Reference

[Reference: Candidate Actions](#) on page 7

How to Use Internal Fetch

Context

With Internal Fetch in Workday HiredScore, you can enable automatic recommendations of current employees at your company for open requisitions in Workday Recruiting. Using AI to analyze HCM profiles and records from your applicant tracking system, Internal Fetch selects employee profiles and recommends potential candidates based on their qualifications, enabling you to proactively identify eligible candidates. HiredScore updates the list of Internal Fetch leads daily and identifies new leads when employees update their HCM profiles. Internal Fetch doesn't consider or apply employees for roles but identifies suitable internal leads for you to review.

To be eligible for an open requisition, potential internal leads identified by Internal Fetch must:

- Be in their current role for the minimum time period you define.
- Meet minimum defined performance and manager evaluation criteria.
- Meet your company guidelines for internal appointments.

Steps

1. Access the My Reqs dashboard from the HiredScore Home page.
2. Select a job requisition.
3. In the candidate inbox on the selected requisition, click **Leads**.
4. Click **Internal** to review potential candidates.
5. (Optional) Use filters to locate priority leads.
6. Click the internal lead's name to open their HiredScore profile for review.
7. Take 1 or more of these actions:
 - Contact the employee or the employee's manager directly.
 - Remove lead from the Internal Fetch inbox.
 - Update the lead's Fetch status.

Result

When an employee recommended by Internal Fetch applies to the job requisition:

- An insight displays on the candidate profile.
- The candidate's name displays in Spotlight and Pending Actions.

Next Steps

To identify candidates who have been invited to apply through Internal Fetch, select the **Show Only Recommended By Fetch** check box in Spotlight or Pending Actions.

Related Information

Reference

[Reference: Candidate Actions](#) on page 7

How to Use Dynamic Fetch

Context

Dynamic Fetch is a smart sourcing tool in Workday HiredScore that resurfaces past applicants who are a match for newly opened job requisitions at your company. Dynamic Fetch searches for applicants from the previous 3 years, but you can adjust this time period using the Last Applied filter.

You can identify the most qualified candidates by adjusting the parameters of your search using filters that are prefilled, based on the requirements of the job description. Examples:

- Adjust the required years of experience or educational requirements for a role.
- Extend the specified geographical range for requisitions to accommodate remote hiring.
- Identify specific skills.
- Search in Workday pools or using Workday tags.

You can also use Dynamic Fetch for requisitions with a status of *Open* or *Frozen*. Dynamic Fetch updates regularly, providing you with new leads for open requisitions.

Steps

1. Access My Reqs dashboard from the HiredScore Home page.
2. Select a job requisition.
3. From the candidate inbox on the selected requisition, click **Leads**.
4. Click **Dynamic Fetch**.
5. Select 1 or more filters to adjust search parameters to widen or narrow the pool of potential candidates for the requisition.
Example: Configure the **Required Skills** section to find leads with particular skill sets.
6. (Optional) Save leads to review in your Fetch inbox or share resumes with the hiring manager.

Next Steps

- Review the HiredScore profiles of lead candidates in your Fetch inbox. Use the New-Saved filter to locate and review saved leads.
- Invite leads to apply by clicking the email option on their profiles.

Related Information

Reference

[Reference: Candidate Actions](#) on page 7

How to Use Reverse Fetch

Context

Workday HiredScore Reverse Fetch is a sourcing tool that displays recommendations for candidates and leads who might be a good fit for other open job requisitions at your company. Reverse Fetch uses artificial intelligence to recommend candidates for up to 4 additional job requisitions, based on the relevance of their resumes to the requisition requirements. HiredScore updates Reverse Fetch recommendations when your company opens new requisitions and displays them in Spotlight or Global Talent Search.

You can invite candidates to apply to the recommended requisition, or you can save the candidates to the Fetch inbox of the requisition for review and invite them to apply later.

Steps

1. Access the **Recommendations** tab on the HiredScore profile for the candidate or lead.
2. (Optional) To recommend the candidate or lead to the recruiter for the requisition, click the recruiter name to create a prepopulated recommendation email.
3. (Optional) To recommend the candidate or lead without inviting them to apply, click **Recommend** to save their details to the Fetch inbox of the requisition.
4. (Optional) To invite the candidate or lead to apply to the recommended requisition, click **Contact** to create a prepopulated invitation email.

Next Steps

- Click the requisition ID to open the Fetch inbox for the recommended requisition.
- Screen and take action on candidates or leads.

Related Information

Concepts

[Concept: Global Talent Search](#) on page 12

Reference

[Reference: Candidate Actions](#) on page 7

Concept: Fetch Attribution Model

The Workday HiredScore Fetch attribution model resurfaces and recommends leads who are a potential fit for your company but might be overlooked among multiple resumes. It provides insight into Fetch adoption metrics, enabling you to identify:

- Leads who convert to candidates.
- Recruiters associated with the candidate hire.

When leads apply to a requisition after 180 days of being viewed or contacted, HiredScore doesn't attribute their application to Fetch.

HiredScore might categorize candidates who are directly contacted by recruiters as Fetch hires. When you view a Fetch lead but don't contact the lead directly and the lead then independently applies to a role at your company, HiredScore attributes their application to Fetch and to the recruiter who viewed the lead. HiredScore doesn't attribute the conversion to the recruiter who hires the lead. The conversion process takes into account all Fetch products and displays real-time results for the year, quarter, and month.

Reference: Candidate Actions

When you select a requisition from My Reqs, HiredScore directs you to the candidate inbox, where you can screen and take actions on candidates who apply. You can take these actions on a single candidate or for multiple candidates:

Action	Description
Contact Lead & Save to Fetch	Click the email button to contact leads and invite them to apply to a requisition. Opens a prefilled email that you can send from HiredScore.
Change Applicant Status	Advance candidates using the quick action check mark button, reject candidates using the x button, or select a step from the Status prompt. When you change a candidate's status, HiredScore syncs the change in your applicant tracking system

Action	Description
	(ATS) or Workday. When you update a candidate's status in your ATS or Workday, the status change automatically updates in HiredScore. Note: Fetch does not sync candidate statuses into Workday.
Consecutive Status Change	Available as a bulk action, only. Enables you to change the status of multiple leads consecutively, without deselecting leads you action on from the candidate inbox.
Copy Profile Link	Select a link to a shareable candidate resume.
Download Resume	Download candidate resume file.
Print Resume	Print resume or save as pdf. When you bulk saved resumes as pdfs, HiredScore saves all the resumes in 1 file.
Share Lead	When you share leads with your hiring manager, hiring team, or a colleague, HiredScore creates a prefilled email containing a link to the candidate profile or to the Hiring Manager dashboard, where the hiring manager can view and take action on it.
Bulk Actions	To perform a bulk action, select the check boxes next to candidate names and a step from the More Actions prompt. Example: Select <i>Change Status</i> to mass update the status of candidates.

You can only take these actions on a single candidate from the candidate profile:

Action	Description
Change Grade	When you change a candidate grade and provide a reason, these details display in a tooltip.
Go to ATS Profile	Enables you to quickly access the ATS or Workday version of the candidate profile.

Recruiter Productivity

How to Use Diversity and Inclusion Insights

Context

The Diversity and Inclusion Insights feature in Workday HiredScore provides high-level insights about the diversity of candidates in each phase of a requisition. HiredScore organizes insights by category, based on the diversity questionnaire you share with candidates early in the application process.

When you select a job requisition, you can apply diversity filters to:

- Improve and maintain a diverse candidate lineup throughout the hiring process.
- Ensure alignment with your diversity and inclusion goals.

When you have a set number of candidates for a particular hiring stage, the insights provide a diversity analysis of the applicant pool. Examples: Gender, disability, or veteran status. Workday sets the number of candidates to 20, but you can change the default. You can use filters to:

- Exclude applicants who don't disclose diversity information on the diversity questionnaire.
- Identify candidates with particular skills and experience.
- View the representation of diversity groups for your requisition at each stage of the hiring process.
Example: When you filter for candidates with a master's degree, you can determine whether this requirement increases or decreases the percentage of female candidates in your applicant list.

Steps

1. Access a requisition from the HiredScore Home page or My Reqs dashboard.
2. Select the **Diversity View** from the toolbar.
3. Select a diversity group to review its percentage representation in each stage of the hiring process.
4. (Optional) Turn off the **View all candidates** toggle to exclude candidates who don't disclose their diversity information on the diversity questionnaire.
5. Adjust the filters to create a shortlist of applicants. When you update the filters, Diversity and Inclusion Insights reflects only the diversity of applicants who align with the new filter criteria.

Next Steps

Review the insight percentages for each diversity group to:

- Determine how your filter choices impact the diversity of the applicant pool.
- Ensure you're progressing and maintaining a diverse candidate pool.

How to Use HiredScore Adoption Reporting

Context

Workday HiredScore adoption reporting provides you with access to key metrics and visibility into HiredScore license utilization. Using embedded analytics, adoption reporting enables you to:

- Identify trends with actionable insights.
- Measure product usage for Fetch and Spotlight.
- Monitor and track adoption.

You can drill down on data for segmented time periods to review trends by date, week, month, and year. You can also compare data month over month. Example: To compare data from the last 6 months, set your date range to the last 6 complete months and your time period segmentation to month.

You then can review the totals for users who:

- Use HiredScore in the specified date range.
- Haven't logged into HiredScore in the specified date range.
- Have never logged into HiredScore.

Steps

1. Access the **Reports** tab in your HiredScore account.
2. Select the date range and time period segmentation for your report.
3. Select the user region and location.

4. In the **User Permissions** section, select 1 or both of these options to determine the persona metrics for the report:
 - **admin**
 - **user**
5. Click **Update** to generate your report.

Next Steps

Download your report.

Concept: Recruiter Productivity

Recruiter Productivity is an applicant screening tool in Workday HiredScore that enables you to:

- Review the most qualified candidates.
- Take action on the candidates who are the best match for your requisitions.
- Use filters to narrow your candidate search.

When you select a requisition from the My Reqs list on the HiredScore Home page or from the My Reqs dashboard, HiredScore redirects you to an **Applicants** tab for the requisition, where you can screen and take action on active applicants. You can sort your applicant list by grade, which HiredScore assigns based on how well the candidate resume matches the required skills and qualifications for the job description. You can then access candidate profiles for review and progress candidates to the next stage or eliminate them from requisitions.

Filters

You can use a keyword search and filters to locate priority candidates with particular skills, experience, and qualifications, enabling you to efficiently identify the most qualified candidates for a job requisition. When you add requirements to the keywords search, HiredScore updates the list of candidates to display only applicants whose resumes reference those requirements.

You can filter candidates by:

- Candidate type.
- Distance from the requisition location.
- Education.
- Visa or sponsorship requirements, or both.

Concept: Job Descriptions

Note:

This topic provides general information for building AI solutions to read jobs, understand job requirements, and optimize searches based on job descriptions. It is not intended to instruct, provide legal guidance, or otherwise determine in any manner how your organization defines and publishes job descriptions, and it does not guarantee any results. Consult your human resources and legal team before incorporating any changes into your job descriptions or HR processes.

We recommend that you use objective rather than subjective requirements on job requisitions. Objective job requirements are targeted and specific. Examples:

- 2 years of experience in machine learning.
- 4 years of experience in developing open source frameworks.
- Certified in Python.
- Degree in computer science.

- VMware-certified professional.

Subjective requirements are more general. Examples:

- Computer science or related degree.
- Direct or indirect management experience.
- Familiarity with related disciplines.
- Hands-on experience in a related field of work.
- Relevant knowledge of Python.

We also recommend that you structure job descriptions in terms of priority.

Example: Your job requisition for an integration engineer requires a bachelor's in computer science, engineering, or a related discipline and experience in these areas:

- Configuration control tools.
- Middleware and database technologies.
- Shell scripting and automation.
- UNIX or Linux.

To optimize the job description, you split the qualifications in terms of priority:

Priority	Qualifications
Required	• Bachelor's in computer science, engineering, or a related discipline. • Minimum 7 years experience of different states of the software development lifecycle. • UNIX/Linux server platform experience.
Preferred	• Experience in middleware technologies such as WebLogic, WebSphere, IBM, MX Series, Oracle Tuxedo. • Experience with configuration control tools. • Proficiency in shell scripting and automation.

Concept: Hiring Manager Dashboard

On the Hiring Manager dashboard, you can review and take action on candidates sent to you by recruiters you're working with on open requisitions. From the dashboard, you can:

- Communicate with recruiters directly.
- Efficiently navigate between requisitions.
- Share feedback with recruiters on candidates.

You can use the dashboard to compare selected requisitions to similar past requisitions at your company and gain useful candidate insights. Examples:

- Candidate application date.
- Length of time candidates spend pending review.

When you receive emails from recruiters notifying you that you have candidates to review and take action on, you can view all candidates pending review on the dashboard. You can access the HiredScore profiles for candidates you're interested in from the dashboard and share feedback with the recruiter to progress or reject candidates.

When HiredScore notifies the recruiter of your decision, it moves the applicant to the read-only section of the dashboard, where you can view the entire hiring process for the role. The recruiter performs the next

steps for the candidate. To take action on and share feedback about candidates in the dashboard, ensure that you are assigned to the requisition in your applicant tracking system as the hiring manager or recruiter.

Masked Hiring Manager Dashboard

When you mask the Hiring Manager dashboard, hiring managers can review and take action on candidates who are shared with them, without accessing applicant information that might lead to unconscious or conscious bias affecting their decisions.

HiredScore replaces or removes applicant-information fields on the masked version of the dashboard:

Hiring Manager Dashboard	Masked Hiring Manager Dashboard
Resume	HiredScore masked candidate profile
Name	Candidate ID
Personal and contact details	None
LinkedIn profile link	None
Educational institution	University Or College
Previous company name	Company

You can also mask requisitions with specific configurations. Examples: Requisitions hiring for a particular industry or location and evergreen requisitions. Hiring managers can view all masked applicants pending review on the dashboard and review their HiredScore smart, masked candidate profiles.

Concept: Global Talent Search

Global Talent Search is a candidate-sourcing tool in Workday HiredScore that you can use to search your company database of previous applicants to identify relevant candidates for open requisitions. Using Global Talent Search, you can filter for candidates by name, location, years of experience, skills, education level, and language. You can also search for candidates who you add to a pipeline in the selected time frame and who have:

- A particular major.
- Previously applied to another role at your company.
- Previously worked at a preferred company.

When you identify potential candidates, you can access their HiredScore profile to review their:

- Parsed resume.
- Previous history with your company, where relevant.
- Reverse Reverse Fetch recommendations, where HiredScore recommends up to 4 potentially matching requisitions.

You can then invite candidates to apply for roles or save them to the Fetch inbox on any open requisition.

Related Information

Reference

[Reference: Candidate Actions](#) on page 7

Concept: HiredScore Grades

Workday HiredScore assigns candidates a grade in Spotlight and on the Pending Actions dashboard, based on how well their resumes match the skills and qualifications specified in the job description.

HiredScore assigns these grades to candidates, with grade A indicating the most qualified and grade D the least qualified:

A	Candidate meets or exceeds the basic requirements.
B	Candidate meets the basic requirements.
C	Candidate meets some but not all of the basic requirements.
D	Candidate doesn't meet the basic requirements.

When reviewing a large number of candidates, you can use the HS grade column in HiredScore to prioritize candidates for review, listing the most qualified first. You can also use the HiredScore Grade filter to quickly identify and focus on priority applicants.

HiredScore doesn't assign grades when:

- Candidates don't submit a resume with their application.
- Candidates submit a resume in an unsupported format.
- There's no job description for the requisition.
- You're reviewing candidates on a campus or graduate requisition.

Candidate Prioritization and Interview Rates

Using grades is the most efficient way to screen candidates, as those with top grades are the most likely to reach the interview stage. Although candidates with grades A or B meet or exceed the requisition requirements, candidates with grades C or D might still be a great fit for the role. Example: You post a requisition for an engineer with a master's degree and 10 years of experience. After reviewing grade A and B candidates, you screen a grade C candidate with a bachelor's degree and 8 years of more relevant experience who you believe is a better fit for the role.

Related Information

Concepts

[Concept: Candidate Profiles](#) on page 13

Concept: Candidate Profiles

The candidate profile in Workday HiredScore contains all of the information that you need for candidate screening. You can review and take action on candidates from their profiles.

Examples:

- Move candidates to the next step of the hiring process.
- Reject candidates.
- Share candidate profiles with colleagues.

Overview Tab

The **Candidate Insights** section displays key information that you can use for candidate screening and selection. When you select an insight, HiredScore highlights information relevant to the job requisition on the candidate's parsed resume. Example: When you select the Worked at a F500 Company insight, HiredScore highlights the relevant work experience and company on the candidate resume. Candidate insights are unique to individual requisitions and candidates.

In the **Parsed CV** section, HiredScore presents candidates' parsed, or smart, resumes in the same format to ensure that you can consistently and easily find relevant information. HiredScore calculates

employment gaps and time in position. You can drill down on resumes to learn more about candidates' work experience, education, and skills. You can only view smart resumes when candidates attach resumes with their applications in a supported format. HiredScore supports these file types for resume attachments: DOC, DOCX, PDF, RTF, and TXT.

The **Job Description** section displays the skills, experience, and qualifications required for the role, presenting a side-by-side comparison of the job description and details on the candidate's smart resume.

In the **History** section, you can view candidates' previous engagement with your company.

Examples:

- Requisitions they previously applied for.
- The previous hiring team and date.
- The status assigned to the previous application.

You can also determine whether a candidate you're screening is active in another requisition.

Attachments Tab

You can:

- Download and review resumes and supporting documentation uploaded by candidates.
- Search for keywords in a candidate's original resume.

Prescreening Questions Tab

You can view candidate responses to questions on your prescreening questionnaire. To request a new filter based on a particular prescreening question, contact your customer success manager or HiredScore Support.

Related Information Reference

[Reference: Candidate Actions](#) on page 7

Reference: Recruiter Productivity Home Page

This table contains details of the Workday HiredScore Recruiter Productivity Home page, which contains these sections:

Section	Description
My Stats	Displays key performance indicators (KPIs) for hiring at your company. Provides real-time data updates for tracking internal goals. Enables you to view personalized data and review actions that you can take on open requisitions to align with your KPIs and goals. Displays these recruiter performance and Fetch adoption metrics: • Pending Fetch recommendations. • Percentage of candidates in <i>New</i> status for 7 days. • Percentage of requisitions open beyond 60 days. • Percentage of unviewed Fetch recommendations.

Section	Description
My Reqs	Displays requisitions that you collaborate on or own, with key data points for each requisition. You can organize and optimize your requisition lists by: • Hiding low-priority or irrelevant requisitions using the Show toggle. • Making a favorites list by clicking the star icon, ensuring that preferred candidates always display at the top of the list. • Using filters to refine data based on priorities. Examples: Location, requisitions owner, hiring manager, and requisition status. You can also identify whether HiredScore has assigned grades to candidates for a requisition in the HS column.
Pending Actions	Displays the status of all active candidates for your open requisitions. Enables you to easily identify bottlenecks in the hiring process and active candidates who you need to progress. HiredScore lists active candidates by category, according to their hiring status. When you access the Pending Actions dashboard from the Home page, you can: • Filters for high-priority candidates. • Screen and review candidate profiles. • Progress candidates through the hiring process or eliminate them from requisitions. • Perform bulk actions on candidates with the same hiring status across all of your open requisitions.

Reference: HiredScore Adoption Report Definitions

This table provides explanations for adoption report terminology:

Definition	Description
User	HiredScore license holder.
HiredCore Active Days	Days when users perform at least 1 action in HiredScore. Examples: Add filters, open profiles, review Fetch leads, or search using Dynamic Fetch.
HiredScore Activity	Users log in and use HiredScore at least 1 during a specified time period.
Potential Active Days	Days when users have statused applications in your applicant tracking system (ATS) or HiredScore.
HiredScore Adoption (%)	Value determined by dividing HiredScore Active Days by Potential Active Days.

Definition	Description
Total HS Active Users	Total number of users with HiredScore Active Days during a specified time period.
Statusing	Refers to changing candidate status during a phase of the hiring process supported by HiredScore.
Total Status Changes	Indicates all status changes that you can make in HiredScore, either in HiredScore or the ATS.
Average Statusing	Value determined by dividing Statusing by Total Status Changes.
Reqs with Fetch Views	Total number of requisitions for which users view Fetch recommendations.

Example

A recruiter statuses 10 applications in the company ATS on Monday and 1 application in HiredScore on Tuesday, which makes Monday a potential active day and Tuesday a HiredScore active day. Totals for the week are:

- 1 HiredScore active day.
- 2 potential active days.
- 11 status changes.

The recruiter's:

- Adoption for the week is 1 of 2 potential days, or 50 percent.
- Percentage statusing on HiredScore is 1 of 11, or 10 percent.

FAQ: Workday HiredScore

How does HiredScore interact with my applicant tracking system?

Actions that you perform in HiredScore sync automatically with your applicant tracking system (ATS). When:

- Candidates apply to open requisitions, their applications sync with HiredScore.
- You open or are assigned a requisition, the details display on the HiredScore Home page and My Reqs dashboard.
- You close or cancel a requisition, HiredScore removes it from My Reqs.

HiredScore also replicates actions that you take in your ATS that activate automatic communications with candidates.

Why can't I find new applicants on the My Reqs dashboard or HiredScore Home page?

It can take up to 24 hours for new candidates to display in HiredScore. When candidates don't display in that time frame, contact HiredScore Support with this information:

- Application date.
- Candidate name.
- Job requisition title and ID.

Why can't I move a candidate to another requisition?

You can't move candidates between requisitions in HiredScore. Candidates must actively apply to individual open requisitions to ensure that they're considered for a role.

Why doesn't HiredScore assign a grade to a candidate?

HiredScore doesn't assign a grade when it can't parse the candidate's resume. This might occur when the candidate doesn't upload a resume or uploads a resume in an unsupported file format. HiredScore supports these file types for resume attachments:

- DOC
- DOCX
- PDF
- RTF
- TXT

Troubleshooting: Requisitions Missing from My Reqs

Solution:

Cause	Solution
You haven't selected the correct ownership filter.	1. Access the My Reqs dashboard. 2. From the Ownership prompt, select All Reqs to view all requisitions that you're assigned to as a recruiter, sourcer, or collaborator.
You're not displaying hidden requisitions.	1. Access the My Reqs dashboard. 2. In the Hidden Reqs section, enable Show Hidden Reqs.
You're using filters on your requisition list.	1. Access the My Reqs dashboard. 2. Remove all filters from your requisition list.
You're not the owner of or a collaborator on the requisition.	1. Access your application tracking system. 2. Assign yourself to the requisition as an owner or collaborator.