

# KNIGHTLINE FAQ'S

## How do I access Knightline?

- Bookmark: Business.ucf.edu/knightline
- Google Chrome works best!

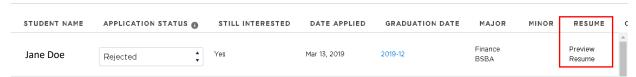
# When I submit my Job Posting, and error keeps showing. What am I doing wrong?

- Make sure all fields are filled out and you are using Chrome
- For logo image, please view help text for proper image formatting
- The "salary or range" section cannot exceed 20 characters
- The "Positon" section cannot exceed 80 characters.

## How do I view applicants?

- Click "View Job Postings"
- Click "(your job title)" (All names of students that applied will populate at the top of this next page)
- Scroll all the way to the right and click "Preview Resume"
- If it is a docx, there is no preview, you must download.

#### STUDENT APPLICATIONS POSTED FOR THIS JOB.



## How do I change student statuses?

- Follow steps 1-2 above
- Next to the students name you will see an "Application Status" drop down
  - Students get a generic email notifying them of their status (similar to the email templates companies use to notify candidates)
  - Regardless if you use all of the steps or not, please <u>REJECT</u> all candidates before closing and move to <u>HIRE</u> if hired.

#### STUDENT APPLICATIONS POSTED FOR THIS JOB.



### How do I close a role?

- Roles do not automatically close based on close date (you will get an email reminder as your close date approaches).
- Click "View Job Postings"
- Next to each of your roles there will be a drop down menu called "Has Job Been Filled"
- Choose "YES" and job will close.

