

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 "Position" 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.

STUDENT NAME	APPLICATION STATUS	STILL INTERESTED	DATE APPLIED	GRADUATION DATE	MAJOR	MINOR	RESUME
Jane Doe	Rejected	Yes	Mar 13, 2019	2019-12	Finance BSBA		Preview Resume

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 REJECT all candidates before closing and move to HIRE if hired.**

STUDENT APPLICATIONS POSTED FOR THIS JOB.

STUDENT NAME	APPLICATION STATUS	STILL INTERESTED	DATE APPLIED	GRADUATION DATE	MAJOR	MINOR	RESUME
Jane Doe	Rejected	Yes	Mar 13, 2019	2019-12	Finance BSBA		Preview Resume

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.

POSITION NAME	DATE CREATED	POSTING CLOSE DATE	# OF APPLICANTS	DAYS SINCE POSTED	HAS JOB BEEN FILLED
FINANCIAL PLANNING & ANALYSIS INTERNSHIP	Mar 6, 2019	Apr 26, 2019	7	7	No