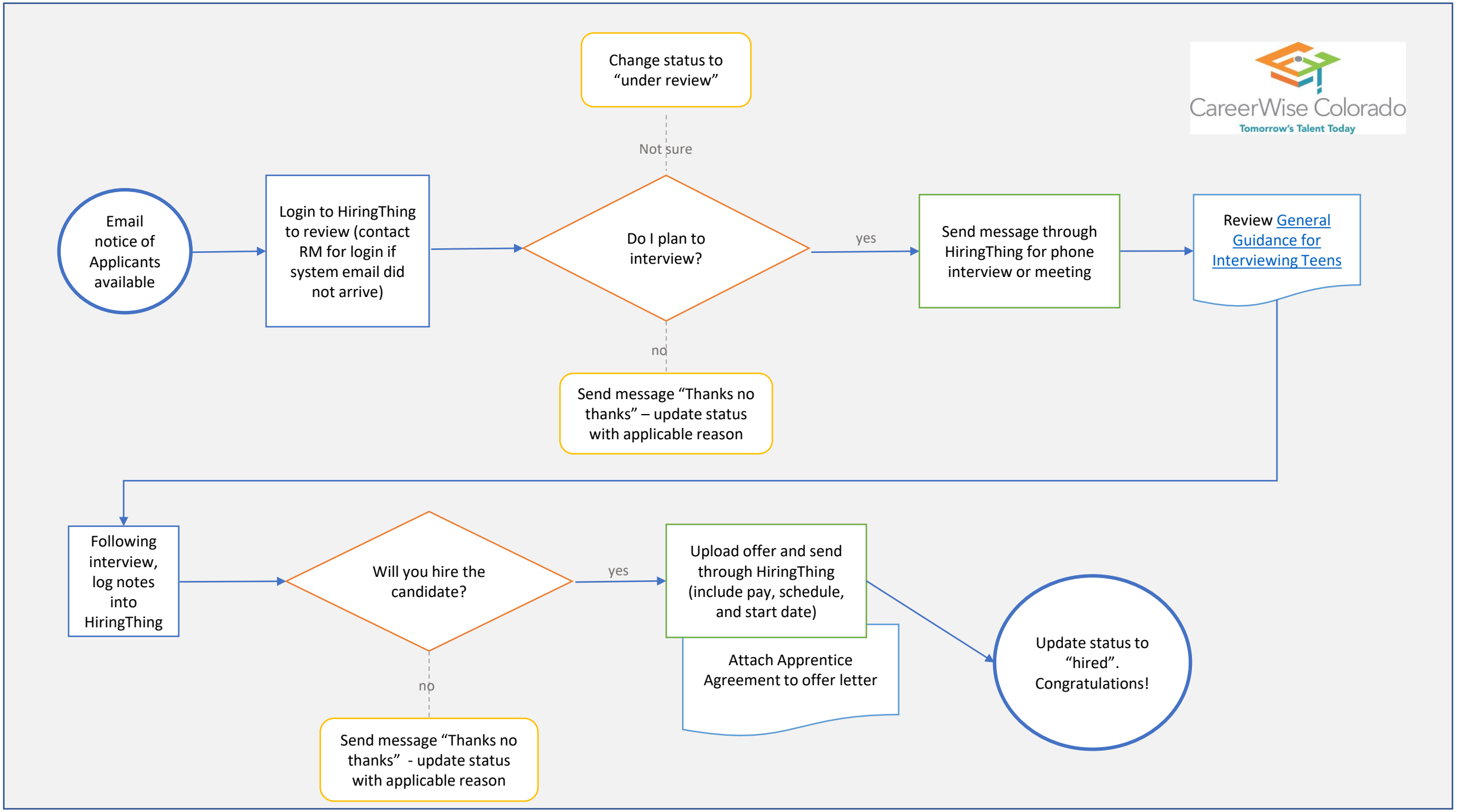
CareerWise Colorado
Tomorrow's Talent Today
Email notice of Applicants available
Login to HiringThing to review (contact RM for login if system email did not arrive)
Do I plan to interview?
Not sure
Change status to "under review"
yes
Send message through HiringThing for phone interview or meeting
Review General Guidance for Interviewing Teens
no
Send message "Thanks no thanks" – update status with applicable reason
Following interview, log notes into HiringThing
Will you hire the candidate?
yes
Upload offer and send through HiringThing (include pay, schedule, and start date)
Attach Apprentice Agreement to offer letter
Update status to "hired". Congratulations!
no
Send message "Thanks no thanks" - update status with applicable reason