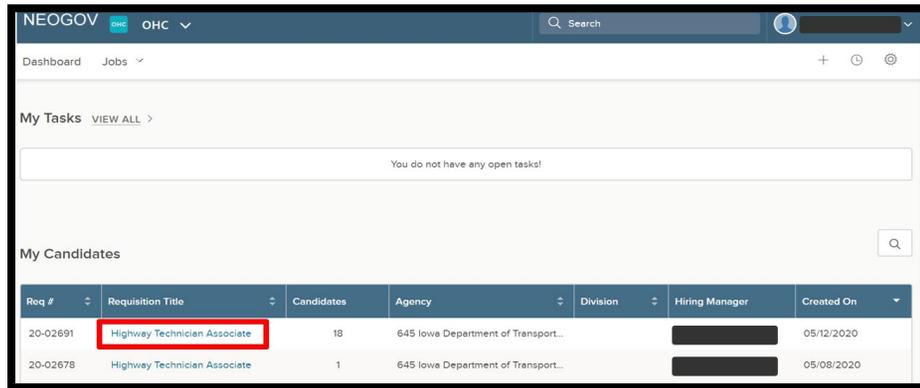


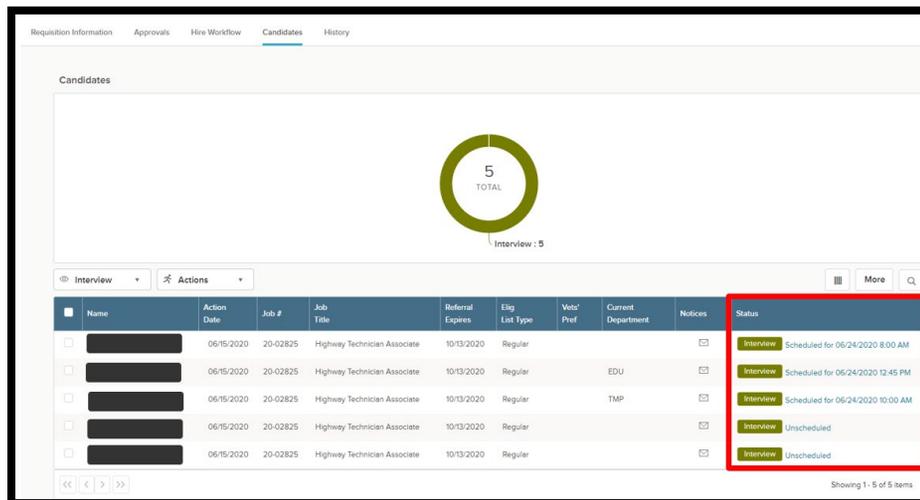
HOW TO RESEND NOTICE TO CANDIDATE

From NeoGov:

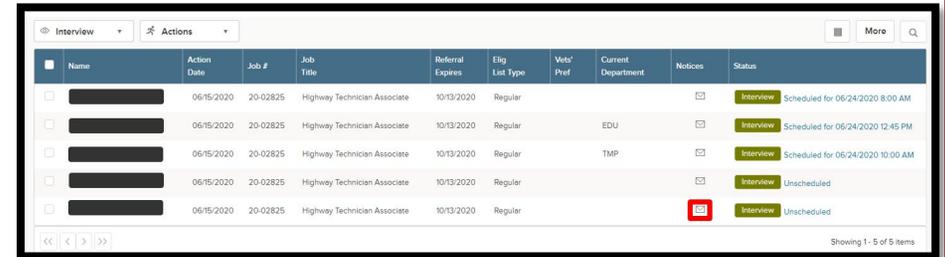
1. Look under My Candidates section and find the requisition you are wanting to code the candidates and click on the **Requisition Title**.



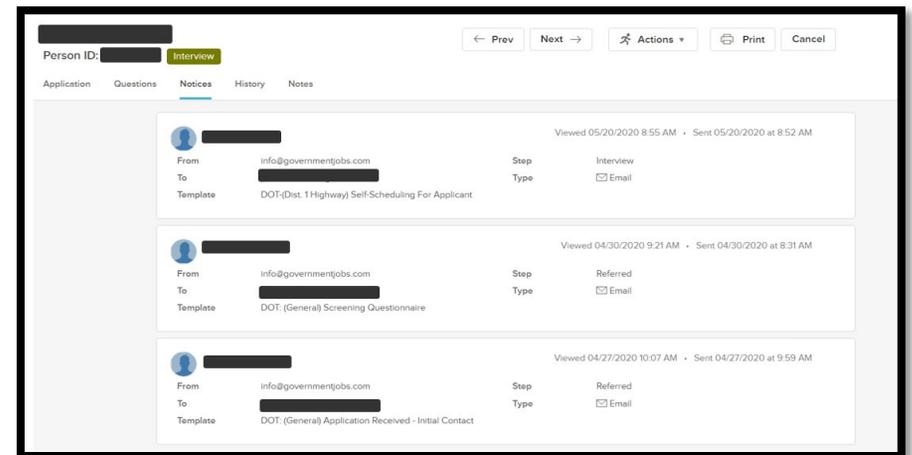
2. You will then automatically be taken to the **Candidates** tab of the requisition. Then you will be able to see the **status** of each candidate.



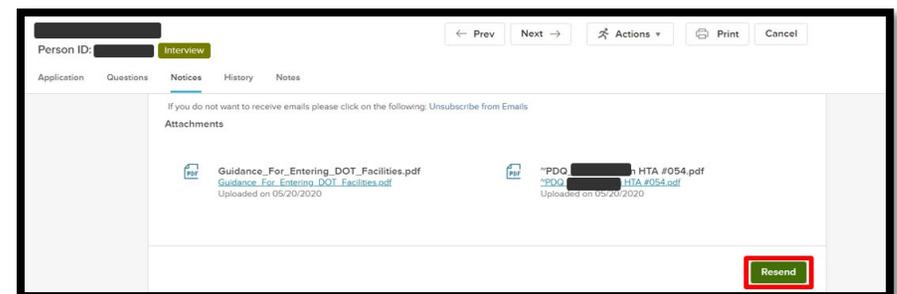
3. Click on the **email icon** for the candidate that you need to resend it to.



4. Then find the email you are wanting to resend and **click directly on it**.



5. Scroll down to the bottom of that email to click **Resend**.



- 6. You will then see that it was resent in the area you can see if they viewed it.

