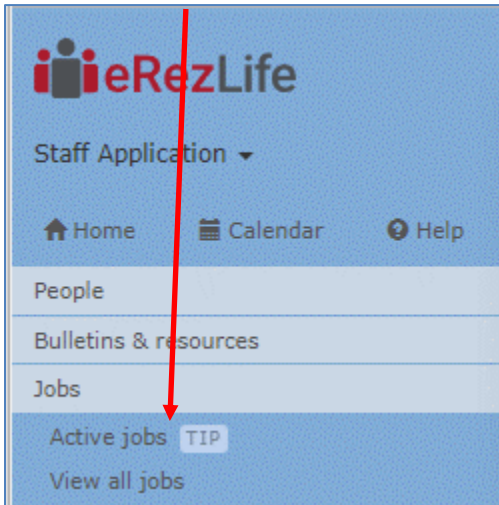


eRezLife: Review and Offer to Waitlist Candidates

Review Waitlist Candidates

1. Login to <https://umass.erezlife.com>
2. Click **Active jobs** TIP under **Jobs** in the left hand navigation menu



3. Click the title of your job to view applicant details



Residential Service Desk Customer Service Associate (CSA)

 Applicants	227
 Hired bin	38
 Waitlisted bin	39
 Not hired bin	150

4. At the top of the page, apply your Filters as follows

Filter by

step status





flagged  [interview filters](#)  [advanced filters](#)

5. You can then click on the application icon () next to each candidate to view their application.

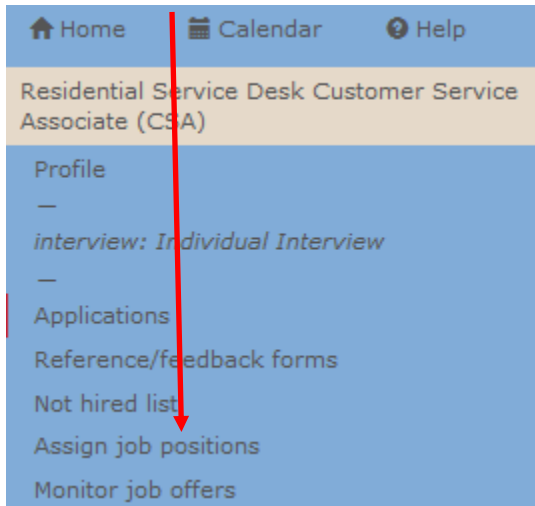
Offer Positions to Waitlist Candidates

1. Click **Active jobs** **TIP** under **Jobs** in the left hand navigation menu
2. Click your job title

Residential Service Desk Customer Service Associate (CSA)

 Applicants	227
 Hired bin	38
 Waitlisted bin	39
 Not hired bin	150

3. Click **Assign job positions** in the left hand navigation menu



4. Scroll down to find the **Waitlisted bin**
5. For any candidate you wish to hire, drag them into the appropriate desk's box.
6. Inside the desk's assignment box, click [extend offers](#)



7. Check the box to the left of the candidate you want to send an offer to
8. Click the **extend offer & send communication** button
9. Select your email template, type a subject line, customize your text as needed
10. Click **send and log**