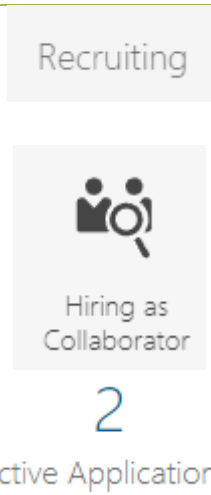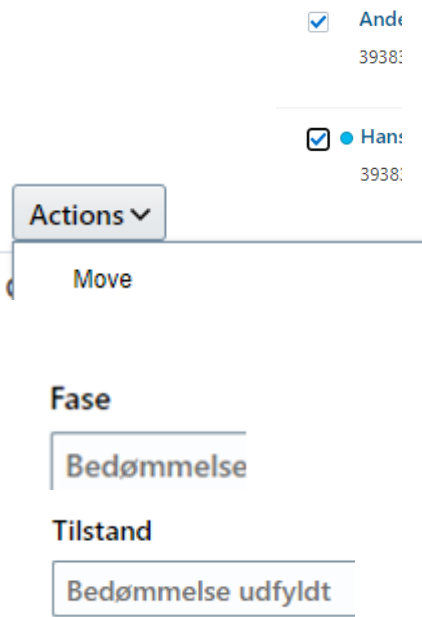# 3.4.6 Update the status of assessed candidates

Job family	Academic	Technical/ administrative staff	D-VIP	D-TAP
Business role	Chairperson of the assessment	Not relevant	SDU HR Hourly Salary Team Expert assessor	Not relevant

Once the assessor has completed and submitted the assessment of a specific candidate, the recruiter receives an email. This navigation leaflet shows how to update the candidate status to 'Assessment filled'.

PHASE	EXPLANATION	NAVIGATION
Open list of applications	Click 'Recruiting' Click 'Hiring as a collaborator' Click the relevant requisition Click 'Active applications' Click the candidate's name	Recruiting Hiring as Collaborator 2 Active Applications
Select and move the assessed candidates to 'Assessment filled'	On the list of active job applications: - Tick the checkboxes of candidates whose status is 'Awaiting assessment' Click 'Actions' -> 'Move' Fill in: • Phase: 'Assessment' • Condition: Select: 'Assessment filled'	☑ Ande 3938 ☑ ● Han: 3938 Actions ⌄ Move **Fase** Bedømmelse **Tilstand** Bedømmelse udfyldt

	Click 'Save and Close' and then the '<' (back) button *The status of the selected candidates is set to 'Assessment filled'*	Save and Close <