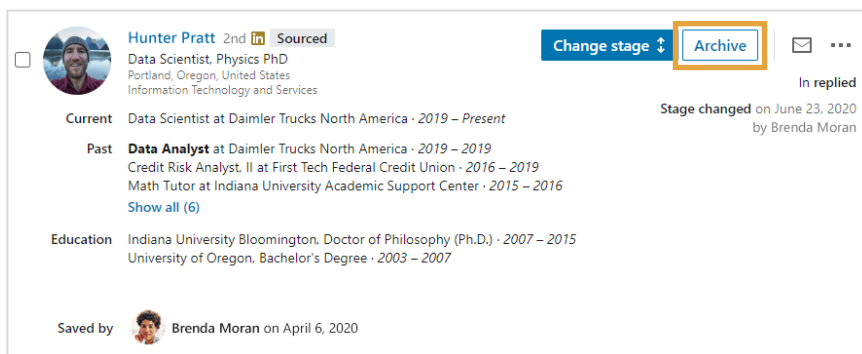


在徵才流程中封存人選

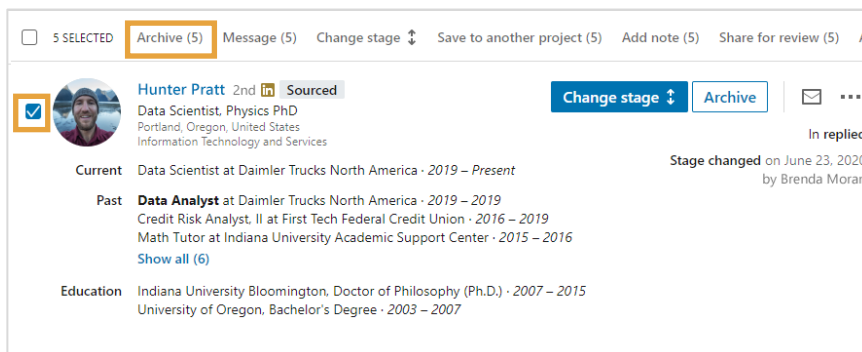
當您決定某位人選不適合該職務時，您可以封存其個人檔案，以便從徵才流程中移除。這個簡單方法能讓您考慮中的人選清單保持在最新狀態。封存人選不會像拒絕應徵者一樣傳送通知。僅招募專員可操作封存，協助您保持徵才流程井井有條。

如要在執行專案徵才流程中封存單一人選，請按一下人選個人檔案旁的封存按鈕。



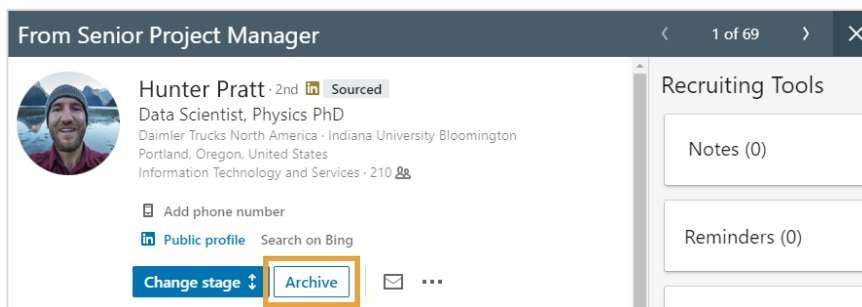
如要在執行專案徵才流程中封存多個人選：

1. 在您要封存的人選個人檔案旁按一下核取方塊。
2. 按一下頂端的封存。



在執行專案的任一位置：

1. 按一下人選名稱以存取滑入式個人檔案面板。
2. 按一下封存。



如要從封存中移除個人檔案：

1. 在徵才流程中按一下封存的人選。
2. 按一下取消封存。
3. 在選單中選擇適當的階段。

The screenshot displays the LinkedIn Talent Pipeline interface. At the top, there are tabs for 'Talent pool', 'Pipeline', and 'Project settings'. Below the tabs is a search bar with the text 'Search candidates by name or keywords' and a filter icon labeled 'All filters'. The main content area shows a list of candidates. On the left, a sidebar titled 'My pipeline' shows 'All active candidates' (27) and 'Archived candidates' (1). The 'Archived candidates' section is highlighted with an orange box. The main list shows one candidate, 'Hunter Pratt', who is 'Sourced'. A dropdown menu is open over the candidate, showing options: 'Unarchive', 'uncontacted', 'contacted', and 'replied'. The 'Unarchive' option is highlighted with an orange box. The candidate's profile includes a profile picture, name, title, location, and work history. The work history shows 'Current' and 'Past' roles. The education section lists 'Indiana University Bloomington, Doctor of Philosophy (Ph.D.)' and 'University of Oregon, Bachelor's Degree'. The candidate was saved by 'Brenda Moran' on April 6, 2020.