

# Resend Candidate Invitation

How to locate a candidate and resend an invite



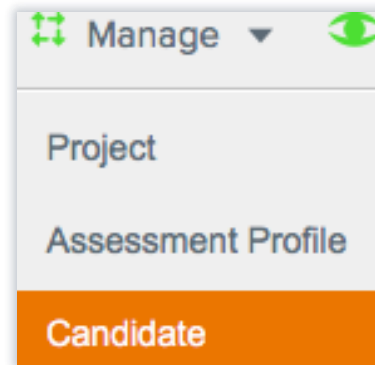
View the full video on our Talent Central Learning Portal.  
<https://talentcentral.learning.shl.com/course/view.php?id=34>

## Description

## Navigation

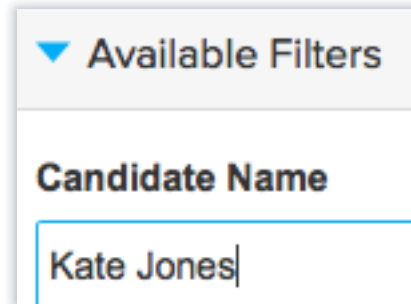
Select **Manage** from the menu and select **Candidate**.

This helps to locate the project on which the candidate has been added.



Use available filters to find the candidate.

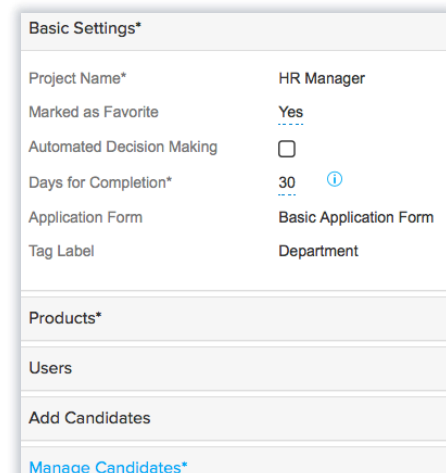
**NOTE:** Candidates could have the same name and could be associated to more than one project. Ensure you find the correct candidate on the correct project.



| Last Name | Hired                    | Email                 | Project Name    | Actions                      |
|-----------|--------------------------|-----------------------|-----------------|------------------------------|
| Jones     | <input type="checkbox"/> | samjones@acompany.com | HR Co-ordinator | Unlock Edit Manage Candidate |

Locate the candidate and click on **Manage Candidate**. This will take you directly to the project to which the candidate was added.

Once on the project, expand **Manage Candidates\*** section.



Enable tick on the selected candidate and click on **Resend** to resend the invitation.

