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Move recruits through your pipeline

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Use the pipeline board to move each recruit from new to roster.

Open **Recruiting**, then **Pipeline**. Each stage is a column:

1. New intake
2. Under review
3. Contacted
4. Interested
5. Follow-up needed
6. Offer Extended
7. Accepted
8. Rejected
9. Completed
10. Moved to roster

Move a recruit

1. Scroll sideways to find the column.
2. Drag the card to the next stage.
3. Select **Reject** on a card when someone's no longer a fit.

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