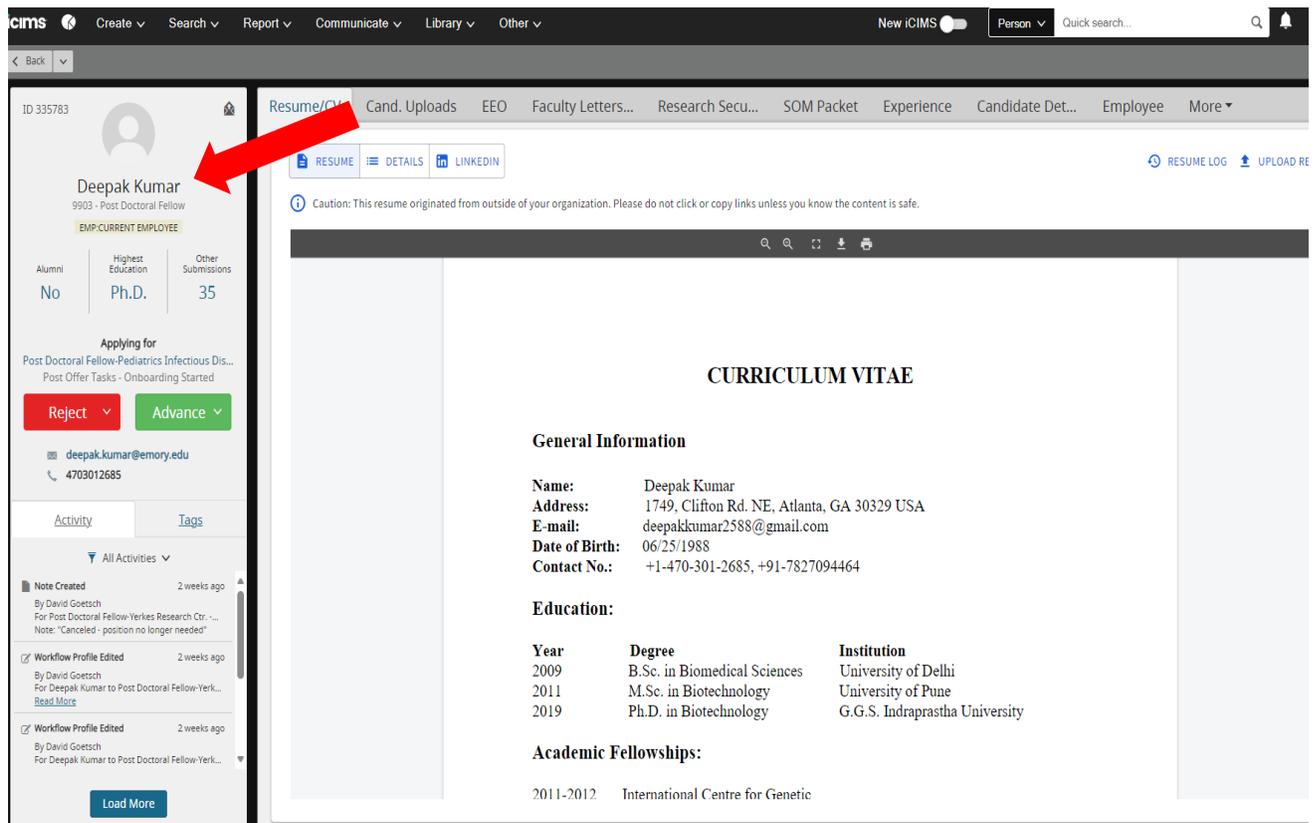


Viewing the candidate CONTACT TAB

Additional information about the candidate at the beginning of the recruitment process will ensure a smoother workflow process.

1. Go to the candidate workflow profile on the requisition. Select the name on the requisition that is a link to the Person profile.



The screenshot displays the iCIMS interface for a candidate profile. The left sidebar shows the candidate's name, ID (335783), and contact information. A red arrow points to the name 'Deepak Kumar'. The main content area shows the 'CURRICULUM VITAE' section, which includes the following information:

General Information

Name: Deepak Kumar
Address: 1749, Clifton Rd. NE, Atlanta, GA 30329 USA
E-mail: deepakkumar2588@gmail.com
Date of Birth: 06/25/1988
Contact No.: +1-470-301-2685, +91-7827094464

Education:

Year	Degree	Institution
2009	B.Sc. in Biomedical Sciences	University of Delhi
2011	M.Sc. in Biotechnology	University of Pune
2019	Ph.D. in Biotechnology	G.G.S. Indraprastha University

Academic Fellowships:

2011-2012 International Centre for Genetic

The PERSON profile will appear.

The Contact tab will show if the candidate:

1. Had a background check, and if it is completed.
2. What email all correspondence is going to.
 - a. This can not be edited by you, please send the request to the recruiter.
3. Phone number can be used to contact the client. Or if a foreign number is in the system.
 - a. The Phone number must be a US number or blank.
 - b. This can not be edited by you, please send the request to the recruiter.
4. Address is in the system for residence.
 - a. If the address is not a US address, then it should be edited.
 - b. This can not be edited by you, please send the request to the recruiter.

The screenshot shows the iCIMS PERSON profile for Deepak Kumar. The profile is divided into two main sections: GENERAL INFORMATION and CONTACT INFORMATION. Red arrows point to specific fields in both sections.

GENERAL INFORMATION:

- Faculty Background Check: Complete
- Faculty Background Check Date: 2/26/2020
- Legal First Name: Deepak
- Preferred First Name: Deepak
- Preferred Last Name: Kumar
- Legal Last Name: Kumar
- Email: deepak.kumar@emory.edu
- Original Candidate Email: deepakkumar2588@gmail.com
- Person Folder: Emp:Current Employee

CONTACT INFORMATION:

- Phones:
 - Mobile: 4703012685 (DEFAULT)
 - Work: 404/712-5720
- Addresses:
 - Home: 498 Sherman Way, Decatur, Georgia 30033, United States (DEFAULT)
 - Home: RZ-10, Gali No. 4, New Roshan Pura, Najafgarh, New Delhi, Delhi 110043, India

If you do not have access to this TAB, please contact your recruiter to ensure this is updated for you.