Reviewing an Applicant

Open an applicant to make a decision. This page gathers everything you need — their answers, their score, and their documents — so you can accept or decline with confidence.

> ? Screenshot: an applicant detail page.

Judge the applicant

- **Score** — how the applicant did against your questionnaire scoring rules. It is your quick read on fit.
- **Status** — where the applicant stands right now.
- **Activity** — a timeline of what happened and when. It fills as the application is submitted, scored, and actioned.

Check the evidence

Open each document to see the full picture before you decide. A document appears only when the applicant has it.

- **View questionnaire results** — the applicant's answers and how they scored. Always available.
- **View application** — the full application. Appears once the applicant completes one.
- **Download credit report** — the applicant's credit report. Appears when a report is on file.

Work with your team

- Add an **internal note** to record your team's thinking. Notes stay private to your team; the applicant never sees them.

- Use **Reassign reviewer** to hand the applicant to a teammate.

Make the decision

Decide with the buttons at the bottom of the page.

- **Accept** — approve the applicant.
- **Decline —** reject the applicant. Add a **Reason** so your team has a record.

Changed your mind? After you decline someone, the **Accept** button becomes **Undecline**. Select it to reverse the decline.

Your decision updates the applicant's status and adds an entry to the activity timeline.

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