Managing Applicants Quick Steps

Quick easy steps on Viewing Applications and Changing Workflow States

Viewing an Application

1. Toggle over the **Postings** tab and select the correct Position Type from the drop-down.
2. Toggle over **Actions** drop-down (right side of screen) and select **View Applicants**.
3. To view an application, toggle over **Actions** and select **View Application/Profile**.
   a. Or select their last name

Changing a Workflow (**Make sure your role is Search Chair/Manager**)  

1. Toggle over the **Postings** tab and select the correct Position Type from the drop-down.
2. Toggle over **Actions** drop-down (right side of screen) and select **View Applicants**.
3. To view an application, toggle over **Actions** and select **View Application/Profile**.
   a. Or select their last name
4. After review of the application, toggle over **Take Action on Job Application**.
5. Select the appropriate workflow state.

Changing Multiple Workflow States (**Make sure your role is Search Chair/Mgr**)  

1. Toggle over the **Postings** tab and select the correct Position Type from the drop-down.
2. Toggle over **Actions** drop-down (right side of screen) and select **View Applicants**.
3. Above the applicants, select “**More Search Options**” (right of the search bar)
4. Select the appropriate workflow state of the multiple applicants you wish to move (Can only bulk move 1 workflow at a time)
5. Click “Search”
6. Select the applicants you wish to move by checking the box left of their last name.
7. Toggle over the **Actions** button located above the Actions column (right side of screen) and select **Move in Workflow** from the drop-down selections.
8. Select the workflow state from the drop-down box right of **Change for all applicants**.
9. Depending on the workflow state selected, indicate the **Reason** for each applicant by selecting the appropriate reason from the drop-down selection.
10. Select **Save Changes**.

*NOTE* - Staff, Temp, part-time, and Student postings before September 22, 2016 will be under the “Staff (Benefits Eligible)” Position Type.

Contact Rachel Radel (4-3668) for Staff/Temp postings  
or Tim Rochford (4-2465) for Student postings