## UGAJobs Quick Guide: Moving Applicants in the workflow

## How to move an individual applicant in the workflow:

In your job posting, open the **Applicants** tab and click on the application of interest.

	ng: Test-8/2 tatus: Posted	25/17 (Staff	)			★ See how Posting looks to	Applicant
	īype: Staff ent: ENGLISH		by: Sample Appli Central HR	cant		<ul> <li>➡ Print Preview (Applicant V</li> <li>➡ Print Preview</li> <li>➡ In</li> </ul>	liew)
Summary	History	Applicants Rep	orts Hiring P	roposals			
To add a nev	v column to the sea	rch results, select th	e column from the	e drop down list.			
Saved S	earches 🗸				Search Q More Search C	ptions 🗸	
Active Applic	ants ;	×					
"Active App	licants" 3 Selecte	ed records 🕕 🗙	Clear selection?				Actions 🗸
$\langle$	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
	Will	James		S030P	Under Review by Department	July 12, 2017 at 01:06 PM	Actions 🗸
	Blanton	Shykeena		S030P	Under Review by Department	November 02, 2017 at 02:28 PM	Actions 🗸
	Dan	Beth		S030P	Under Review by Department	November 03, 2017 at 10:34 AM	Actions 🗸

From the Take Action on Job Application menu, select the appropriate action.

Current Status: Under Review by De Application form: Employment Appli		Reep-working on this Job application
		WORKFLOW ACTIONS
Full name: Beth Dan Address:	Created by: Beth Dan Owner: Applicant Manager	Select (move to Reviewed by Department )
222 Athens Ave		Candidate Withdrew (move to Candidate withdrew application)
Athens, GA 30606 United States of America		contractive mention approximity
Username: beth		
Email: shykeena@uga.edu		
Phone (Primary): 654-878-9625		
Phone (Secondary):		
Position Type: Staff		
Department: ENGLISH		

If the confirmation box prompts you for a reason, select the action reason code that best explains why you are moving the applicant to this workflow state.

Select **Submit** to move the applicant to the selected workflow state.

Take Action	×
Select (move to N Not Interviewed)	Aet minimum qualifications,
Reason (requir	red)
Please select	
4	٠.
	Submit Cancel

## To move multiple applicants in the workflow in bulk:

When viewing the applicants tab as **Applicant Manager**, use the **More Search Options** section to filter by Workflow state. The bulk move option is not visible when you are looking at applicants in different workflow states. If you search by workflow state, you should see the option reappear in the **Actions** menu at the top right.

Summary History	Settings	Applicants Reports	Hiring Proposals		
To add a new column to t	he search results, s	elect the column from the o	drop down list.		
Saved Searches 🗸				Search	<b>Q</b> Hide Search Options 🗸
	Add Column:	Add Column			<b>v</b>
	Active/Inactive:				
<	Workflow State:	×Under Review by Depar	tment		$\sim$

Be sure to hit **Search** after adjusting your search options.

After searching by workflow state, view the list of all candidates on the **Applicants** tab of your posting, check the boxes associated with the applicants of interest. Next, hover over the main **Actions** menu button and select **Move in workflow** under the **Bulk** heading. The **Editing Workflow States** page opens.

					Search Q More Search	Continuent	
Sav	ved Searches V				Search Q More Search	i opuons V	
Active A	\pplicants	×					
"Activ	e Applicants* 🗿 Select	ted records 🗿 😠	Clear selection?				Ac
$\wedge$							GENERAL
	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	GENERAL Review Screening Question Answers
*			Documents	Posting Number S030P	Workflow State (Internal) Under Review by Department	Application Date July 12, 2017 at 01:06 PM	Review Screening
	Name	Name	Documents				Review Screening Question Answers Download Screening Question Answers
×	Name	Name James	Documents	S030P	Under Review by Department	July 12, 2017 at 01:06 PM	Review Screening Question Answers Download Screening Question Answers Export results
* *	Name Will Blanton	Name James Shykeena	Documents	S030P S030P	Under Review by Department Under Review by Department	July 12, 2017 at 01:06 PM November 02, 2017 at 02:	Review Screening Question Answers Download Screening Question Answers
* *	Name Will Blanton	Name James Shykeena	Documents	S030P S030P	Under Review by Department Under Review by Department	July 12, 2017 at 01:06 PM November 02, 2017 at 02:	Review Screening Question Answers Download Screening Question Answers Export results BLLK

Once on the **Editing: Workflow States** screen, use the drop-down menu to select the appropriate workflow movement.

You can complete one of the below actions:

- If moving all applicants to the same state, use the **change for all applicants** box to select the workflow state for all the applicants you selected.
- If moving individual applicants, select a **new workflow state** individually.



Change for all appli	sants Move to Interv	iewed, Not Selected to receive offer	Please select.			
Applicant	Current State	New State	Education not Interview not a Interview raise	A as strong as that of candidate selected to receive offer as strong as that of candidate selected to receive offer as strong as that of candidate selected to receive offer d concerns about candidate's qualifications lised concern about candidate's qualifications		G Pi
James Will	Under Review by Department	Move to Interviewed, Not Selected to receive	Did ant means		٠	
Strykeena Blanton	Under Review by Department	Move to Interviewed, Not Selected to receive	offer *	Please select		
Beth Dan	Under Review by Department	Move to Interviewed, Not Selected to receive	offer *	Please select	٠	

When you move candidates into an *inactive* state, such as **Candidate does NOT meet Minimum Qualifications**, you will be asked to select the appropriate reason that best explains why you are moving the applicants in the workflow.

You can select a reason for each candidate even if you moved all of them in the workflow together.

When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them.