

# 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.

Posting: Test-8/25/17 (Staff)  
Current Status: Posted  
Position Type: Staff  
Department: ENGLISH  
Created by: Sample Applicant  
Owner: Central HR

Summary | History | **Applicants** | Reports | Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

Active Applicants

"Active Applicants" 3 Selected records 0 Clear selection?

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.

Job application: Beth Dan (Staff)  
Current Status: Under Review by Department  
Application form: Employment Application

Full name: Beth Dan  
Address: 222 Athens Ave, Athens, GA 30606, United States of America  
Username: beth  
Email: shykeena@uga.edu  
Phone (Primary): 654-878-9625  
Position Type: Staff  
Department: ENGLISH

Created by: Beth Dan  
Owner: Applicant Manager

Take Action On Job Application

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select (move to Reviewed by Department)
- Candidate Withdraw (move to Candidate withdrew application)

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 Met minimum qualifications, Not Interviewed)

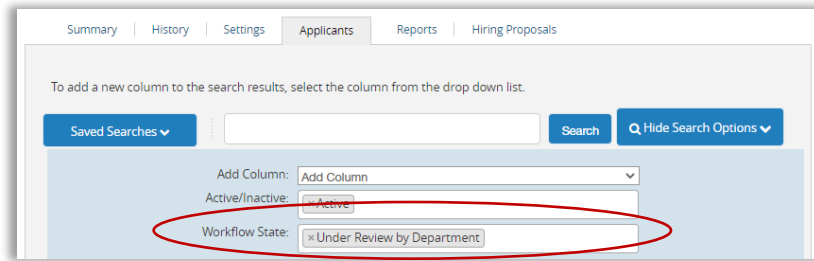
Reason (required)

Please select

Submit Cancel

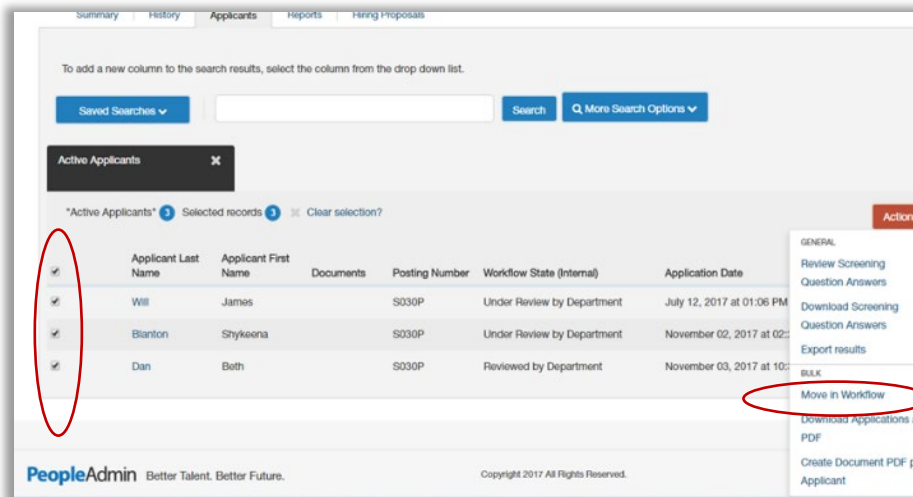
## To move multiple applicants in the workflow in bulk:

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.



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

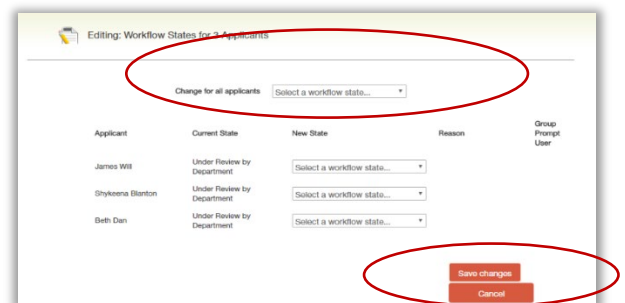
After searching by workflow state, view the list of all candidates on the **Applicants** tab of your posting, check the boxes associated with the applicants of interest. Next, hover over the main **Actions** menu button and select **Move in workflow** under the **Bulk** heading. The **Editing Workflow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

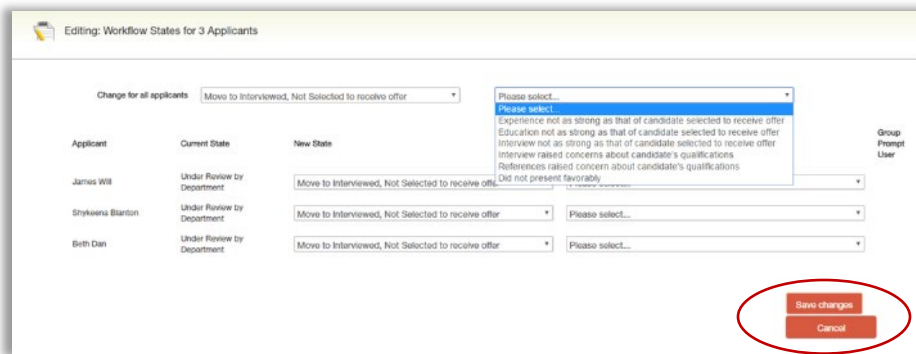


Once on the **Editing: Workflow States** screen, use the drop-down menu to select the appropriate workflow movement.

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.





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.