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.

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

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.
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.