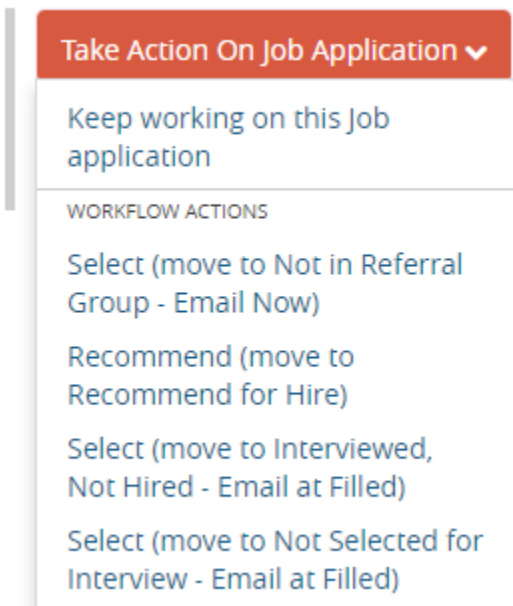


Updating Applicant Statuses in SelectSuite

As search committees and/or hiring managers review and evaluate applicants the hiring manager should move applicant records into different statuses based on their current state in the recruitment process. **Applicant correspondence is an automated process in PeopleAdmin and occurs based on these status updates, so it is really important for hiring managers to manage their applicant statuses throughout the hiring process.**

Updating Applicant Statuses Individually

1. Once you have logged into SelectSuite, select the **Applicant Reviewer** user group (this is the drop-down field below your name).
2. Navigate to the Hire module by clicking on the three ellipses in the upper left hand section of your screen and above the RU logo.
3. Click on the Postings tab at the top of your screen. All of your active job postings should now be listed at the bottom of the screen. Click on the posting for which you wish to review candidates.
4. Click on the Applicants tab.
5. Click on the applicant record for whom you wish to update a status.
6. Click on the orange button in the upper right hand section of the applicant view screen labeled "Take Action on Job Application"



7. Select the status that you wish to move this candidate to. Please note: candidates who are moved into the “Not in Referral Group” will receive an IMMEDIATE email message. All other changes in status will not send an email notification until the position has been filled.
8. When you select the status a Take Action dialog box will appear with a dropdown to select the reason for non-selection. Click the Submit button.

Take Action [X]

Select (move to Interviewed, Not Hired - Email at Filled)

Reason (required)

Please select ▼

Submit Cancel

9. To return to view the rest of the applicants. Click the text “Applicant Review” at the top of the screen. These are called “breadcrumbs” and allow you to navigate from within a process.
10. Repeat steps 6 – 10 for each applicant that you wish to change statuses for. Please plan to continue this process as your search progresses.

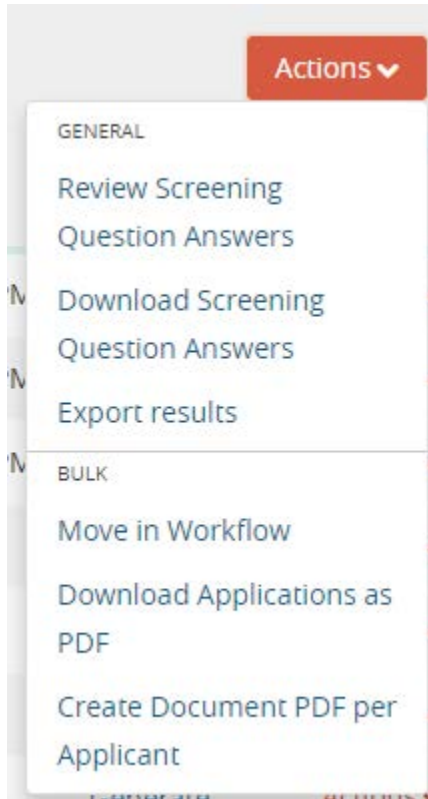
Updating Applicant Statuses as a Bulk

In addition to updating applicants' status individually, you can also update applicants' status in bulk. In order to do this, you need to filter your applicants based on their workflow status. **Since you can only bulk move applicants in the same status, this option will not appear until the only applicants listed on your screen hold the same status.**

1. Once you have logged into SelectSuite, select the Applicant Reviewer user group (this is the drop-down field below your name).
2. Navigate to the Hire module by clicking on the three ellipses in the upper left hand section of your screen and above the RU logo.
3. Click on the Postings tab at the top of your screen. All of your active job postings should now be listed at the bottom of the screen. Click on the posting for which you wish to review candidates.
4. Click on the Applicants tab.
5. Select "More search options" next to the search field at the top of your applicant list.
6. Select the Workflow state that you wish to filter and click Search.

The screenshot displays the SelectSuite interface for a job posting. The main heading is "Posting: Housekeeping Worker (Classified Staff)". Below this, the current status is "Posted". The position type is "Classified Staff" and the department is "FM Custodial-20302". The creator is "Jacqueline Taylor" and the owner is "Human Resources". On the right side, there are several utility links: "See how Posting looks to Applicant", "Print Preview (Applicant View)", "Print Preview", and "Add to Watch List". Below these links are social media icons for Facebook, Twitter, and LinkedIn. At the bottom of the page, there is a search filter section with tabs for "Summary", "History", "Applicants", and "Reports". The "Applicants" tab is selected. The search filter section includes a "Saved Searches" dropdown, a search input field, a "Search" button, and a "Hide Search Options" button. Below the search field, there are three filter options: "Add Column" (a dropdown menu), "Active/Inactive" (a dropdown menu with "Active" selected), and "Workflow State" (a dropdown menu with "Review by Department" selected).

7. Select all of the applicants that you did not hire and wish to move in the workflow by clicking on the check box to the left of their name. Click the Actions button above the list of applicants on the right hand side of your screen. And select "**Move in Workflow**" option.



8. This will open another page where the User can select which workflow state to move the applicants to. When you select a "Not Hired" option you will also be prompted to enter a Reason for all applicants.

Change for all applicants

Current State	New State	Reason
Review by Department	<input type="text" value="Select a workflow state..."/>	
Review by Department	<input type="text" value="Select a workflow state..."/>	
Review by Department	<input type="text" value="Select a workflow state..."/>	
Review by Department	<input type="text" value="Select a workflow state..."/>	
Review by Department	<input type="text" value="Select a workflow state..."/>	
Review by Department	<input type="text" value="Select a workflow state..."/>	
Review by Department	<input type="text" value="Select a workflow state..."/>	

9. When you have updated all of your applicants click the orange “Save Changes” button at the bottom of your screen.