

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.

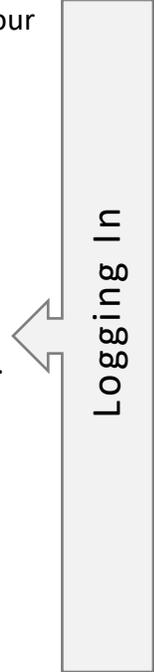
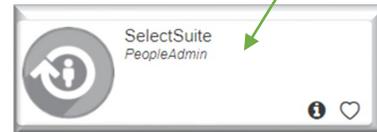
**Applicant correspondence is an automated process in PeopleAdmin and occurs based on these status updates, so it is really important for hiring managers to manage their applicant statuses throughout the hiring process.*

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus](#) Portal.

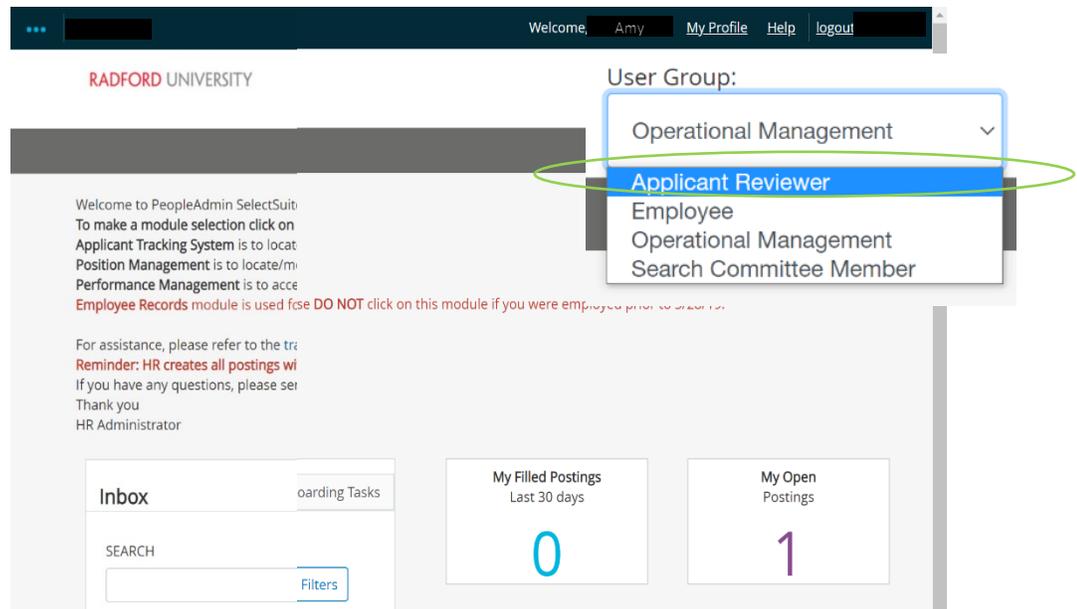
1. Log into your [OneCampus Portal](#), using your Radford credentials



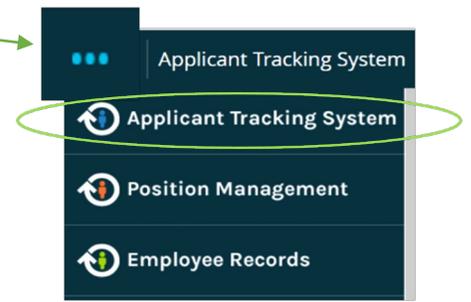
2. On the landing page of your Portal, select or search for PeopleAdmin. Click on the tab to open.



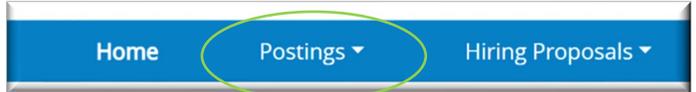
3. Once you have logged into SelectSuite, select the **Applicant Reviewer** user group (this is the drop-down field below your name).
Flow chart:



- Navigate to the Applicant Tracking Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Applicant Tracking System**.



- Select the Postings tab at the top of your screen.



- Select the *type* of employee you are looking for. 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.

Classified Staff Postings

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

Search:

Postings: Selected records: 0

← Previous 1 2 3 4 5 6 7 8 9 Next →

| Working Title | Position Number | Posting Number | Department | Active Applications | Workflow State | Close Date | (Actions) |
|--------------------------|-----------------|----------------|-------------------------|---------------------|----------------|------------|-----------|
| Administrative Assistant | COO1999 | C123456 | Human Resources | 8 | Filled | Jan 15 | Actions |
| Communications Officer | COO1000 | C123457 | Police Department-20006 | 6 | Posted | Feb 14 | Actions |
| Development Coordinator | COO1001 | C123458 | Business Office | 7 | Posted | Feb 10 | Actions |

- Select the Applicants tab



- Click on the applicant record for whom you wish to update a status. If you chose to move multiple applicants at once with the same workflow state, click on the check box beside their names of the individuals you decided to move.

All Applicants Selected records: 0

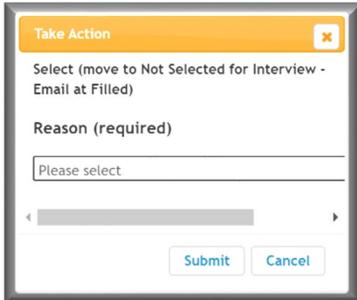
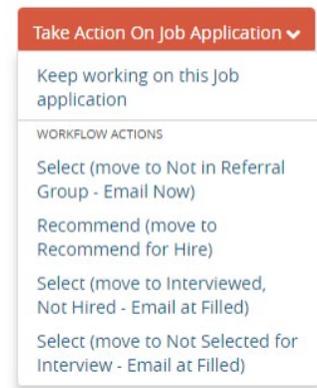
(Actions)

| Applicant Last Name | Applicant First Name | Documents | Posting Number | Workflow State | Application Date | Combined Document | (Actions) |
|-------------------------------------|----------------------|-----------|----------------|----------------------|------------------------------|-------------------|-----------|
| <input checked="" type="checkbox"/> | Oak | Mary | 8675309 | Review by Department | January 15, 2021 at 6:02 PM | | Actions |
| <input checked="" type="checkbox"/> | Elm | Bob | 8675310 | Review by Department | January 17, 2021 at 5:02 PM | Generate | Actions |
| <input checked="" type="checkbox"/> | Birch | Tamara | 8675311 | Review by Department | January 20, 2021 at 12:02 PM | Generate | Actions |
| <input type="checkbox"/> | Oak | Daryl | 8675312 | Withdrawn | January 03, 2021 at 11:05 AM | Generate | Actions |

10. Click on the orange button in the upper right-hand section of the applicant view screen labeled "Take Action on Job Application" .

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.*

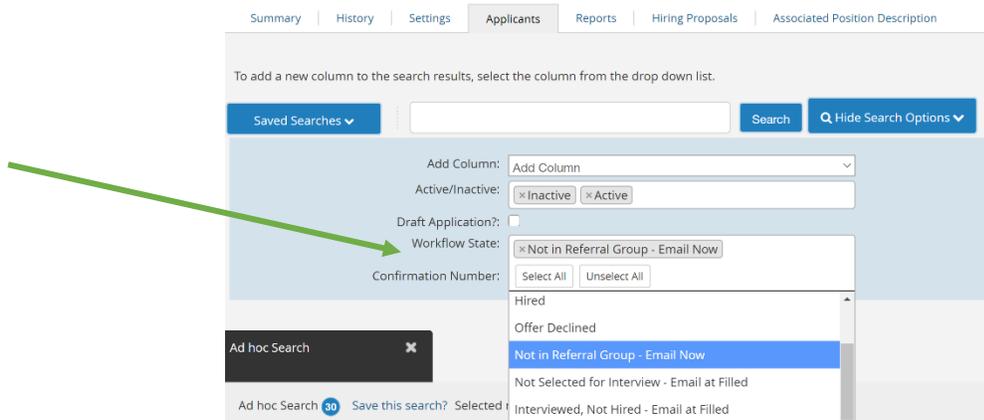
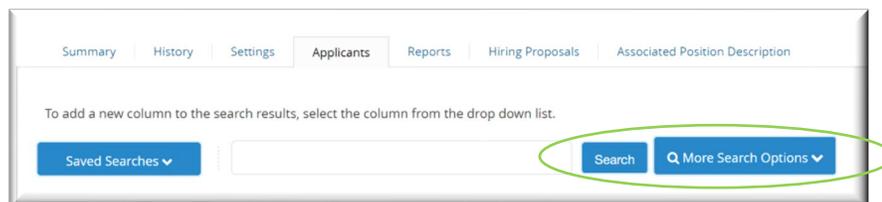


11. When you select the status Take Action dialog box will appear with a dropdown to select the reason for non-selection. Click the Submit button after selecting the reason.

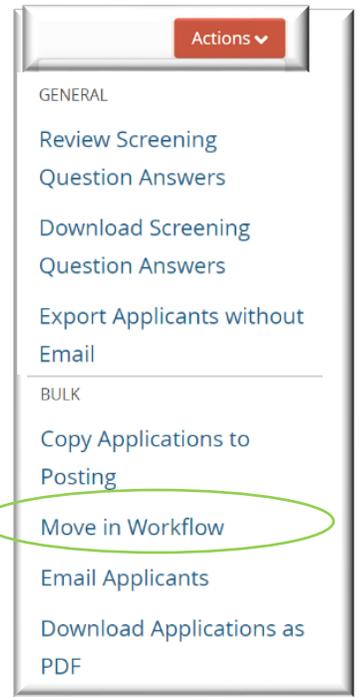
Updating Applicant Statuses as a Bulk

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. Perform above steps #3-#8
2. Select "More search options" next to the search field at the top of your applicant list. Select the Workflow state that you wish to filter and click Search.



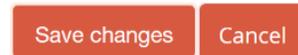
3. Select all of the applicants that you did not hire and wish to move in the workflow by clicking on the check box to the left of their name. Click the Actions button above the list of applicants on the right-hand side of your screen. And select "Move in Workflow" option.



4. 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.

| Applicant | Current State | New State | Reason | Group Prompt User |
|----------------|-----------------------------------|----------------------------|---------------|-------------------|
| Mary Oak | Not in Referral Group - Email Now | Select a workflow state... | Please Select | ∨ |
| Bob Elm | Not in Referral Group - Email Now | Select a workflow state... | | |
| Tamara Birch | Not in Referral Group - Email Now | Select a workflow state... | | |
| Daryl Oak | Not in Referral Group - Email Now | Select a workflow state... | | |
| Denise Locusts | Not in Referral Group - Email Now | Select a workflow state... | | |
| Cole Ash | Not in Referral Group - Email Now | Select a workflow state... | | |

5. When you have updated all of your applicants click the orange "Save Changes" button at the bottom of your screen.



End