



# **Viewing and Managing Applications Part 2 - Changing Applicant Statuses**

THE UNIVERSITY OF ALABAMA®



# Changing the Status of an Applicant

- As you review applicants, the three colored boxes on the left can be used to sort the applicants.
- Please note: If you leave this screen before moving the applicant's status, it will not save the boxes that you have checked.

**Test Position (518263)**

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status	First name	Last name	Phone	Cell	Email	Country	State	City	Ref. Score	Dup	Employee	Prev Div.	Source	Sub-source	Position / Dept.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dec 8, 2022	Forwarded to De		Dwayne	Johnson	205999;	20599	robinsonannaeliz;	United St	Alabar	Hoover	0		Website UAJobs			View application

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Records 1 to 1 of 1

# Changing the Status of an Applicant

- On the top left side of the screen, select bulk move from the drop-down menu to move multiple applicant statuses at a time. You can also move one applicant at a time using this same feature.
- You will need to turn off your pop-up blocker for the applicant status to change.

The screenshot displays a web application interface for managing applicants. At the top left, there are navigation links: "New applicant", "Search by answers to questions", and "Merge applicants". A dropdown menu is open, showing "Select a bulk action" with a list of options including "Bulk apply", "Bulk categorize", "Bulk assign", "Bulk communicate", "Bulk compile and send", "Bulk document merge", "Bulk export", "Bulk invite to apply", "Bulk move", "Bulk move and send", "Bulk reference check", "Bulk send", and "Bulk task/reminder". A red arrow points from the "Bulk move" option in the menu to the "Forwarded to De" status in the table below. The table has columns for "Submitted", "Status", "First name", "Last name", "Phone", "Country", "State", "City", "Ref.", "Score", "Dup", "Employee", "Prev Div.", "Source", "Sub-source", and "Position / Dept.". A single row is visible with the following data: Submitted: Dec 8, 2022; Status: Forwarded to De; First name: Dwayne; Last name: Johnson; Phone: 205998; Country: United St.; State: Alabar; City: Hoover; Ref.: 0; Score: 0; Dup: 0; Employee: Website UAJobs; Position / Dept.: [icon].

- You can also change each individual status by clicking on the status name for each applicant.

# Changing the Status of an Applicant

Bulk action status: 4 Applicants 2 Applicants Complete

You have requested to move 4 applicants.

Select a status to move these applicants to:

Application status: Select

Next > Cancel

This screenshot shows the top of the bulk action interface. A yellow box highlights the status bar at the top, which includes a green bar for 4 Applicants and an orange bar for 2 Applicants. Below this, there is a dropdown menu for selecting an application status, and 'Next >' and 'Cancel' buttons.

Bulk action status: 4 Applicants 2 Applicants Complete

You have requested to move 4 applicants.

Select a status to move these applicants to:

Application status: Select

- Select
- Hold for further review
- Selected for Interview
- Interview Complete
- Create offer for approval
- Not Hired - HRBP Reviewed
- Not Hired - Recruiter Reviewed
- Not Hired - Department Reviewed
- Not Hired - Search Committee Reviewed
- Not Hired - Interview
- Not Hired - Dept Required Background Check
- Not Hired - Reference Check
- Not Hired - Create Offer for Approval
- Not Hired - Online Offer Made
- Not Hired - Offer Accepted
- Interview Event - Interview invite - (HR Use Only)
- Interview Event - Interview accepted - (HR Use Only)
- Interview Event - Interview declined - (HR Use Only)
- Interview Event - Interview Complete - (HR Use Only)
- Interview Event - Interview unsuccessful - (HR Use Only)

This screenshot shows the dropdown menu open, displaying a list of application statuses. A red arrow points from the 'Next >' button in the previous screenshot to the top of this dropdown menu.

- The bars across the top will show how many applicants you marked for a particular color.

- From the drop-down menu, select the status you want to move applicants to for each color marked. Click **next** to move the status of your applicants.

Bulk action status: 4 Applicants 2 Applicants Complete

You have requested to move 4 applicants.

Select a status to move these applicants to:

Application status: Select

Next > Cancel

This screenshot shows the bottom of the bulk action interface. A yellow box highlights the 'Next >' button, indicating the next step in the process. A red arrow points from the dropdown menu in the previous screenshot to this button.

# Changing the Status of an Applicant

- At the bottom, select **Move Now** to change the status of your selected applicants.
- Please note: There is an option to send an email to the applicant(s) updating them on their status if you select "yes".

Bulk action status: 4 Applicants 2 Applicants Complete

You have requested to move 4 applicants to the status "Forwarded to Dept".

You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants:  Yes  No

Additional users from job:  Yes  No

Status	Date	Time	Applicants affected
<input checked="" type="checkbox"/> New application			⚠ 0 of 4
<input checked="" type="checkbox"/> Line manager review 1			⚠ 0 of 4
<input type="checkbox"/> Interview 1	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Interview 2	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Offer accepted	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Offer declined	<input type="text"/>	<input type="text"/>	All
<input type="checkbox"/> Offer made	<input type="text"/>	<input type="text"/>	All

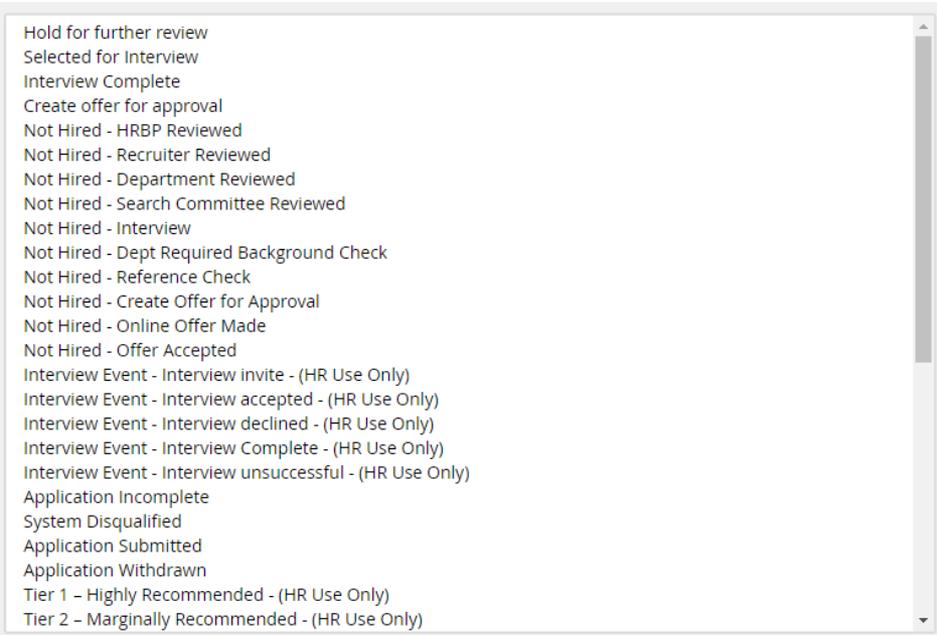
[Show all](#)

Note

The following will be added to the applicant notes for administrators to view:

# Status Options

- The following list shows other statuses you may use when moving an applicant's status.
  - **Hold for further review** – You will use this status to move applicants if you need a way to separate your applicant pool before you schedule interviews.
  - **Selected for interview** – You will move an applicant to this status when they have been selected for an interview.
  - **Interview complete** – You will move every applicant you interview to this status after their interview is complete.
  - **Create offer for approval** – Once you have identified your candidate, you will select this status to begin the offer process.
    - See *Creating and Submitting Offer Card* training for additional information.
- Please note: You will also use the **Not Hired** statuses to disposition your applicants. We will cover these statuses in a separate training.



Hold for further review  
Selected for Interview  
Interview Complete  
Create offer for approval  
Not Hired - HRBP Reviewed  
Not Hired - Recruiter Reviewed  
Not Hired - Department Reviewed  
Not Hired - Search Committee Reviewed  
Not Hired - Interview  
Not Hired - Dept Required Background Check  
Not Hired - Reference Check  
Not Hired - Create Offer for Approval  
Not Hired - Online Offer Made  
Not Hired - Offer Accepted  
Interview Event - Interview invite - (HR Use Only)  
Interview Event - Interview accepted - (HR Use Only)  
Interview Event - Interview declined - (HR Use Only)  
Interview Event - Interview Complete - (HR Use Only)  
Interview Event - Interview unsuccessful - (HR Use Only)  
Application Incomplete  
System Disqualified  
Application Submitted  
Application Withdrawn  
Tier 1 – Highly Recommended - (HR Use Only)  
Tier 2 – Marginally Recommended - (HR Use Only)



**For more information, please contact your  
Talent Acquisition Specialist or HR Business  
Partner!**