

Changing the Applicant's Status:

1) Select **Jobs** on the top toolbar:



2) Locate the position. Click on the **number** (# of applications for position) listed in the **Applications** column:

Title	Location	Department	Status	Opening date	Closing date	Applications	Job
Recruitment Administrator		Human Resources	Declined	1 Aug 2017	7	492	

3) All of the applications for the position will be listed. Click **on the Status** link for each individual:

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last name
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 23 Feb 2018	New Candidate Application			Amy	Anton

4) The **Change application status** window will open. Here you can move the applicant into a **new status**:

Change application status

New Candidate Application/Hiring Committee

Phone Screen

Interview One

Interview Two

Interview Three

Verbal Offer

Offer Accepted

Offer Paperwork

Offer Declined

Removed

Withdrawn

Ineligible

Automated Changes
(no need to adjust)

Save Next > Cancel

5) Select the appropriate status to move the individual. Once selected, another window with a default email communication will open. In the message of the email, make sure and adjust the time, date, and place (if applicable):

From:* noreply@otc.edu

Subject:* Phone screen scheduled

Message: Merge

B *I* U ~~S~~ [List Icon] [Link Icon] [Table Icon] [Code Icon] Formats [Text Color] [Background Color] [Link] [Image] [Table] [Code]

Dear Amy,

I enjoyed our correspondence and look forward to talking further about the Recruitment Administrator vacancy.

Per our conversation, I will call you at 412346789 promptly at 1:00 on 10/16/18. The conversation should take no longer than 20 minutes. If you need to reschedule or have any questions in the interim, please contact me at kanen+1@pageuppeople.com

Thank you again for your interest, I look forward to our discussion.

Note: Default communications are sent out at each stage.

6) In the communication area, you can choose to email the applicant, adjust the correspondence (add date/time/location), drag and drop files, delay the email, choose a date and time for each status, and/or add a note. Once the appropriate information is complete, select **Move now** at the bottom of the page, to move the applicant into the desired status:

Move now

7) To continue to change the status of an applicant, go through each of the steps again.