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:



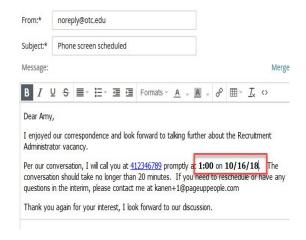
3) All of the applications for the position will be listed. Click on the Status link for each individual:



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



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):



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.