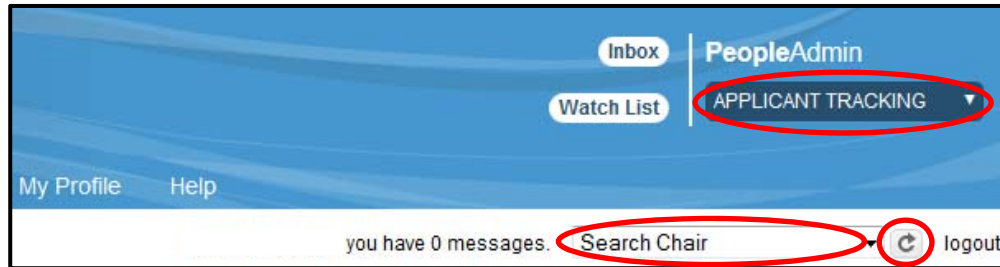


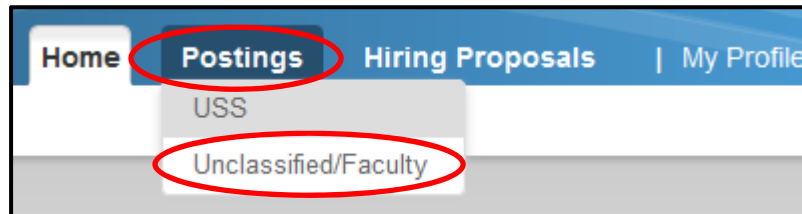
## How to Change Applicant Status and Disqualify Candidates as a Search Chair

### How to Change Applicant Status

1. Select the Applicant Tracking Module.
2. Select Search Chair. Ensure you click the arrow to the right of the drop-down to switch to the new role.



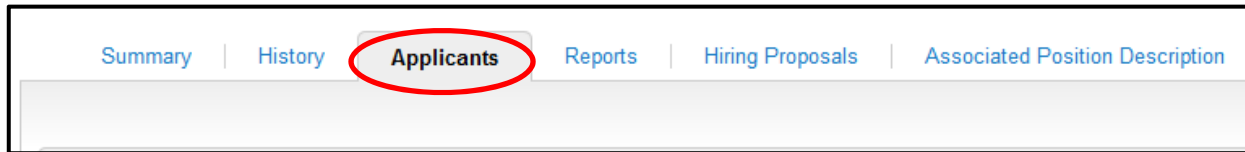
3. Select the Postings Tab
4. Choose either University Support Staff or Unclassified/Faculty, depending on which position type was posted.



5. Find the position in the list that you want to view. Click on the blue Position Number to open the position.

Position Number	Posting Number	Position Title	Classification Title	Active Applications
994454	14-00042-UP/FA Post	Career Counselor	Counselor	15

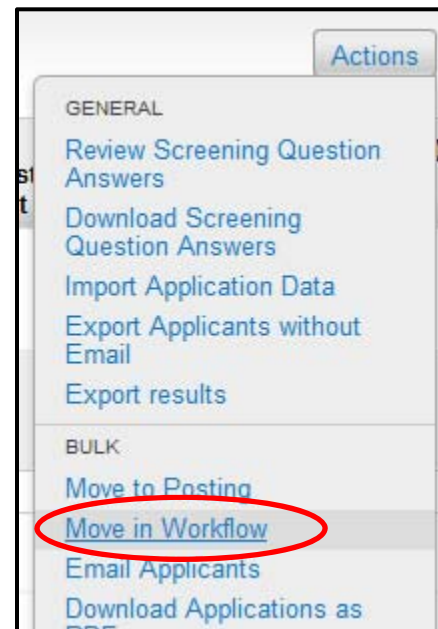
6. Choose the blue Applicants Tab to view the applicant pool.



7. On the left, choose which applicants you want to change the status of by marking the checkbox next to their last name. (Note: You can also select ALL candidates by marking the checkbox labeled "Last Name" at the top of the column.)

<input type="checkbox"/>	Last Name	First Name	Active/Inactive
<input checked="" type="checkbox"/>	Leite	Gabriele	Active
<input checked="" type="checkbox"/>	Nielsen	Kari	Active

8. On the right, click the Actions button and select Move in Workflow in the drop-down list.



9. To change the status for all applicants you selected, click the first drop-down labeled Change for all applicants. To change the status of each individual, select the drop-down next to that person's name. To change the status of each individual, select the drop-down next to that person's name. It is best to change the status by grouping, as this minimizes the keystrokes required for each candidate.
10. In the first example, all candidates were changed to a status of Phone Screen. Since we are changing this for all selected candidates, we can use the top field to make this change rather than having to change in individually for each candidate. In the second example, each candidate status has been changed individually as candidates with different statuses where selected.

Change for all applicants		Phone Screen	
Applicant	Current State	New State	Reason
test test	Under Review by Manager	Phone Screen	
tester tester	Under Review by Manager	Phone Screen	

[Save changes](#) or [Cancel](#)

**Change for all applicants**

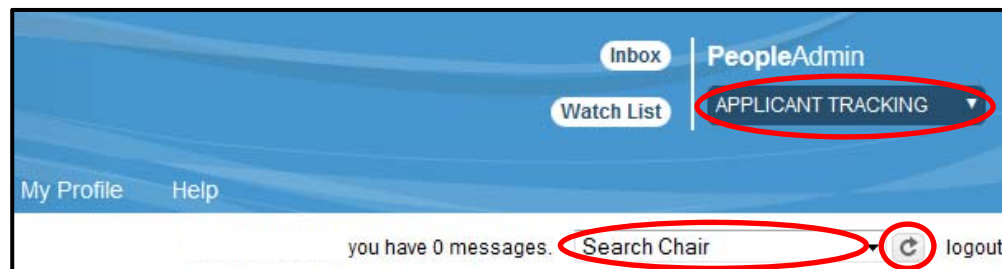
Applicant	Current State	New State	Reason
test test	Under Review by Manager	<input type="text" value="Phone Screen"/>	
tester tester	Under Review by Manager	<input type="text" value="Move to Withdrawn"/>	

or [Cancel](#)

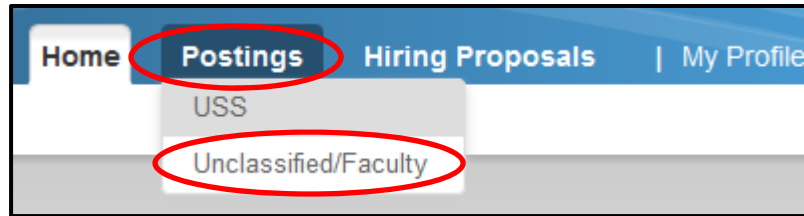
11. Click the  button.
12. See section below on Disqualification for information on handling candidates not selected to move forward in the hiring process.

## Disqualifying Candidates

1. The process for disqualification is very similar to changing candidate status. However, additional information is required to complete this process.
2. Select the Applicant Tracking Module.
3. Select Search Chair. Ensure you click the arrow to the right of the drop-down to switch to the new role.



4. Select the Postings Tab
5. Choose either University Support Staff or Unclassified/Faculty, depending on which position type was posted.

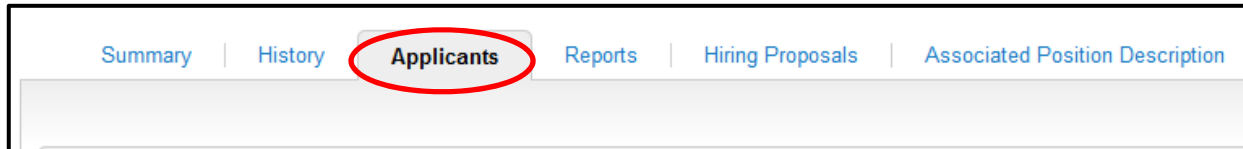


6. Find the position in the list that you want to view. Click on the blue Position Number to open the position.

A screenshot of a search results page. At the top, it says 'All Unclassified/Faculty Po...' with a close button. Below that, it says 'Saved Search: "All Unclassified/Faculty Postings" (1 Item Found)'. The main content is a table with the following data:

<input type="checkbox"/>	Position Number	Posting Number	Position Title	Classification Title	Active Applications
<input type="checkbox"/>	994454	14-00042-UP/FA Post	Career Counselor	Counselor	15

7. Choose the blue Applicants Tab to view the applicant pool.



8. On the left, choose which applicants you want to change the status of by marking the checkbox next to their last name. (Note: You can also select ALL candidates by marking the checkbox labeled “Last Name” at the top of the column.)

<input type="checkbox"/> Last Name	First Name	Active/Inactive
<input checked="" type="checkbox"/> Leite	Gabriele	Active
<input checked="" type="checkbox"/> Nilsen	Kari	Active

9. On the right, click the Actions button and select Move in Workflow in the drop-down list.

The screenshot shows a dropdown menu titled 'Actions' with the following options:

- GENERAL
  - Review Screening Question Answers
  - Download Screening Question Answers
  - Import Application Data
  - Export Applicants without Email
  - Export results
- BULK
  - Move to Posting
  - Move in Workflow**
  - Email Applicants
  - Download Applications as PDF

10. To disqualify all applicants you selected, click the first drop-down labeled Change for all applicants. To disqualify each individual, select the drop-down next to that person's name. It is best to disqualify by candidate status, as this minimized the keystrokes required for each candidate.
11. A reason for the disqualification must be given for each candidate as well.
12. In the first example, all candidates with a status of Under Review by Manager are being disqualified. Since we are changing this for all candidates, we can use the top field to make this change rather than having to change in individually for each candidate. You can also select the reason for the disqualification using the top field. In the second example, each candidate has been disqualified individually as candidates with different statuses where selected.

**Change for all applicants**    Disqualified at Under Review by Manager (Send Email Later) ▾    Candidate did not meet minimum requirements ▾

Applicant	Current State	New State	Reason
test test	Under Review by Manager	<span>Disqualified at Under Review by Manager (Send Email Later) ▾</span>	<span>Candidate did not meet minimum requirements ▾</span>
tester tester	Under Review by Manager	<span>Disqualified at Under Review by Manager (Send Email Later) ▾</span>	<span>Candidate did not meet minimum requirements ▾</span>

Save changes or [Cancel](#)

Applicant	Current State	New State	Reason
test test	Under Review by Manager	Disqualified at Under Review by Manager (Send Email Later)	Candidate not in top segment of applicant pool
onceagain onceagain	Interview	Not Hired - Disqualified at Interview (Send Email Later)	Other candidates better qualified

or [Cancel](#)

13. Click the  button.



**SPECIAL NOTES ABOUT DISQUALIFYING CANDIDATES:**

- a. When disqualifying candidates, the search chair will need to make a decision concerning the timing of disqualification for candidates not moving forward in the screening process.
- b. To communicate effectively with the candidates, it is best to notify candidates as soon as possible if they are not being considered for a position.
- c. When the candidates selected for Phone Screen or Interview statuses are changes, you should also begin to disqualify candidates as well.
  - i. Candidates with a Zero in a required qualification should be disqualified immediately using the option of Send Email Now.
  - ii. Other candidates not selected for phone screen or interview may also be disqualified now if there is no chance that you will need to go deeper into your candidate pool other than those who have already been approved for interview.
  - iii. For candidates being disqualified at the Under Review by Manager Stage, the reason selected generally should be Candidate not in top segment of applicant pool, as seen below.



## Editing: Workflow States for 1 Applicant

Change  
for all  
applicants

Disqualified at Under Review by Manager (Send Email Later) ▾

Candidate not in top segment of applicant pool ▾

Applicant	Current State	New State	Reason
test test	Under Review by Manager	Disqualified at Under Review by Manager (Send Email Later) ▾	Candidate not in top segment of applicant pool ▾

[Save changes](#) or [Cancel](#)