

## Why Should I Change an Applicant's Status?

As part of the hiring team, Originators and Approvers must ensure that each department is conducting a fair and legal recruitment process at the University of Florida. Indicating at what point in the review process a person is no longer being considered for the position is used as documentation of our recruitment efforts.

The Careers at UF system, also allows for instantaneous communication with the applicants when you move candidates that are no longer being considered to a terminal status. This is helpful as it lessens the amount of time applicants have to wait for the outcome of the review process.

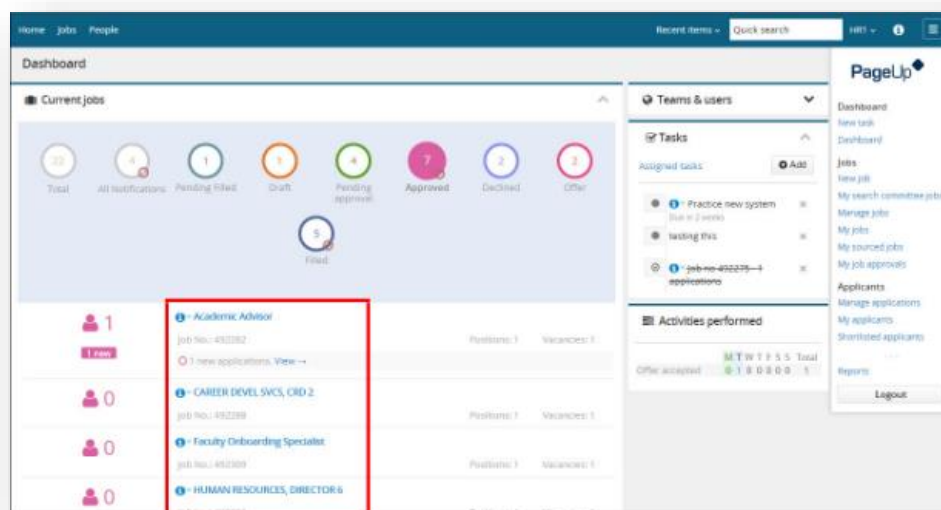
Careers at UF provides several statuses that you can use to manage applicants through the application life cycle. The life cycle of an application begins with "new" and may possibly end with "offer accepted."

### Locating Applicant Pools:

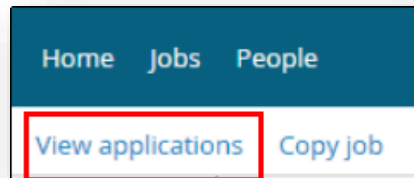
There are several ways to locate the applicant pool for a specific job requisition. Depending on your role in the system, you can use the Dashboard or particular PageUp menu links.

#### Via the Dashboard – (Originators only)

1. After logging into Careers at UF, select the title of the desired job requisition from the Dashboard

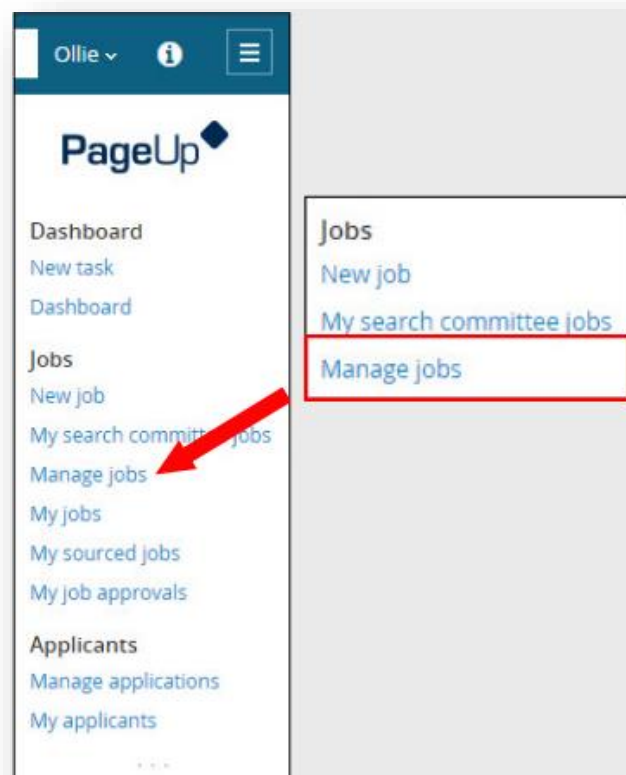


2. Click the View applications link in the upper, left corner of screen. This will display the applications currently received for this particular job requisition



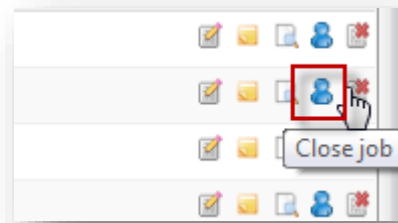
**Via the PageUp menu – (Originators, Approvers & Hiring Managers)**

1. After logging into Careers at UF, click the PageUp menu icon in the upper, right corner
2. Click the Manage Jobs link



This will display all the job requisitions created by all members of this particular Careers at UF team.

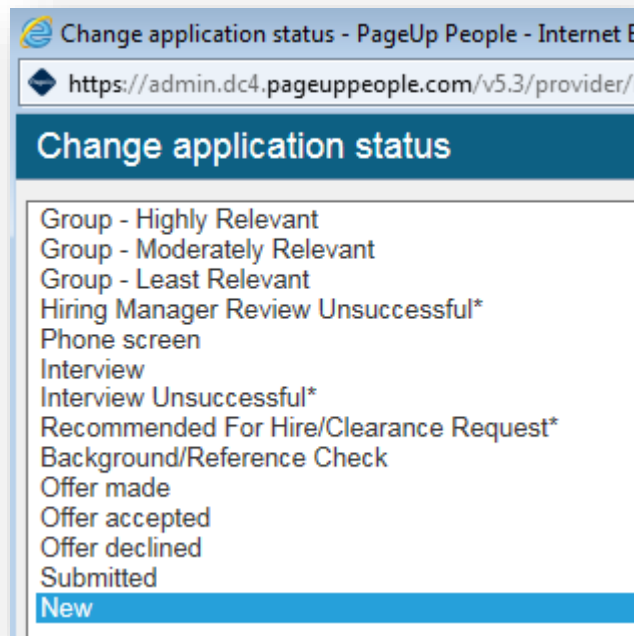
3. Click the View Application icon of the desired requisition from the Manage jobs screen.



**NOTE:** Those who are listed as Hiring Managers for a job requisition can view specific requisitions via the My jobs or My sourced jobs links in the PageUp menu as well.

### Changing an Applicant's Status

There are multiple statuses available to which you can move an applicant or applicants. Hiring personnel can determine which of the statuses to use to help manage job applicants. Any status with an asterisk (\*) next to it signifies that an automatic email is sent when an applicant is placed in the status. The statuses **Hiring Manager Review Unsuccessful** and **Interview Unsuccessful** will end the application life cycle and submit communication to the applicant. All applicants must eventually be moved to a Terminal Status to ultimately close the job requisition.

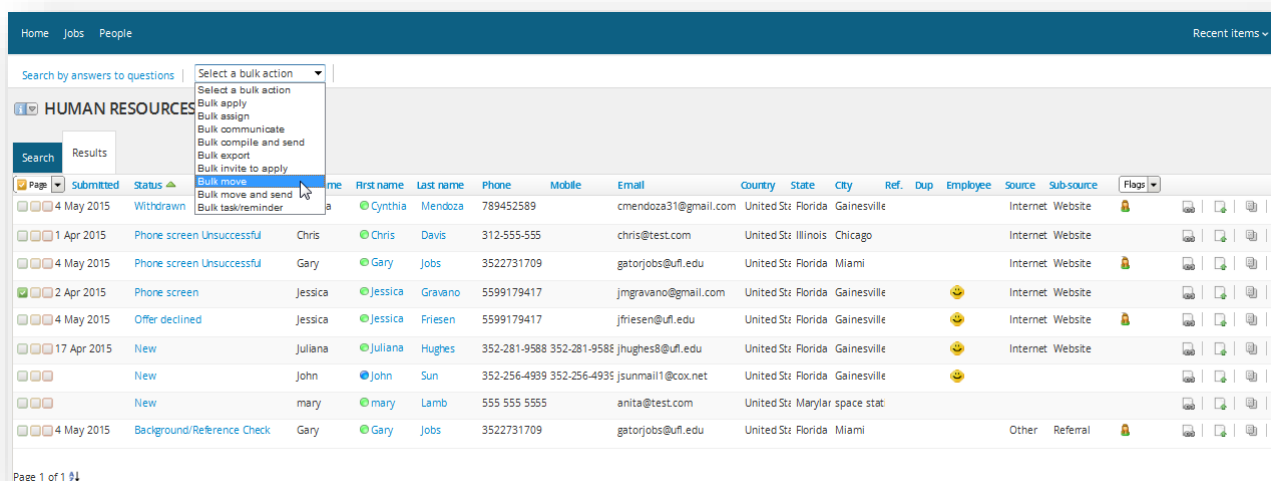


1. Select the applicant that you wish to change the status of
2. Click the Select a bulk action drop down field

Available Bulk Actions:

- a. Bulk assign – assigns applications to be viewed by other users
- b. Bulk communicate – communicates with the applicants to update them on the status of the position
- c. Bulk compile and send – selects documents and notes for a number of applicants and compiles to send as a PDF
- d. Bulk export – creates a task that exports applications to an Excel spreadsheet
- e. Bulk invite to apply – sends requisition information to a potential applicant and invites him/her to apply
- f. Bulk move – moves applicants to different application statuses
- g. Bulk move and send – sends applicant information to another user or reviewer and also moves the applicant to a different application status
- h. Bulk talk/reminder – sets a task/reminder regarding specific applicants
- i. Bulk apply – this feature is not available

3. Choose Bulk Move



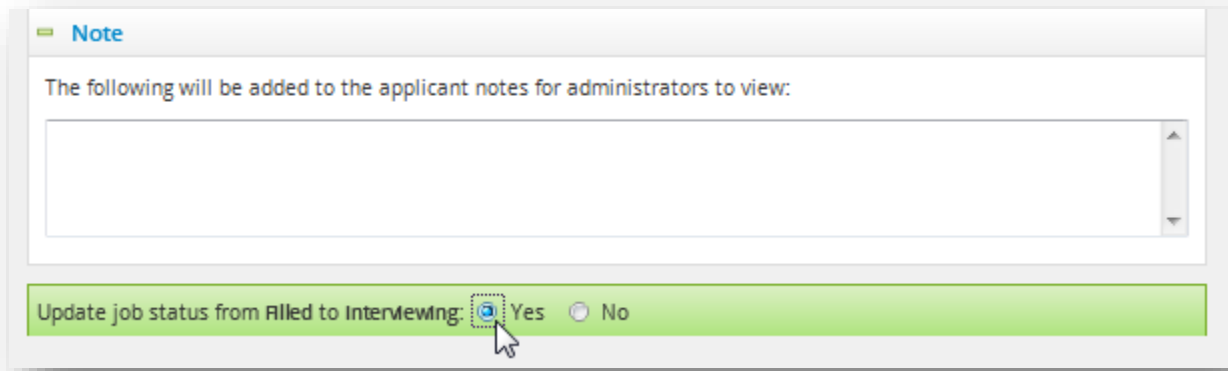
4. Select the desired status

5. Click the Next button

6. Complete the status change page that appears if needed.

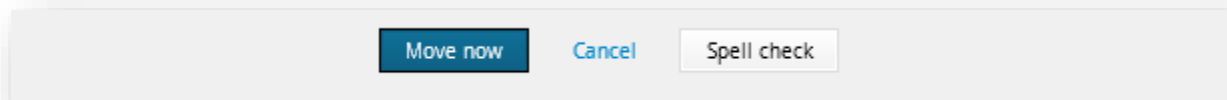
For statuses that are not terminal, you can select to use a communication template to send email correspondence to the applicants. A best practice is to wait until the recruitment process is complete before sending any emails to applicants

7. Switch the Update job status from [prior status] to [chosen status], if appropriate



Updating the job status will change the status of the job requisition that you can see on the job card and possibly on the Dashboard. This indicates where the requisition is its own life cycle. When a job offer is made and accepted, the job status must be changed to Offer Accepted and this notifies Core HR that the hiring process is complete and the job requisition should be marked as Filled. This will close the requisition.

8. Click the Move now button, if changing the job status



9. Confirm the job applicant's status has now changed to the new status

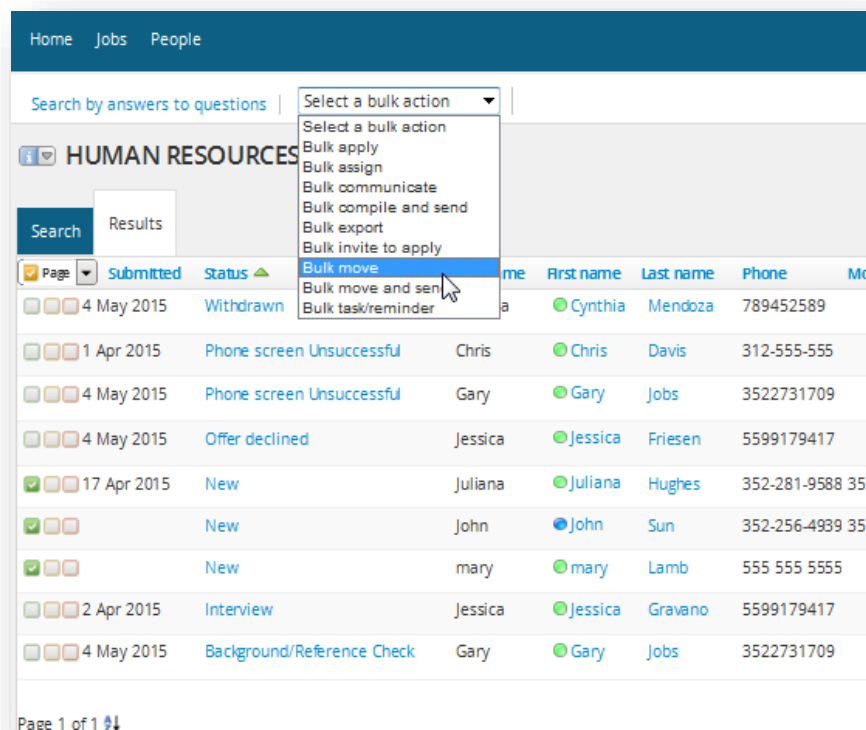
	New	mary	mary	Lamb
	2 Apr 2015 Interview	Jessica	Jessica	Gravano
	4 May 2015 Background/Reference Check	Gary	Gary	Jobs

### Changing more than one Applicants' status

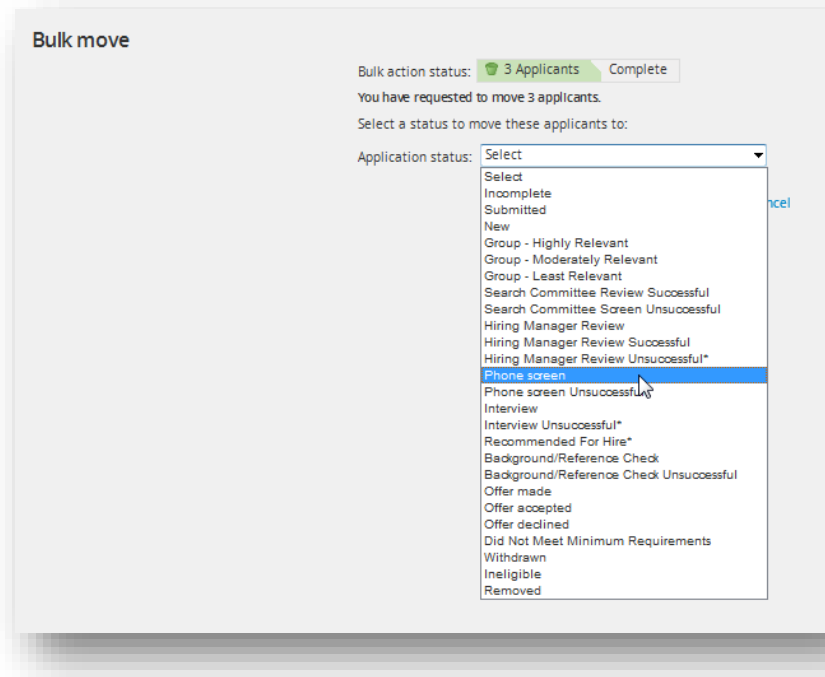
You may wish to move more than one applicant to a different status. You can do this by selecting the desired applicants and moving all together.

1. Select all the applicants desired
2. Click Select a bulk action drop down field

3. Choose Move



4. Choose the desired status from the Application status drop down field



5. Click the Next button
6. Complete the status change page as needed
7. Update the job status, if needed
8. Click the Move now button
9. Confirm the status of the selected applicants has changed

4 May 2015	Phone screen Unsuccessful	Gary	Gary	Jobs	3522731709
17 Apr 2015	Phone screen	Juliana	Juliana	Hughes	352-281-9588 352-281-9588
	Phone screen	John	John	Sun	352-256-4939 352-256-4939
	Phone screen	mary	mary	Lamb	555 555 5555
4 May 2015	Offer declined	Jessica	Jessica	Friesen	5599179417
2 Apr 2015	Interview	Jessica	Jessica	Gravano	5599179417

### Moving multiple Applicants to differing Statuses

You may need to move multiple applicants to different status levels depending on how they are moving through the application lifecycle. You can move applicants into up to three different statuses in one

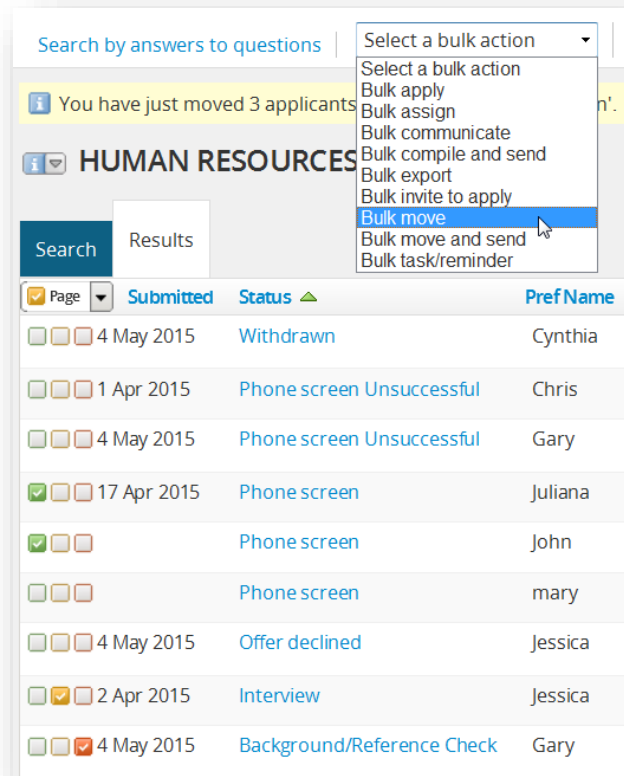
move.

- Using the green, orange and red checkboxes, determine what status each color represents for this move and select it for each determined applicant. In this example, green will represent unsuccessful phone screens; yellow will represent an unsuccessful interview; and red will represent recommendation for hire.

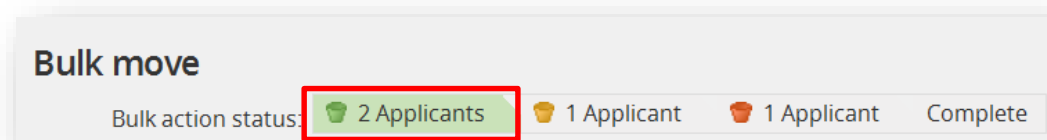
Submitted	Status	Pref Name
4 May 2015	Withdrawn	Cynthia
1 Apr 2015	Phone screen Unsuccessful	Chris
4 May 2015	Phone screen Unsuccessful	Gary
17 Apr 2015	Phone screen	Juliana
	Phone screen	John
	Phone screen	mary
4 May 2015	Offer declined	Jessica
2 Apr 2015	Interview	Jessica
4 May 2015	Background/Reference Check	Gary

- Click the Select a bulk action drop down field.
- Choose Bulk move





- Notice the Bulk action status tabs at the top of the Bulk move screen. The green tab is currently highlighted



- For the green tab, select the Application status drop down field and choose the appropriate status (i.e. Phone screen Unsuccessful)

### Bulk move

Bulk action status: 2 Applicants 1 Applicant 1 App

You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status:

- Select
- Incomplete
- Submitted
- New
- Group - Highly Relevant
- Group - Moderately Relevant
- Group - Least Relevant
- Search Committee Review Successful
- Search Committee Screen Unsuccessful
- Hiring Manager Review
- Hiring Manager Review Successful
- Hiring Manager Review Unsuccessful\*
- Phone screen
- Phone screen Unsuccessful**
- Interview
- Interview Unsuccessful\*
- Recommended For Hire\*
- Background/Reference Check
- Background/Reference Check Unsuccessful
- Offer made
- Offer accepted
- Offer declined
- Did Not Meet Minimum Requirements
- Withdrawn
- Ineligible
- Removed

6. Click the Next button
7. Complete the status page as appropriate
8. Click the Move now button.
9. Notice the information bar that appears at the top of the Bulk move page indicating the applicants that have had a status change and the yellow tab is now highlighted

**Bulk move**

**i** You have just moved 2 applicants to the status 'Phone screen Unsuccessful'.

Bulk action status: 2 Applicants 1 Applicant 1 Applicant Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status:

[Next >](#) [Cancel](#)

10. Change the status for the yellow tab. In this case the status was changed to Interview Unsuccessful\*. This status is a terminal status which will end this application's life cycle and will submit appropriate communication to the applicant.

**Bulk move**

**i** You have just moved 2 applicants to the status 'Phone screen Unsuccessful'.

Bulk action status: 2 Applicants 1 Applicant 1 Applicant Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status:

[Next >](#) [Cancel](#)

11. Click the Next button
12. Change the status for the red tab. In this case the status was changed to Recommended for Hire\*. This status will trigger an email to Recruitment & Staffing requesting a clearance for this applicant

**Bulk move**

**i** You have just moved 1 applicants to the status 'Interview Unsuccessful\*'.  
Bulk action status: 2 Applicants 1 Applicant 1 Applicant Complete  
You have requested to move one applicant.  
Select a status to move this applicant to:  
Application status: Recommended For Hire\*  
Next > Cancel

### Additional Help

Further resources are available at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For assistance with policies and directives related to TEAMS/USPS, contact Classification & Compensation at 392-392-2477. For assistance with policies and directives related to faculty, contact Academic Personnel at 352-392-2477.