As an Originator/Approver, How Do 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. It is important to document the point in the review process that a person is no longer being considered for the position.

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 end with "offer accepted."

Navigation

First, log into myUFL in order to access Careers at UF. Use the following navigation path:

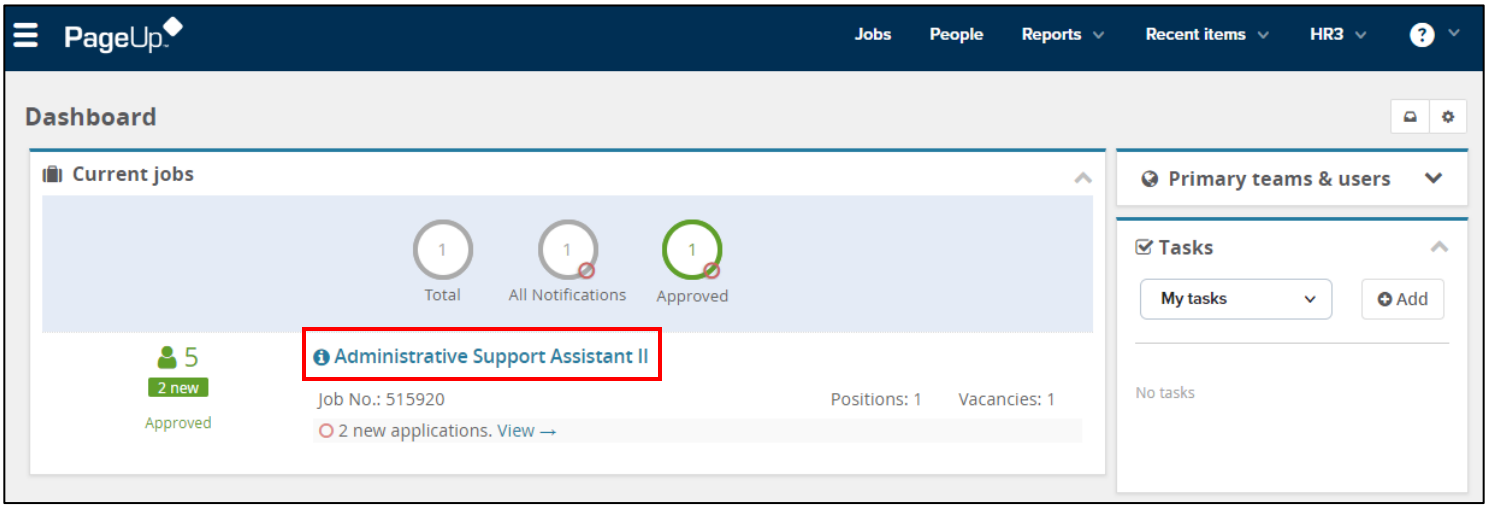
NavBar → Main Menu → Human Resources → Recruiting→ Job Requisitions

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)

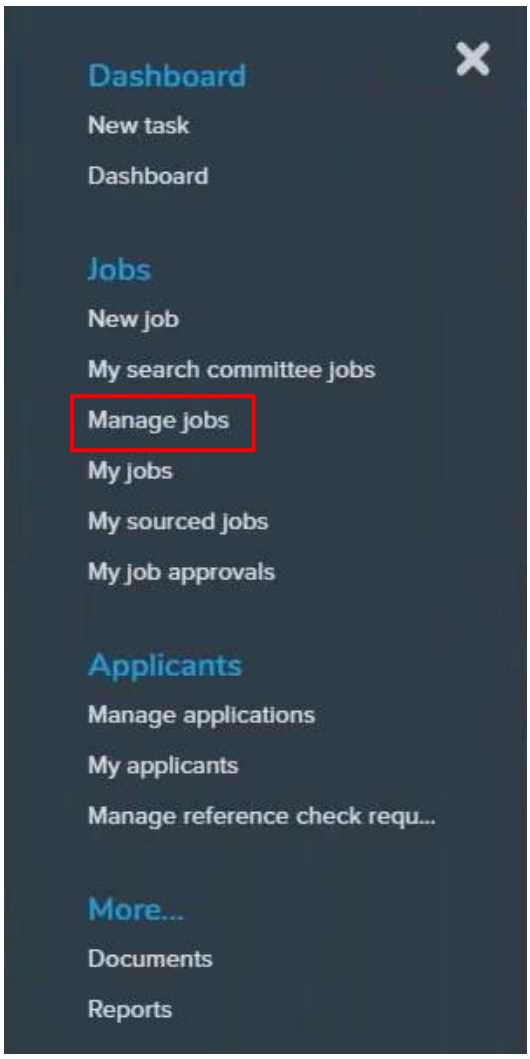
1. After logging into Careers at UF, select the **title of the desired job requisition** from the Dashboard.



2. Click the **View applications link** button in the upper left-hand 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-hand corner.
2. Click the **Manage jobs** link.



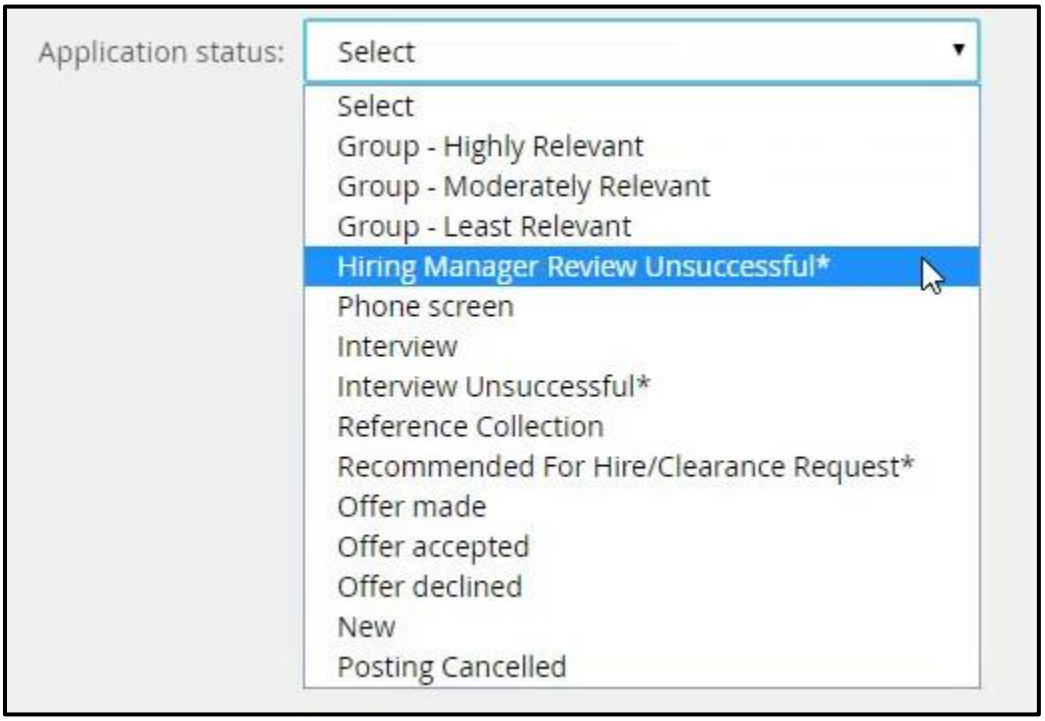
This will display all the job requisitions created by all members of this particular Careers at UF team.

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.

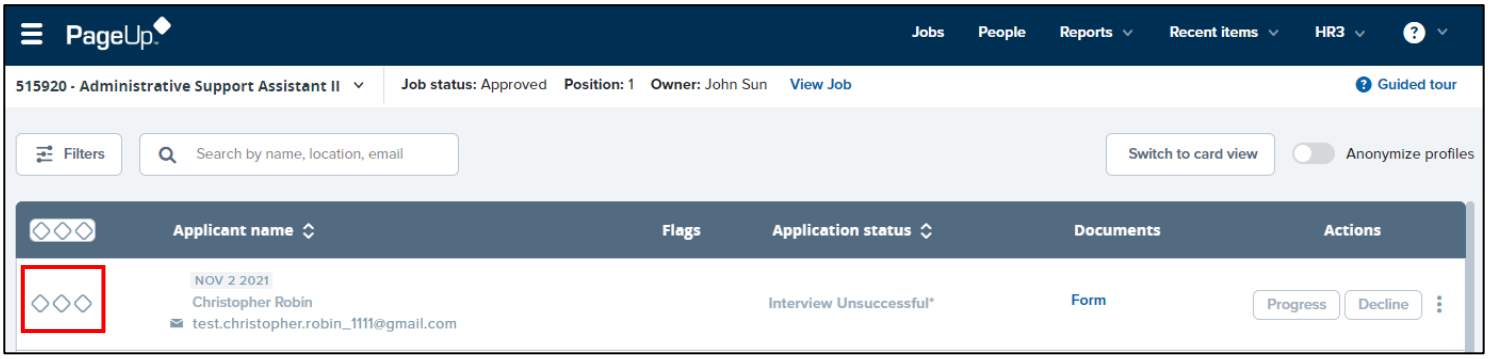
Changing an Applicant's Status

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 close the job requisition.

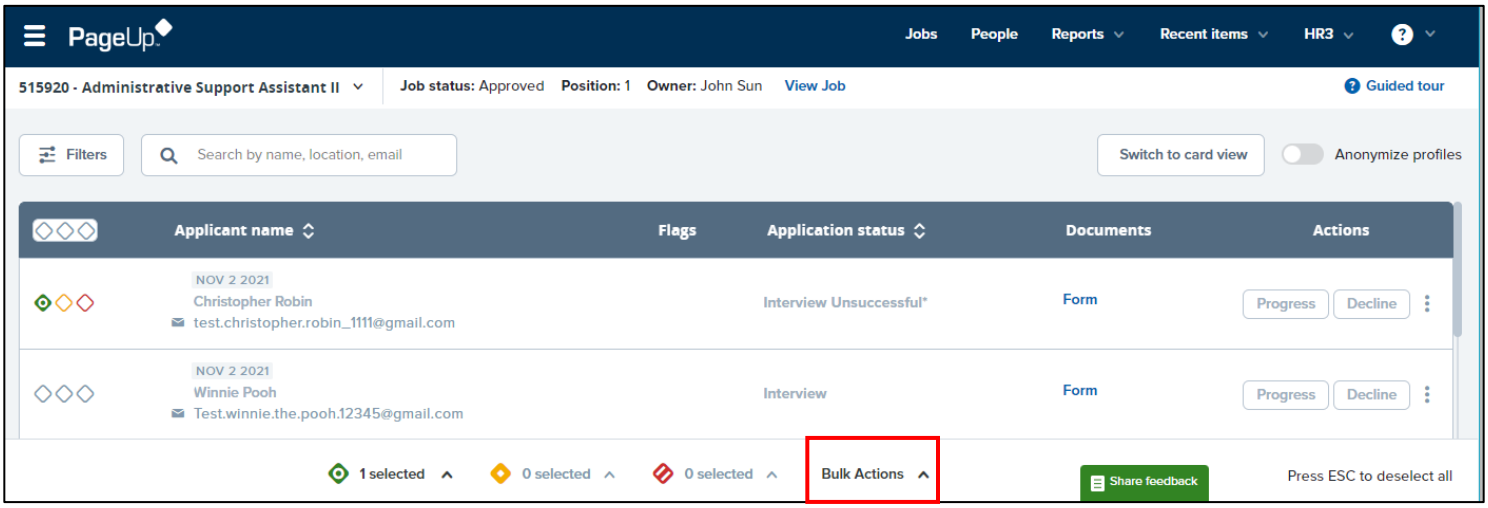


Changing an Applicant's Status – List View

1. Select the **check box** beside the applicant that you wish to change the status of.

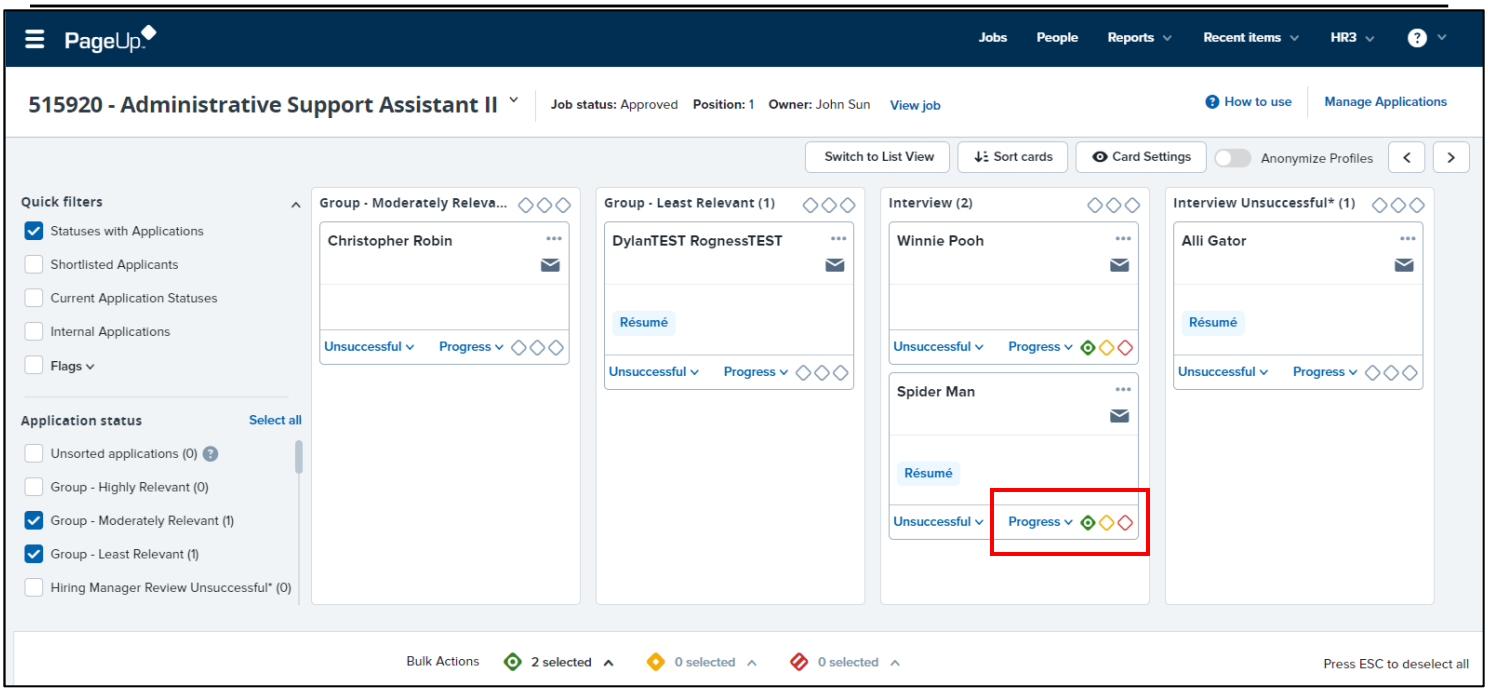


2. Click the **bulk action drop-down field**.

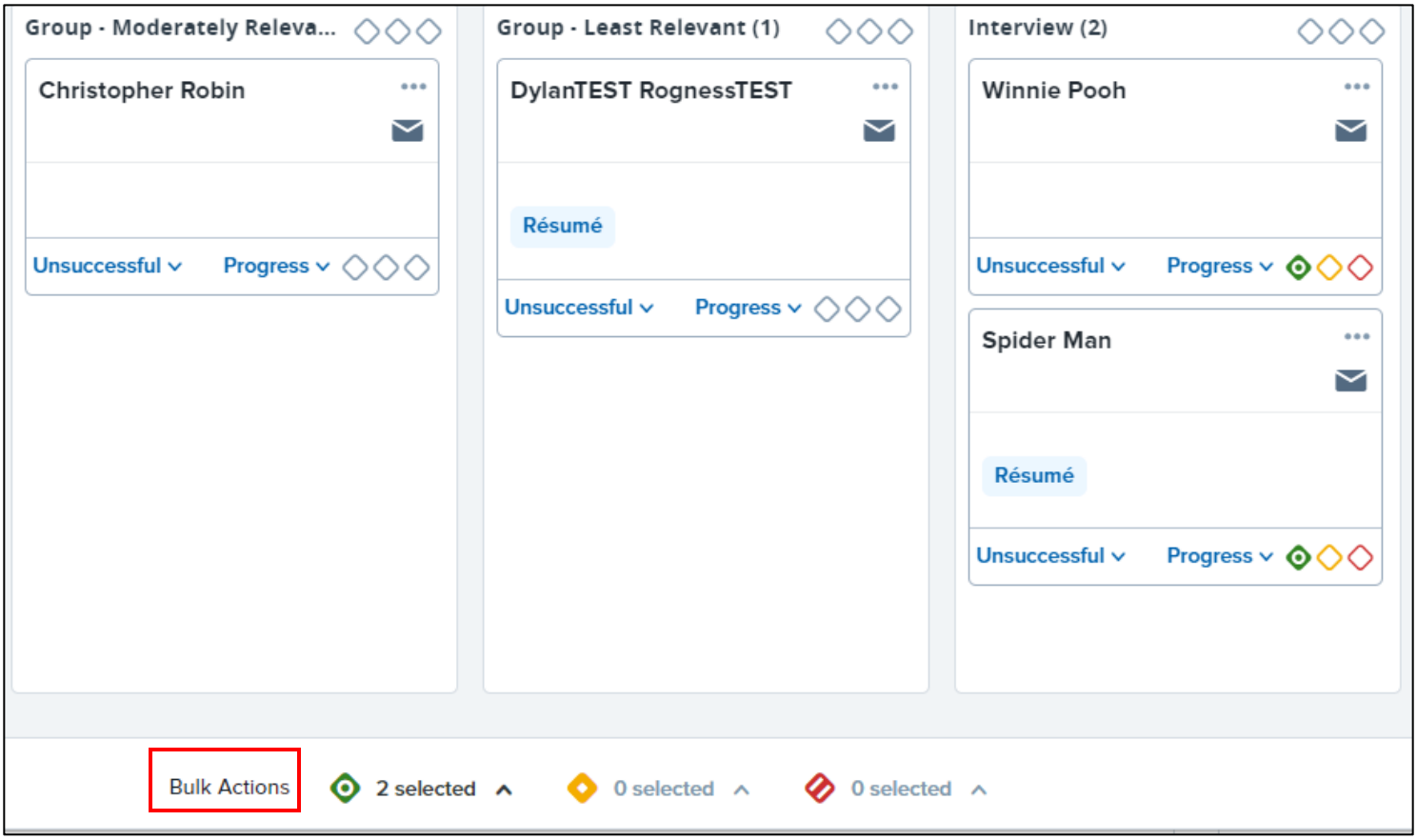


Changing an Applicant's Status – Card View

1. Select the diamond check box on the card of the applicant who you wish to update.



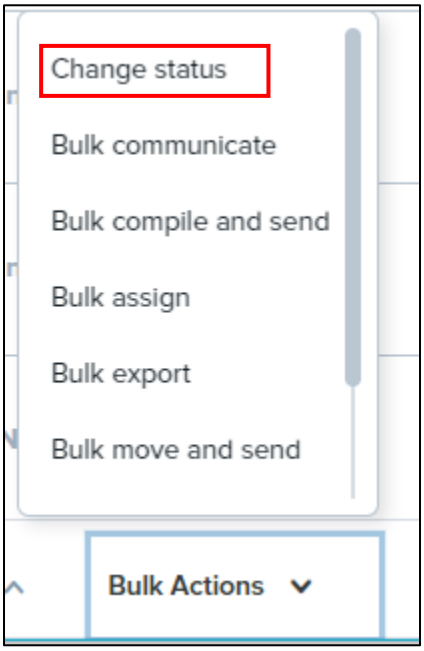
2. Click the **bulk action drop-down field**.



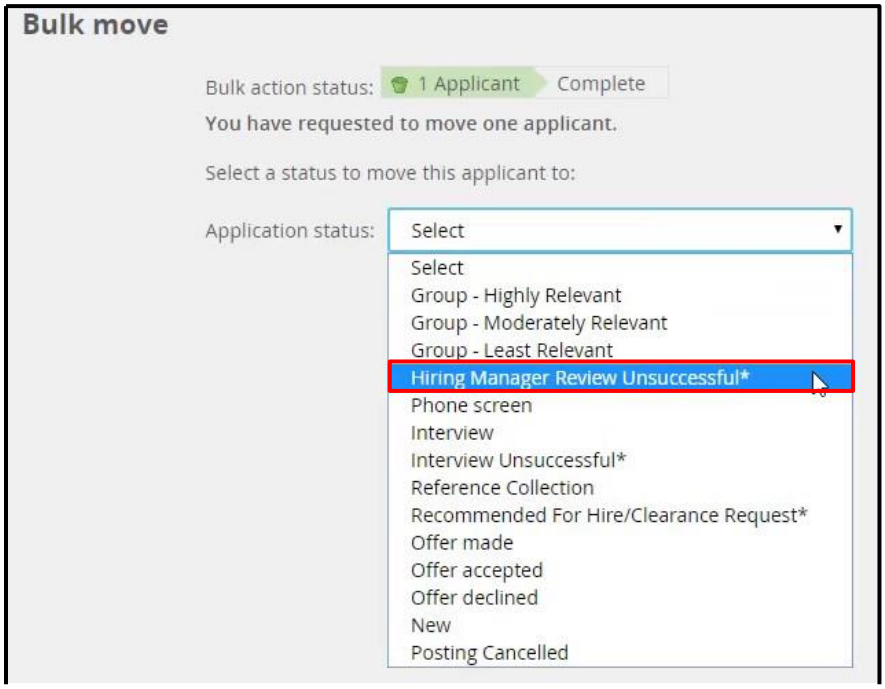
Available Bulk Actions:

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 **change status**.



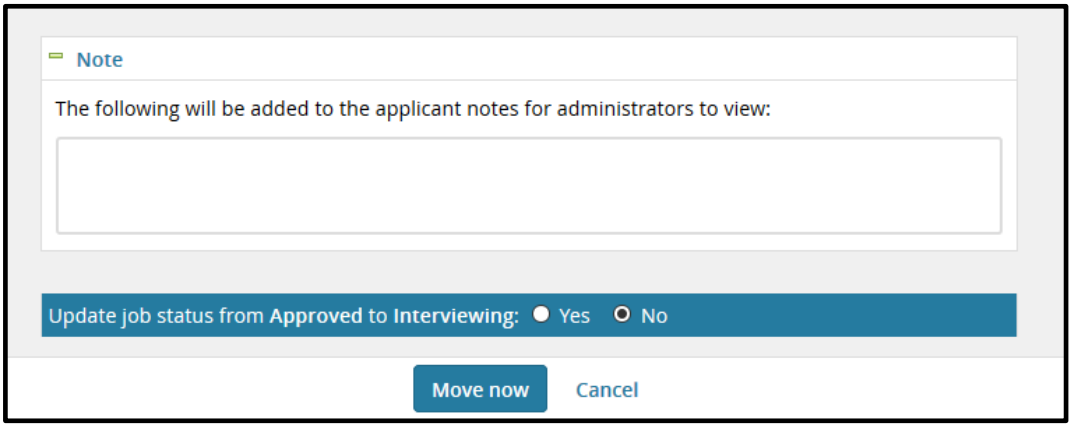
4. Select the desired **status**.



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. **Update the job 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. After the selected candidate has been cleared for offer and accepts the offer, the department should update that person's status to "Offer" and this notifies Core HR that the hiring process is complete and the job requisition should be marked as "Filled."

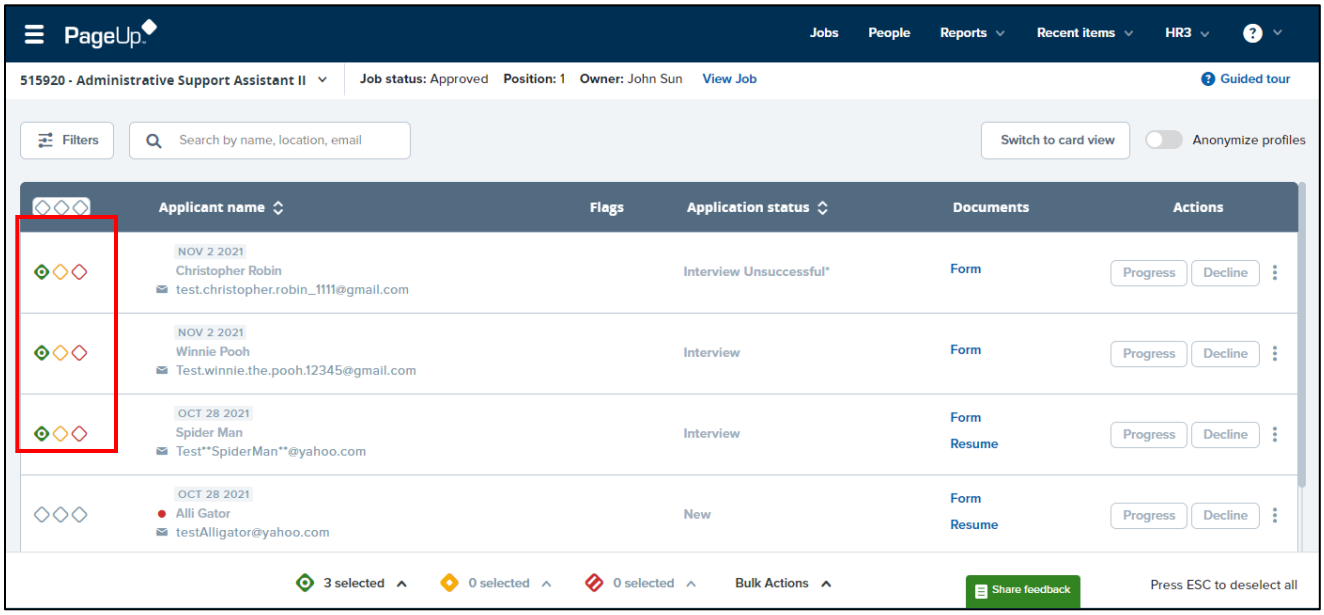
8. Click the **Move now** button, if changing the job status.

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

Changing More than one Applicants' Status

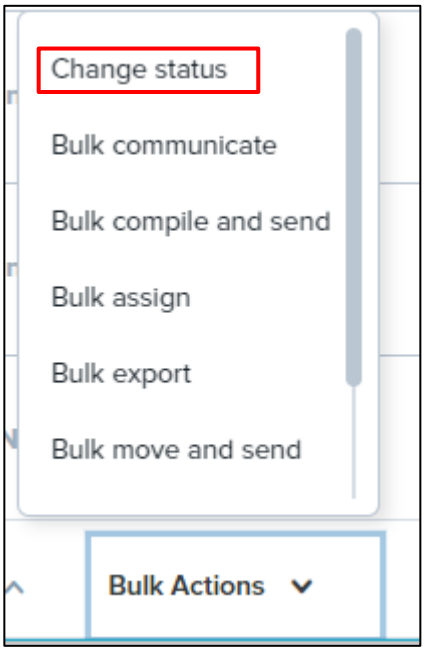
You may wish to move more than one applicant to a different status. You can do this by selecting the desired applicants and moving all together.

1. Select all the **applicants** to update.

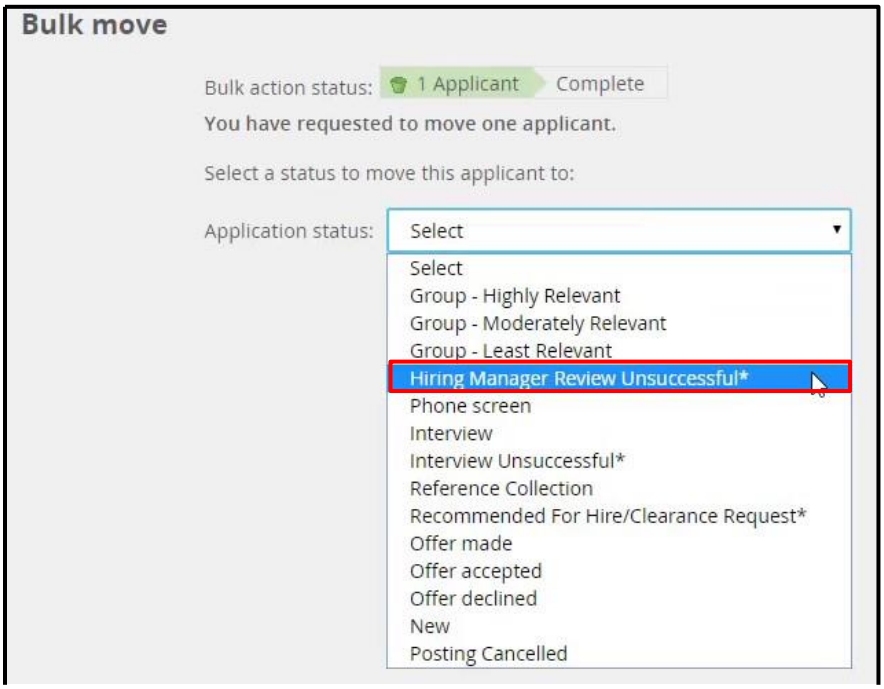


2.
3. Click **Select a bulk action drop-down field**.

4. Choose **change status**.



5. Choose the desired status from the **Application status drop-down field**.



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

Additional Help

Further resources may be found in the Careers at UF Toolkit.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Talent Acquisition & Onboarding at 392-392-2477.