How Do I Change Statuses in My Applicant Pool?

As the Hiring Manager you will need to review incoming applications and help move them through the differing statuses until the job is ultimately filled or cancelled.

Navigation

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

**NavBar → Main Menu → Human Resources → UF Departmental Administration → Job Requisitions**

Reviewing Applicants

1. After logging into Careers at UF, click the New Job bubble

2. Select the View job link of the job you wish to review the available applications
3. Click the View Application link

4. Review the list of applicants in your pool
Moving Applicants

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 this 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 invite to apply – sends requisition information to a potential applicant and invites him/her to apply
   e. Bulk move – moves applicants to different application statuses
   f. Bulk move and send – sends applicant information to another user or reviewer and also moves the applicant to a different application status
   g. Bulk talk/reminder – sets a task/reminder regarding specific applicants
   h. 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 in 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 to receiving any more applications.

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 the status of more than one Applicant

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
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.

1. Using the green, yellow 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.

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

4. Notice the Bulk action status tabs at the top of the Bulk move screen. The green tab is currently highlighted.
5. For the green tab, select the Application status drop down field and choose the appropriate status (i.e. Phone screen Unsuccessful)

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.

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

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 image]

**Additional Help**


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