As a Hiring Manager, 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 filled or cancelled.
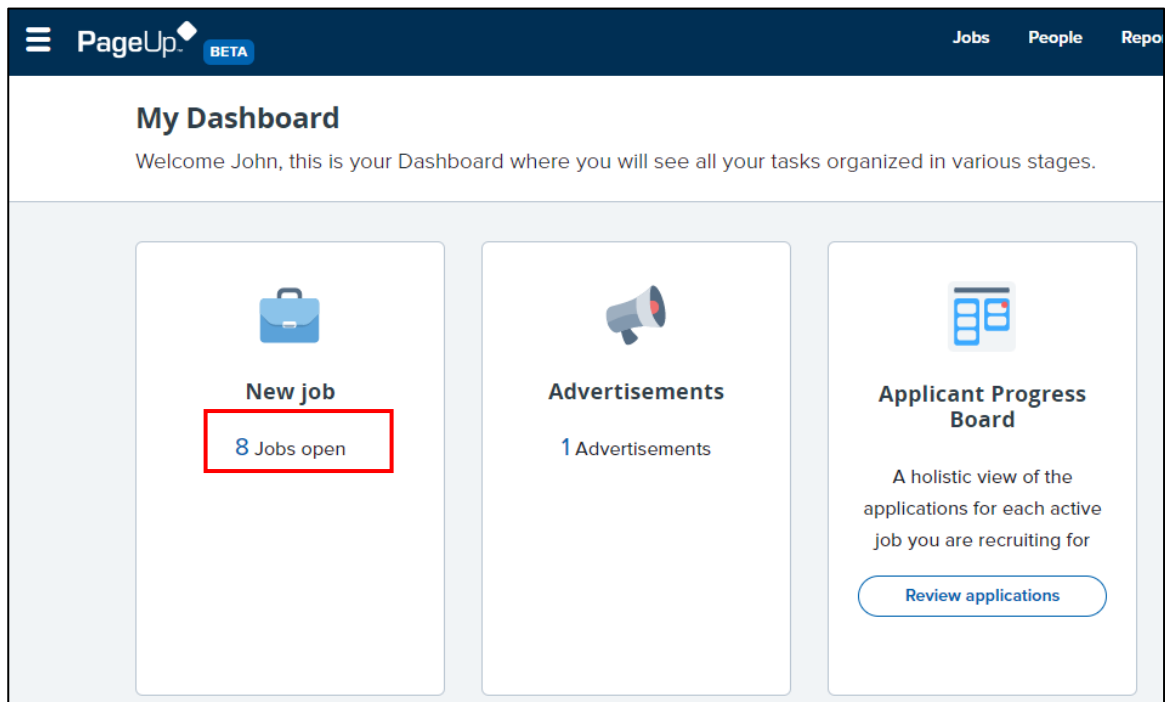
Navigation

First, log into myUFL in order to access Careers at UF. Use the following navigation path:
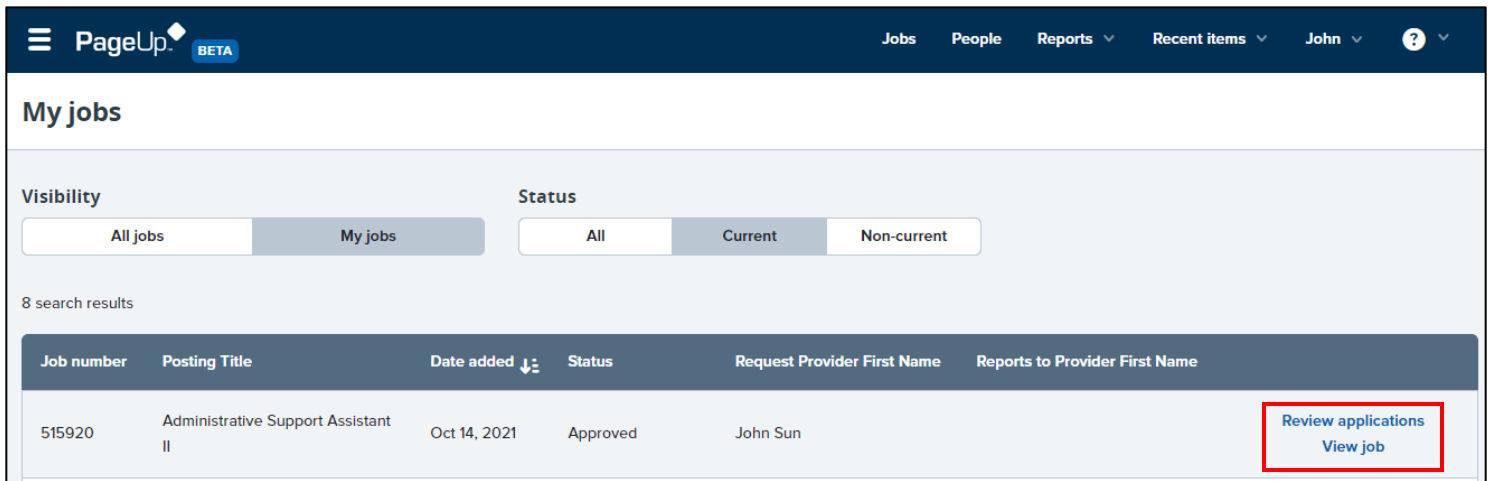
NavBar → Main Menu → Human Resources → Recruiting → Job Requisitions
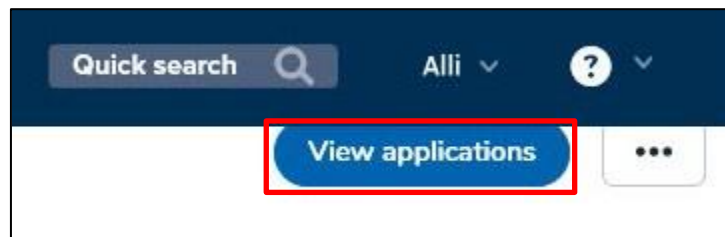
Reviewing Applicants

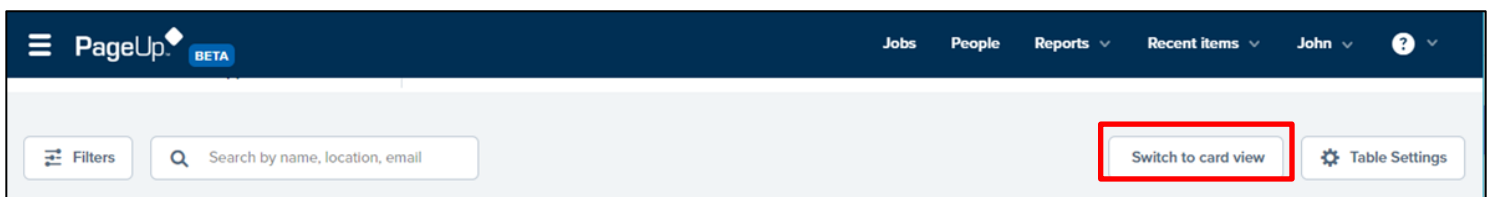1. After logging into Careers at UF, select **Jobs open**.

2. Select **View job** to access the job posting. (Alternatively, you may select **Review applications** to navigate directly to the applicant pool.)

3. After selecting **View job,** click the **View applications** button to navigate to the applicant pool.

4. Review the applications. Two viewing options are available, **list view** and **card view**. To switch between the two views, click the appropriate button located above the applicant pool.

List View

Card View

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 close the job requisition.

Bulk move

Bulk action status: 🏆 1 Applicant   Complete
You have requested to move one applicant.
Select a status to move this applicant to:

Application status: [Select ▾]

Select
Group - Highly Relevant
Group - Moderately Relevant
Group - Least Relevant
Hiring Manager Review Unsuccessful*
Phone screen
Interview
Interview Unsuccessful*
Reference Collection
Recommended For Hire/Clearance Request*
Offer made
Offer accepted
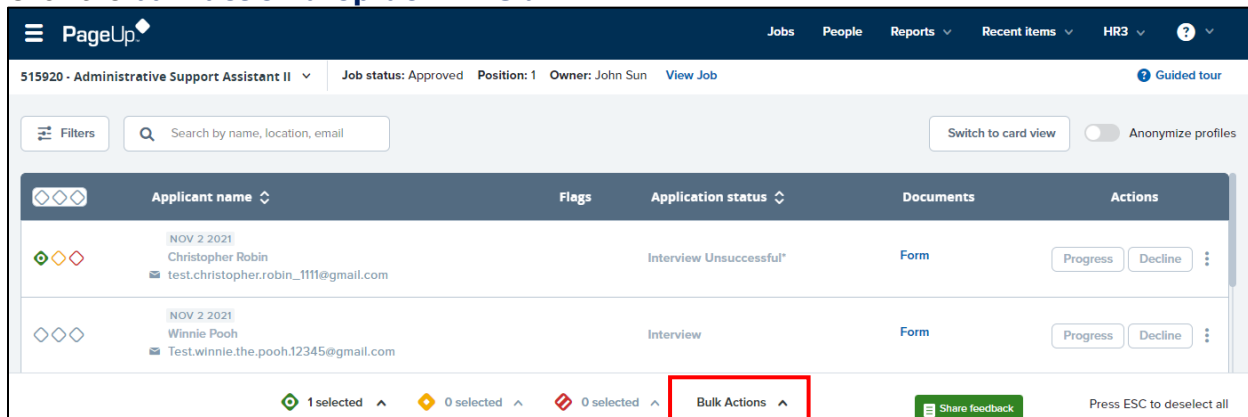Offer declined
New
Posting Cancelled

Changing an Applicant's Status – List View

1. Select the **check box** beside the applicant that you wish to change the status of.
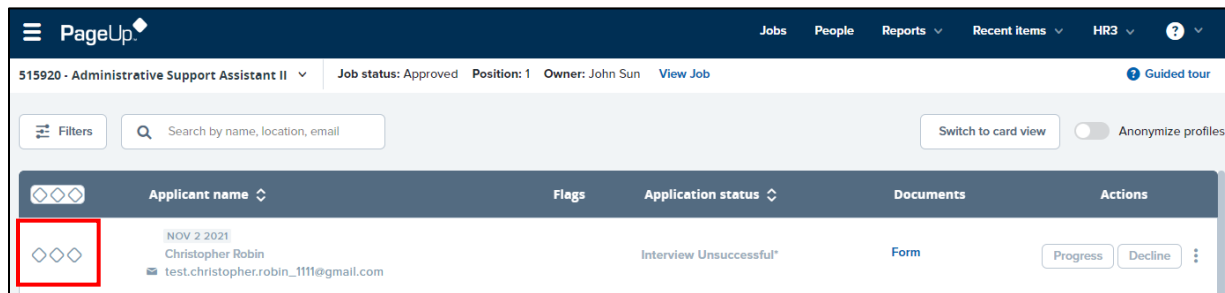
2. Click the **bulk action drop-down field**.

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**.
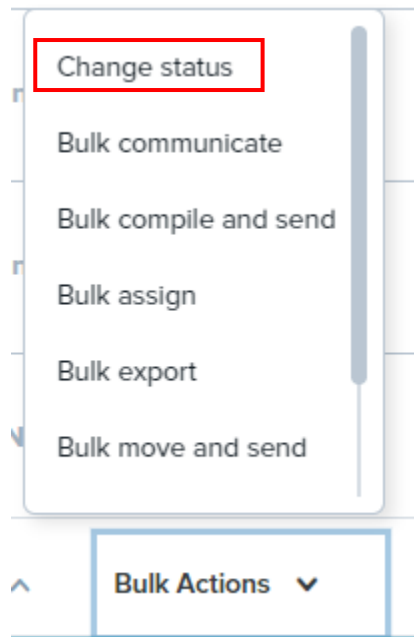
4. Select the desired status.

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."

1. Click the **Move now** button, if changing the job status.
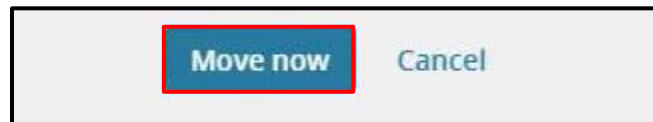
2. Confirm the job applicant's status has now changed to the new status.

**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.
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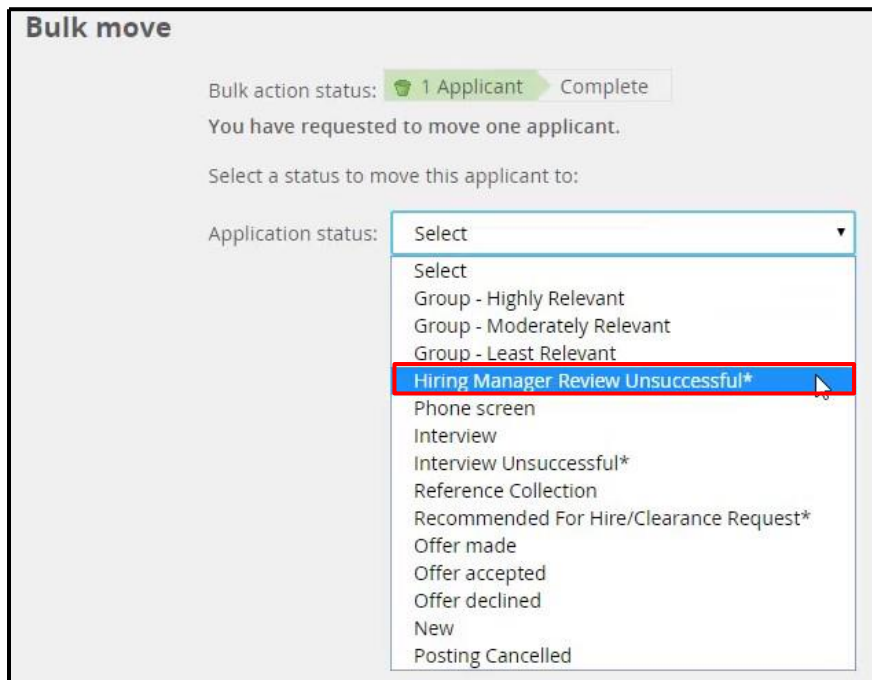
1. Select all the **applicants** to update.
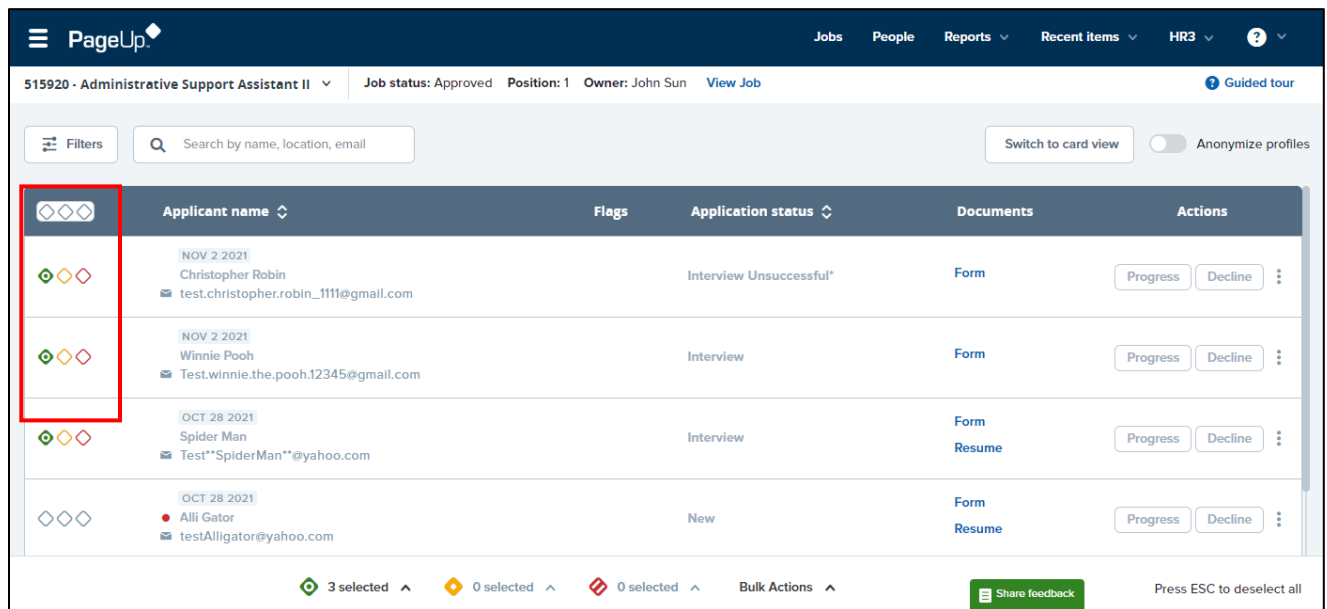
2. Click **Select a bulk action drop-down field**.

3. Choose **change status**.
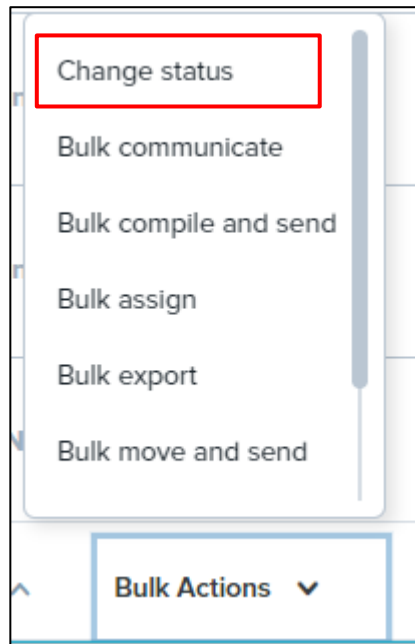
4. Choose the desired status from the **Application status drop-down field**.

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.

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.