Search Chair or Hiring Manager

Moving Applicants for Approval

*Note: If you have multiple views in the system (Hiring Manager, Search Committee Member, Search Chair), make sure you are logged in as Search Chair or Hiring Manager and hit the "Refresh" button pictured below.*



1. On the menu bar at the top of the page, select the Postings tab and then Faculty, Staff or Adjunct/Temp, based on the type of search being conducted.



1. Click on the posting number link pictured below to access the posting.



1. On the next screen click the Applicants tab, pictured below.



1. Select the check box next to the name of all applicants you wish to move to the same state, then hover over the Actions button located in the upper left-hand portion of the screen, and select Move in Workflow from the actions listed under Bulk.



1. On the next screen, select the workflow state that the applicants are moving to and click Save Changes.





1. Repeat this process until all applicants are transitioned.