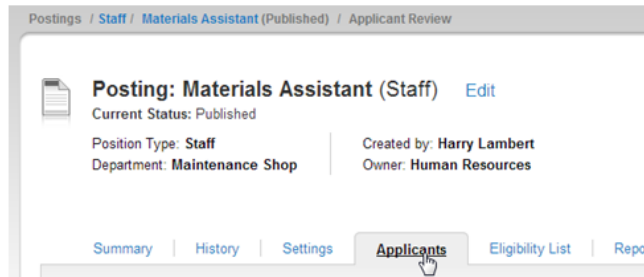# APPLICANTS – SELECTING

Selecting Applicants

APPLICANT TRACKING: **Postings** – Select the position type of interest. Open the **Applicants** tab on your posting.

Postings / Staff / Materials Assistant (Published) / Applicant Review

Posting: Materials Assistant (Staff)   Edit
Current Status: Published

Position Type: **Staff**
Department: **Maintenance Shop**

Created by: **Harry Lambert**
Owner: **Human Resources**

Summary | History | Settings | **Applicants** | Eligibility List | Repo

To select an applicant for interview or remove the applicant from consideration

1. In your job posting, open the **Applicants** tab

2. View the application of interest.

3. From the **Take Action on Job Application** menu, select the appropriate action:

   - The action to select an applicant to interview may be called something like **Selected for interview (Move to Schedule for interview)** – the names of the transition and resulting workflow state are both given.

   - The action to remove the applicant from the selection process may be called something like **Not Hired (Move to Not Hired)**.

4. If the confirmation box prompts you for a reason, select the reason that best explains why you are moving the applicant to this workflow state.

5. Select **Submit** to move the applicant to the selected workflow state.

To move a group of applicants to a new workflow state

1. From the list of all applicants on the posting, check the boxes associated with the applicants of interest.

2. From the **Actions** menu, select **Move in Workflow**. The Editing Workflow States page opens.

3. Do one of these things:

   - Use the Change for all applicants box to select the workflow state for all the applicants you selected, or

   - For each applicant listed on this page, select the new workflow state.

4. If required, select the reason that best explains why you are moving the applicants in the workflow. You can select a reason for each applicant even if you moved all of them in the workflow together.

5. When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them.