

## Moving a Group of Applicants To a New Workflow State

Within PeopleAdmin 7.6, select the Hire option located in the left menu to ensure you see the blue banner, as shown below.

Select Postings, choose Faculty, and locate the appropriate position. You may then select the "Applicants" tab in order to see a list of applicants that have applied to the Faculty Position.

Select the "Actions" tab and choose the "Move in Workflow" option. Choose the appropriate workflow choice and select "Save Change."

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### Posting: Pediatric Urologist - LUMC/Alexian (Faculty) [Edit](#)

Current Status: Posted  
 Position Type: Faculty  
 Location Code: DEPARTMENT OF MEDICINE (06500A)  
 Created by: [Redacted]  
 Owner: Faculty Admin

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Default Faculty Job Applica... ✕

"Default Faculty Job Applications" 1 ✕ Delete this search? Selected records 0 ✕ Clear selection? [Actions](#) (Actions)

| Last Name | First Name | Are you a graduate of Loyola University Chicago? | Are you currently employed at Loyola University Chicago? | Workflow State (Internal)        | Workflow State (External) | Documents | Combined Document | Last Updated | Actions                 |
|-----------|------------|--|--|----------------------------------|---------------------------|-----------|-------------------|--------------|-------------------------|
|           |            |  |  | Under Review by Search Committee | In Progress               |           | Generate          |              | <a href="#">Actions</a> |

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Editing: Workflow States for 1 Applicant

Change for all applicants

| Applicant  | Current State                    | New State   |
|------------|----------------------------------|---|
| [Redacted] | Under Review by Search Committee | <input type="text" value="Select a workflow state..."/> |

## Moving a Group of Applicants To a New Workflow State

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

1. From the **Actions** menu, select Move in Workflow. The Editing Workflow States page opens.
2. For each applicant listed on this page, select the new workflow state.

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.

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

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Saved Searches  Search

Default Faculty Job Applica...

"Default Faculty Job Applications"   Selected records    Actions (Actions)

| <input checked="" type="checkbox"/> | Last Name: | First Name: | Are you a graduate of Loyola University Chicago? | Are you currently employed at Loyola University Chicago? | Workflow State (Internal)        | Workflow State (External) | Documents | Combined Document | Last Updated | Actions |
|-------------------------------------|------------|-------------|--|--|----------------------------------|---------------------------|-----------|-------------------|--------------|---------|
| <input checked="" type="checkbox"/> |            |             | No   | No   | Under Review by Search Committee | In Progress               |           |                   |              | Actions |
| <input checked="" type="checkbox"/> |            |             | No   | No   | Under Review by Search Committee | In Progress               |           |                   |              | Actions |
| <input checked="" type="checkbox"/> |            |             | No   | No   | Under Review by Search Committee | In Progress               |           |                   |              | Actions |
| <input checked="" type="checkbox"/> |            |             | No   | No   | Under Review by Search Committee | In Progress               |           |                   |              | Actions |
| <input checked="" type="checkbox"/> |            |             |  |  | Under Review by Search Committee | In Progress               |           |                   |              | Actions |

Change for all applicants

| Applicant | Current State                    | New State   |
|-----------|----------------------------------|---|
|           | Under Review by Search Committee | <input type="text" value="Select a workflow state..."/> |
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## Questions?

Please email questions to [Careers@luc.edu](mailto:Careers@luc.edu) and an Human Resources staff member will follow-up with you.