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 apporpriate 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."

•••• Hire						
🕲 Hire 📕		_				
Positions	5					
	Applicants -	 Hiring Proposals 				
OTHER TOOLS	ne Recruitment S	System				
Admin						
				Postings 🧕 Use	rs 33 Hiring Proposals Position Requests	S 39 Special Handling Lists
						Filters
			CURREN	NT STATE	DAYS IN CURRENT STATE	
Home Postings -	Applicants -	Hiring Proposals -				
Postings / Faculty / Pediatr	ic Urologist - LUMC/Alex	xian (Posted) / Applicant Review				
-			-			
Posting: Pe	diatric Urolog	gist - LUMC/Alexian	(Faculty) Edit			
Position Type: Faculty	creat	ted by: I				
Location Code: DEPA MEDICINE (06500A)	RTMENT OF Owne	er: Faculty Admin				
funerative lifetor	Cottings	Deports Ultring (repeats			
Summary Histor	y setungs Ap	2	Toposais			
		0				
Saved Searches			Search Q More Search Op	otions 🗸		
Default Faculty Job Appli	ca 🗙					
"Default Faculty Job Ap	plications" 🚹 🗶 Dele	ete this search? Selected records	Clear selection?			Astions
						(Actions)
		Are you a Are you curren graduate of employed at	tly			()
Last Nam	e: First Name:	Loyola University Loyola Univers Chicago? Chicago?	ty Workflow State (Internal)	Workflow State (External) Docume	Combined nts Document Last Updated	
• 3			Under Review by Search Committee	In Progress	Generate	Actions 🗸
	And Breaks					
Postings / / Pediatric Uro	Applicants •	policant Review / Bulk Workflow Stat	us Change			
Editing: Wor	kflow States for 1 App	olicant				
				Change for all applicants Select a w	orkflow state	
		Applicant		Current State	New State	4
				Under Review by Search Committe	ee Select a workflow	state v

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

Sumi	mary Histo	ory Setti	ings Appli	icants Rep	orts Hiring Proposals						
_											
Save	ed Searches 🗸				Searc	ch Q More Sea	arch Options 🗸				
			i i								
Default	Faculty Job App	olica X									
"Defau	ilt Faculty Job A	pplications"	13 🗙 Delete	this search? S	elected records 🧿 💥 Clear se	lection?					2 Actions ~
				Are you							(Actions)
1			Are you a graduate of Lovola	currently employed at Lovola		Workflow					
	Last Name:	First Name:	University Chicago?	University Chicago?	Workflow State (Internal)	State (External)	Documents		Combined Document	Last Updated	
			No	No	Under Review by Search Comm	ittee In Progress					Actions 🗸
			No	No	Under Review by Search Comm	ittee In Progress					Actions 🗸
			No	No	Under Review by Search Comm	ittee In Progress					Actions 🗸
2			No	No	Under Review by Search Comm	ittee In Progress					Actions V
Ŀ					Under Review by Search Comm	ittee in Progress					Actions 🗸
				Ĺ	nange for all applicants	Select a work	low state	Y			
	Арр	licant			Current State			New State			
					Under Review by S	earch Committe	ee	Select a workflow state	Ŧ		
					Under Review by Search Committee Under Review by Search Committee		ee	Select a workflow state	٣		
							ee	Select a workflow state	٣		
					Under Review by S	earch Committe	ee	Select a workflow state	•		
					Under Review by S	earch Committe	ee	Select a workflow state	*		
					Under Review by Search Committee			Select a workflow state	•		
					Under Review by S	earch Committe	ee	Select a workflow state	Ŧ		
					Under Review by S	earch Committe	ee	Select a workflow state	Ŧ		
					Under Review by S	earch Committe	ee	Select a workflow state	Ŧ		
					Under Review by S	earch Committe	ee	Select a workflow state	٣		
					Under Review by S	earch Committe	ee	Select a workflow state	Ŧ		
			Under Review by Search C			earch Committe	ee	Select a workflow state	٣		
					Under Review by S	earch Committe	ee	Select a workflow state	Ŧ		

Questions?

Please email questions to Careers@luc.edu and an Human Resources staff member will follow-up with you.