

Change the Applicant Status

Department Admins and Hiring Managers have the ability to move applicants to different statuses. There are multiple ways to change the status of an applicant.

1. From the **Board View** of a position (see NAVIGATE TO THE APPLICANTS section), you can:
 1. **Drag** (hold left mouse button down while hovering over an applicant's card) **and drop** the applicant from one column to another, based on the column headings – which represent the possible **statuses** for the applicant.
NOTE: You can drag the applicant card to the left or to the right to move the person into the appropriate status.
 2. Click on the dropdown arrows beside either **Unsuccessful** or **Progress** on the applicant's card to reveal a list of status options.

Unsuccessful Statuses to choose from:

Review Unsuccessful – The applicant will not be moved forward if this is selected.

A screen appears to **Confirm Status Change** prompting:

1. a communication to the applicant informing the person of your decision (defaulted to **Yes**).
2. a **Delay email by** dropdown (required to choose no delay or delay by XXX days)
3. a **Review Unsuccessful Reason** dropdown (required)

The choices in the dropdown are:

- Accepted another offer
- Personal reasons
- Company benefits unsatisfactory
- Compensation unsatisfactory
- Unable to relocate
- Staying with current employer
- Does not meet position requirements
- Did not fit with company culture
- Other candidates more suitable
- Background / Reference check requirements not met
- Position filled
- Other

4. an area for a **Note**
5. an option at the bottom to **Move Now** (blue button) or **Cancel**.

Interviewed, Not Hired – The applicant will not be moved forward if this is selected.

A screen appears to **Confirm Status Change** prompting:

1. a communication to the applicant informing the person of your decision (defaulted to **Yes**).
2. a **Delay email by** dropdown (required to choose no delay or delay by XXX days)
3. an **Interviewed, Not Hired Reason** dropdown (required)

The choices in the dropdown are:

- Accepted another offer
- Personal reasons

- Company benefits unsatisfactory
 - Compensation unsatisfactory
 - Unable to relocate
 - Staying with current employer
 - Does not meet position requirements
 - Other candidates more suitable
 - Does not fit job requirements
 - Background / Reference check requirements not met
 - Position filled
 - Other
4. an area for a **Note**
 5. an option at the bottom to **Move Now** (blue button) or **Cancel**.

Select Other – This option can be chosen when the other options do not apply.

1. Choosing **Select Other** opens a screen that contains other options.
2. Make a selection and then click on **Save** or the **Next** button at the bottom of the screen (cancel is also an option).
3. A **Confirm Status Change** screen will appear. Follow the required prompts to confirm the change.
4. Click the **Move Now** button.

Progress Statuses to choose from:

Recommend for Interviewed – This status will progress the applicant forward in the process.

1. A screen appears to **Confirm Status Change** prompting a communication to the applicant informing the person of your decision (defaulted to No).
2. At the bottom, click **Move Now** (blue button) or **Cancel**.

Hiring Proposal (Launch Offer Card to Finalize) – This status is selected to present an offer to the selected candidate(s).

1. A screen appears to **Confirm Status Change** prompting a communication to the applicant informing the person of your decision (defaulted to No).
2. At the bottom, click **Move Now** (blue button) or **Cancel**.

Select Other – This option can be chosen when the other options do not apply.

1. Choosing **Select Other** opens a screen that contains other options.
2. Make a selection from the dropdown list and then click on **Save** or the **Next** button at the bottom of the screen (cancel is also an option).
3. A **Confirm Status Change** screen will appear. Follow the required prompts to confirm the change.
4. Click the **Move Now** button.