

Manage Applicants – Bulk Actions

Hiring Managers and Department Admins can manage applicants by taking **Bulk Actions** using two different methods:

- a) Selecting **Manage Applications** on the Side Menu and then selecting a bulk action from the choices.
- b) Selecting multiple applicants on the **Applicant Progress Board** and then selecting a bulk action from the choices.

Bulk Change Status

1. Click on **Manage Applications** on the Side Menu.
2. Select the desired number of applications by clicking on the boxes to the left of the applicants. The dropdown above the check boxes aids with the selection of applicants.
3. Click on **Bulk Move** in the top dropdown list.
4. A new screen appears showing the number of applicants you have selected to bulk move. Click on the dropdown arrow beside the **Application Status** field.
5. From the dropdown list, select a new status that you wish to move the selected applicants to.
6. Click the **Next** button.
7. A screen appears to **Confirm Status Change** prompting a communication to the applicant informing the person of your decision (Please make sure the correct decision for communication is marked, whether Yes or No).
8. At the bottom, click **Move Now** (blue button) or **Cancel**.

Bulk Compile and Send

This bulk action is helpful to gather any documents from a group of selected applicants and send. The action compiles the selected documents (those that are checked) into one convenient PDF.

1. Use either method a) Selecting **Manage Applications** on the Side Menu, or b) Selecting multiple applicants on the **Applicant Progress Board** and then select **Bulk Compile and Send** from the choices.
2. A screen appears letting you know the number of applicants you have selected. Check to be sure you have the intended number of applicants selected. If not, click **Cancel** at the bottom of the screen and correct your selections.
3. If you have the correct number of applicants selected, select the documents you would like to include in the created PDF.
4. Towards the bottom of the screen, you can select "Format for double-sided printing" if you wish.
5. Scroll to the bottom of the screen and click the **Create PDF** button.
6. A **Creating document** screen appears to let you know the status of the file. If you are satisfied with the file, click the **Continue** button.
7. A new screen appears with the ability to email the PDF to the system users and others you select. The screen also provides instructions on how to download and save the document. ("To download the document, right click on the link below and select 'Save Target As'. Note: To send the document it is not necessary to download the document below. The document will be sent as an attachment with the communication below.")
8. You can select 'Yes' or 'No' to **Send Document**.
9. If you choose to send an email, click the **Okay** button once you have configured your email.

Bulk Move and Send

This bulk action is helpful to **MOVE** a group of selected applicants to a different application status and **SEND** notice of the action to users that you select.

1. Use either method a) Selecting **Manage Applications** on the Side Menu, or b) Selecting multiple applicants on the **Applicant Progress Board** and then select **Bulk Move and Send** from the choices.
2. A pop-up screen appears for sending an email. Check to be sure it is being sent to the correct users. You must choose at least one user to send the email to.
3. Scroll to the bottom and click the **Next** button.
4. On the next screen, click on the dropdown arrow beside the **Application Status** field.
5. From the dropdown list, select a new status that you wish to move the selected applicants to. Then click the **Next** button.
6. A new screen appears to give you the opportunity to notify the applicants of your decision. Check over the details of the email.
7. Scroll to the bottom of the screen and select a reason for the action using the dropdown arrow. This is a required field.
8. You can also attach files, delay the email, or add notes on this screen.
9. Once you've completed all necessary fields, scroll to the bottom, click **Move Now** (blue button) or **Cancel**.