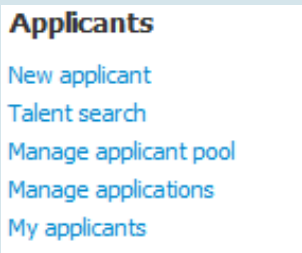
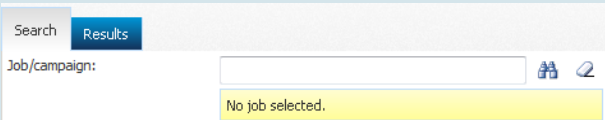

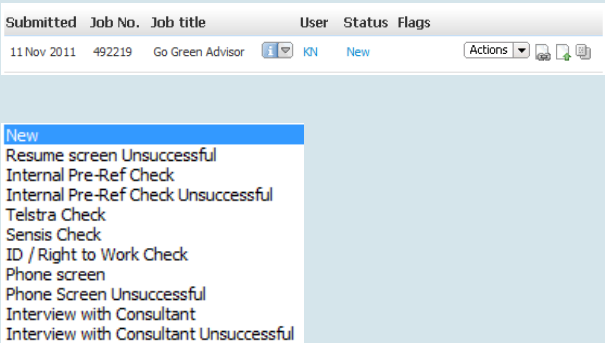
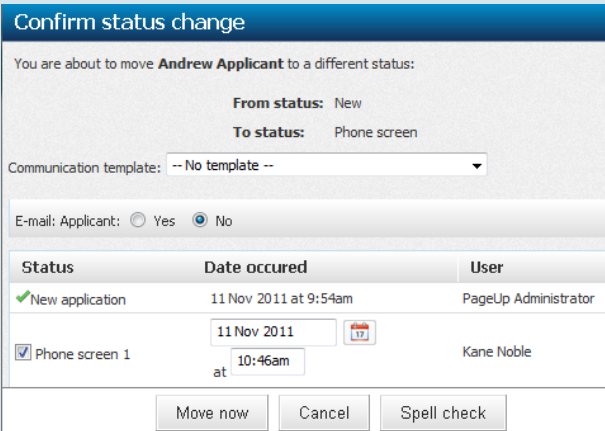
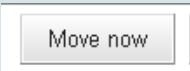




Quick Reference Guide – Changing application status

What you need to do	What you will see
<p>STEP 1: Manage applications</p> <p>From the right hand navigation menu, click Manage applications.</p>	
<p>STEP 2: Search job</p> <p>Click the Search tab and enter your job number into the search field and click on the binoculars.</p> <p>Your job name will appear in the yellow bar.</p> <p>Click the Search button in the top right hand corner.</p>	
<p>STEP 3: View application</p> <p>Click View application to view the details of an individual applicant on the Applicant card.</p>	
<p>STEP 4: Update status</p> <p>Click the current status (e.g. New) under the Applications section of the applicant card.</p> <p>Select the correct status for this applicant and click Next.</p>	
<p>STEP 5: Review and edit</p> <p>Review and edit (if required) the Confirm status change page.</p> <p>If an e-mail message to the applicant has been triggered, review the content of the e-mail.</p>	
<p>STEP 6: Move now</p> <p>When you are ready to make the status change, click Move now</p>	



STEP 7: Updating multiple applicants (using Bulk move)

On the **Manage applications** page, use the different colored checkboxes to group the applicants according to the decisions you have made about their progress through the recruitment process.

NOTE: The colors for the check boxes can have any meaning you want.

Select	Submitted	Status	First name	Last name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	New	Andrew Applicant
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11 Nov 2011	New	Andy Applicant
<input type="checkbox"/>	<input type="checkbox"/>	11 Nov 2011	New	Mandy Matcher

STEP 8: Select Bulk action

From the **Select a bulk action** drop-down list at the top of the screen, select **Bulk move**.

Select a bulk action

- Select a bulk action
- Bulk apply
- Bulk categorise
- Bulk assign
- Bulk communicate
- Bulk compile and send
- Bulk document merge
- Bulk export
- Bulk invite to apply
- Bulk lock
- Bulk move**
- Bulk move and send
- Bulk task/reminder
- Bulk unlock

STEP 9: Select application status

For the applicants you selected with each checkbox, select the **Application status** from the drop-down list and click Next.

Bulk action status: ☒ 1 Applicant ☐ 1 Applicant ☐ 1 Applicant > Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status:

Next > Cancel

Select

- Select
- Incomplete
- Submitted
- New
- Resume screen Unsuccessful
- Phone screen
- Phone Screen Unsuccessful
- Interview with Consultant
- Interview with Consultant Unsuccessful
- Shortlisted
- Hiring Manager- Interview 1
- Background Check
- Reference Check
- Background Check Unsuccessful
- Reference Check Unsuccessful
- Verbal offer
- Offer
- Online offer made
- Offer accepted
- Offer declined

STEP 10: Move applicant

Review and edit (if required) the Confirm status change page. If an e-mail message to the applicants has been triggered, review the content of the e-mail.

NOTE: You do not need to edit the merge fields (e.g. {FIRSTNAME}) as the field will be automatically populated when the e-mail is sent.

When you are ready to make the status change, click Move now.

You will then be prompted to update the application status for the applicants you selected with the orange checkbox and the applicants you selected with the red checkbox.

Bulk action status: ☒ 1 Applicant ☐ 1 Applicant ☐ 1 Applicant > Complete

You have requested to move one applicant to the status "Phone screen".

You now have the opportunity to notify this person::

Communication template:

E-mail: Applicant: ☐ Yes ☒ No

Move now