Fw: BULK Workflow

Tamara Pakela

Wed 10/10/2018 3:41 PM

To: Tamara Pakela <tpakela@sas.rutgers.edu>;

How to BULK disposition applicants -

1. To Bulk disposition applicants, you need to filter all applicants by workflow state. Navigate to the applicant tab in your job posting then follow the steps below.

Saved Searches w	Beach Quited Sea	nth Dpenens-er
Draft Application* Active/mactive	-	Step 1 Click More Search Options
Workflow State Last Name Application Date		Step 3 Click Search to Filter Applicants
Al.) X	URR Qualification Review Approved for Institutew Under Review by EEO EEO Approved Institutew EEO Approved Institutew	Step 2 Select the Workflow State of the Applicants to Disposition

2. Select the applicants to disposition and then select "move in workflow".

Waviation State:	Aat Calum					
Active/mactive	-Under Review by Department/Co	Fi		x to Select All Appl the Ones to Dispo		or
na Search 🗙	_			Nove in Workflow		
hoc learch O Save this tearch)	The second O and Courses	and the second s	ACTIONS, CHER P			Actions
			Workflow State		Docum	
Last Namer 1	First Name Posting Number	Workflow State (Internal)	(External)	Lass Opdated	Corwer	Review Screening Question Answers
Last Marner 1	Tirst Name Posting Number	Workflow State (Internal) Under Review by Department/Committee		Last Opdated June 25, 2018 at 52,22 AM		Question Answers Download Screening
Last Name	First Name Posting Number		(facenecit)		Convert	Question Answers Download Screening Question Answers
Last Name	Tirst Name Posting Number	Under Review by Department/Committee	(raternal) In Progress	June 23, 2018 at 02.22 MA	Convert	Question Answers Download Screening
Last Name	Tirst Name Posting Number	Under Review by Department/Committee Under Review by Department/Committee	(Deternal) In Progress In Progress	3.000 25, 2018 at 02 22 AM	Convert	Question Answers Bownload Screening Question Answers Export results ass Move at workflow
Last Name	Ting Hame Posting Hamber	Under Review by Department/Committee Under Review by Department/Committee Under Review by Department/Committee	(Dutornal) In Progress In Progress In Progress	June 23, 2018 at 02 23 AM June 24, 2018 at 11 45 AM June 26, 2018 at 12 42 AM	Corwert O O	Question Answers Download Screening Question Answers Export results ass
Last Name	Ting Hame Posting Hamber	Under Boolew by Department/Committee Under Boolew by Department/Committee Under Boolew by Department/Committee Under Boolew by Department/Committee	(Colorma) In Progress In Progress In Progress In Progress	Jane 25, 2018 at 52 22 AM Jane 26, 2018 at 11 25 AM Jane 26, 2018 at 11 42 AM Jane 26, 2018 at 11 42 AM	00000	Question Answers Download Screening Question Answers Export rewits ince Maye in Workflow Download Applications as POF Create Document PDF
Last Name	Ting Hame Posting Hamber	Under Boolew by Department/Committee Under Boolew by Department/Committee Under Review by Department/Committee Under Review by Department/Committee Under Review by Department/Committee	(romma) in Progress in Progress in Progress in Progress in Progress	Jame 20, 2018 at 50 22 AAA Jame 24, 2018 at 11 45 AAA Jame 26, 2018 at 11 45 AAA Jame 26, 2018 at 11 40 AAA Jame 26, 2018 at 11 30 AAA Jame 25, 2018 at 11 50 AAA	0 0 0 0	Question Answers Download Screening Question Answers Elscore results Asia Mare in Workflow Download Applications as POF

3. At the top of the applicant list select one disposition to apply to all applicants, this needs to be done first to save. Once this is complete you can change individual dispositions to fit applicants accordingly. Then Click Save.

Select the Appropriate Disposition, Please note this must be selected	Applicant	Current State	New State	Reson
to save the changes.		Under Review by Department/Committee	Not Interviewed Not Belected	Application Screen - Not qualified: Work expension
		Under Review by Department/Convention	Not interviewed Not Selected	Application Sonien - Not qualified: Work expension
		Under Review by Department/Comhittee	Net Interviewed Not Selected	Application Sonien - Not qualified: Work experience
		Under Review by Department/Committee	Not Interviewed Not Selected	Application Screen - Not qualified: Work experience
	Under Revens by	Under Revew by Department/Committee	Not interviewed Not Selected	Apptituation Screen - Not qualified; Work experience
		Under Review by Department/Committee	Not interviewed Not Selected	Application Somen - Not qualified, Work experience
		Under Review by Department/Committee	Not Interviewed Not Selected	Application Screen - Not qualified: Work experience
		Under Reverviby Department/Committee	Not Interviewent Not Selected	Application Soreen - Not qualified; Work experience