

Fw: BULK Workflow

Tamara Pakela

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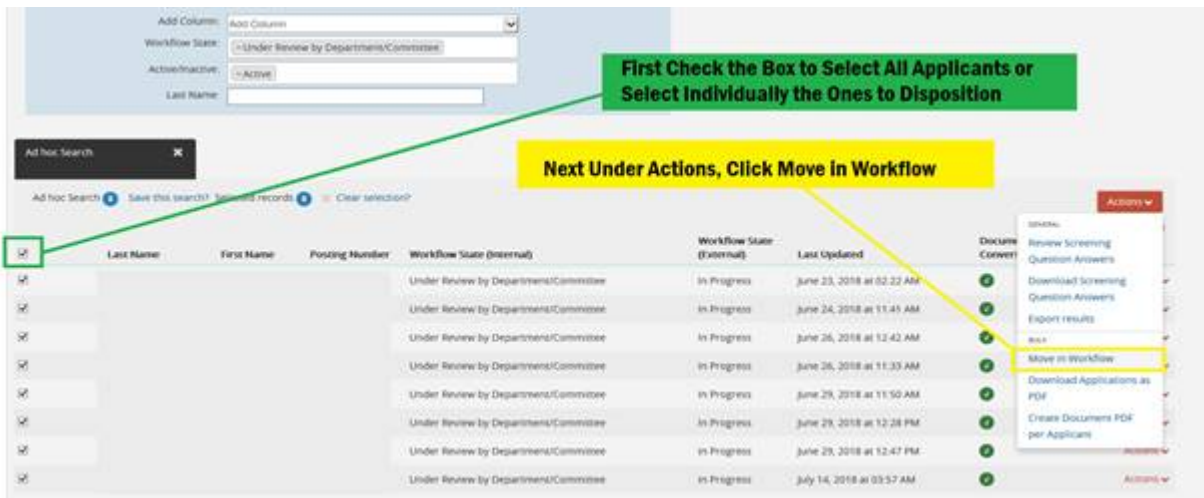
To: Tamara Pakela <tpakela@sas.rutgers.edu>;

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.



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



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.

Change for all applicants: Not interviewed Not Selected | Application Screen - Not qualified: Work experience

Select the Appropriate Disposition, Please note this must be selected to save the changes.

Applicant	Current State	New State	Reason
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience
Under Review by Department/Committee	Not interviewed Not Selected	Not interviewed Not Selected	Application Screen - Not qualified: Work experience

Click Save Changes Once All Dispositions Are Complete

SUPPORT | Save changes | Cancel