Changing Applicant Status/Closing out the Search – University Staff/Faculty and Research Faculty

**Navigation:**

Make sure you are in the applicant tracking module (blue header on screen). On the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL.

1. Click on the **Postings** tab, select **Classified/University Staff**
2. Use the search box to search for a position number.
3. Select a position from the list below and click on the title to open the position.
4. Select “Applicants” tab.
5. Select “Actions” button (middle right of screen), select bulk/move in workflow.
6. The initial state will be “under review by search committee university.”
7. When selected for interview move status to interviewed.
8. When interviewed by search committee and **not selected**, select “not selected e-mail immediately” – add reason.
9. If applicant is a finalist, leave in “interviewed” until final interviews with hiring authority are completed.
10. For those not selected and notified by phone, select “not selected no e-mail” or for those not selected at this stage who you wish to notify via the system select “not selected e-mail immediately” and add reason.

**To Close out the search:**

1. For candidate selected for the position, change status to “Recommended for Hire” (must be in this status in order to start the hiring proposal process). IMPORTANT: Hiring Proposal feed is not working at this time. Once working, we will notify you and you may then begin using.
2. E-mail **search summary** to HR Consultant assigned to the search. The consultant will remove the posting from the web for you. For School of Medicine Faculty and Research Faculty positions, you will receive an e-mail from Duane Trantham (Faculty) or Stephanie Perez (Research Faculty) once the position has been filled.