Dispensing of Applicants

Dispensing of only one applicant at a time:
   a. Pull up the posting
   b. Click on the Applicants tab
   c. Check to see where the applicants sit within the workflow. You can only dispense of those applicants which your role owns.
   d. Click on the applicant’s name; not the check box
   e. Click on the Take Action on Job Application button
   f. Choose Dispense of Application with Email, or if given the option you can choose Dispense of Application without Email.
   g. Select a reason for dispensing of applicant by clicking on the dropdown line
   h. Click Submit
   i. Click on the Applicants tab again, then you may move on to the next applicant

Dispensing of multiple applicants at one time:
If you want to dispense of applicants in bulk you can do so if all of the applicants are currently in the same workflow state and will all be dispensed of with the same reason. To move them you will:
   a. Pull up the posting
   b. Click on the Applicants tab
   c. Click on More Search Options next to the search bar
   d. Highlight the workflow state you wish to display
   e. Click Search; the page will refresh and only applicants for that workflow will display.
   f. Check the box next to the name of each applicant you want to move.
   g. Hover your mouse over the Actions button and click Move in Workflow
   j. Choose the workflow state for the applicants: Dispense of Application with Email, or if given the option you can choose Dispense of Application without Email.
   h. Give reason for dispensing of applicants by clicking on the dropdown line
   i. Click Save Changes
   j. If successful, the system will return back to the list of applicants and you will see a green bar at the top of the page and you may start over with the next workflow.