

Moving Applicants in Bulk

If you want to move a group of applicants all at once, you can do so if all of the applicants are currently in the same workflow state and will all be moved to the same workflow state.

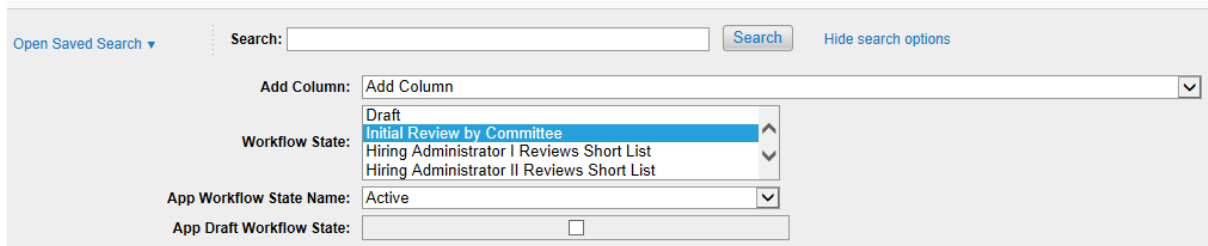
Example: Applicants at Initial Review by Committee need to be sent to Dispense of Application

Part 1 – Set up Your View

- 1) Go to your posting and pull up the list of applicants. Next to the search bar, click on “More search options.”



- 2) Highlight the workflow state where the applicants currently reside and click “Search.”



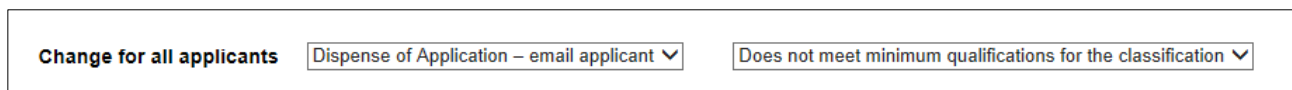
The page will refresh and only applicants at Initial Review by Committee will display.

Part 2 – Select & Move Your Applicants

- 1) Check the box next to the name of each applicant you want to move. Hover your mouse over the Actions button on the upper, right side and click on “Move in Workflow.”



- 2) From the drop down boxes at the top of the page, select the workflow state and reason for all applicants and click “Save Changes” at the bottom.



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. Please contact us at facultysearches@kennesaw.edu if you have any questions.