

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 on 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.