How to Change Applicant Status and Disqualify Candidates as a Search Chair

How to Change Applicant Status

1. Select the Applicant Tracking Module.
2. Select Search Chair. Ensure you click the arrow to the right of the drop-down to switch to the new role.

3. Select the Postings Tab
4. Choose either University Support Staff or Unclassified/Faculty, depending on which position type was posted.

5. Find the position in the list that you want to view. Click on the blue Position Number to open the position.
6. Choose the blue Applicants Tab to view the applicant pool.

![Applicants Tab](image)

7. On the left, choose which applicants you want to change the status of by marking the checkbox next to their last name. (Note: You can also select ALL candidates by marking the checkbox labeled “Last Name” at the top of the column.)

![Applicant Pool](image)

8. On the right, click the Actions button and select Move in Workflow in the drop-down list.

![Actions Drop-down List](image)
9. To change the status for all applicants you selected, click the first drop-down labeled Change for all applicants. To change the status of each individual, select the drop-down next to that person’s name. To change the status of each individual, select the drop-down next to that person’s name. It is best to change the status by grouping, as this minimizes the keystrokes required for each candidate.

10. In the first example, all candidates were changed to a status of Phone Screen. Since we are changing this for all selected candidates, we can use the top field to make this change rather than having to change individually for each candidate. In the second example, each candidate status has been changed individually as candidates with different statuses where selected.
11. Click the **Save changes** button.

12. See section below on Disqualification for information on handling candidates not selected to move forward in the hiring process.

**Disqualifying Candidates**

1. The process for disqualification is very similar to changing candidate status. However, additional information is required to complete this process.
2. Select the Applicant Tracking Module.
3. Select Search Chair. Ensure you click the arrow to the right of the drop-down to switch to the new role.
4. Select the Postings Tab
5. Choose either University Support Staff or Unclassified/Faculty, depending on which position type was posted.

6. Find the position in the list that you want to view. Click on the blue Position Number to open the position.

7. Choose the blue Applicants Tab to view the applicant pool.
8. On the left, choose which applicants you want to change the status of by marking the checkbox next to their last name. (Note: You can also select ALL candidates by marking the checkbox labeled “Last Name” at the top of the column.)

9. On the right, click the Actions button and select Move in Workflow in the drop-down list.
10. To disqualify all applicants you selected, click the first drop-down labeled Change for all applicants. To disqualify each individual, select the drop-down next to that person’s name. It is best to disqualify by candidate status, as this minimized the keystrokes required for each candidate.

11. A reason for the disqualification must be given for each candidate as well.

12. In the first example, all candidates with a status of Under Review by Manager are being disqualified. Since we are changing this for all candidates, we can use the top field to make this change rather than having to change in individually for each candidate. You can also select the reason for the disqualification using the top field. In the second example, each candidate has been disqualified individually as candidates with different statuses where selected.

![Image of PeopleAdmin interface showing Change for all applicants drop-downs for disqualification reasons and new states.

Save changes or Cancel]
<table>
<thead>
<tr>
<th>Applicant</th>
<th>Current State</th>
<th>New State</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>test test</td>
<td>Under Review by Manager</td>
<td>Disqualified at Under Review by Manager (Send Email Later)</td>
<td>Candidate not in top segment of applicant pool</td>
</tr>
<tr>
<td>onceagain onceagain</td>
<td>Interview</td>
<td>Not Hired - Disqualified at Interview (Send Email Later)</td>
<td>Other candidates better qualified</td>
</tr>
</tbody>
</table>

13. Click the **Save changes** button.
SPECIAL NOTES ABOUT DISQUALIFYING CANDIDATES:

a. When disqualifying candidates, the search chair will need to make a decision concerning the timing of disqualification for candidates not moving forward in the screening process.

b. To communicate effectively with the candidates, it is best to notify candidates as soon as possible if they are not being considered for a position.

c. When the candidates selected for Phone Screen or Interview statuses are changes, you should also begin to disqualify candidates as well.

   i. Candidates with a Zero in a required qualification should be disqualified immediately using the option of Send Email Now.

   ii. Other candidates not selected for phone screen or interview may also be disqualified now if there is no chance that you will need to go deeper into your candidate pool other than those who have already been approved for interview.

   iii. For candidates being disqualified at the Under Review by Manager Stage, the reason selected generally should be Candidate not in top segment of applicant pool, as seen below.
Changing Applicant Status – PeopleAdmin 7.6

### Editing: Workflow States for 1 Applicant

#### Change for all applicants

<table>
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[Save changes](#) or [Cancel](#)