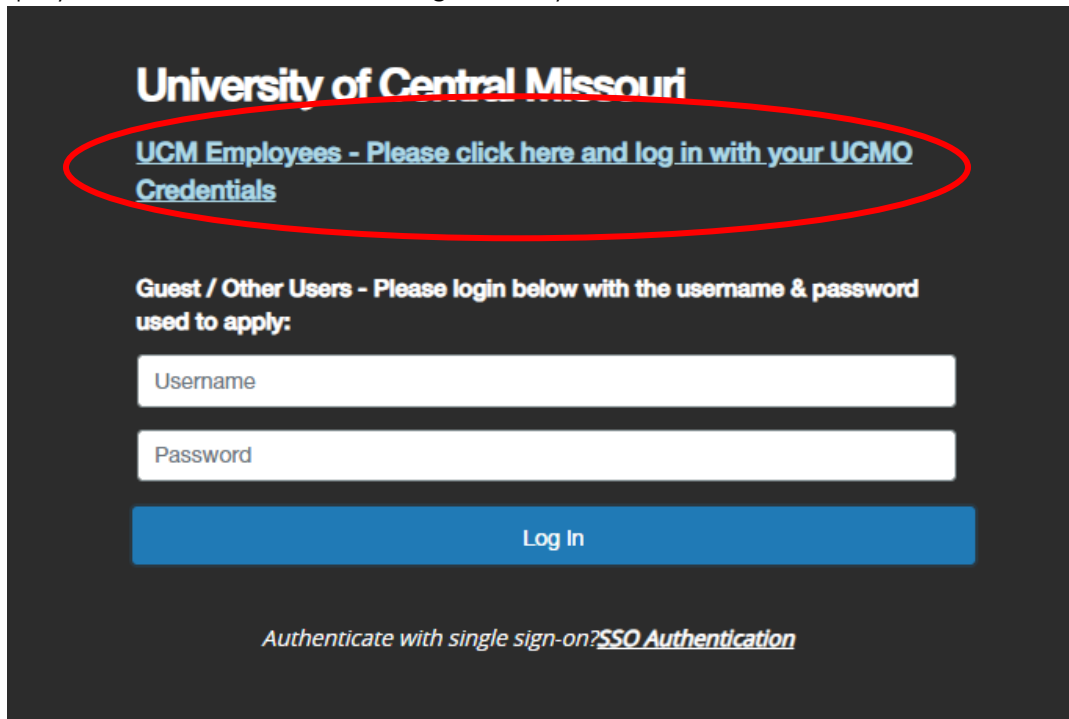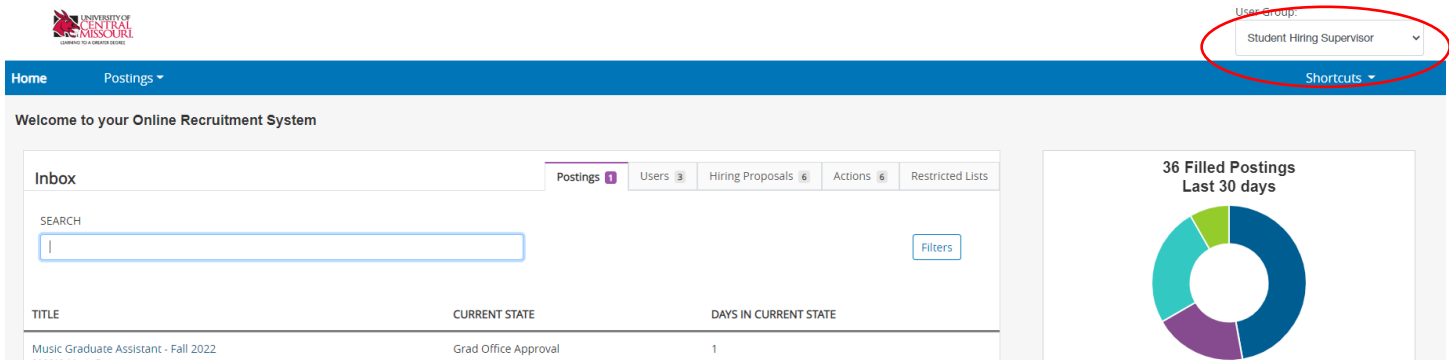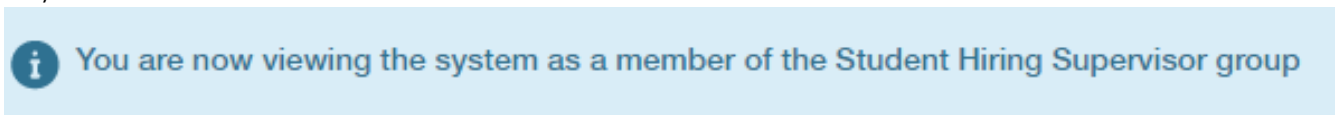# Moving Applicants within the Workflow

1. Once you have determined which of your applicants to interview and who not to interview, you will need to move your applicants within the workflow. To do so, log back into https://jobs.ucmo.edu/hr/login by clicking the blue link stating "UCM Employees – Please click here to log in with your UCMO credentials."

2. Log in with your UCM SSO ID and password.
3. After logging in, you will be under the user group "Employee" on the top-right side of the screen. That will need to be changed to "Student Hiring Supervisor."
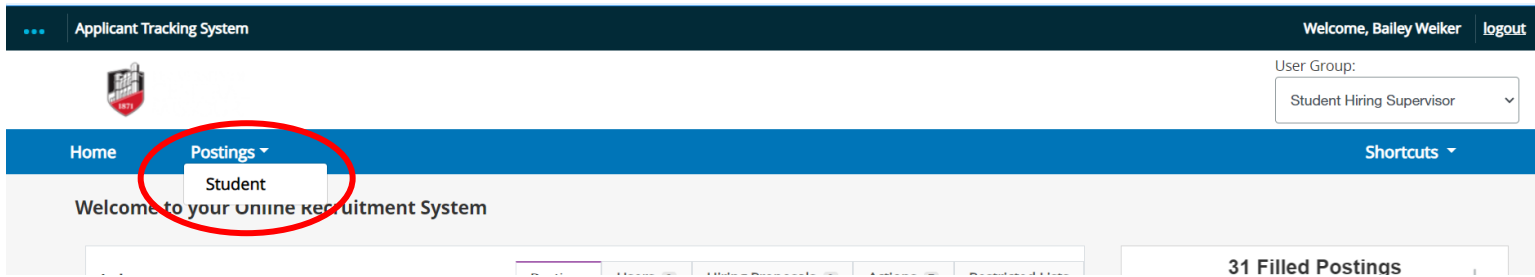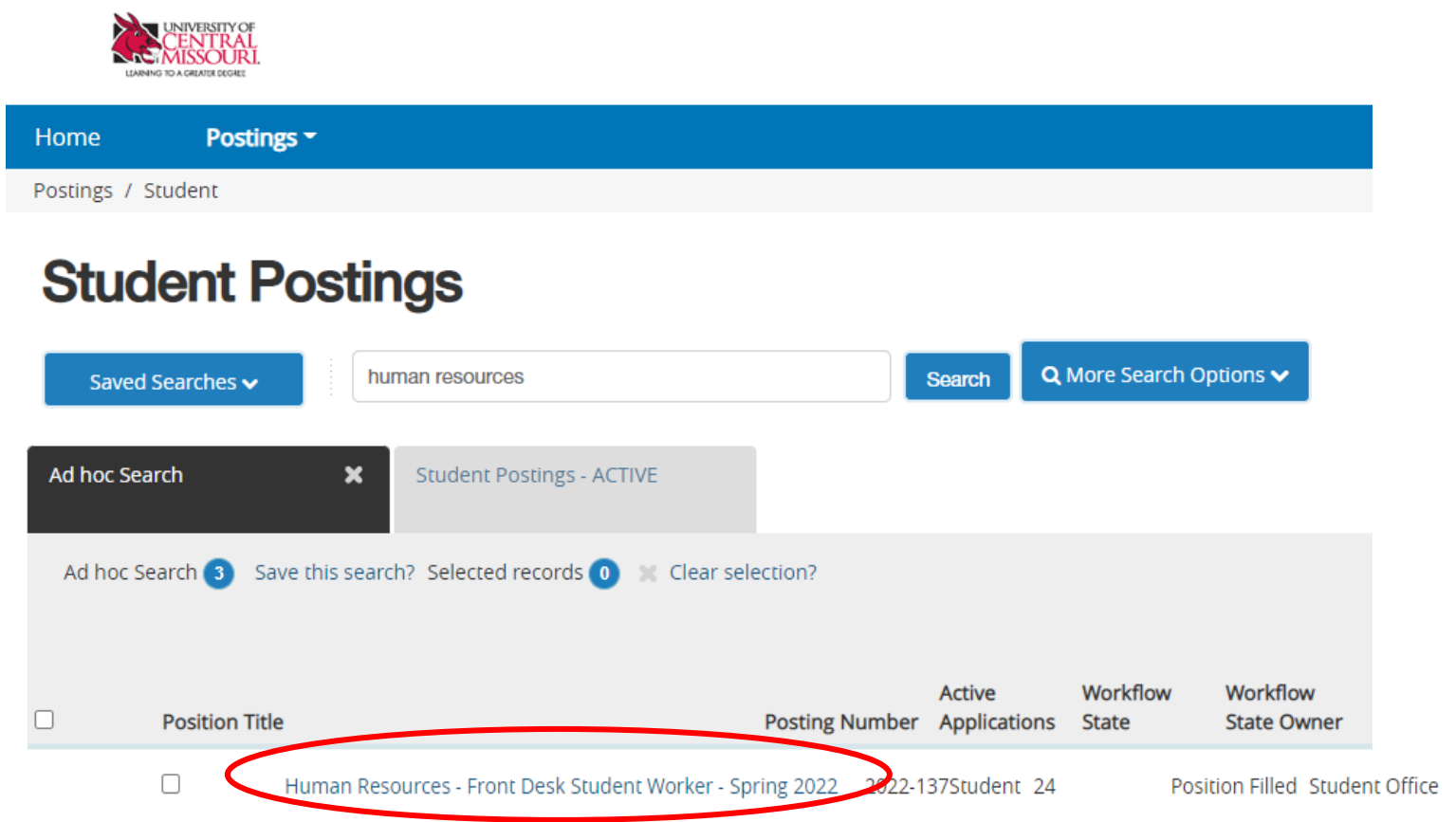

4. The system will automatically update to reflect your new role and give you a message as indicated below at the top of your screen:

Moving Applicants within the Workflow

5. Directly underneath that you will have a blue toolbar with the choices "Home" and "Postings." Select the "Postings" dropdown and select "Student."

6. The next screen will bring up all the current job postings you have posted on the jobs.ucmo.edu website. Here is where you will have access to click on the title of the posting that you want to move applicants within. Click on the title to open the posting summary

7. At the top of the Summary, there is an "Applicants" tab. Click that to view your applicants

Moving Applicants within the Workflow

8. You will not have a list of everyone that applied to the job. If you want to move them, click the white box next to their name

9. You will need to then select the orange "Actions" button on the right side above the applicants. You should have the following drop down:

Moving Applicants within the Workflow
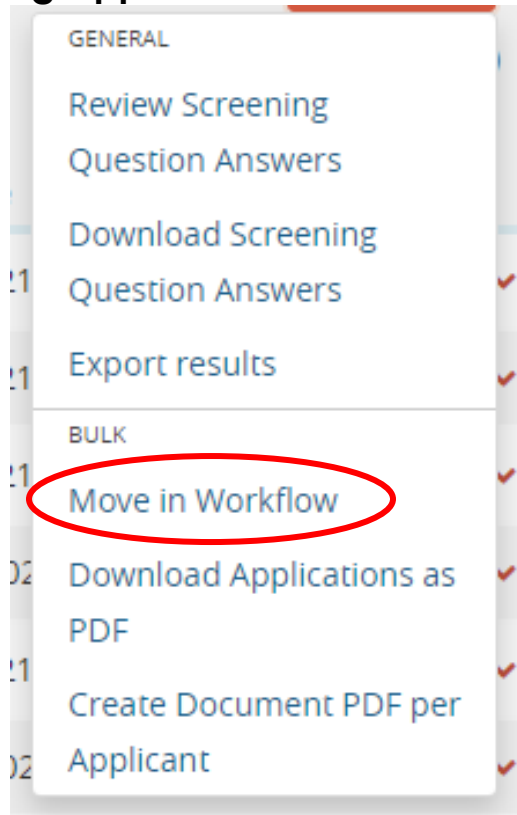
10. Here you need to select "Move in Workflow"
11. It should take you to the following screen:

Editing: Workflow States for 1 Applicant

Applicant	Current State	New State	Reason
Kata Akhilesh	Under Review by Department	Select a workflow state...	

Change for all applicants   Select a workflow state...

Save changes   Cancel

12. You can either choose the "New State" dropdown. If you are moving more than one applicant, you can choose the "Change for all applicants" dropdown. Here is where you will have the option to move who you would like to hire to "Recommended for Hire."