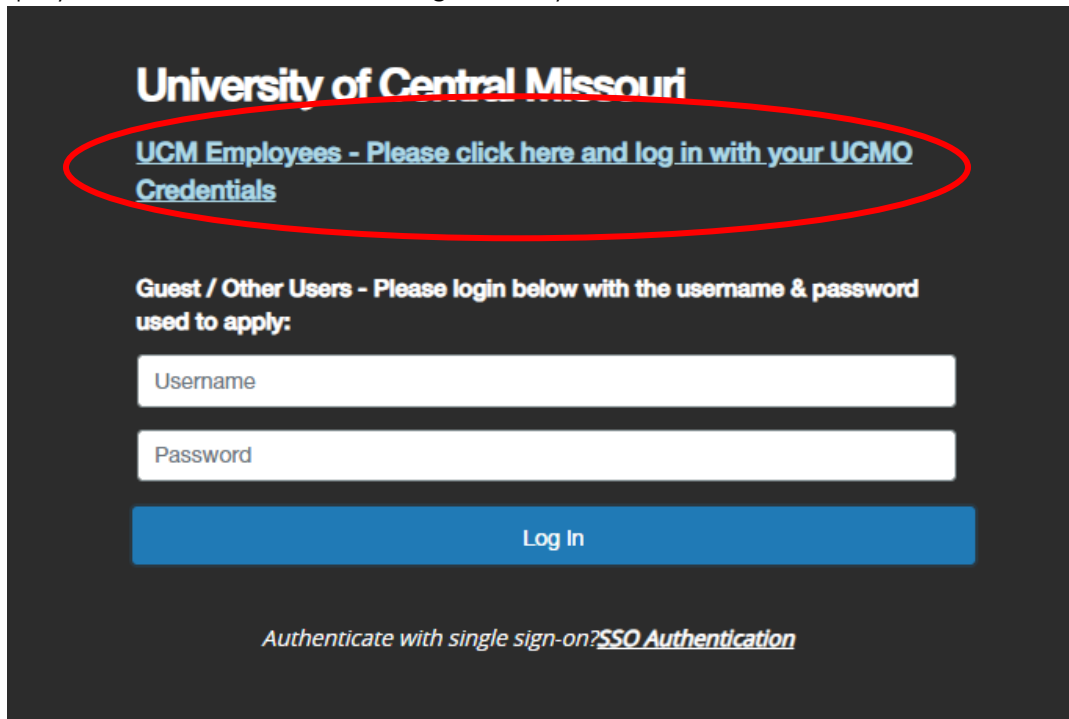
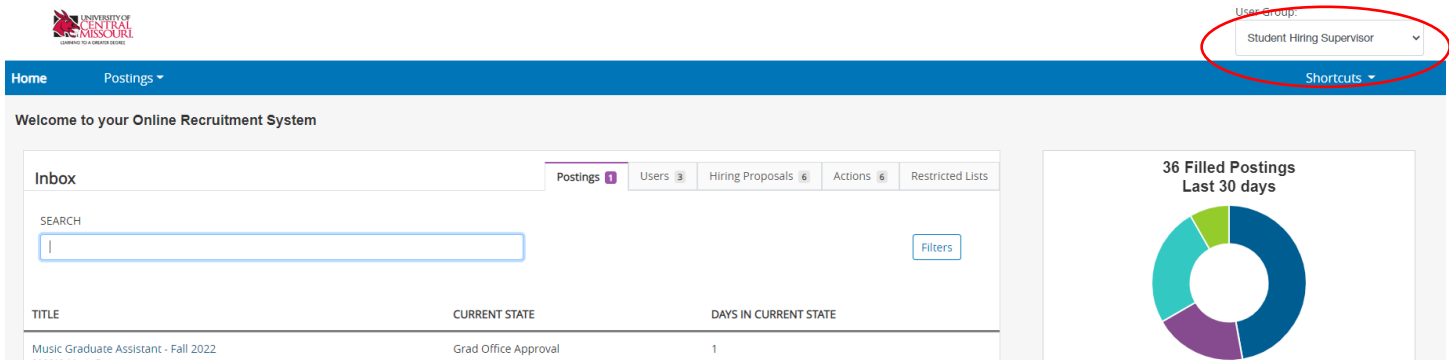


Moving Applicants within the Workflow

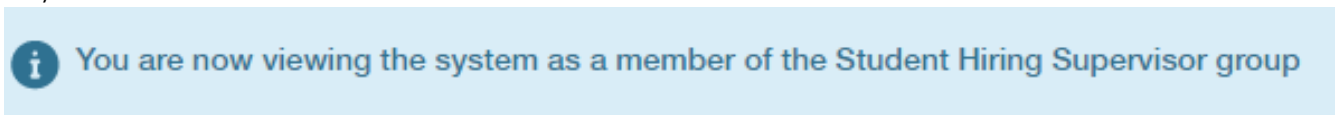
1. Once you have determined which of your applicants to interview and who not to interview, you will need to move your applicants within the workflow. To do so, log back into <https://jobs.ucmo.edu/hr/login> by clicking the blue link stating "UCM Employees – Please click here to log in with your UCMO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

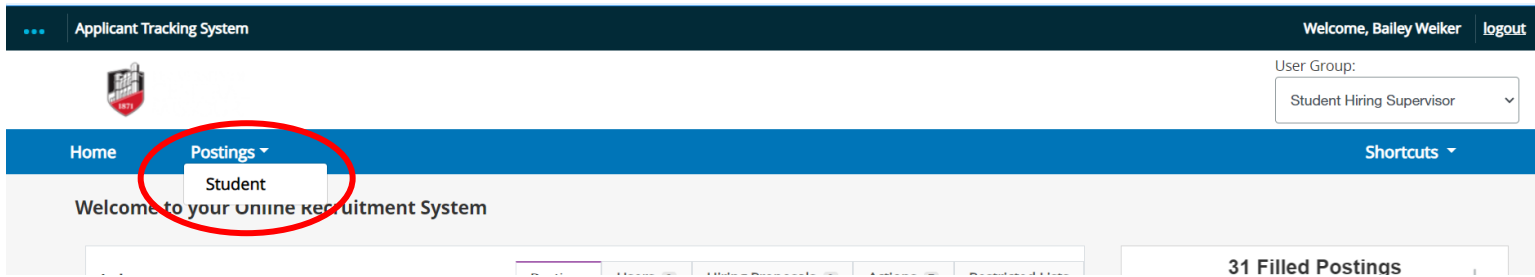


4. The system will automatically update to reflect your new role and give you a message as indicated below at the top of your screen:



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."



Applicant Tracking System

Welcome, Bailey Welker [logout](#)

User Group: Student Hiring Supervisor

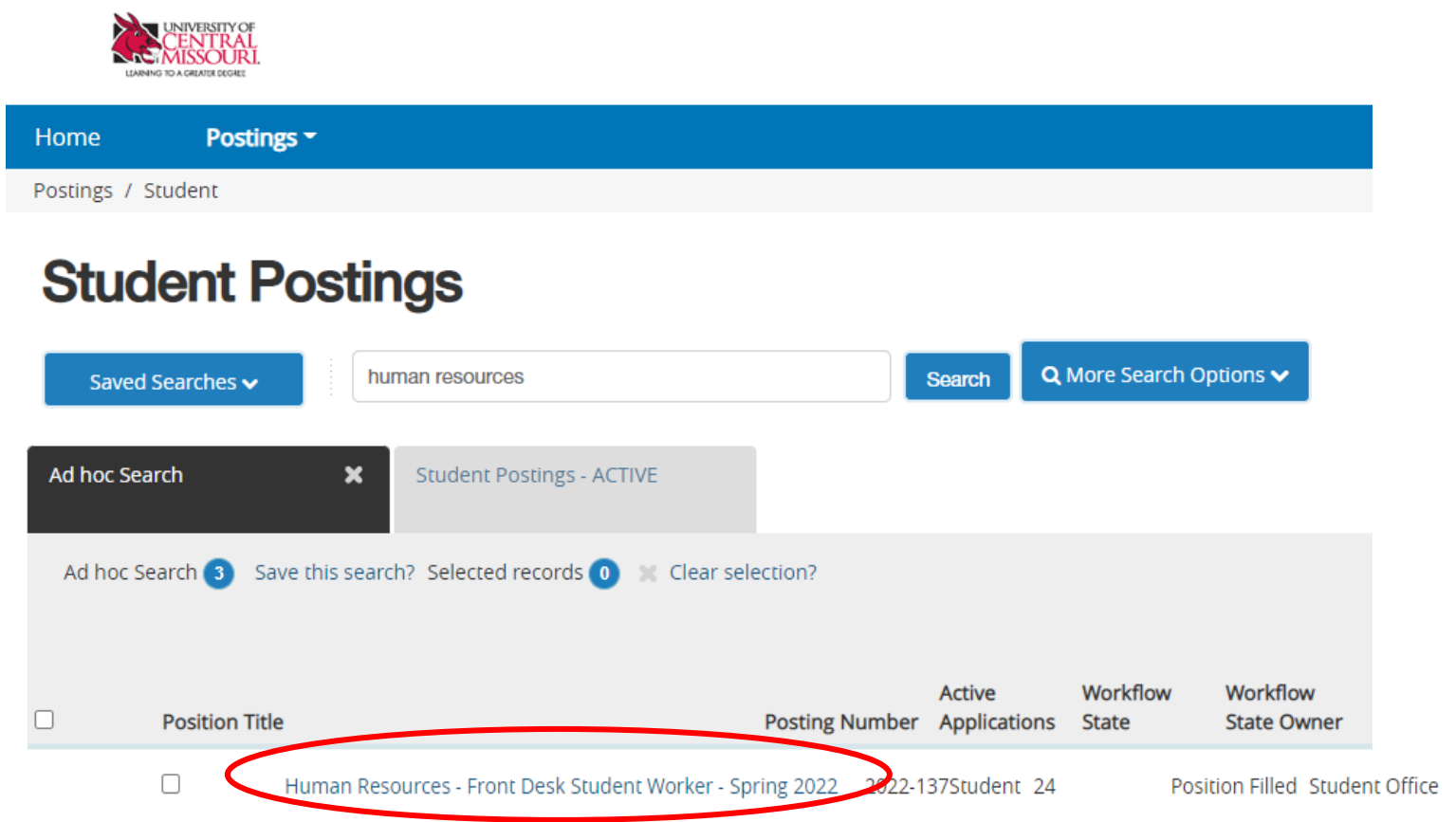
Home **Postings** Shortcuts

Student

Welcome to your online recruitment System

31 Filled Postings

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



UNIVERSITY OF CENTRAL MISSOURI
LEARNING TO A GREATER DEGREE

Home **Postings**

Postings / Student

Student Postings

Saved Searches Search [More Search Options](#)

Ad hoc Search Student Postings - ACTIVE

Ad hoc Search **3** Save this search? Selected records **0** Clear selection?

<input type="checkbox"/>	Position Title	Posting Number	Active Applications	Workflow State	Workflow State Owner
<input type="checkbox"/>	Human Resources - Front Desk Student Worker - Spring 2022	2022-137	Student 24	Position Filled	Student Office

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

Moving Applicants within the Workflow



Home Postings ▾

Postings / Student / Human Resources - Front Desk Student Worker - Spring 2022 (Position Filled) / Summary

Posting: Human Resources - Front Desk Student Worker - Spring 2022 (Student)

Current Status: Position Filled

Position Type: Student
Department: 600110-Human Resources

Created by: Bailey Harding
Owner: Student Office

Summary History **Applicants** Reports

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

Home Postings ▾

Postings / Student / Human Resources - Front Desk Student Worker - Spring 2022 (Position Filled) / Applicant Review

Posting: Human Resources - Front Desk Student Worker - Spring 2022 (Student)

Current Status: Position Filled

Position Type: Student
Department: 600110-Human Resources

Created by: Bailey Harding
Owner: Student Office

Summary History Applicants Reports

Search More Search Options ▾

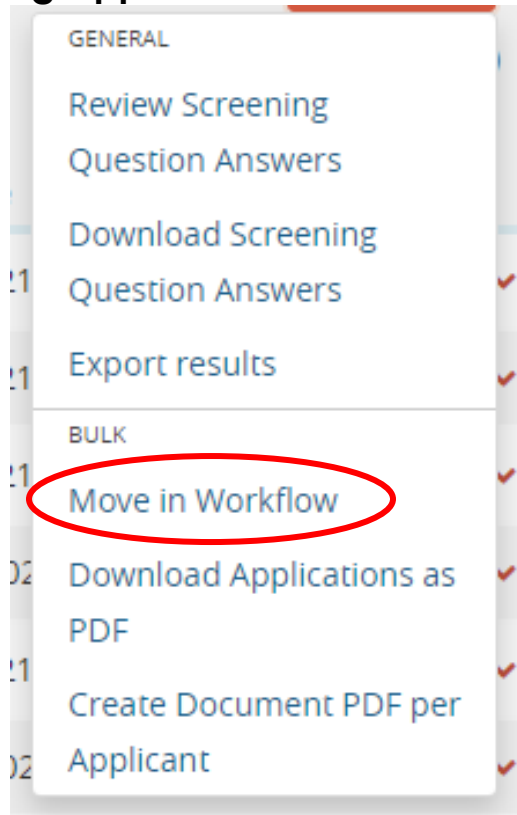
Applications - Student Active ✕

"Applications - Student Active" 24 Selected records 0 Clear selection?

<input type="checkbox"/>	700#	Last Name:	First Name:	Primary Contact Number:	Workflow State (Internal)	Workflow State (External)	Documents	Email Address:	Application Date	Actions ▾
<input type="checkbox"/>					Under Review by Department	Position Filled	Cover Letter, Resume		March 17, 2022 at 03:24 PM	Actions ▾
<input type="checkbox"/>					Under Review by Department	Position Filled	Cover Letter, Resume		January 10, 2022 at 01:40 PM	Actions ▾
<input type="checkbox"/>					Under Review by Department	Position Filled	Resume, Cover Letter		February 03, 2022 at 02:38 PM	Actions ▾
<input type="checkbox"/>					Under Review by Department	Position Filled	Cover Letter, Resume		December 13, 2021 at 11:15 PM	Actions ▾
<input type="checkbox"/>					Under Review by Department	Position Filled	Resume, Cover Letter		January 20, 2022 at 08:30 PM	Actions ▾

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	<input type="text" value="Select a workflow state..."/>	

Change for all applicants

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.”