

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

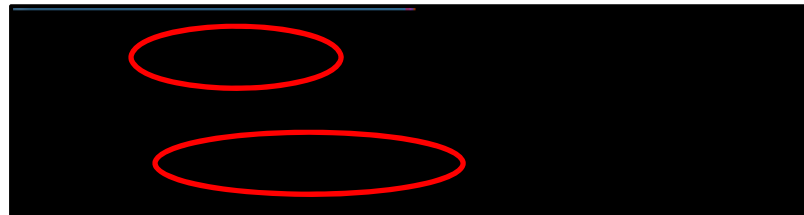


## How to Change Applicant Status

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.

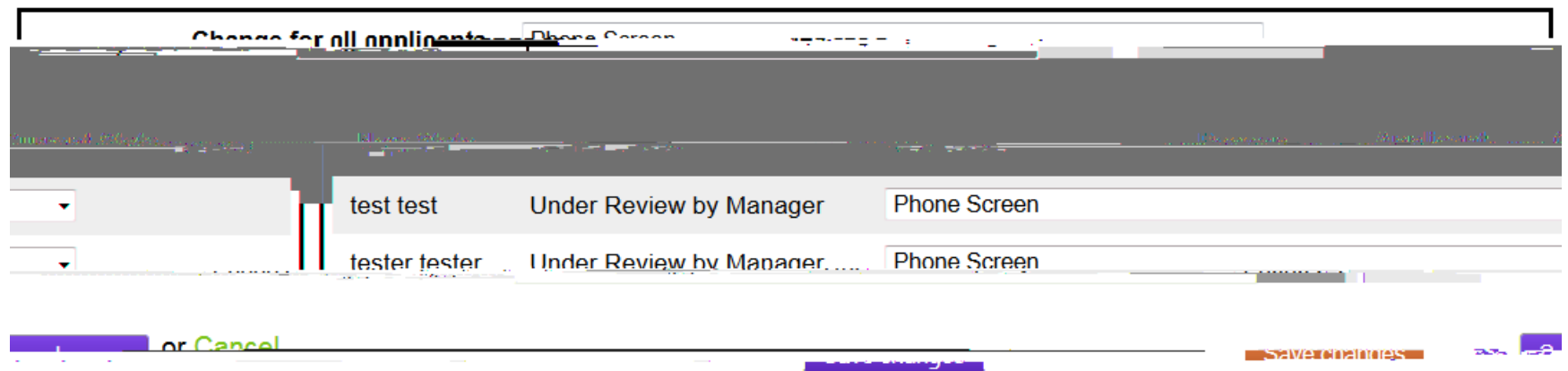


5. Find the position in the list that you want to view. Click on the blue Position Number to open the position.

Position Title	Classification Title	Active Applications	Position Number	Posting Number	Position
Computer...		15	004454	14-00042-UP/FA	Care

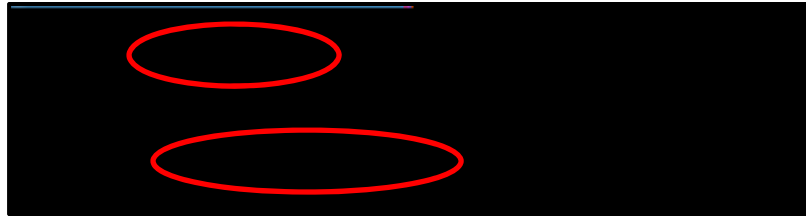


9. To change the status for all applicants you selected, click the first drop down labeled Change for all applicants. To change the status of each individual, select the drop down next to that person's name. To change the status of each individual, select the drop down next to that person's name. It 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 in individually for each candidate. In the second example, each candidate status has been changed individually as candidates with different statuses where selected.





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

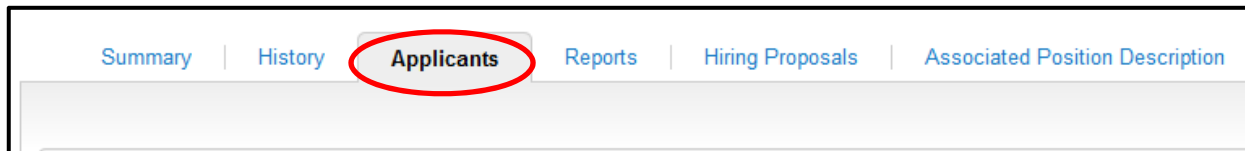


6. Find the position in the list that you want to view. Click on the blue Position Number to open the position.

A screenshot of a web application showing a table of job positions. The table has columns for Position Title, Classification Title, Active Applications, Position Number, Posting Number, and Position. A red circle highlights the 'Position Number' column for a specific row. The table is partially obscured by a search bar and a 'Saved Search' button at the top.

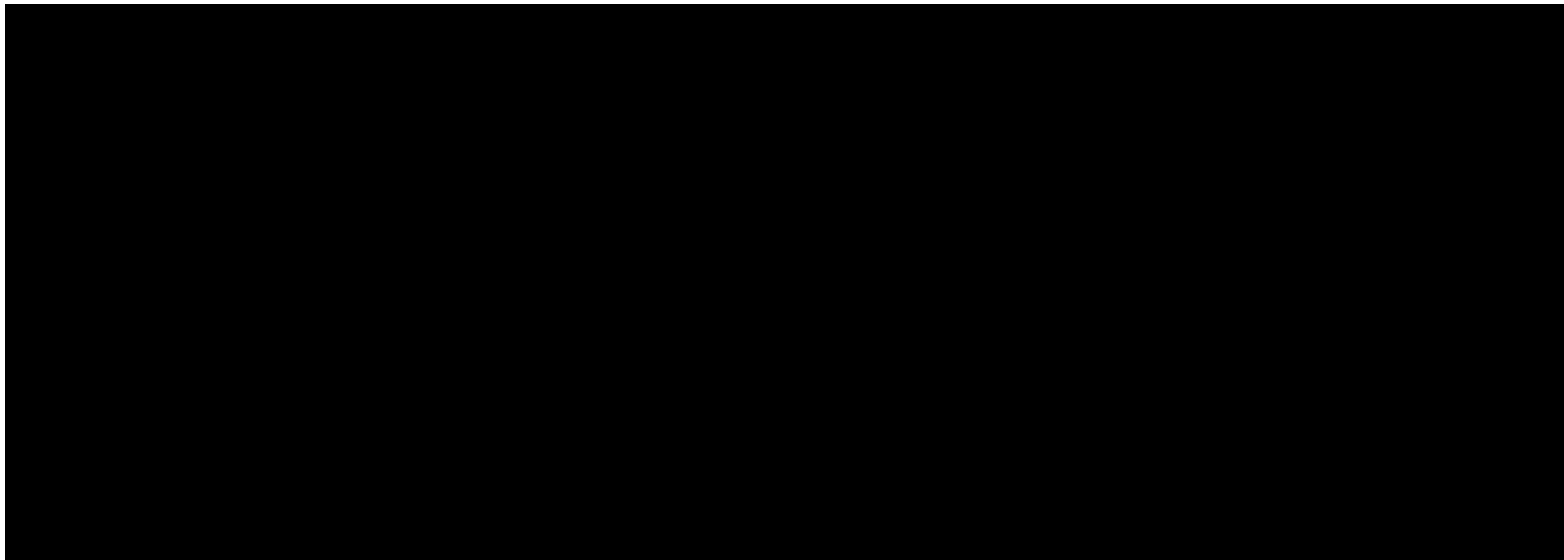
Position Title	Classification Title	Active Applications	Position Number	Posting Number	Position
...	...	15	004454	14-00042-UP/FA	Care

7. Choose the blue Applicants Tab to view the applicant pool.



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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.



13. Click



SPECIAL

