Bulk Move Applicants

Click the checkbox next to the applicants you want to change the status for. You can select different actions for the different colored boxes (green, yellow, and red). Each color is a different "bucket" we can move them to.

In this example, we've checked the green box for applicants "Anne Wasson" and "Bobby Beck." We've checked the yellow box for applicants "Melissa Jones" and "Testing CHRS."

Once you've made your selections, click the "Select a bulk action" drop-down menu, and select "Bulk Move":

The next screen is where we're going to define what happens with each color we've selected, i.e. what action results from being in the green or yellow "bucket."

Starting with the 2 green applicants, we're going to make those mean "Department Chair Review Successful."
Then click the blue "Next" button.

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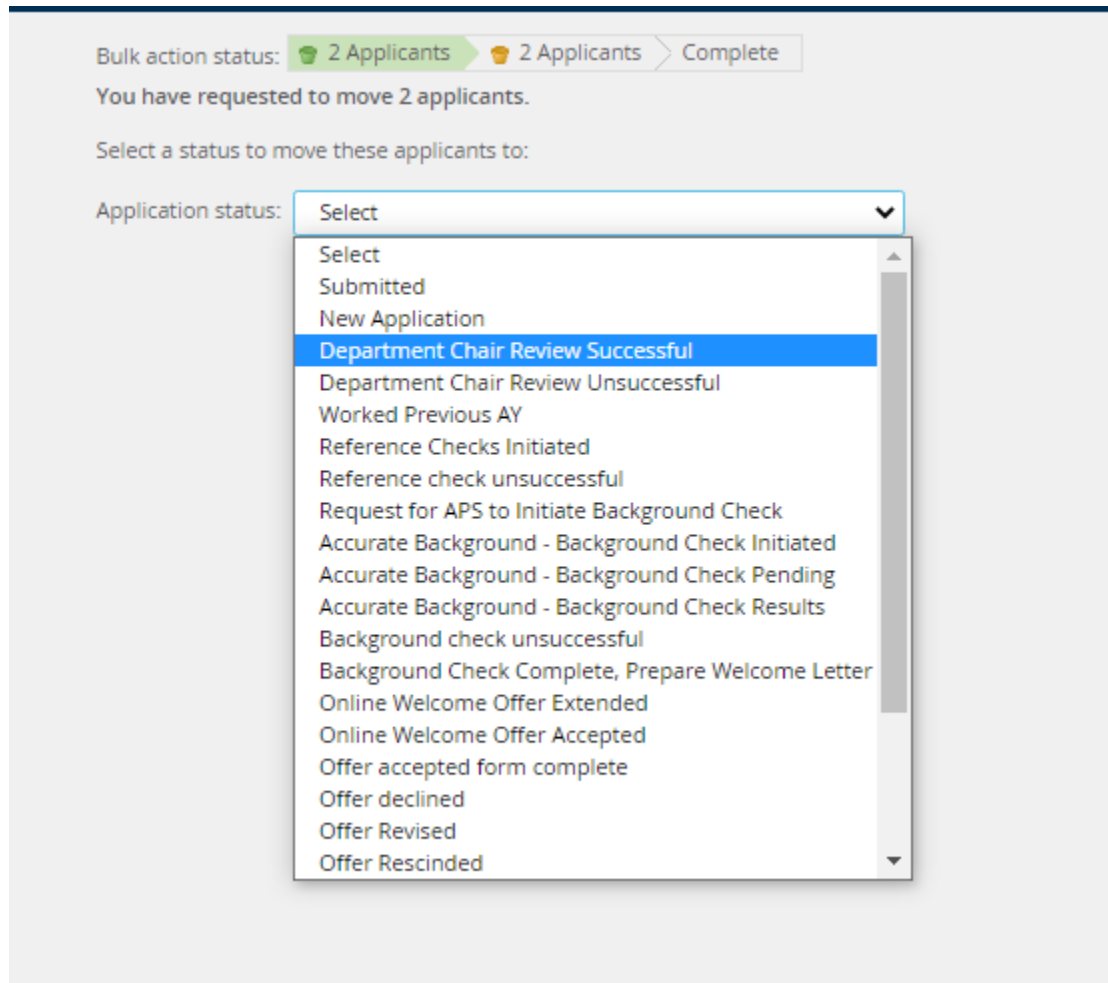
On this screen, leave everything as it's currently marked, and click "Move now."

You'll see a message warning you to not close your browser, and you'll see the processing screen. After it's done, it will take you back to your bulk move screen to deal with the yellow applicants.

Now we'll follow the same steps for this group. (Note the blue message at the top of my screen confirms that I moved the green applicants to a new status.)

For this yellow group, we'll make this the "Department Chair Review Unsuccessful" bucket, and click Next.

No changes needed on this screen.
Click "Move now."

Bulk action status: 🗑 2 Applicants 🗑 2 Applicants Complete

You have requested to move 2 applicants to the status "Department Chair Review Unsuccessful".

You now have the opportunity to notify these people::

Communication template: -- No template -- ▾

E-mail: Applicants: ● Yes   ○ No

Send an SMS to the applicant: ● Yes   ○ No
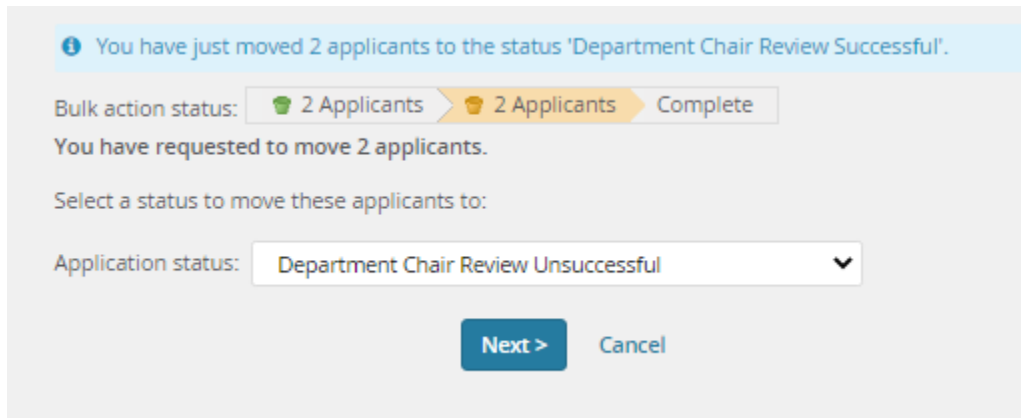
Additional users from Job: ● Yes   ○ No

▬ Note

The following will be added to the applicant notes for administrators to view:

[Move now]   Cancel

Once you're done with your bulk move, it will take you back to the applicant screen. Now, you can see the new status noted for each applicant you moved with this bulk process: