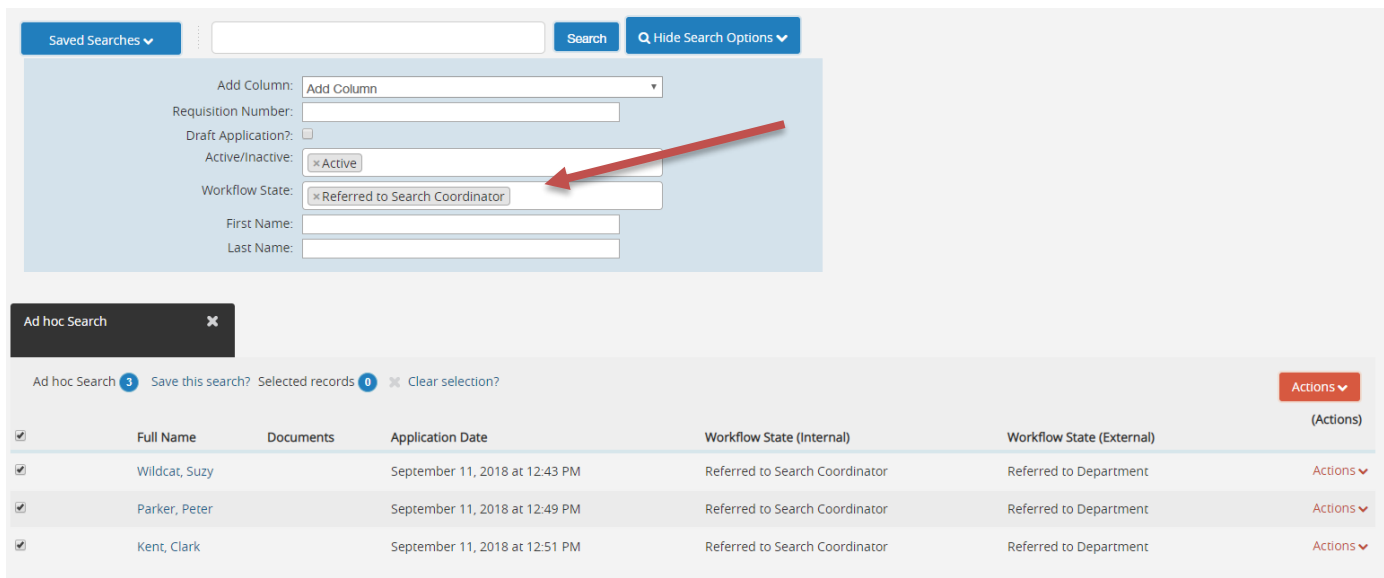# University of Kentucky

Quick Guide for Bulk Move Applicants in Workflow

IES has a useful functionality that enables you to complete your dispositions for multiple applicants in a few quick steps. The bulk 'Move in Workflow' feature achieves a task that could take several minutes in a minute or less.

Checklist for Moving Applicants in Workflow:

☐ 1. Log into the system and select Search Coordinator role on the applicant tracking side (**Hire**) of the system.

☐ 2. Locate the posting you would like to view and click on the Job Title

☐ 3. Click **"Applicants"** to obtain the list of individuals who have applied

☐ 4. Click on the **"More Search Options"** to show the filters. Then type in the workflow state of the applicants you wish to dispose in the **"Workflow State"** field and click search.

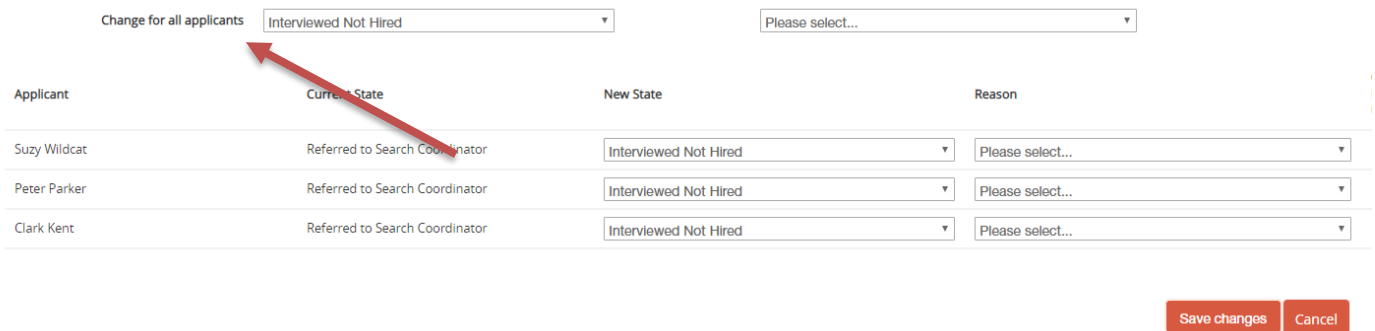*all applicants shown __MUST__ be in the same workflow state to use this functionality*

☐ 5. Select all the applicants you wish to dispose in one batch.

☐ 6. Hover over the orange **"Actions"** bottom on the top right corner of the list of applicants and select "**move in workflow**"
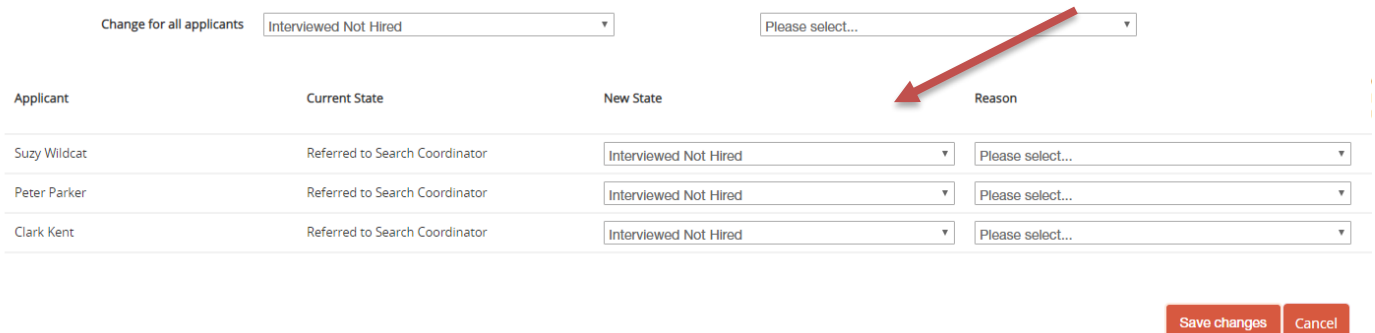
If you don't see this option, it means that there is more than one workflow state shown for the applicants (Refer to step # 4).

☐ 7. You will need to start by changing all applicants in bulk to the same workflow "State" and "Reason". Click on the dropdown box beside the field labeled **"change for all applicants"** at the top of the page and select the workflow state you wish to move them to. This will update the workflow state for the selected applicants and a second dropdown box will appear and you will select the reason.

☐ 8. If you need to change individual applicants to a different State or Reason, select the disposition state and reason for the applicant in the dropdown boxes next to their name at this time.

☐ 9. After confirming that all applicants have been moved to the desired workflow state and a disposition reason has been selected, click **"save changes"** at the bottom of the page.

☐ 10. Repeat for any additional workflow states.