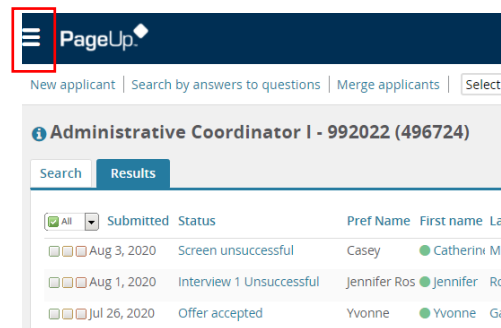|	
Purpose of guide: To comply with record-keeping requirements, applicants must have their NSU Careers system status updated to reflect whether they were considered within the applicant pool of the job to which they applied, how far in the recruitment process they were considered, as well as the reason if not hired. This is called *dispensing applicants*. See section I. for instructions for dispensing the applicant pool in NSU Careers (section A. IN BULK, and section B. BY INDIVIDUAL). Closing the job removes the job posting from public view on nsucareers.nova.edu and updates the job status to **Filled** or **Cancelled** as of the designated effective date. See section II. for instructions. *Reminder: Field labels that contain an asterisk (*) must be completed to move forward in the process.*	

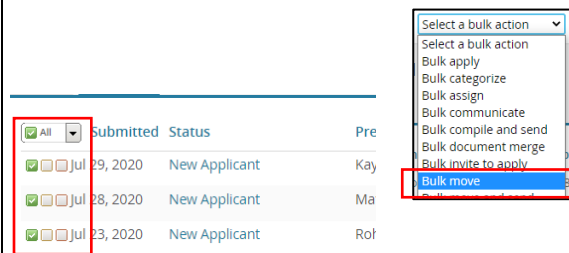| I.	DISPENSING APPLICANTS

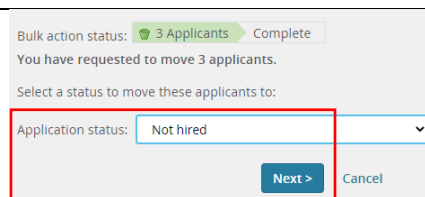|	
The list of job applicants is accessible from different links, most often from the recruitment dashboard or using the 3-line "hamburger" icon menu item **Manage jobs** and clicking on the number of applicants to display the applicant list. Applicant status can be updated in bulk if the status and/or not hired reasons are the same; if not, update each individually.	
A. IN BULK To dispense applicants with the same status and not hired reason, select the **All** option or check the boxes to the left of the names on, one by one. At the top of the page, in the **Select Bulk Action** drop down list, choose **Bulk move**.	
A new window will open. Select status from the **Application Status** drop-down menu. To access the not hired reasons, select status that applies to all, such as **Not hired** (scroll down to find) and the **Next** button.	
To send an email, select a template, such as **Position Filled**. The pre-filled email template will display. Email text can be customized. Please keep in mind that using bulk move will send the same email to all selected applicants.	
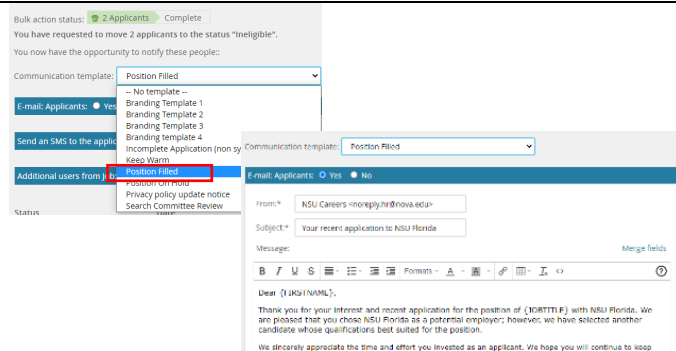
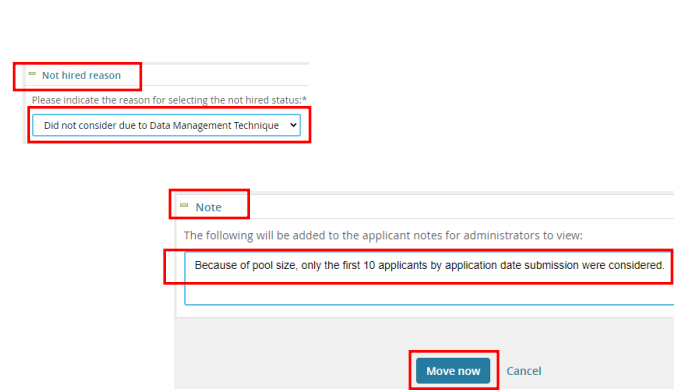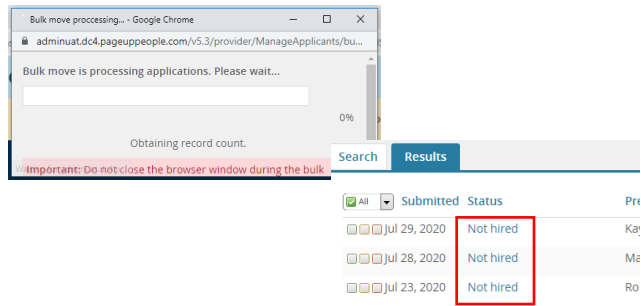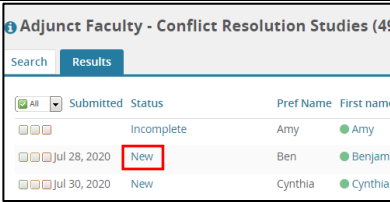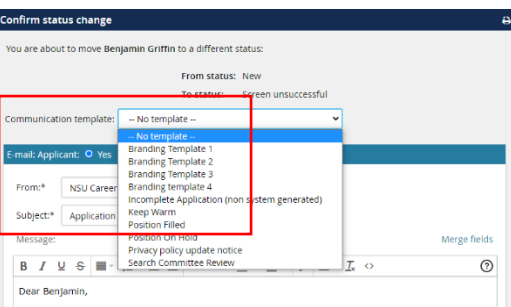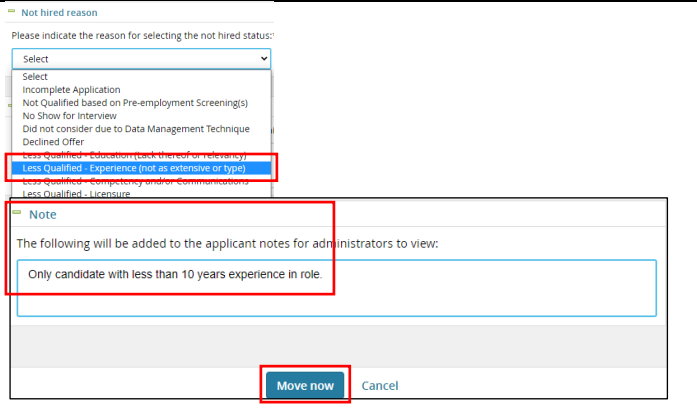|	
Scroll down to the section labeled **Ineligible reason**. Using the drop-down menu, select the reason applicants were not hired. *Note: When using the reason **Did not hire due to Data Management Technique**, please provide a brief explanation regarding the method used (such as example provided) in the **Note** section at the bottom of the page.* Click on the **Move now** button to advance.	Not hired reason Please indicate the reason for selecting the not hired status:* Did not consider due to Data Management Technique Note The following will be added to the applicant notes for administrators to view: Because of pool size, only the first 10 applicants by application date submission were considered. Move now Cancel
A separate window will appear while the system updates the status of each of the identified applications. Note the pink highlighted warning to NOT close the window or browser while the system is updating. The system will display the applicant listing, showing the changed status.	Bulk move proccessing... - Google Chrome adminuat.dc4.pageuppeople.com/v5.3/provider/ManageApplicants/bu... Bulk move is processing applications. Please wait... 0% Obtaining record count. Important: Do not close the browser window during the bulk Search **Results** All ▾ Submitted Status Pre ☐☐☐ Jul 29, 2020 Not hired Kay ☐☐☐ Jul 28, 2020 Not hired Ma ☐☐☐ Jul 23, 2020 Not hired Ro
B. BY INDIVIDUAL	
Access the applicant list for specified job. Click on the status of specific applicant.	ⓘ **Adjunct Faculty - Conflict Resolution Studies (49** Search **Results** All ▾ Submitted Status Pref Name First name ☐☐☐ Incomplete Amy ● Amy ☐☐☐ Jul 28, 2020 New Ben ● Benjamir ☐☐☐ Jul 30, 2020 New Cynthia ● Cynthia

Change application status page will open in a separate window.
 	
Scroll down to find desired status; select and click the **Next** button at the bottom of the page.
 	
To dispense an applicant that was not (or no longer) under consideration, one of the "unsuccessful" status labels, or **Not hired**.
	Change application status
	Phone screen unsuccessful
	Search committee review
	Search committee unsuccessful
	Hiring Manager review
	Hiring Manager review successful
	Hiring Manager review unsuccessful
	Interview 1 Background/Reference check
	Interview 1 Accepted Background/Reference check unsuccessful
	Interview 1 Declined Verbal offer
	Interview 1 Unsuccessful Online offer made
	Interview 2 Offer accepted
	Interview 2 Accepted Offer accepted paperwork complete
	Interview 2 Declined Offer declined
	Interview 2 Unsuccessful Removed
	                              Withdrawn
	                              Ineligible
	                              Not hired
	                              Submit Next >

Confirm status change page will display.
 	
To send an email to the applicant, to the right of **Email: Applicant** select **Yes.**
 	
In **Communication template**, select a pre-filled template, such as **Position filled**, OR leave as **–No template.--**
	Confirm status change
	You are about to move Benjamin Griffin to a different status:
	From status: New
	To status: Screen unsuccessful
	Communication template: -- No template --
	                         -- No template --
	                         Branding Template 1
	E-mail: Applicant: ○ Yes Branding Template 2
	                         Branding Template 3
	From:* NSU Career Branding template 4
	                         Incomplete Application (non system generated)
	Subject:* Application Keep Warm
	                         Position Filled
	Message: Position On Hold Merge fields
	B I U S ▦ Privacy policy update notice
	                         Search Committee Review
	Dear Benjamin,

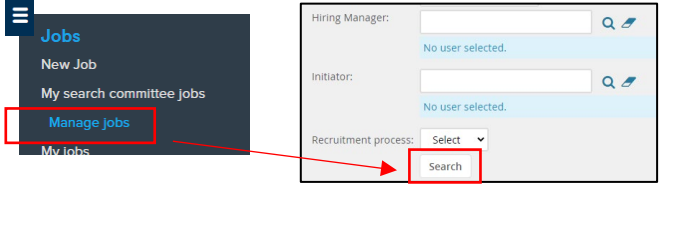|	
Scroll down to section labeled **…reason.** to select the reason not hired. In the Note section at the bottom of the page, please add a statement about the reason the applicant was not considered. Click the **Move now** button to update status.	
The new status will display on the applicant list, and on the applicant card (accessible by clicking on the employee name). On the applicant card, the history tab will display the note.	
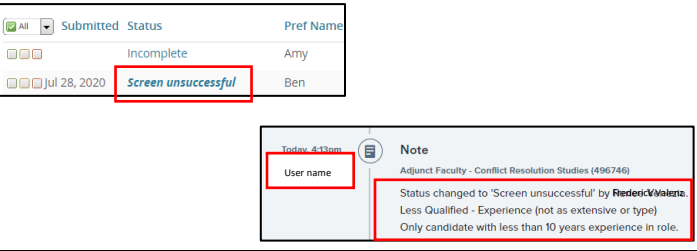
II.   JOB CLOSURE

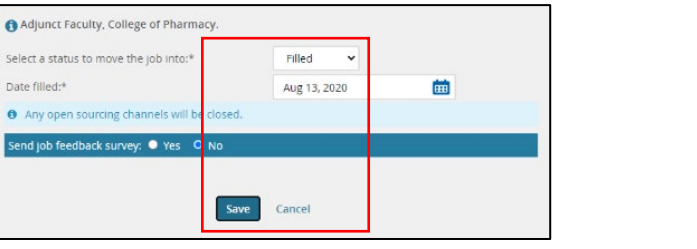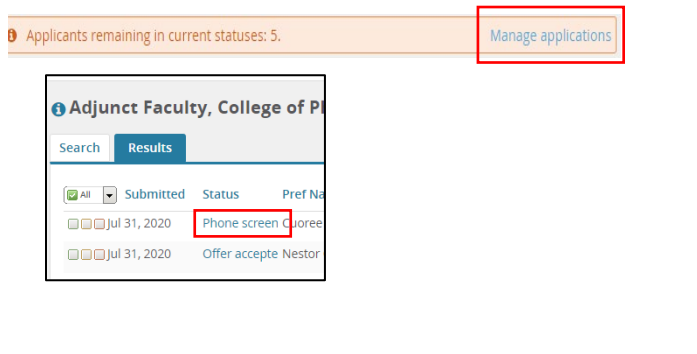|	
Find job by following links in the dashboard or select **Manage jobs** from the main menu. If needed, use the search function to find the specific job. *Hint: Before searching, use the **Clear** button to delete previous criteria.*	
On the row for the affected job, on the far right of the page click on the **Close job** icon (red 'x' in front of a square).	
Select status **Filled** or **Cancelled** and the appropriate date. Leave "Send job feedback survey:" the "No" selection. Click on the blue **Save** button.	
Applications that are still in a current review status (**New**, **Phone screen, Interview**, etc.) during job closure are flagged in an orange highlight bar. Applicants must be dispensed before job closure. Please see section I. of this document for details.	
The job will now display on the **Manage jobs** page as **Filled** or **Cancelled** status, with a red 'x' in the Sourced column (meaning it is no longer visible on the nsucareers.nova.edu page).	