Search Committee Chair: How to Change Application Statuses

Quick Reference Guide

*Staff/MPP recruitments: Users who have been granted search committee chair or hiring manager permissions and are listed as the search committee chair on the requisition are able to change applicant statuses. All other users should contact their recruiter for assistance.

Directions:

1. From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon to log into the system.

![CHRS Recruiting icon]

2. From the Search committee review tile, click on # Jobs requiring panel review.

![Search committee review]

3. Click on View Applicants.

![View Applicants (5)]
4. Click on the applicant to open the applicant card.

5. Under “Status changed” click on the application status.

6. Select the application status you want to move the applicant into. Click Next.
7. You will be directed to the confirm status change page.

If E-mail Applicant pre-populates to “Yes” an applicant communication has been built into the system and will pre-populate on the screen. All communications built into the system have been vetted by the Talent Acquisition team. Do not edit the communication. Click Move Now.

If E-mail Applicant pre-populates to “No” this means that applicant communication is not required for this status. Click Move Now.

8. The applicant will be moved into the new status.
How to bulk move application statuses

1. From the Search committee review tile, click on # Jobs requiring panel review.

2. Click on View Applicants.

3. Select the applicants you want to bulk move.
4. Click Bulk Move.

5. Select the application status you want to move the applicants into.

6. Click Next
7. You will be directed to the confirm status change page.

If E-mail Applicant pre-populates to “Yes” an applicant communication has been built into the system and will pre-populate on the screen. All communications built into the system have been vetted by the Talent Acquisition team. Do not edit the communication. Click Move Now.

If E-mail Applicant pre-populates to “No” this means that applicant communication is not required for this status. Click Move Now.

8. The selected applicants will be moved into the new status.