How to Disperse Applicants

As you are moving applicants forward for interviews, you must also gradually move the applicants who were *not* chosen to the inactive pool. This information must be entered into eSearch by changing the status of each applicant and supplying the reason for the change.

**BEFORE HR CAN MOVE THE REQUISITION TO FILLED, YOU MUST HAVE ALL APPLICANTS DISPERSED TO THE INACTIVE POOL. THE NEW HIRE MUST BE THE ONLY APPLICANT REMAINING (WITH STATUS "REQUEST TO OFFER")**

This task is much easier to do throughout the search as opposed to after, when it is difficult to remember or gather the information. To help you keep track, it is recommended that you bring a list of your applicants to any search committee meetings, as well as the list of status dispersal reasons you will be choosing from in eSEARCH.

Instructions:

1. Log in to https://www.unrsearch.com/hr.
2. On your home page you should see your position in your Inbox or Watch List. Click the position to open. If it does not appear on your homepage, click the Requisitions tab at the top to find it listed on that page.
3. You should now be viewing your Requisition Summary page. You should see four tabs below the bold position title. Click the Applicants tab.
4. This takes you to the list of active applicants. Select all of the applicants who will not be moving forward (using the checkbox to left of their names) and hover your cursor over the Actions button in the upper right area of the list. Select Move In Workflow.

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5. All of the applicants you selected should now appear on one page. You can change each applicant’s status individually, or use the Change for All Applicants drop-down if all applicants will be changed to the same status. **Please note that the Change for All Applicants feature works only when selected applicants all begin from the same status**

![Image](image_url)

The most commonly selected status changes are as follows:

- **No Interview Not Hired Send Email**- The applicant was not interviewed. System sends courtesy email notifying them that they will not be moving forward
- **Interview Not Hired Send Email**- The applicant was interviewed. System sends courtesy email (email mentions interview)
- **Not Selected**- This status does not send a courtesy email. Not selected is best used when the applicant will be contacted personally (via email, phonecall, or letter). This is recommended for applicants who participated in a second interview.

Other status changes that will move applicant to inactive pool: Candidate Declined, Candidate Withdrew, Search Cancelled.

6. After selecting the appropriate status, you must select a reason for the change. Dispersal reasons are as follows:

![Image](image_url)

7. Save changes.