

User Role: **Search Chair/Search Admin**
Website: <http://www.jobs.mtu.edu/hr>

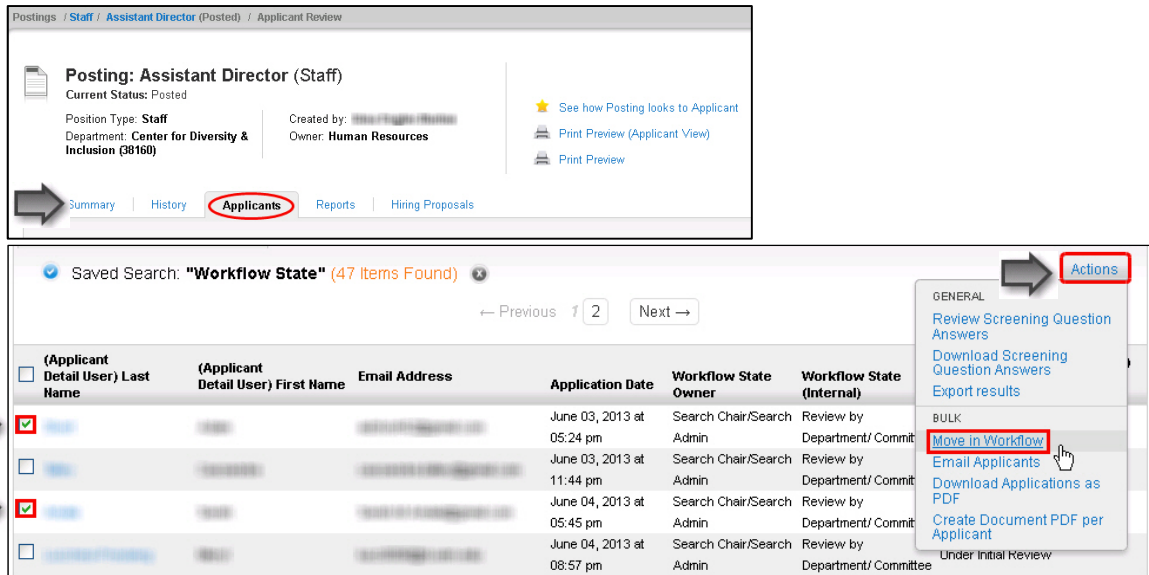
1

Set User Role: On the **Home** tab, confirm that your User Role is set to **Search Chair/Search Admin**. If not, select role from the drop-down menu & click on the **Refresh** icon to apply the change.



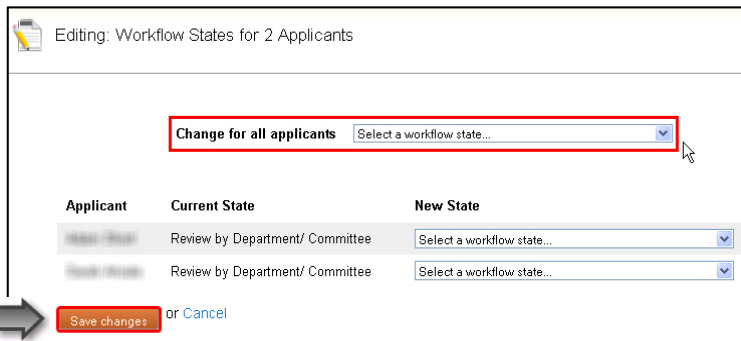
2

Select Applicants to Move: Navigate to the **Applicants** tab, next chose applicants by clicking on the box to the left of each applicant's name. Hover over the **Actions** button (on the far right column located above ALL names) then click on **Move in Workflow**.



3

Change Workflow State: Now, select a Workflow State from the drop-down menu. The **New State** will change for **ALL** applicants that you selected on the previous screen. Don't forget to click on **Save Changes** to apply the changes in the PeopleAdmin system.



Quick Tip:
To change a Workflow State for only one (1) applicant, select from the drop-down next to **EACH** individual applicant's name.

Important Reminder

Final Disposition Codes Handout: Use this Job Aid in conjunction with the **Applicant Flow Log (AFL) / Final Disposition Codes** handout provided to the Search Committee Chair. It's very important to move (or "flow") each applicant **in sequence** through ALL applicable workflow states.