

Faculty Positions: Moving Applicants Through the Workflow States

Below you will find instructions on how to move faculty through the workflow states (i.e. hired) in PeopleAdmin 7.6.

Locate the Position

To move applicants through various workflow states in PeopleAdmin, please select the Postings tab and choose Faculty in order to see a list of Faculty Postings, as shown below.

The screenshot shows the PeopleAdmin interface for Loyola University Chicago. The navigation bar includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'Onboarding Events', 'My Profile', and 'Help'. The 'Postings' tab is selected, and the 'Faculty' sub-tab is active. The page title is 'Faculty Postings'. Below the title is a search bar and a 'Create New Posting' button. A table lists the following positions:

Position Title	Active Applications	Position Number	Location Code	Workflow State	Last Status Update	(Actions)
Metadata Technologies Librarian - Non-Tenure Track	13	8100565	LIBRARY - CUDAHY (02910A)	Posted		Actions
Research Associate	6	8550381	PHYSIOLOGY (06240A)	Posted		Actions

Select the job posting, and navigate to to the "Applicants" tab, as shown below. View the application of interest.

Faculty Positions: Moving Applicants Through the Workflow States

From the **Actions** menu, select "Move in Workflow." The "Editing Workflow States" page opens. Select the appropriate "New Step" such as hired, phone interview, etc.

- If the confirmation box prompts you for a reason, select the reason that best explains why you are moving the applicant to this workflow state.

Select Save Changes to move the applicant to the selected workflow state.

Posting: Metadata Technologies Librarian - Non-Tenure Track (Faculty) Edit

Current Status: Posted

Position Type: Faculty
Location Code: LIBRARY - CUDAHY (02910A)

Created by: [Redacted]
Owner: Faculty Admin

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Background Checks

Search bar: [Search] [More Search Options]

Default Faculty Job Applications: 15 | Delete this search? | Selected records: 0 | Clear selection?

<input type="checkbox"/>	Last Name	First Name	Are you a graduate of Loyola University Chicago?	Are you currently employed at Loyola University Chicago?	Workflow State (Internal)	Workflow State (External)	Documents	Combined Document	Last Updated	Actions
<input type="checkbox"/>	[Redacted]	[Redacted]	No	No	Under Review by Search Committee	In Progress	[Redacted]	Generate	[Redacted]	Actions
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	No	No	Under Review by Search Committee	In Progress	[Redacted]	Generate	[Redacted]	Actions

Moving a Group of Applicants To a New Workflow State

From the list of all applicants on the posting, check the boxes associated with the applicants of interest.

1. From the **Actions** menu, select Move in Workflow. The Editing Workflow States page opens.
2. For each applicant listed on this page, select the new workflow state.

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If required, select the reason that best explains why you are moving the applicants in the workflow. You can select a reason for each applicant even if you moved all of them in the workflow together.

When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them

The screenshot displays a web interface for managing faculty applicants. At the top, there are navigation tabs: Summary, History, Settings, Applicants (selected), Reports, and Hiring Proposals. Below the navigation is a search bar with a 'Saved Searches' dropdown, a search input field, and a 'Search' button. A 'More Search Options' dropdown is also present. A dark header bar contains 'Default Faculty Job Applica...' with a close icon. Below this, a status bar shows 'Default Faculty Job Applications' with a count of 15, a 'Delete this search?' link, 'Selected records' with a count of 0, and a 'Clear selection?' link. On the right, there is a circled '2' next to an 'Actions' dropdown menu. The main table has columns: 'Last Name', 'First Name', 'Are you a graduate of Loyola University Chicago?', 'Are you currently employed at Loyola University Chicago?', 'Workflow State (Internal)', 'Workflow State (External)', 'Documents', 'Combined Document', and 'Last Updated'. The first column has a circled '1' next to a checkbox. The table contains five rows of applicant data, all with 'Under Review by Search Committee' in the 'Internal' state. To the right of each row is an 'Actions' dropdown menu. Below the table, there is a 'Change for all applicants' section with a dropdown menu set to 'Select a workflow state...'. Below this is a table with three columns: 'Applicant', 'Current State', and 'New State'. The 'Current State' column shows 'Under Review by Search Committee' for all applicants, and the 'New State' column shows a dropdown menu for each, set to 'Select a workflow state...'.

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Questions?

Please email questions to Careers@luc.edu and an Human Resources staff member will follow-up with you.