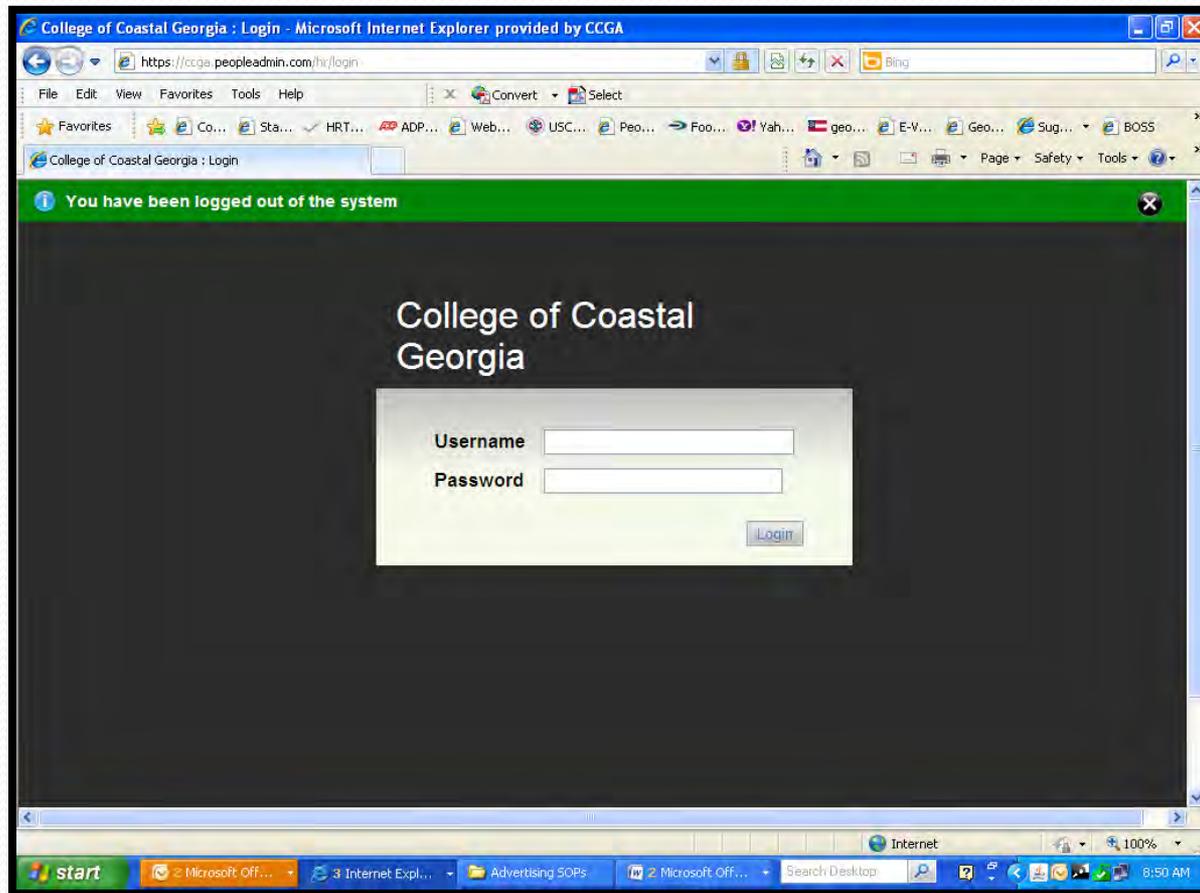


CGEMS MANAGER'S GUIDE

How to Move Applicants Through Workflow

HOW TO MOVE APPLICANTS THROUGH WORKFLOW

1. Log onto PeopleAdmin at <http://ccga.peopleadmin.com/hr>. Your username and password are the same that you would use to log onto your CCGA computer. Do not add “@ccga.edu” to your login name. Click “Login”.



2. **Only Hiring Managers can move applicants through the workflow.** Choose Hiring Manager from the choices in the User Group dropdown menu.

 You are now viewing the system as a member of the Hiring Manager group

Hire Welcome, Angela Tucker [My Profile](#) [Help](#) [Logout](#)

 COLLEGE of COASTAL GEORGIA
UNIVERSITY SYSTEM OF GEORGIA

User Group:
Hiring Manager 

Home Postings ▾ Applicants ▾ Shortcuts ▾

Postings / Staff ☆

Staff Postings

[+ Create New Posting](#)

Saved Searches ▾ Search [More Search Options ▾](#)

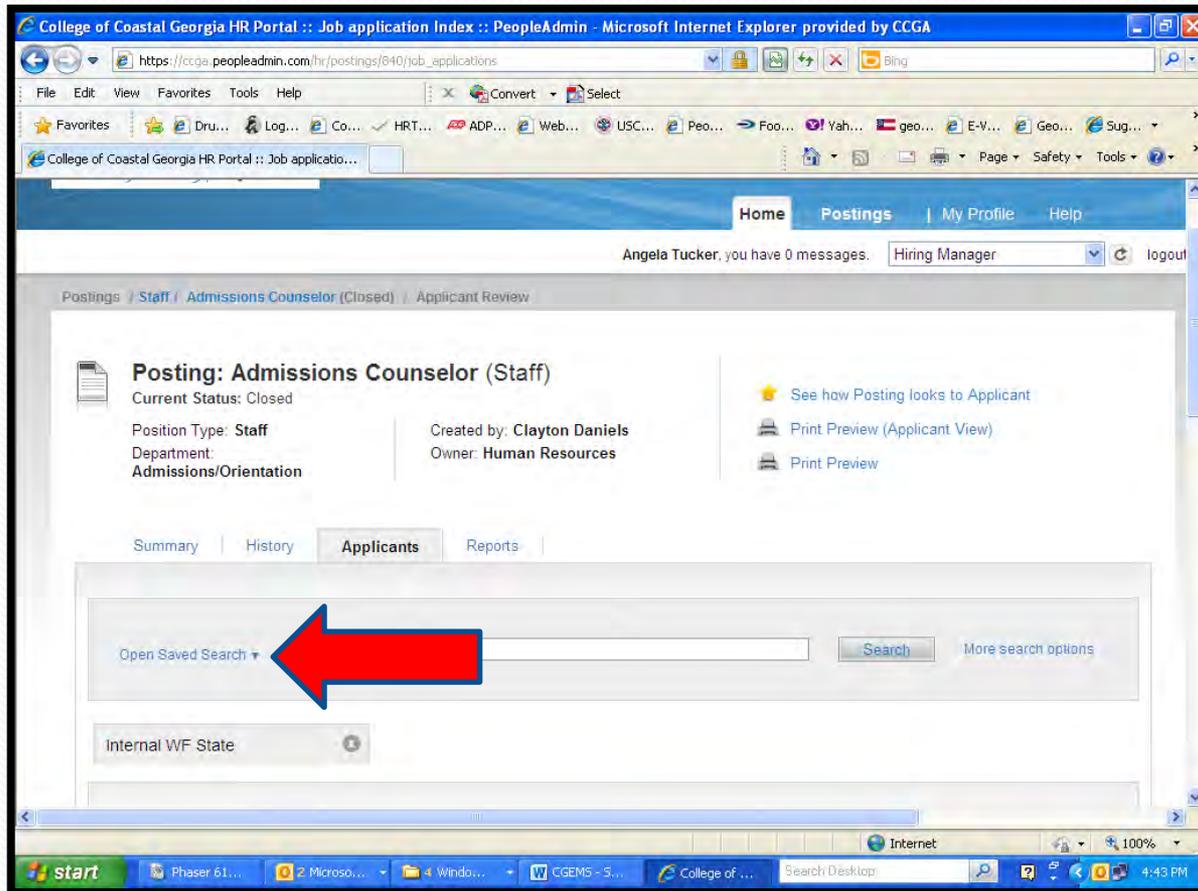
3. Click the “Postings” tab in the blue area and choose the type of “Posting” for which you are “Hiring Manager”. Scroll down to see a list of “Position Titles”. Choose the Position Title which you will be working by clicking on the actual title (do not check the checkbox to the left of the title).

The screenshot displays the College of Coastal Georgia HR Portal in a Microsoft Internet Explorer browser. The page title is "College of Coastal Georgia HR Portal :: Posting Index :: PeopleAdmin - Microsoft Internet Explorer provided by CCGA". The URL is "https://ccga.peopleadmin.com/hr/postings?position_type_id=1". The navigation menu includes "Home", "Postings", and "My Profile". The user is logged in as "Angela Tucker" with "0 messages" and is acting as a "Hiring Manager".

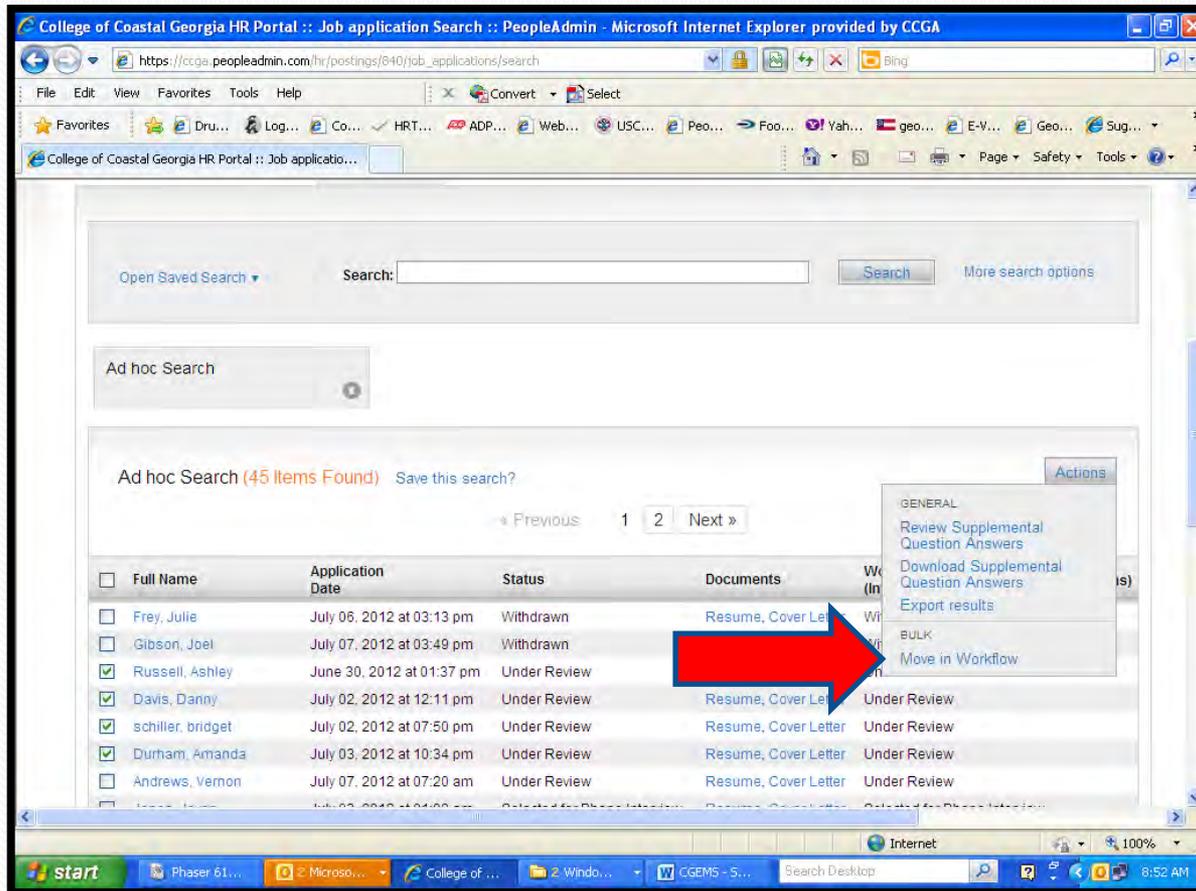
The main content area is titled "Staff Postings" and features a "Create New Posting" button. Below this is a search bar with a "Search" button and a link to "More search options". An "Ad hoc Search" section shows the word "OPEN" entered. A "Saved Search: 'OPEN' (8 Items Found)" section is active, displaying a table of results.

<input type="checkbox"/>	Position Title	Posting Number	Active Applications	(Posting Detail) Open Date	Workflow State	(Actions)
<input type="checkbox"/>	Admissions Counselor	Sta00130	45	06/28/2012	Closed	Actions
<input type="checkbox"/>	Police Officer	Sta00137	23	08/01/2012	Closed	Actions
<input type="checkbox"/>	Department Coordinator-School of Nursing & Health Sciences	Sta00138	15	07/30/2012	Closed	Actions

4. Click the “Applicants” tab.
 - If the list of applicants for this posting does not load, place your cursor over “Saved Search” and choose an appropriate search (ex: Applicant Search).



5. The applicants can be moved to another workflow state one by one or in bulk. Check the box to the left of the applicant name who will be moved in the workflow, place cursor over the gray “Actions” button and choose “Move in Workflow”.

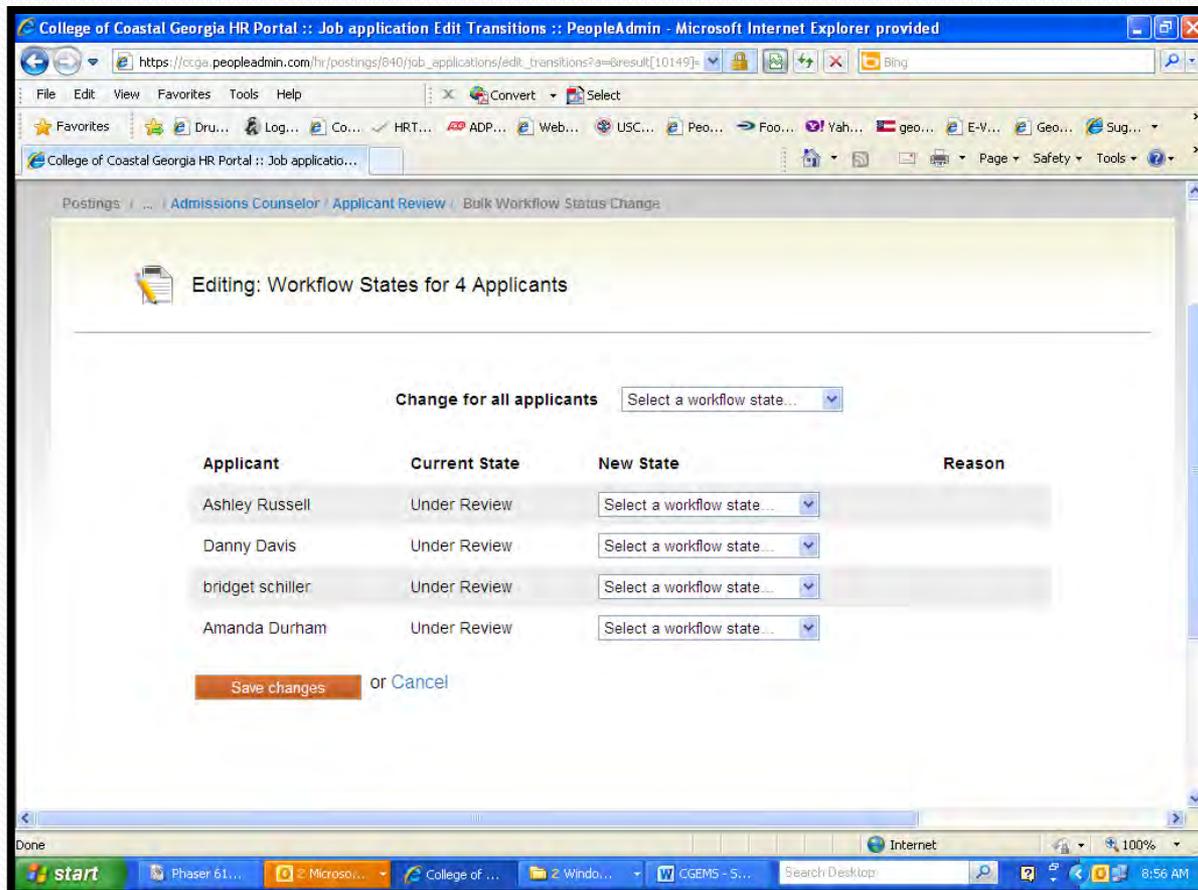


The screenshot displays the College of Coastal Georgia HR Portal in Microsoft Internet Explorer. The browser address bar shows the URL: https://ccga.peopleadmin.com/hr/postings/640/job_applications/search. The page features a search bar with the text "Ad hoc Search (45 Items Found)" and a "Save this search?" link. Below the search bar is a table of job applicants. A red arrow points to the "Actions" button for the applicant "Russell, Ashley". The "Actions" menu is open, showing options under "GENERAL" and "BULK". The "Move in Workflow" option is highlighted.

<input type="checkbox"/>	Full Name	Application Date	Status	Documents	Workflow
<input type="checkbox"/>	Frey, Julie	July 06, 2012 at 03:13 pm	Withdrawn	Resume, Cover Letter	Withdrawn
<input type="checkbox"/>	Gibson, Joel	July 07, 2012 at 03:49 pm	Withdrawn		Withdrawn
<input checked="" type="checkbox"/>	Russell, Ashley	June 30, 2012 at 01:37 pm	Under Review		Under Review
<input checked="" type="checkbox"/>	Davis, Danny	July 02, 2012 at 12:11 pm	Under Review	Resume, Cover Letter	Under Review
<input checked="" type="checkbox"/>	schiller, bridget	July 02, 2012 at 07:50 pm	Under Review	Resume, Cover Letter	Under Review
<input checked="" type="checkbox"/>	Durham, Amanda	July 03, 2012 at 10:34 pm	Under Review	Resume, Cover Letter	Under Review
<input type="checkbox"/>	Andrews, Vernon	July 07, 2012 at 07:20 am	Under Review	Resume, Cover Letter	Under Review

6. Editing: Workflow States

- Move each applicant from the “Current State” to the “New State”. You can mass move them if all are in the same “Current State” and will be moving to the same “New State” by utilizing the “Change for all applicants” dropdown box.
- Note: Moving an applicant to “Not Selected for Interview” triggers an automatic email to the applicant that he or she was not selected for an interview.



7. Click “Save Changes”.
 - Important: CGEMS will take a few minutes to update. Your changes will not show instantaneously. The applicants that you changed may show as still being in the same workflow state as before your action, or they may not be visible at all. Wait 10 seconds then press the F5 key to update your action.
8. Continue using this process to move applicants through the workflow as needed.
9. Contact Human Resources personnel to do the following:
 - An applicant has been moved to “Not Selected for Interview” in error (Hiring Manager can’t move the applicant from this state to another state).
 - Move an applicant to “Hired”.
 - Move the posting to “Closed”. This removes the posting from the CCGA Employment Page and prevents more applicants from applying.
 - Move the posting to “Filled”.
10. Notify HR when a Personnel Action Form (hiring of faculty and staff) or “Recommendation for Employment” form (hiring of students) is forthcoming. This alerts HR that a posting may need to be removed from the website.
11. Contact HR if you have questions.