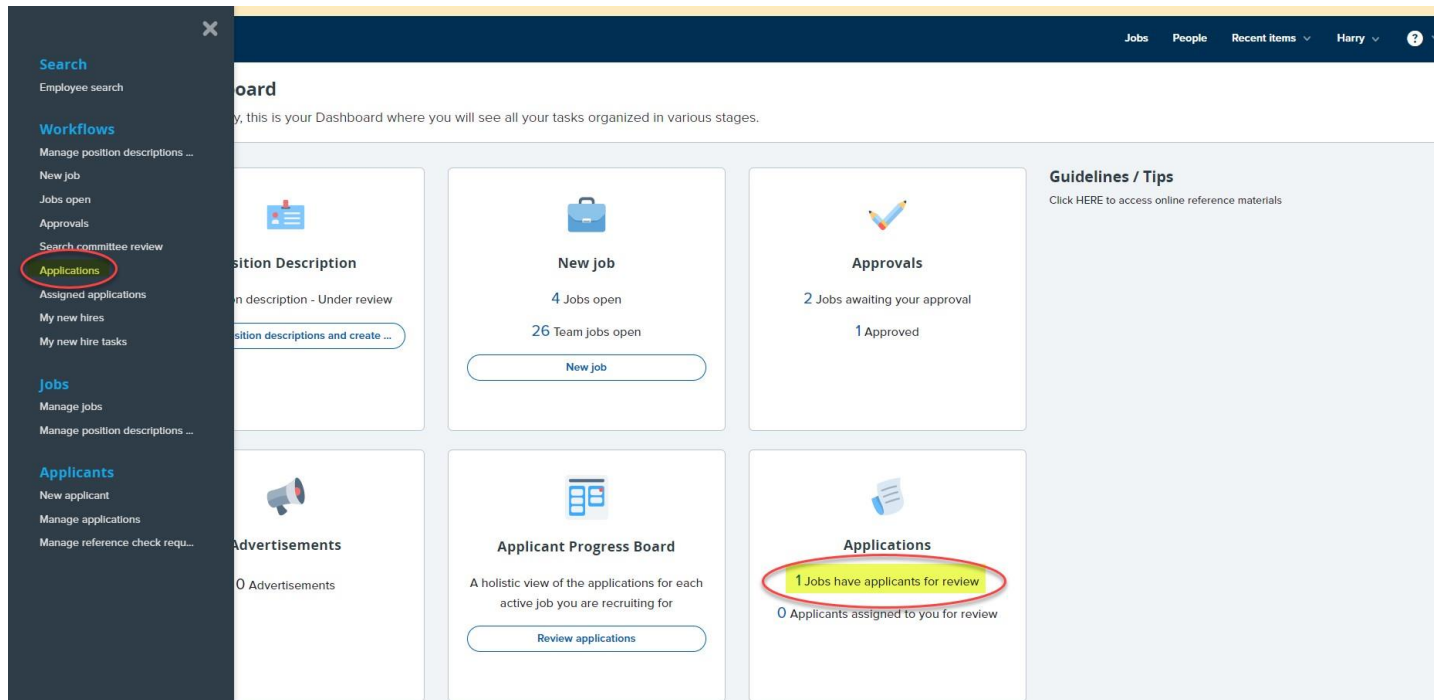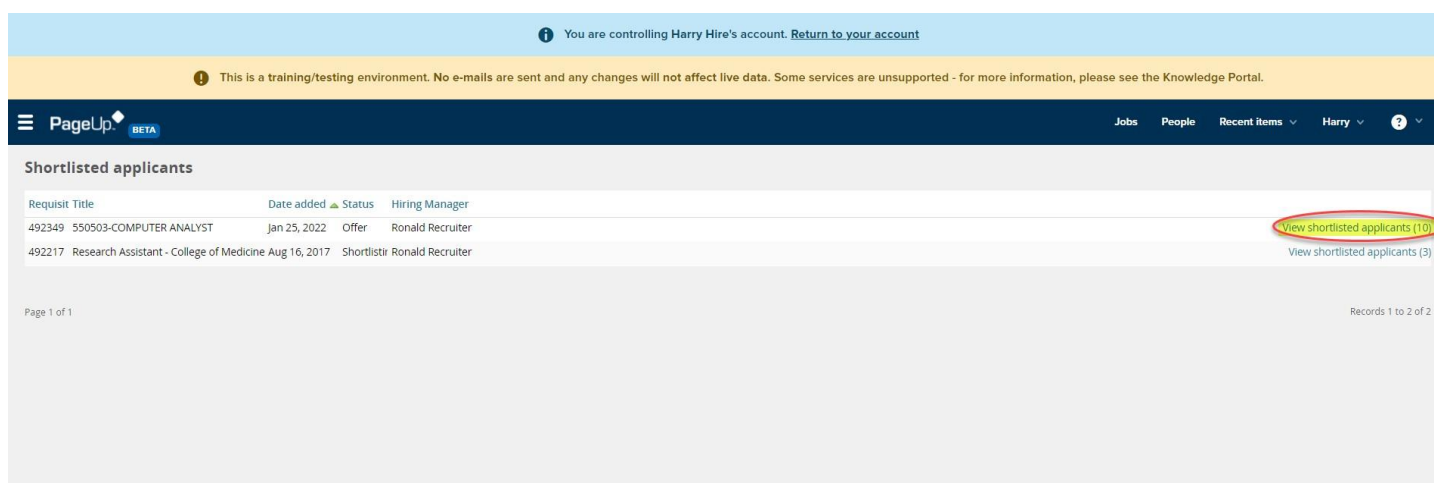## Dispositioning Applicants - Hiring Manager Shortlisting via Applications

1. From the Hiring Manager dashboard, under **Applications**, click **Jobs have applicants for review**. Alternatively, from the Hamburger Menu, click **Applications**.


2. On the **Shortlisted applicants** screen, next to the relevant job, click **View shortlisted applicants**.

3. On the **View shortlisted applicants** screen, you can:

a. Click ***Applicant's Name*** to see details of the applicant, including the submitted application form and supporting documents.
b. Select an ***Outcome*** for the application based on where the applicant is at in the process. Below are the application statuses that an applicant can be moved to (dependent on where applicant is in the process):
   i. Committee Review
   ii. First Round Zoom Interview
   iii. Second Round Onsite Interview
   iv. Hiring Proposal (launch offer card)
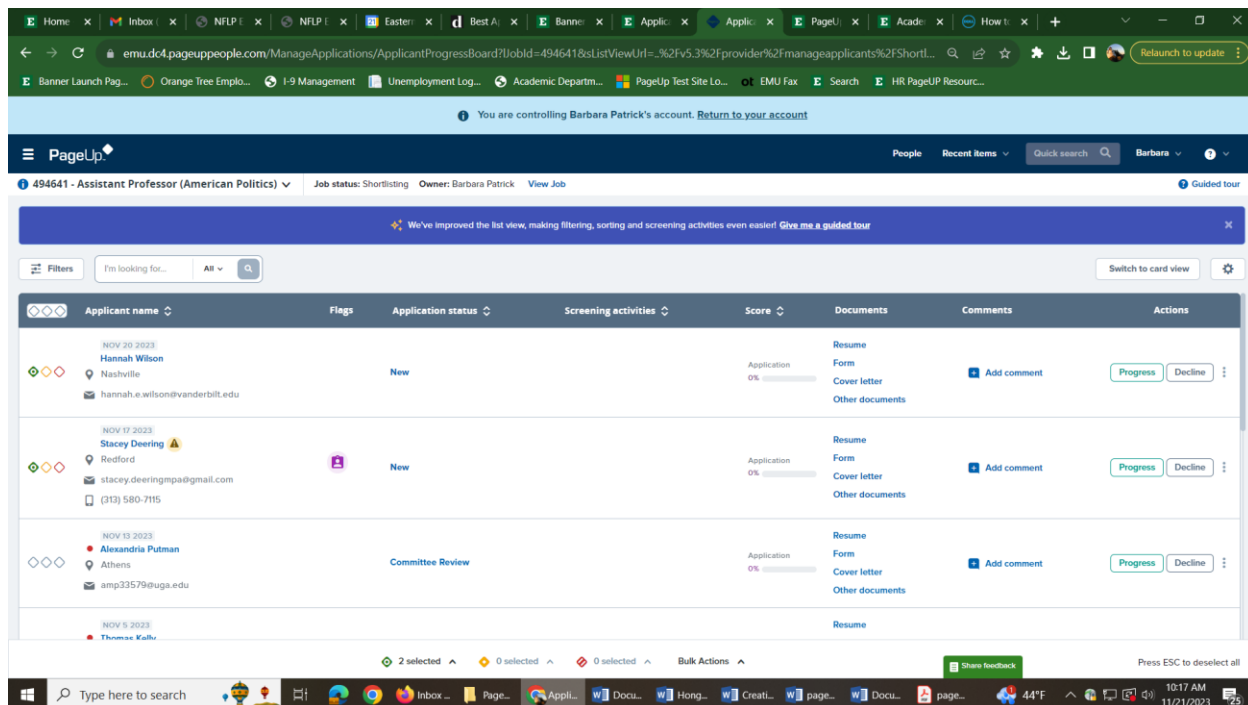
4. Outcomes can be selected one of two ways:
   a. Bulk status change. Selecting candidates by clicking on the green circle – see (1)
   b. Individually. On the right, click on the progress button – see (2) and you can select which status to move to.
5. Follow the prompts to save.