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”.

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