**Bulk Move Applicants**

Move multiple applicants at a time into a new status.

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of your screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view the applications which is located to the right of the job title.

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1. Click the green box to the left of all the applicants that you want to move.

Before: ↓ After: ↓



1. In the dropdown box at the top, select **Bulk move.**



1. Select the new application status from the dropdown. *The number of applicants shown in the green bar will reflect the number of applicants that you are moving.*



1. Click Next>.
2. Turn on/off the applicant/user emails as needed.
3. If moving an applicant into a not selected status, enter a non-selection reason.
4. Click Move now.