How to Move New Submissions to Applicants or Does Not Meet Minimums

1. Go to Recruit > Manage Requisition
2. Find the job requisition you are wanting to prescreen applicants for
3. Click on the number under New Submissions to bring up all candidates



1. If the candidate is qualified and you wish to move them to the applicant pool, click on the **green check mark** 
2. Click the **Next** button at the bottom of the screen
3. Change their Status to In Review
4. Click **Process**
5. If the candidate is not qualified and you do not wish to move them forward in the process, click on the **red Stop Sign** 
6. Click **Next**
7. Change their Disposition to the appropiate dispostion. \*Note: This is also how you can change their dispostion to voluntary withdraw if the candidate withdraws.
8. Click **Process**