



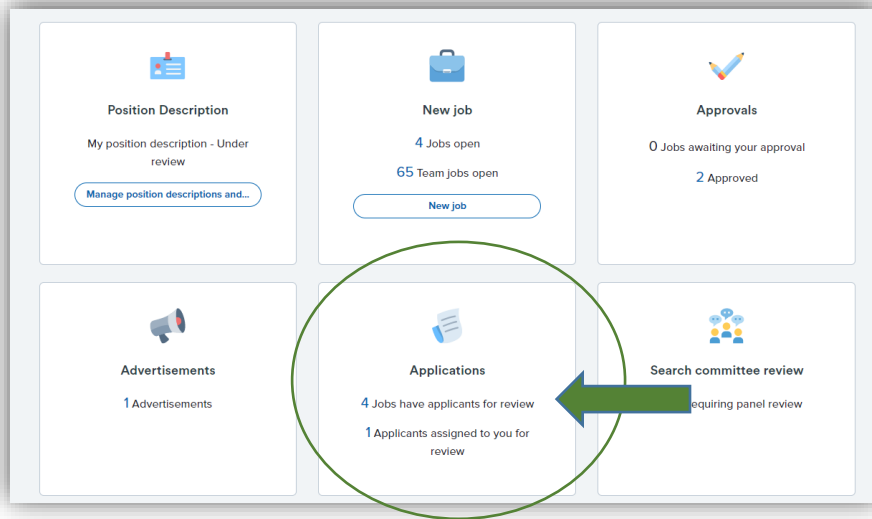
TALENT MANAGEMENT SYSTEM

Recruitment: Dispositioning Applicants (Changing Applicant Statuses)

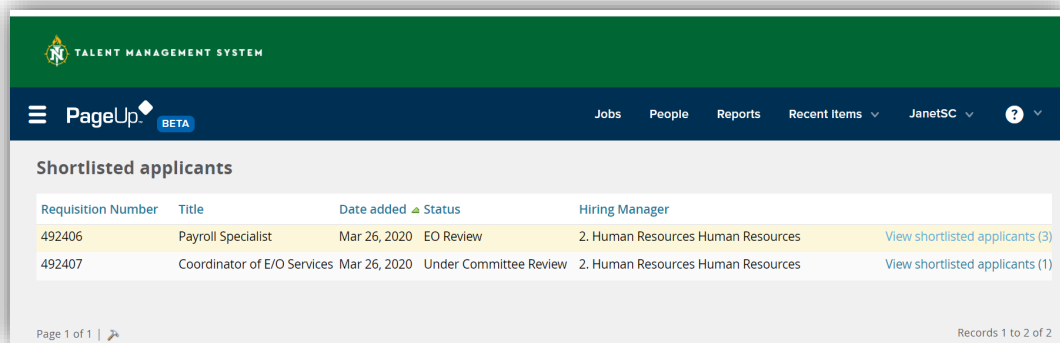
This guide is intended to demonstrate the Search Chair process for changing the status of applicants.

Accessing Shortlisted Applicants

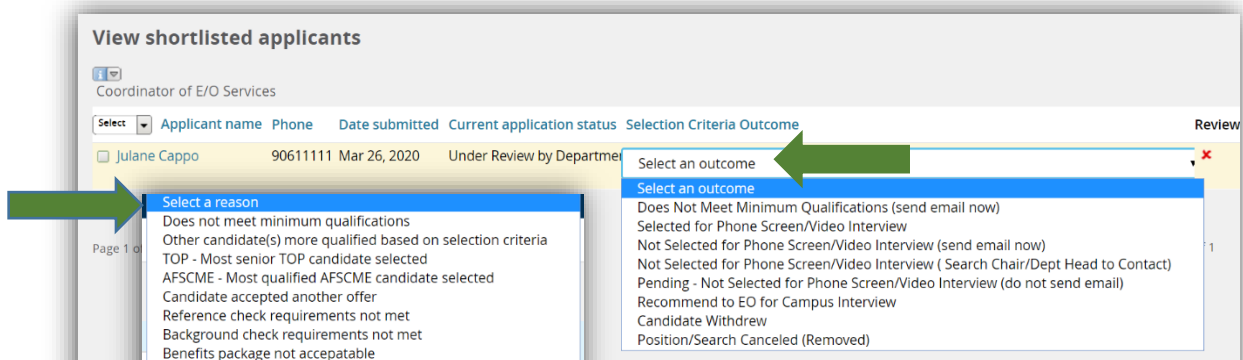
1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).
2. Click **Jobs have applicants for review** in the Applications tile



3. Click **shortlisted applicants** next to the appropriate posting.



4. On the **View shortlisted applicants** page, select the appropriate outcome for each applicant from the dropdown menus. **If an applicant is no longer under consideration, select the reason from the drop down as well.**



5. Continue this process with all applicants
6. Sign out of PageUp by selecting your name in the blue banner at the top of your screen. Select Logout.

