



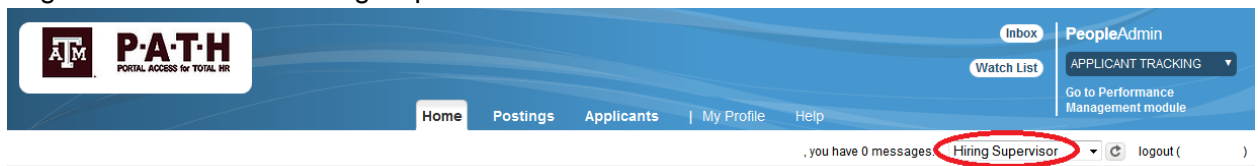
## Changing Applicants' Status

**Note:**

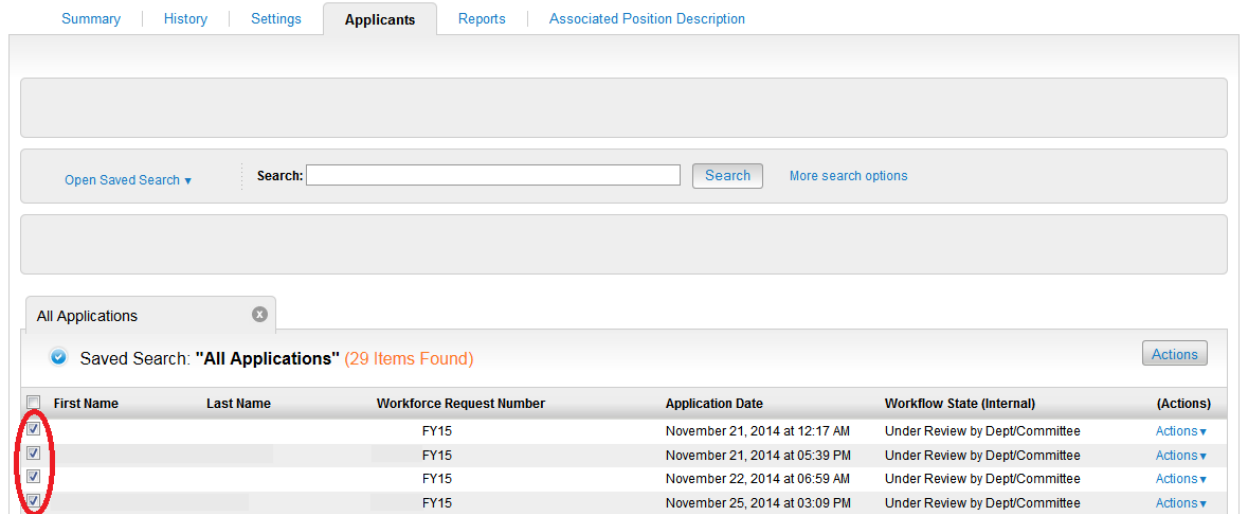
If you are statusing applicants because you need to cancel the posting, please go to <http://employees.tamu.edu/compensation/path-help/cancel/>.

**Caution:** If you do not see a status that clearly reflects the applicant's situation, please contact HR Recruitment & Workforce Planning at (979) 845-5154 or [jobpath@tamu.edu](mailto:jobpath@tamu.edu). There are several situations where the hiring department does not have the option to select the status that best states the situation. HR Recruitment & Workforce Planning can help.

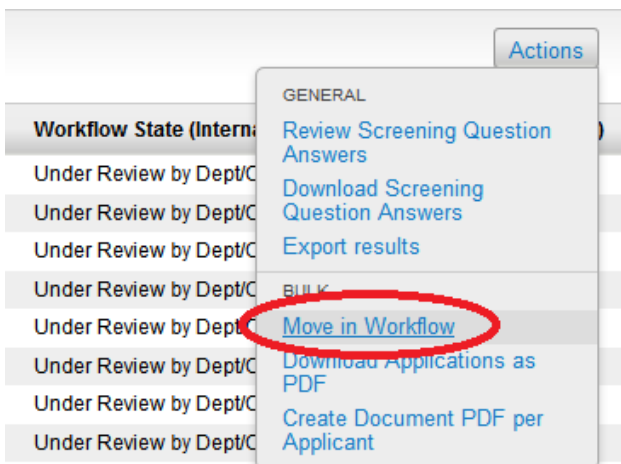
1. Log into PATH as the Hiring Supervisor.



2. On the Applicants tab of your posting, select the applicants by checking the boxes associated with these applicants.



3. Hover over the Actions button and select Move in Workflow.



- Status the applicants with the choices available that address the situation specific to each applicant.

**\*\*If you are statusing applicants in bulk, applicants NOT moving forward in the process MUST be statused first. Once an applicant has been moved forward, any applicant remaining in the previous state must be statused individually by clicking on the blue link associate with that applicant's application and using the orange Take Action On Application button.**

### System Generated Emails Based on the Applicant's Status:

Change for all applicants **Not Selected** Please select..

- If you have selected the **Not Selected** status, the applicant will automatically receive the following email.

Dear ,

After careful review and consideration of the applications received for the position of , the hiring department is moving forward with candidate(s) whose qualifications appear to most closely match the requirements of the position. Though you are not a finalist, we appreciate the time and effort you expended in the process, and we appreciate your interest in employment with us. We wish you future success in fulfilling your personal and professional goals and encourage you to watch our web page for future opportunities.

Sincerely, Human Resources  
TEXAS A&M UNIVERSITY (TAMU)

- If the applicant was selected for interview, but not chosen as the final candidate and statused as **Interviewed, Not Selected – Notify by Email**, they will not receive the following email notification until the posting has been Filled in the system.

Dear ,

After consideration of all interviewed candidates for the position of , the hiring department selected candidate(s) whose qualifications appear to most closely match the requirements of the position. Though you were not selected, we appreciate the time and effort you expended in the process, and we appreciate your interest in employment with us. We wish you future success in fulfilling your personal and professional goals and encourage you to watch our web page for future opportunities.

Sincerely,  
Human Resources  
TEXAS A&M UNIVERSITY (TAMU)

- If an applicant is statused as **Position Cancelled**, they receive the following email.

Dear Applicant,

We are sorry to inform you that the position of has been cancelled at this time. Thank you for the time and effort you expended in the process, and we appreciate your interest in employment with us. We wish you future success in fulfilling your personal and professional goals and encourage you to watch our web page for future opportunities.

Sincerely,  
Human Resources  
TEXAS A&M UNIVERSITY (TAMU)

**\*\*Please note the difference in the emails for those applicants who were statused as Not Selected or Interviewed, Not Selected and those statused as Position Cancelled. Please make sure you are selecting the status that reflects the applicant's and/or posting's situation.**