

IES users have the option to enter multiple turndown reasons, when closing out a job posting.

- Log into IES and select the "Search Coordinator" role.
- Select the appropriate posting.
- Click on the **Applicants** tab and select the **More Search Options** link.

Summary History	Applicants	Reports
Open Saved Search +	Search:	Search More search options

Note: Applicants must be in the same workflow state.

• Select the Workflow State: Referred to Search Coordinator, and then click the <Search> button.

Open Saved Search Search	:	Sea
Add Column:	Add Column	
	Inactive	
Active/Inactive:	Active	
		~
Workflow State:	Coop: Under Review by Employment Coop: Referred Coop: Beviewed	-
	Referred to Search Coordinator	
First Name:	45	
Last Name:		

Check the box next to "Full Name," click the <Actions> button, and select "Move in Workflow."

to not occurit						
Ad boc Search	(2 Items Found)	Save this search?			(Alle
Full Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Supplemental Score	Review Screening Question Answers
Wildcat, Suzy		August 14, 2014 at 11:46 AM	Referred to Search Coordinator	Referred to Department	160.0	Download Screening
Wildcat, Scratch		August 14, 2014 at 11:46 AM	Referred to Search Coordinator	Referred to Department	160.0	Export results
						BULK

• From the "Change for all applicants" drop down menu, select the appropriate workflow state.

hange for all applicants	Select a workflow state.
	Select a workflow state
	Reviewed Initiate Hiring Proposal
	Not Interviewed Not Hired
	Interviewed Not Hired
reb Coordinator	Valact a workflow ats

• From the drop-down menu select the appropriate reason, and then click the <**Save Changes**> button.

Chang	e for all applicants	Not Interview	ved Not Hired 👻	Other o	candidate(s) more qualified	•
Applicant	Current State		New State		Reason	
Suzy Wildcat	Referred to Search C	coordinator	Not Interviewed Not Hire	d 🔹	Other candidate(s) more qualified	•
Scratch Wildcat	Referred to Search C	Coordinator	Not Interviewed Not Hire	d 🕶	Other candidate(s) more qualified	•
Save changes	or Cancel					

Note: The page may need to be refreshed to reflect the changes.