



QRG – IES Entering Multiple Turndown Reasons

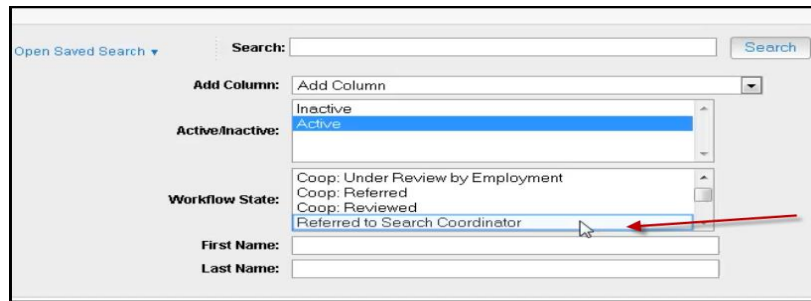
IES users have the option to enter multiple turndown reasons, when closing out a job posting.

- 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.

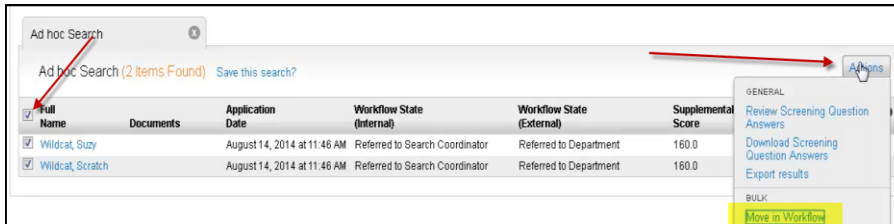


Note: Applicants must be in the same workflow state.

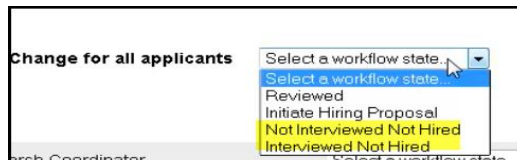
- Select the **Workflow State: Referred to Search Coordinator**, and then click the **<Search>** button.



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



- From the “**Change for all applicants**” drop down menu, select the appropriate workflow state.



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



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