




Quick Guide for STARS 7.0


Benefits Eligible & Non-Benefits Eligible Employees

Dispositioning Applicants – Applicant Reviewer

Only the Applicant Reviewer listed on the job posting can disposition applicants in STARS for that specific posting. Change your user group and remember to click the  to confirm the change

1. From the main menu, click on the **Postings** tab.
2. Click on the applicable **Title of Position**.
3. The job posting details will be displayed. Click on the **Applicants** tab.
4. All of the applicants for the job posting will be listed. Determine action to take on applicants:
 - a. To select **all** applicants, click in the box next the **Last Name** heading.
when moving more than one applicant into a new workflow state, all applicants have to be moved into the SAME state
 - b. To select **multiple** applicants, click in the box next to each name.
when moving more than one applicant into a new workflow state, all applicants have to be moved into the SAME state
 - c. To select **one** applicant, click in the box next to the individual.
5. After making a selection, click on the **Actions**  tab.
6. Select **Move in Workflow**.
7. The applicant(s) you selected will be listed. Click the drop down menu next to the **Change for all applicants** heading.
8. Select a workflow state for the applicant(s). If the new workflow state requires justification, you will need to choose a reason for the selected workflow state.

9. Click  to update your changes.

10. The green banner will confirm your changes are being processed. After a few seconds, click on the  button to see the changes.