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.

   b. To select multiple applicants, click in the box next to each name.

   c. To select one applicant, click in the box next to the individual.

5. After making a selection, click on the tab.


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 **Save changes** 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.