Quick Reference Guide – Bulk activities

What you need to do	What you will see
Bulk apply allows you to apply multiple applicants to a new job.	

Bulk categorize allows you to place multiple applicants into a category (categories are used for searching).

Bulk assign allows you to assign multiple applicants to a hiring manager for review. The hiring manager must access PageUp People to review the applicants.

Bulk communicate allows you to send an ad hoc communication to multiple applicants. For example, you may need to let multiple applicants know that a job is on hold.

Bulk compile and send allows you to create and e-mail a PDF document containing applications.

Bulk document merge allows you to create a merged document for multiple applicants.

Bulk export will create a spreadsheet of all job application data based on applicant responses to questions or test results.

Bulk lock allows you to lock multiple applicants so that you are the only user who can change the status of these applicants.

Bulk invite to apply allows you to invite multiple applicants to apply for a different job.

Bulk move allows you to move multiple applicants into a different application status.

Bulk move and send allows you to move multiple applicants into a different application status and to send applications (as e-mail attachments) to another user.

Bulk task/reminder allows you to select multiple applicants and assign the applicants as a task or reminder.

Bulk unlock allows you to unlock the applicants so other users can update the status.

Select a bulk action ▼

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