

Status Details

Status Name	Used by	Notes	Result
Search Committee Review	Recruiter	Moved by Recruiter on initial review date.	Committee members are able to view applicants once they're in this status.
Search Committee Reviewed: MQs Met	Search Committee Chair	Used for applicants who meet the minimum requirements and are still under consideration.	No email sent to applicant.
Search Committee Reviewed: MQs Not Met	Recruiter Search Committee Chair DO NOT USE	After review of committee's recommendation, recruiter will move applicants to this status who do not meet the minimum requirements and are no longer under consideration.	System sends email to applicant notifying them that they are no longer under consideration. Applicant and application are removed from search committee view.
Request to Interview (HR Approval Required)	Search Committee Chair	Used for Recruiter to review applicants who the committee would like to request to interview.	No email sent to applicant. System sends email to Recruiter requesting approval.
Request to Interview - HR Approved	Recruiter	Used for Recruiter to respond to interview request and approve/deny as appropriate.	No email sent to applicant. System send email to Committee Chair is notified via email regarding response to request.
Request to Interview - HR Hold/Denied	Recruiter	Used for Recruiter to respond to interview request and approve/deny as appropriate.	No email sent to applicant. System send email to Committee Chair is notified via email regarding response to request.
Invite for First Interview	Search Committee Chair	Used to invite applicant(s) for interview.	System sends email to applicant with invitation to interview and dates and times to select from. (Chair must first create an event)
Interview invitation Accepted	System Generated	Used to notify committee/applicant that an interview has been scheduled.	System sends email to applicant with interview confirmation details.
Interview Invite Declined	System Generated	Used to notify committee/applicant that an interview has	System sends email to applicant confirming that the interview has been

		been declined.	declined.
Optional 2nd Request to Interview (HR Approval Required)	Search Committee Chair	Used for applicants who the committee would like to request to call back for a second interview.	No email sent to applicant. System send email to Recruiter requesting approval.
Optional 2nd Request to Interview – HR Approved	Recruiter	Used for recruiter to respond to interview request and approve/deny as appropriate.	No email sent to applicant. System sends email to Committee Chair regarding response to request.
Optional 2nd Request to Interview – HR Approved	Recruiter	Used for Recruiter to respond to interview request and approve/deny as appropriate.	No email sent to applicant. System sends email to Committee Chair regarding response to request.
Optional – 2nd Interview Invitation Accepted	Search Committee Chair	Used to notify Recruiter/applicant that an interview has been scheduled.	System sends email to applicant with interview confirmation details.
Optional – 2nd interview Invitation Declined	Search Committee Chair	Used to notify Recruiter/applicant that an interview has been declined.	System sends email to applicant confirming that the interview has been declined.
Interview Complete – Hold	Search Committee Chair	Used to place candidates on hold while a final decision is made.	No email sent to applicant.
Interview Complete – Candidate Recommended – ROI Form Request	Search Committee Chair	Used to request the Release of Information Form from candidate.	System sends email to applicant instructing them to log into their portal and complete the Release of Information Form.
Release of Information Form Received – Initiate Reference Check	System Generated	Used to initiate Reference Checks.	No email sent to applicant. System sends email to Committee Chair and Committee Members confirming that ROI has been received and Reference Checks may begin.
Reference Checks Complete – Candidate Not Recommended (For HR Review)	Committee Chair	Used for HA/Recruiter to review justification for candidates not recommended.	No email sent to applicant. System sends email to Recruiter and Hiring Authority for review.

Reference Checks Complete-Candidate Recommended (For HR Review)	Committee Chair	Used for HA/Recruiter to review justification for candidates being recommended.	No email sent to applicant. System sends email to Recruiter and Hiring Authority for review.
Finalist Selected – Equity Analysis Request	Hiring Authority	Used for completion of Equity Analysis	No email to applicant. Email sent to Recruiter.
HR Salary Equity Analysis Complete	Recruiter	User to notify Hiring Authority of equitable salary range.	No email to applicant. Email sent to Hiring Authority.
Optional – Request to Offer Outside of Equitable Range	Hiring Authority	Used to request a salary outside of the range recommended by HR.	No email sent to applicant. Email sent to Recruiter who submits the request to the VP outside of the system.
Optional – Offer Outside of Equity – Vice President Recommendation	Recruiter	Used to notify the Hiring Authority of the salary approved by the Vice President	No email sent to applicant. Email sent to Hiring Authority.
Conditional Offer Accepted – Request to Initiate Offer Process	Hiring Authority	Used to initiate the offer process.	System sends email to applicant confirming conditional offer and information regarding background check. Formal offer letter is sent once background check is cleared. Email is sent to Recruiter with information regarding job details and background check questions.
Conditional Offer Declined	System Generated	Used to notify Hiring Authority and Recruiter that offer was declined	System sends email to applicant confirming offer has been declined.
Accurate Background Check Initiated	Recruiter	Used to initiate background check in Accurate	System sends email to applicant with information regarding the background check.
Accurate Background Check Pending	System Generated	Used to confirm that background check is in process	No email sent to applicant.
Accurate Background Check Results Available	System Generated	Used to notify Recruiter that results are available for adjudication	No email sent to applicant.
Background Check	System	Used to notify the	No email sent to applicant.

Unsuccessful	Generated	Hiring Authority and Recruiter that the background check was unsuccessful and candidate will no longer be considered.	
Background Check Successful	System Generated	Used to notify Recruiter that background results were successful and to prepare the formal offer letter.	No email sent to applicant
Formal Offer Extended	Recruiter	Used to send formal offer letter to candidate.	System send email to applicant instructing them to log into their portal to review and accept the employment offer.
Formal Offer Letter Accepted	System Generated	Notifies the Search Committee Chair that the formal offer has been accepted and to contact interviewed applicants to let them know the position has been filled	No email sent to applicant
Interviewed Candidates Notified – Not Selected	Search Committee Chair	Notifies Recruiter that the interviewed applicants have been notified that the position has been filled and for Recruiter to notify all non-interviewed applicants.	No email sent to applicant.
Offer accepted form complete	System Generated	Notifies Recruiter that the New information form is complete and a POI can be created.	No email sent to applicant. System sends email to Recruiter.
Formal Offer Declined	System Generated	Should this send a notification to HA or Recruiter?	System sends email to applicant confirming the offer has been declined.
Offer Revised	Recruiter	Notifies applicant of revised letter	System sends email to applicant instructing them to log into their portal to review their revised offer.
Offer Rescinded	Recruiter	Cancels the offer of employment	No email sent to applicant.
New Employee	Recruiter	Notifies candidate of	System sends email to

Orientation		New Employee Orientation – Recruiter moved applicant to this status once the POI is set up in PeopleSoft	applicant providing instructions on how to complete the New Employee Orientation
Job Closing Communication	Recruiter	Notifies Committee that position is being closed and to submit search materials to Recruiter. Notifies unsuccessful candidates that the position has been filled.	No email sent to selected applicant. Email sent to non-selected applicants.
Submitted	System Generated	Changes applicant status from Incomplete to Submitted when application is complete.	No email sent to applicant.
Applicant Withdrawn	System Generated	Notifies Committee and Recruiter that applicant has withdrawn application. Notifies applicant that application has been withdrawn	System sends email to applicant, Committee and Recruiter.
Removed	System Generated	Changes applicant status when applicant is removed.	No email sent to applicant.
Recruitment Cancelled	Recruiter	Notifies Hiring Manager, Committee and Applicants that recruitment has been cancelled.	System sends email to applicants, Committee and Hiring Manager.
Incomplete	Recruiter	Moves incomplete applicants to incomplete status	No email is sent to applicant.
Ineligible	Recruiter	Notifies candidates who do not meet minimum requirements that they are no longer under consideration for the position.	System sends email to applicant.