**Not Complete**  
Application requirements not completed by deadline ***  
Assign disposition reason*  
Final applicant status = Complete

**Complete**  
Applicant has completed all requirements by deadline ***  
Assign disposition reason*  
Final applicant status = Complete

**Assign disposition reason**  
Final applicant status = Complete

**Assign disposition reason**  
Final Applicant status = Serious Consideration

**Serious Consideration**  
Applicant should be considered for shortlist (a.k.a long-shortlist)  
Assign disposition reason*  
Final applicant status = Complete

**Interviewed**  
Applicant has been interviewed  
If candidacy is not advanced after interview  
Assign disposition reason*  
Final applicant status = Interviewed

**Recommended for Interview**  
Applicant recommended for on-campus interview

**SEARCH REPORT**

**Proposed Candidate**  
Applicant recommended for appointment

**SEARCH REPORT**

**Offered**  
Approvals have been obtained and formal offer has been made to applicant  
If candidacy is not advanced after interview  
Assign disposition reason*  
Final applicant status = Offered

**Declined Offer**  
Applicant declined verbal or informal offer  
Final applicant status = Declined Offer

**Hired**  
Applicant has been entered in payroll system in searched title  
Final applicant status = Hired

* Disposition Reason of "Other, please specify" should be accompanied by Disposition Comments

**Soft offer statuses are used for Senate searches, if applicable.

*** Application "deadline" varies. It can be the Initial Review Date (IRD) or an additional review date in IRD/Open until Filled searches, or the Final date in Open/Close/Final searches.

Applicants may withdraw themselves from consideration at any point. If withdrawn after Recommended for Interview status or later, the applicant's name will continue to show up on the Shortlist.