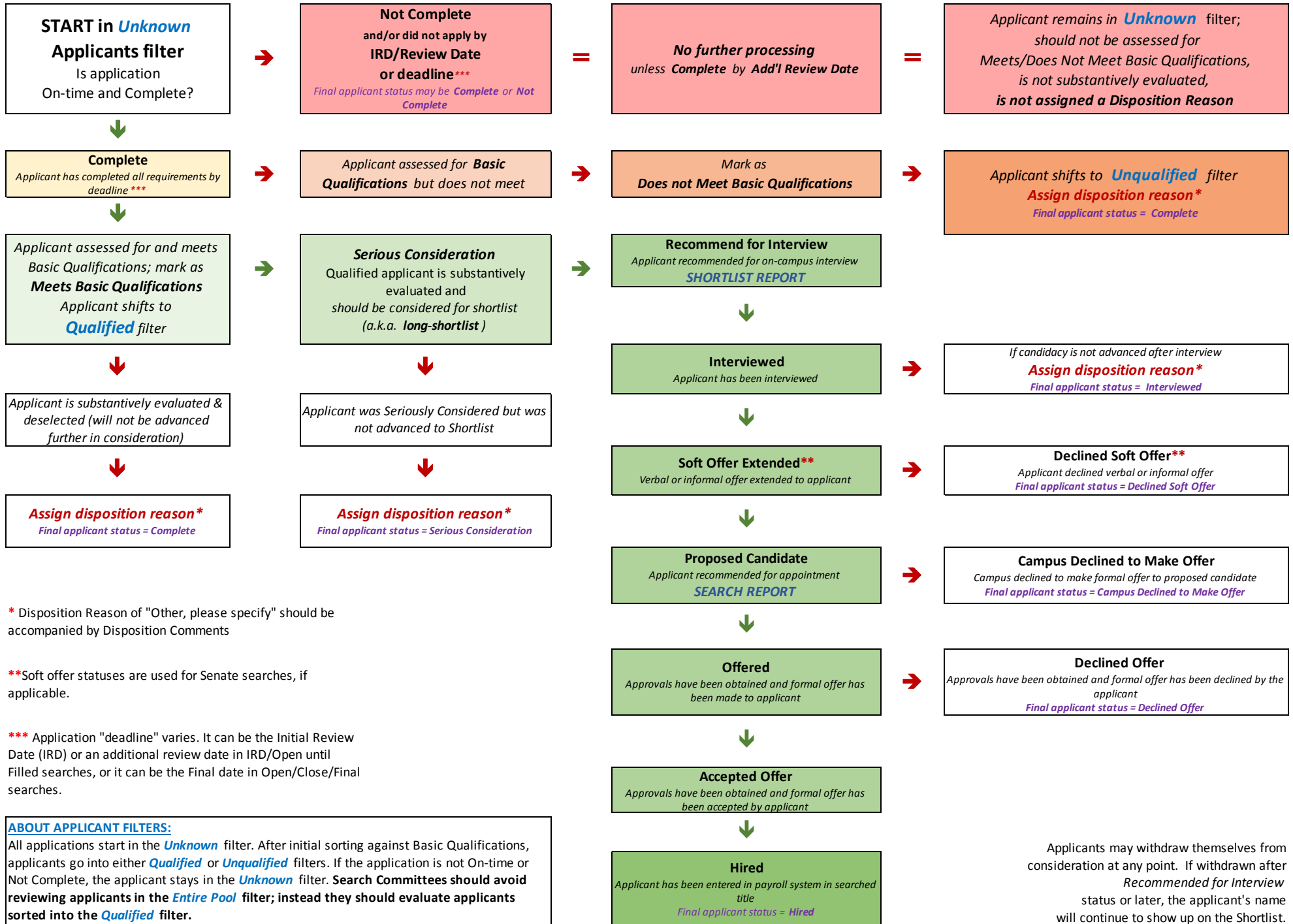


UC Recruit Applicant Workflow

last updated March 2018



* 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 it can be the Final date in Open/Close/Final searches.

ABOUT APPLICANT FILTERS:

All applications start in the **Unknown** filter. After initial sorting against Basic Qualifications, applicants go into either **Qualified** or **Unqualified** filters. If the application is not On-time or Not Complete, the applicant stays in the **Unknown** filter. **Search Committees should avoid reviewing applicants in the Entire Pool filter; instead they should evaluate applicants sorted into the Qualified filter.**

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 If withdrawn after **Recommended for Interview** status or later, the applicant's name will continue to show up on the Shortlist.