UC Recruit Applicant Workflow

START in Unknown Applicants filter
Is application On-time and Complete?

Complete
Applicant has completed all requirements by deadline***

Applicant assessed for Basic Qualifications but does not meet

No further processing unless Complete by Add'l Review Date

Applicant remains in Unknown filter; should not be assessed for Meets/Does Not Meet Basic Qualifications, is not substantively evaluated, is not assigned a Disposition Reason

Not Complete and/or did not apply by IRD/Review Date or deadline***
Final applicant status may be Complete or Not Complete

Mark as Does not Meet Basic Qualifications

Applicant shifts to Unqualified filter
Assign disposition reason*
Final applicant status = Complete

Applicant assessed for Basic Qualifications; mark as Meets Basic Qualifications
Applicant shifts to Qualified filter

Serious Consideration
Qualified applicant is substantively evaluated and should be considered for shortlist (a.k.a. long-shortlist)

Interviewed
Applicant has been interviewed

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

Recommend for Interview
Applicant recommended for on-campus interview
SHORTLIST REPORT

Interviewed
Applicant has been interviewed

Soft Offer Extended**
Verbal or informal offer extended to applicant

Applicant is substantively evaluated & deselected (will not be advanced further in consideration)

Assign disposition reason*
Final applicant status = Complete

Assign disposition reason*
Final applicant status = Serious Consideration

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

Proposed Candidate
Applicant recommended for appointment
SEARCH REPORT

Offered
Approvals have been obtained and formal offer has been made to applicant

Campus Declined to Make Offer
Campus declined to make formal offer to proposed candidate
Final applicant status = Campus Declined to Make Offer

Declined Offer
Approvals have been obtained and formal offer has been declined by the applicant
Final applicant status = Declined Offer

Accepted Offer
Approvals have been obtained and formal offer has been accepted by applicant

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 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.