UC Recruit Applicant Workflow

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

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

- Applicant assessed for and meets Basic Qualifications; mark as Meets Basic Qualifications
  - Applicant shifts to **Qualified** filter
    - Applicant is substantively evaluated & deselected (will not be advanced further in consideration)
      - Assign disposition reason*
        - Final applicant status = Not Complete

- Not Complete and/or did not apply by IRD/Review Date or deadline ***
  - Final applicant status may be Complete or Not Complete
  - Applicant assessed for Basic Qualifications but does not meet
    - Assign disposition reason*
      - Final applicant status = Does Not Meet Basic Qualifications

- No further processing unless Complete by Add'l Review Date
  - Mark as **Does Not Meet Basic Qualifications**

- 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

- Recruit for Interview
  - Applicant recommended for on-campus interview
    - **SHORTLIST REPORT**

- Interviewed
  - Applicant has been interviewed
    - **Proposed Candidate**
      - Applicant recommended for appointment
        - **SEARCH REPORT**

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

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

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

- Declined Soft Offer After Proposed Candidate**
  - After being recommended, applicant declined verbal/informal offer
    - Final applicant status = Declined Soft Offer After Proposed Candidate

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

*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.