UC Recruit Applicant Workflow

START in **Unknown** Applicants filter

Is application On-time and Complete?

<table>
<thead>
<tr>
<th>Applicant has completed all requirements by deadline ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant assessed for <strong>Basic Qualifications</strong> but does not meet</td>
</tr>
<tr>
<td><strong>Not Complete</strong> and/or did not apply by IRD/Review Date or deadline ***</td>
</tr>
<tr>
<td>Final applicant status may be <strong>Complete</strong> or <strong>Not Complete</strong></td>
</tr>
<tr>
<td><strong>No further processing</strong> unless <strong>Complete</strong> by Add'l Review Date</td>
</tr>
<tr>
<td><strong>Mark as</strong> <strong>Does not Meet Basic Qualifications</strong></td>
</tr>
</tbody>
</table>

**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**

**Applicant shifts to **Unqualified** filter

**Assign disposition reason***

**Final applicant status = Complete**

**Assign disposition reason***

**Final applicant status = Serious Consideration**

**Assign disposition reason***

**Final applicant status = Complete**

**Recommended for Interview**

Applicant recommended for on-campus interview

**Search Report**

**Interviewed**

Applicant has been interviewed

**Interviewed**

Applicant has been interviewed

**Proposed Candidate**

Applicant recommended for appointment

**Search Report**

**Recommended for Interview**

Applicant recommended for on-campus interview

**Shortlist Report**

**Interviewed**

Applicant has been interviewed

**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

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 If withdrawn after Recommended for Interview status or later, the applicant’s name will continue to show up on the Shortlist.**

**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.**

**DISPOSITION REASONS:**

- **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.**