**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 Draft, 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.

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**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.**

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 If withdrawn after Recommended for Interview status or later, the applicant’s name will continue to show up on the Shortlist.**