**Faculty Applicant Workflow**

- Under Review by Dept.
  - Short Listed/Screened
    - Recommend for Interview
      - Recommend for Hire
        - First (Second, Third, ...) Alternate – No Applicant Email
          - Interviewed Not Hired – No Applicant Email
            - Interviewed Not Hired – Send Applicant Email when Posting Filled
              - *sends immediate email*
          - Interviewed Not Hired – Send Applicant Email
            - Interviewed Not Hired – Send Applicant Email when Posting Filled
              - *sends immediate email when hiring proposal is accepted for top candidate*
    - Not Interviewed Not Hired – Send Applicant Email
      - *sends immediate email*

**Other Faculty Applicant Statuses:**

- Request References
  - *sends emails to references if posting was set up for this*
- Withdrawn
  - *sends immediate email*
- Position Canceled
  - *sends immediate email*
- Offer Declined
  - *use if a candidate declines your offer*

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**Faculty Hiring Proposal Workflow**

- Complete ePAR & obtain Employee ID number
  - Draft Hiring Proposal
  - Offer Accepted & Employee ID Entered
  - Complete Hiring Proposal
    - *completing a hiring proposal automatically sets the applicant status to “Hired”*

  - Offer Declined
    - *use if a candidate declines your offer*

  - Position Canceled
    - *sends immediate email*

  - Withdrawn
    - *sends immediate email*

  - Request References
    - *sends emails to references if posting was set up for this*