UVM STAFF APPLICANT STATUSES

Applicant Status	Description	Pre-requisite status	Note
Under Review by Dept.	Initial status upon submission of application.	Under Review by Dept.	
Possible Interview	Application has been reviewed; considering invitation to interview.	Under Review by Dept.	Optional status. Used for organizing applicants.
Phone/Off-Campus Screening	Candidate will have an informational interview to learn more about the position.	Under Review by Dept.	Optional status. Does not count as an interview. Used to give the candidate more information about the job and determine if they are interested in possibly moving forward.
Initial Interview	Candidate will receive a first-round interview.	Under Review by Dept.	Only to be used if the search plan involves multiple rounds of interviews. Counts as an interview. Must include questions to allow a substantive evaluation of the candidate's qualifications in relation to the position.
Recommend for Final Interview	Candidate will receive a final-round interview.	Any of the above	Required for candidates who receive final-round interviews. If search plan only calls for one round of interviews, that round is a final round.
Recommend for Hire	Candidate has been selected to receive a job offer.	Recommend for Final Interview	Allows for creation of a hiring proposal.
Declined Offer	Candidate has declined an official offer.	Hiring Proposal	This status can only be reached by setting a hiring proposal to "Offer Declined".
Hired	Candidate has accepted an official offer and has been fully processed.	Hiring Proposal	This status can only be reached by setting a hiring proposal to "Hire Complete".
Not Interviewed Not Hired – Send Applicant Email	Candidate did not receive any interview and will not be hired.	Under Review by Dept.	Sends notification email to the candidate immediately. Email notes that UVM may reconsider the application at our discretion if a suitable candidate is not found.

Applicant Status	Description	Pre-requisite status	Note
Initial Interview Not Hired – Send Applicant Email	Candidate received an initial interview and will not be hired.	Initial Interview	Sends notification email to the candidate immediately. Email notes that UVM may reconsider the application at our discretion if a suitable candidate is not found.
Final Interview Not Hired – Send Applicant Email	Candidate received a final-round interview and will not be hired.	Recommend for Final Interview	Sends notification email to the candidate immediately. This is less preferable to the status below.
Final Interview Not Hired – No Applicant Email	Candidate received a final-round interview and will not be hired.	Recommend for Final Interview	Does not send any email to the candidate. Assumes that the search committee has sent a personal communication to the candidate. This is preferable to the status above.
Withdrawn – Send Applicant Email	Candidate asked to be removed from consideration prior to an offer being made.	Under Review by Dept.	Should not be used if a candidate declined an offer; in that situation, the hiring proposal should be set to Offer Declined.
Alternate Finalist – No Applicant Email	Candidate will be made an offer in the top candidate declines an offer.	Recommend for Final Interview	Does not send an email to the candidate. Search committee must send a personal communication.
Position Canceled – Send Applicant Email	The recruitment will not be filled.	Under Review by Dept.	Set candidates to this status <u>before</u> cancelling the posting in order to send them a notification email.
Waiver Candidate	Candidate has been approved for a waiver hire.	Under Review by Dept.	Only to be used when a waiver hire has been approved. Allows for creation of a hiring proposal.

UVM FACULTY APPLICANT STATUSES

Applicant Status	Description	Pre-requisite status	Note
Under Review by Dept.	Initial status upon submission of application.	Under Review by Dept.	
Possible Interview	Application has been reviewed; considering invitation to interview.	Under Review by Dept.	Optional status. Used for organizing applicants.
Short Listed/Screened	Candidate is on the short-list to invite to campus interviews.	Under Review by Dept.	Optional status. Used for organizing applicants.
Recommend for Interview	Candidate will receive a final-round interview.	Under Review by Dept.	Required for candidates who receive final-round interviews.
Recommend for Hire	Candidate has been selected to receive a job offer.	Recommend for Final Interview	Allows for creation of a hiring proposal.
Declined Offer	Candidate has declined an official offer.	Recommend for Hire	
Hired	Candidate has accepted an official offer and has been fully processed.	Hiring Proposal	This status can only be reached by setting a hiring proposal to “Offer Accepted & Employee ID Entered”.
Not Interviewed Not Hired – Send Applicant Email	Candidate did not receive any interview and will not be hired.	Under Review by Dept.	Sends notification email to the candidate immediately. Email notes that UVM may reconsider the application at our discretion if a suitable candidate is not found.
Interviewed Not Hired – Send Applicant Email	Candidate received a final-round interview and will not be hired.	Recommend for Interview	Sends notification email to the candidate immediately. This is less preferable to the status below.
Interviewed Not Hired – No Applicant Email	Candidate received a final-round interview and will not be hired.	Recommend for Interview	Does not send any email to the candidate. Assumes that the search committee has sent a personal communication to the candidate. This is preferable to the status above.

Applicant Status	Description	Pre-requisite status	Note
Withdrawn – Send Applicant Email	Candidate asked to be removed from consideration prior to an offer being made.	Under Review by Dept.	Should not be used if a candidate declined an offer; in that situation, the application should be set to Offer Declined.
Alternate Finalist – No Applicant Email	Candidate will be made an offer in the top candidate declines an offer.	Recommend for Interview	Does not send an email to the candidate. Search committee must send a personal communication.
Position Canceled – Send Applicant Email	The recruitment will not be filled.	Under Review by Dept.	Set candidates to this status <u>before</u> cancelling the posting in order to send them a notification email.
Waiver Candidate	Candidate has been approved for a waiver hire.	Under Review by Dept.	Only to be used when a waiver hire has been approved. Allows for creation of a hiring proposal.
Request References	Search Committee requests reference letters		Posting must be set up to accept reference letters. Triggers an email to the candidate's references.