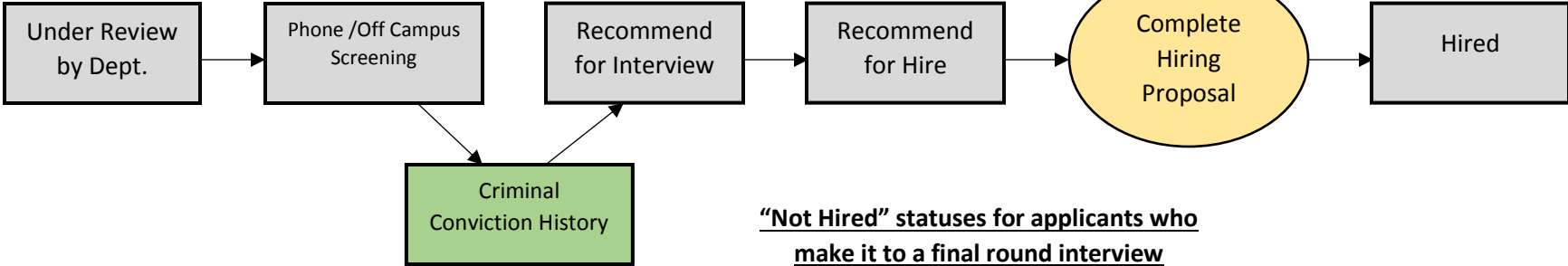## Staff Applicant Workflow
(see last page for Waiver Applicant Workflow)

completing a hiring proposal automatically sets the applicant status to "Hired"

```
Under Review  →  Phone /Off Campus  →  Recommend  →  Recommend  →  (Complete  →  Hired
by Dept.         Screening             for Interview   for Hire      Hiring
                                                                     Proposal)
```

Criminal Conviction History

"Not Hired" statuses for applicants who make it to a final round interview

Alternate – No Applicant Email	Interviewed Not Hired – Send Applicant Email

sends immediate email

Interviewed Not Hired – No Applicant Email	Interviewed Not Hired – Send Applicant Email when Posting Filled

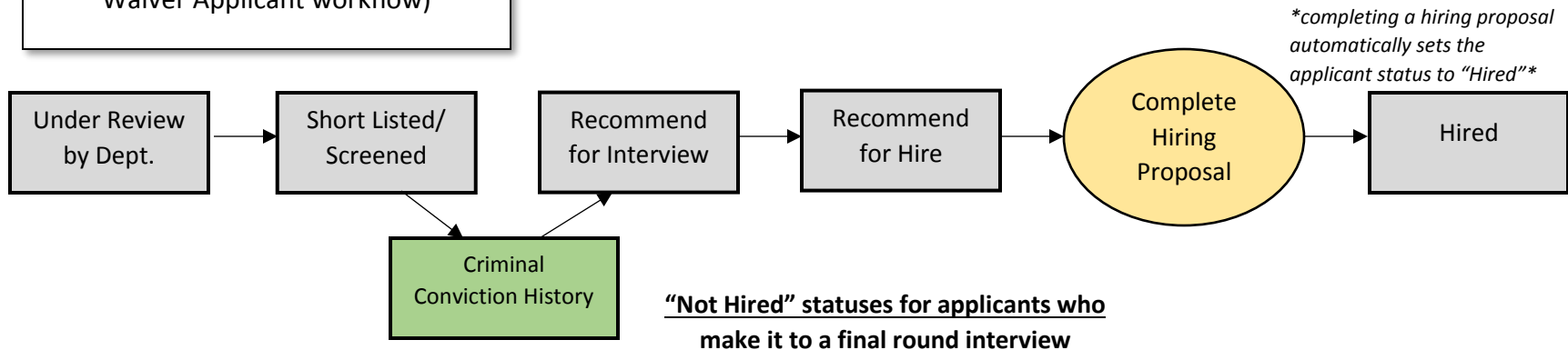*sends email when hiring proposal is accepted for top candidate*

"Not Hired" statuses for applicants who don't make it to a final round interview

Not Interviewed Not Hired – Send Applicant Email	Not Interviewed Not Hired – Send Applicant Email when Posting Filled

sends immediate email

sends email when hiring proposal is accepted for top candidate

Other Applicant Statuses

Withdrawn	Position Canceled

sends immediate email

sends immediate email

Faculty Applicant Workflow
(see last page for
Waiver Applicant workflow)

completing a hiring proposal automatically sets the applicant status to "Hired"

Under Review by Dept. → Short Listed/ Screened → Recommend for Interview → Recommend for Hire → Complete Hiring Proposal → Hired

Criminal Conviction History

"Not Hired" statuses for applicants who make it to a final round interview

First (Second, Third, …) Alternate – No Applicant Email

Interviewed Not Hired – No Applicant Email

Interviewed Not Hired – Send Applicant Email

sends immediate email

Interviewed Not Hired – Send Applicant Email when Posting Filled

sends email when hiring proposal is accepted for top candidate

"Not Hired" statuses for applicants who don't make it to a final round interview

Not Interviewed Not Hired – Send Applicant Email

sends immediate email

Not Interviewed Not Hired – Send Applicant Email when Posting Filled

sends email when hiring proposal is accepted for top candidate

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

Waiver Applicant Workflow
(Staff and Faculty)

completing a hiring proposal automatically sets the applicant status to "Hired"

Under Review by Dept. → Criminal Conviction History → Recommend for Interview → Waiver Candidate → Complete Hiring Proposal → Hired