Status Details for Emergency Appointments

Status Name	Used by	Notes	Result
Manager/ Committee Reviewed: MQs Met	Manager/Search Committee Chair	Used for applicants who meet the minimum requirements and are still under consideration.	No email sent to applicant.
Manager/Committee Reviewed: MQs Not Met	Manager/Search Committee Chair	Used for applicants who do not meet requirements and are no longer under consideration	No email sent to applicant.
Candidate Recommended – ROI Form Request	Manager/Search Committee Chair	Used to request the Release of Information Form from candidate.	System sends email to applicant instructing them to log into their portal and complete the Release of Information Form.
Release of Information Form Received – Initiate Reference Check	System Generated	Used to initiate Reference Checks.	No email sent to applicant. System sends email to Committee Chair and Committee Members confirming that ROI has been received and Reference Checks may begin.
Reference Checks Complete – Candidate Not Recommended	Manager/Search Committee Chair	Used for applicants who are no longer recommended after reference checks are complete.	No email sent to applicant. System sends email to Recruiter for review.
Optional – Request to Offer Above Base of the Salary	Manager/Hiring Authority	Used to request a salary above the base of the range.	No email sent to applicant. Email sent to Recruiter who reviews justification and candidate's qualifications.
Optional – HR Salary Review for Request Above Base	Recruiter	Used to notify the Hiring Authority of the salary approved by HR	No email sent to applicant. Email sent to Hiring Authority.
Request to Initiate Offer Process	Hiring Authority	Used to initiate the offer process.	System sends email to applicant confirming conditional offer and

			information regarding background check. Offer letter is sent once background check is cleared. Email is sent to Recruiter with information regarding job details and background check.
Conditional Offer Declined	System Generated	Used to notify Hiring Authority and Recruiter that offer was declined	System sends email to applicant confirming offer has been declined.
Accurate Background Check Initiated	Recruiter	Used to initiate background check in Accurate	System sends email to applicant with information regarding the background check.
Accurate Background Check Pending	System Generated	Used to confirm that background check is in process	No email sent to applicant.
Accurate Background Check Results Available	System Generated	Used to notify Recruiter that results are available for adjudication	No email sent to applicant.
Background Check Unsuccessful	System Generated	Used to notify the Hiring Authority and Recruiter that the background check was unsuccessful and candidate will no longer be considered.	No email sent to applicant.
Background Check Successful	System Generated	Used to notify Recruiter that background results were successful and to prepare the formal offer letter.	No email sent to applicant
Formal Offer Extended	Recruiter	Used to send formal offer letter to candidate.	System sends email to applicant instructing them to log into their portal to review and accept the employment offer.
Formal Offer Letter Accepted	System Generated	Notifies Manager/ Search Committee Chair that the formal offer has been	No email sent to applicant

		accepted and that any other applicants will be contacted to let them know the position has been filled	
Offer accepted form complete	System Generated	Notifies Recruiter that the New information form is complete and a POI can be created.	No email sent to applicant. System sends email to Recruiter.
Formal Offer Declined	System Generated	Should this send a notification to HA or Recruiter?	System sends email to applicant confirming the offer has been declined.
Offer Revised	Recruiter	Notifies applicant of revised letter	System sends email to applicant instructing them to log into their portal to review their revised offer.
Offer Rescinded	Recruiter	Cancels the offer of employment	No email sent to applicant.
Job Closing Communication	Recruiter	Notifies Hiring Manager/Committee that position is being closed and to submit any search materials to Recruiter. Notifes unsuccessful candidates that the position has been filled.	No email sent to selected applicant. Email sent to non-selected applicants.
Submitted	System Generated	Changes applicant status from Incomplete to Submitted when application is complete.	No email sent to applicant.
Applicant Withdrawn	System Generated	Notifies Committee and Recruiter that applicant has withdrawn application. Notifies applicant that application has been withdrawn	System sends email to applicant, Committee and Recruiter.
Removed	System Generated	Changes applicant status when applicant	No email sent to applicant.

		is removed.	
Recruitment Cancelled	Recruiter	Notifies Hiring Manager, Committee and Applicants that recruitment has been cancelled.	System sends email to applicants, Committee and Hiring Manager.
Incomplete	Recruiter	Moves incomplete applicants to incomplete status	No email is sent to applicant.