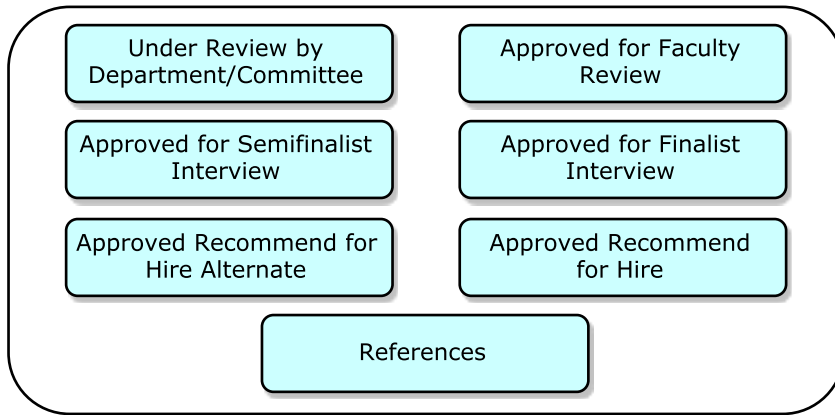


FACULTY APPLICANT STATES

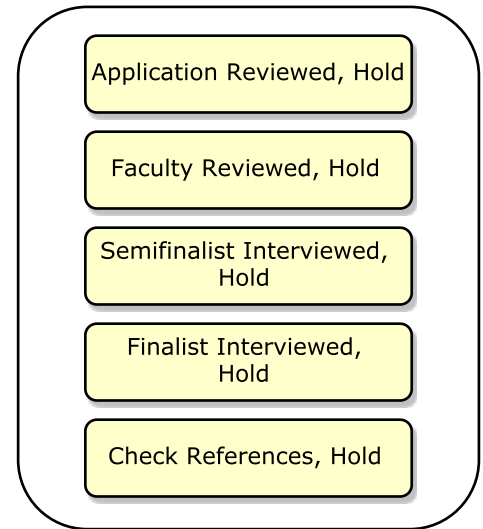
Applicants Under Evaluation

(Active)



Applicants Held for Possible Further Review

(Active)

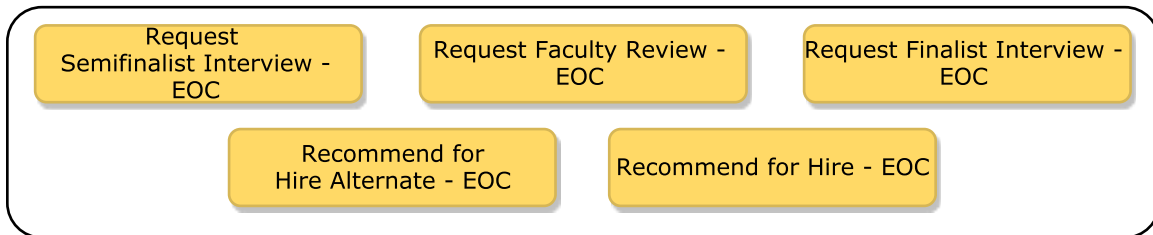


All workflow states above this line are owned by the Applicant Manager.

All workflow states below this line require EOC review and approval.

Requests Made to the EOC for Semifinalist, Final Interview or Offer

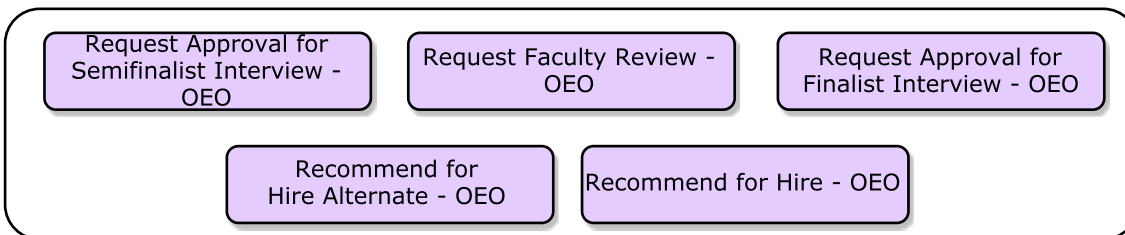
(Active)



All workflow states below this line require OEO review and approval.

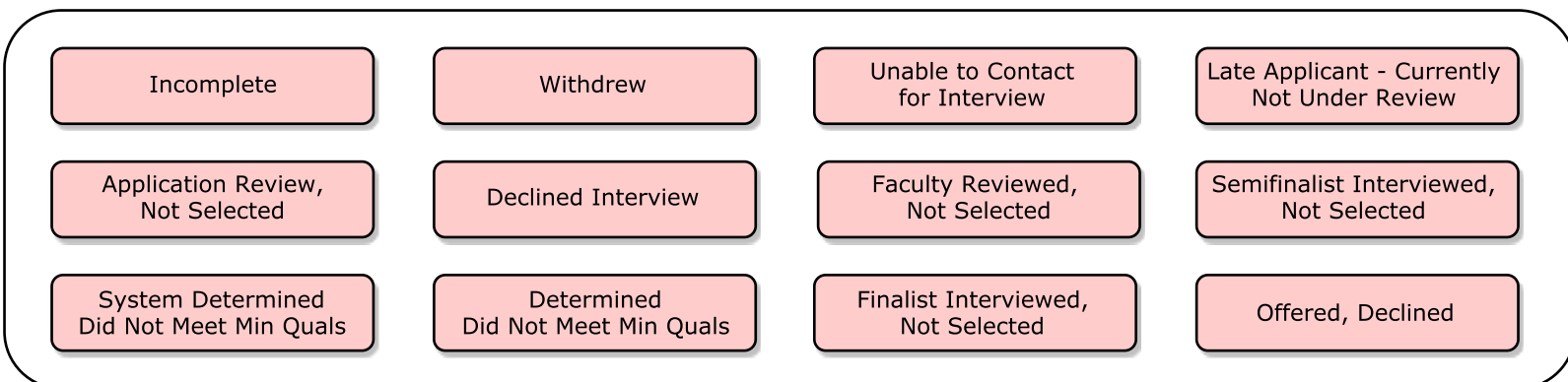
Requests Made to OEO for Semifinalist, Final Interview or Offer

(Active)



Applicants Removed from Consideration

(Inactive)



Faculty Applicant Workflow State Definitions

APPLICANT WORKFLOW STATE	WORKFLOW STATE DEFINITION
Under Review By Dept/Committee	All applicants are automatically placed in this state when they submit their application.
Application Reactivated (MUST Be Prior To Full Consideration Date)	Placing an applicant in this state by the Applicant Manager will allow and applicant to update their application. This may only be done if it is still prior to the full consideration date.
Application Review, Hold	The application has been reviewed and the applicant is not progressing to the next phase of the search nor are they being eliminated.
Application Review, Not Selected	The applicant's application materials have been reviewed and the applicant is not being selected to move forward in the search process. Selecting this workflow state releases the candidate from the pool in the TMS.
Request Faculty Review – EOC	The search committee wishes to conduct a faculty review on the candidate. Must be review and approved by the EO Coordinator.
Request Faculty Review – OEO	The EO Coordinator has reviewed and approved the request and has moved it forward for final review and approval from OEO.
Request Semifinalist Interview - EOC	The candidate has been selected for a semifinalist interview. Must be reviewed and approved by the EO Coordinator.
Request Semifinalist Interview – OEO	The EO Coordinator has reviewed and approved the applicant and has moved them forward for final review and approval from OEO.
Approved for Semifinalist Interview	OEO has reviewed and approved rationale for the semifinalist request. The search committee may now begin contacting candidates to set up a phone/skype/conference interview.
Semifinalist Interviewed, Not Selected	The candidate participated in a semifinalist interview but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Semifinalist Interviewed, Hold	The candidate participated in a semifinalist interview, is being placed on hold but is not initially being selected to progress to the next phase of the search.
Request Finalist Interview - EOC	The candidate has been selected for a finalist (on campus) interview. Must be reviewed and approved by the EO Coordinator.
Request Finalist Interview - OEO	The EO Coordinator has reviewed and approved the applicant and has moved them forward for final review and approval from OEO.
Approved For Finalist Interview	Once OEO has reviewed the candidates and rationale they will approve requested candidates for finalist interviews. The search committee may now begin contacting candidates to set up on campus interviews.
Finalist Interviewed, Not Selected	The candidate participated in a finalist interview, but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Finalist Interviewed, Hold	The candidate participated in a finalist interview, is being placed on hold but is not being recommended for hire at the moment.
Recommend for Hire Alternate - EOC	The candidate is being recommended for hire as an alternate should the top candidate decline. Must be reviewed and approved by the EO Coordinator.
Recommend for Hire Alternate – OEO	The EO Coordinator has review and approved the applicant and has moved them forward for final review and approval from OEO.

Approved Recommend For Hire Alternate	Once OEO has reviewed the candidate and rationale they will approve the requested candidate as an alternate for hire.
Recommend for Hire - EOC	The candidate is being recommended for hire. Must be reviewed and approved by the EO Coordinator.
Recommend for Hire – OEO	The EO Coordinator has reviewed and approved the applicant and has now moved them to OEO for final review and approval.
Approved Recommend for Hire	OEO reviews the candidate and rationale and will place approved hires into this state.
Hired for Pool Position	This state is for candidates who were hired for an open pool. (Only used on the original open pool to identify pool hires that may not be available for that term, but may be available for a subsequent term).
Offered, Declined	The candidate has declined the offer.
OEO Returned to Applicant Manager	OEO needs additional information and is returning the applicant or candidate to the Applicant Manager.
Hired	The candidate has gone through the search process and a Hiring Proposal has been completed and approved.
Late Applicant-Currently Not Under Review	The applicant submitted their application materials after the full consideration deadline.
System Determined Did Not Meet Min Quals	The applicant did not pass the minimum qualifications screen when the applicant answered the supplemental questions on the application.
Determined Did Not Meet Min Quals	The committee determined the applicant did not meet minimum qualifications.
Incomplete	The application materials are incomplete.
Unable to Contact for Interview	The search chair or support staff member could not contact the applicant for an interview.
Declined Interview	The applicant/candidate declined the interview.
Withdrawn	The applicant withdrew their application.
Withdrawn at Applicant’s Request	The applicant contacted the Applicant Manager via phone or email and withdrew their application.
Check References	Reference checks can occur when the search committee deems necessary during the search process.
Check References, Hold	Reference checks for this candidate have occurred and the candidate is not progressing to the next phase of the search nor are they being eliminated.
All Reference Letters Submitted	This state can be used for those searches that are collecting reference letters. The initiator can set up the search to request reference letters for applicants and when all letters are complete the system will move the applicant into this workflow state. Thus, letting the applicant manager know all of the reference letters have been submitted.

***Search chair will need to communicate with applicants that are placed in a Not Selected states at a determined time in the search process to let the applicant know they are no longer being considered for the position.**

Last Updated: 9/25/2017