



myUA

# Applicant Status Definitions Guide

Please use this document to guide you through managing the applicants on your requisition and moving them through each step of the recruitment process.

<b>Status:</b>	<b>Use When:</b>
New	Automatic system status when an applicant completes their application

## Screening Statuses

Pre-Screening	Use for all applicants who will be reviewed for minimum qualifications
Pre-Screening Unsuccessful	Use for applicants who do not meet the minimum qualifications.
Preliminary Screening	Use for all applicants who will be reviewed for preliminary screenings prior to sending to search committee
Preliminary Screening Unsuccessful	Use for applicants who do not pass the preliminary screenings.
Intermediate Screening	Use for all applicants who will be reviewed by the search committee
Intermediate Screening Unsuccessful	Use for applicants who are eliminated by the search committee. Search committee will need to provide feedback on why applicant is being eliminated.

## Interview Statuses

Interview Event Booking	Use only if you have created an Event for your Interviews.
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Interview Event Accepted	<ul style="list-style-type: none"> <li>- Automatic status if you used the Event Booking</li> <li>- Or, if you are not using the Event Booking feature, move applicant to this status when they accept our offer to interview.</li> </ul>
Interview Event Declined	<ul style="list-style-type: none"> <li>- Automatic status if you used the Event Booking</li> <li>- Or, if you are not using the Event Booking feature, move applicant to this status when they decline our offer to interview.</li> </ul>
Interview Unsuccessful	Use for all applicants who interviewed but who were not selected.

**Offer/Pre-Hire Statuses**

Reference Check	This launches the online reference checks. Email is sent to the applicant's references.
Reference Check – Unsuccessful	Use for applicants who do not have satisfactory references.
Verbal Offer	This is what starts the offer card for the final candidate
Online Offer Made	Move applicant to this status once final approvals for Verbal Offer happens. Will send the automated email.
Offer Accepted/Offer Declined	Automatic system status when an applicant accepts/declines the offer
Offer Accepted, Post hire forms complete	Automatic system status when an applicant completes all forms
Post-Offer Background Check	UAF HR Status only -- used to request background check.
Post-Offer Background Check Unsuccessful	UAF HR Status only -- used when an applicant does not successfully complete the background check.
Withdraw Request	Used to rescind an offer to an applicant

*If you see anything in this guide that needs to be updated, please send an email to the recruitment team ([uaf-jobs@alaska.edu](mailto:uaf-jobs@alaska.edu)).*