Change an Applicant’s Status

- Applicants’ statuses should be changed for the following reasons:
  - An applicant does not meet the required qualifications of the position:
    - “Did Not Meet Basic Qualifications”
  - An applicant has been selected for an interview:
    - “Interview Pending,” “Telephone Interview Pending,” “Campus Interview Pending”
  - An applicant has been interviewed:
    - “Interviewed,” “Telephone Interviewed,” “Campus Interviewed”
  - An applicant has accepted the job offer:
    - “Hired”
  - An applicant has not been chosen for the job:
    - “Not Hired,” “Not Hired-Send Email”

- Contact the Office of Equal Opportunity Programs for information about OFCCP regulations regarding applicant status changes. 620-2507
Step 1: Click the “Change Status” link

Note:
The External Status shows you what the applicant sees for their status.
Step 2:
Click the drop-down Status menu and select an appropriate status from the list.

Step 2a:
Click the drop-down Reason menu and select an appropriate reason, if applicable, from the list.
Step 3:
Click the Continue to Confirm Page button
Step 4:
Click the Save Status Changes button
Note:
Certain status changes will cause an applicant to move from an Active Applicant status to an Inactive Applicant status. Please refer to Part 9-FAQs for information on seeing inactive applicants.

Note:
You can change the statuses of multiple applicants at the same time.
**Step 1:**
Place a check mark in the boxes located to the far right of each applicant for which you want to change the status.

**Step 2:**
Scroll to the bottom of the page.

**Note:**
You can click the “All” link to select all the applications at once.
Step 3:
Click the Change Multiple Applicant Statuses button
Step 4:
Click the drop-down Status menu and select an appropriate status from the list.

Step 4a:
Click the drop-down Reason menu and select an appropriate reason, if applicable, from the list.
Step 5: Click the Continue to Confirm Page button
Step 6:
Click the Save Status Changes button
Note:
All status changes made by the applicant, the hiring official or Human Resources are recorded in the applicant’s History/Notes.
Change an Applicant’s Status

• The applicant statuses of “Not Hired” and “Not Hired-Send Email” should only be used at the end of the search, after the final candidate has accepted the job offer.

• Only one applicant may be set to a status of “Hired” per recruitment request.

• The applicant who is set to “Hired” will have his or her name appear on the new hire information tab for the EPAF.