

Applicant Status

These statuses are available for your use to manage your active applications while you are reviewing candidates.

Under Review: Applicant is automatically put into this status at time of application or release to department

Reviewed - Invite for interview: Applicant materials reviewed, invite for interview

Reviewed - Further consideration: Applicant materials reviewed, possible candidate to pursue

Reviewed - No further consideration: Applicant materials reviewed, will no longer pursue as candidate, no interview took place

Interviewed: Applicant was interviewed for position

Department Selection: Applicant was selected for position by department

To change the status, click on the change status link

1. **Active Applicants Table:**

Name	Documents	Internal	Score	Link To	Date Applied	Current Status	Category (Intvwd Apps)	Actions
Name #1 View State Application	Res	No	0	History/Notes	12-02-2009	Under Review Change Status		<input type="checkbox"/>
Name #2 View State Application	Res	No	0	History/Notes	12-02-2009	Under Review Change Status		<input type="checkbox"/>

2. **Change Applicant Status Form:**

Name	Documents	Status	Applicant Category	Notes
Name #1 View State Application	Res	Under Review		Choose Option Below: <input type="text"/>

3. **Change Applicant Status Form:**

Name	Documents	Status	Applicant Category	Notes
Name #1 View State Application	Res	Received		

4. **Change Applicant Status Form:**

Name	Documents	Status	Applicant Category	Notes
Name #1 View State Application	Res	Received		