**Recruited Applicant & Candidate Step/Status**

**Applicant – Not “Considered”**

Internet Applicant Recordkeeping Rule Does Not Apply

- **New**
- **Review**
- **Meets Basic Qualifications**
- **Citizenship**
- **Offer/Hire**

**Candidate – “Considered”**

Internet Applicant Recordkeeping Rule Applies

- **New**
- **Review**
- **Meets Basic Qualifications**
- **Citizenship**
- **Offer/Hire**

**APPLIED**: the application has not been reviewed by someone with decision-making authority.

**WITHDRAWN**: the applicant has voluntarily withdrawn. This status will be a choice in each of the following steps.

**IN PROGRESS**: the application has been reviewed, with no decision rendered whether or not they meet basic qualifications.

**FURTHER REVIEW**: additional input is needed to determine whether they meet basic qualifications.

**NO**: applicant did not meet basic qualifications per the recruitment plan.

**WITHDRAWN**: see New

**PHONE SCREEN, TO BE SCHEDULED, INTERVIEWING**: Meets basic qualifications and is being further screened.

**REJECTED**: they met basic qualifications but were not selected. Specific disposition is required and should be objectively discernable, provable and discoverable based on comments and interview notes entered by the recruitment team. Available to HR only.

**WITHDRAWN**: see New

**IN PROGRESS**: Selected as a finalist, providing citizenship and references. Available to HR only.

**REJECTED**: they met basic qualifications but were not selected. Specific disposition is required and should be objectively discernable, provable and discoverable based on comments and interview notes entered by the recruitment team. Available to HR only.

**WITHDRAWN**: see New

**OFFER TO BE MADE, DRAFT, APPROVAL IN PROGRESS, APPROVAL REJECTED, EXTENDED, IN NEGOTIATION**: HR Contact is actively working on offer. Available to HR only.

**ACCEPTED, REFUSED, CANCELLED, RESCINDED, RENEGED**: Offer status. Details should be documented and discoverable for reporting. Available to HR only.

**HIRE**: Hired; position is filled.

**WITHDRAWN**: see New

*Anyone who is not withdrawn or hired will be moved to Rejected automatically when the requisition is closed.*