

Applicant Statuses in PeopleAdmin

Applicants move through these statuses in this order.

1. **Under Review by Hiring Mgr/Search Committee**
2. **Candidate** (Search Chair moves applicants to this status) **OR**
Det'd Did Not Meet Min Quals (Search Chair moves applicants to this status)
3. **Alternate** (This status is used primarily at the interview stage as a backup mechanism when the committee feels that one or more of their top interviewees may withdraw their candidacy.)
4. **Selected for Phone Inquiry** (Search Chair moves applicants to this status and sends email to the Dean, Department Chair, Social Equity and Human Resources)
 - Note: This is used only if the department elects to do phone inquiries.
5. **Approved for Phone Inquiry** (Social Equity moves candidates to this status and sends email to the Dean, Department Chair, Social Equity and Human Resources)
 - Note: This is used only if the department elects to do phone inquiries.
6. **Selected for Campus Interview** (Search Chair moves candidates to this status and sends an email to the Dean, Department Chair, Social Equity and Human Resources)
7. **Approved for Campus Interview** (Social Equity moves candidates to this status and sends an email to the Dean, Department Chair, Social Equity and Human Resources)
8. **Recommend for TPTF List** (Search Chair moves candidates to this status and sends an email to the Provost, Dean, Department Chair, Social Equity and Human Resources)
 - Note: Do not need to use this status if hiring in the upcoming session/semester
9. **Approved for TPTF List** (The Office of the Provost moves candidate to this status and sends an email to the Provost, Dean, Department Chair, Social Equity and Human Resources)
 - Note: Do not need to use this status if hiring in the upcoming session/semester
10. **Recommend for Hire** (Search Chair moves candidates to this status and notifies the Department Chair/Hiring Manager)

At this point the Department Chair starts a Hiring Proposal for the person recommended for hire.

People who do not advance to the next step should remain at their most recent status. Candidates, for example, who were approved for phone inquiries but were not recommend for campus interviews should retain the status of approved for phone inquiry.

DO NOT USE the status **“CANDIDATE ON HOLD”**. If you inadvertently move a person to this status, you need to call Human Resources and tell us the status you want to give that person.