

## Why Should I Use the Applicant Statuses During My Recruitment Process?

To better utilize the applicant statuses in Careers at UF, we have developed a scenario that highlights the “ideal” applicant status workflow during the recruitment process. Department Administrators and Hiring Managers can manage applicants by using the most suitable statuses during any stage of the recruitment process.

### Before getting started lets go over the different Applicant Statuses in Careers at UF!

Below is a list of the different applicant statuses available to Hiring Managers and Department Admins. Each applicant status is defined in the table below to clarify its function within the recruitment process. All applications that were submitted successfully through the online system are automatically listed as “New” status.

### Application Statuses and Definitions:



**Required Status**



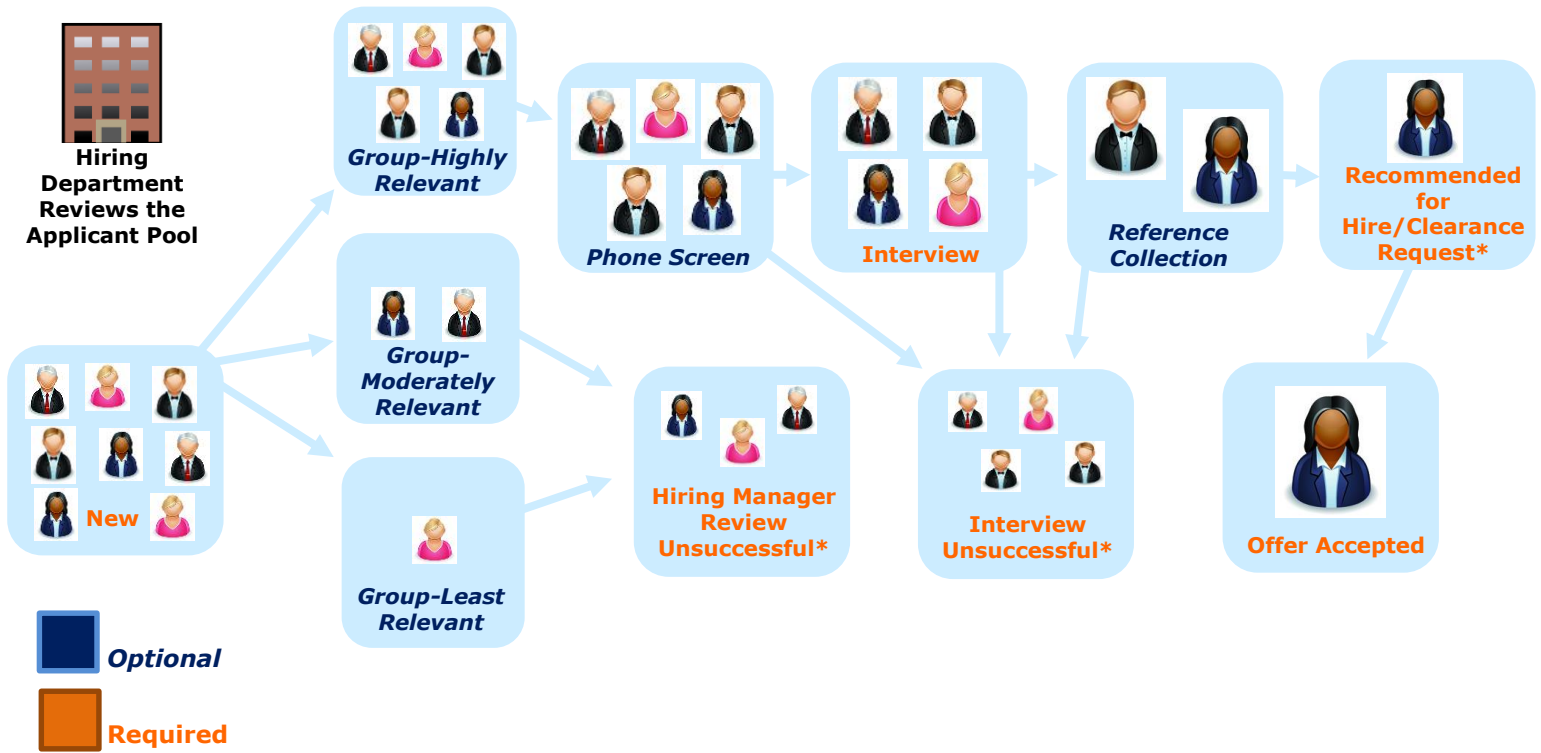
**Optional Status**



**CORE HR Status**

<b>New:</b>	The default status for all newly submitted category.
<b>Group – Highly Relevant:</b>	A status category for hiring managers to place applications they’ve reviewed and closely matched the selection criteria.
<b>Group – Moderately Relevant:</b>	A status category for hiring managers to place applications they’ve reviewed and moderately matched the selection criteria.
<b>Group – Least Relevant:</b>	A status category for hiring managers to place applications they’ve reviewed and matched the selection criteria the least.
<b>Phone Screen:</b>	Status used to pool applicants ready to be phone screened. Phone Screening is displayed on the Dashboard when the job status is updated.
<b>Interview:</b>	Status used when applicant is being considered for an interview. Interview is displayed on the Dashboard when the job status is updated.
<b>Reference Collection:</b>	Status used when an applicant is going through the Reference Collection stage performed by the Hiring Department. Reference Collection is displayed on the Dashboard when the job status is updated.
<b>Recommend For Hire/Clearance Request*:</b>	When an applicant is placed in this status, it prompts the user to send an email to Recruitment and Staffing to clear the candidate. Reference Checking is displayed on the Dashboard when the job status is updated.
<b>Offer Made:</b> <b>*CORE HR USE ONLY</b>	<b>Status used by Core HR ONLY when an applicant is cleared for the job offer to be extended. Offer is displayed on the Dashboard when the job status is updated.</b>

<p><b>Offer Accepted:</b></p>	<p>Terminal status used when offer is accepted by the selected applicant. This status indicates to Core HR that the recruitment process is complete and the job requisition can be changed to Filled. Offer is displayed on the Dashboard when the job status is updated.</p>
<p><b>Offer Declined:</b></p>	<p>Terminal status when an applicant is offered the position and the offer is declined. A different applicant can be offered the position.</p>
<p><b>Hiring Manager Review Unsuccessful*:</b></p>	<p>Terminal status used when hiring manager is no longer considering the applicant for the position. At this point, candidates should be informed that they are no longer being considered for the position. <b>When an applicant is placed in this status they will receive an automatic email.</b> Hiring Manager Review is displayed on the Dashboard when the job status is updated.</p>
<p><b>Interview Unsuccessful*:</b></p>	<p>Terminal status used to indicate when an applicant was interviewed and is no longer being considered for hire. <b>When an applicant is placed in this status they will receive an automatic email.</b></p>



## Scenario:

A department is hiring for a Business Admin Specialist II position. The hiring department received a total of 8 applications and is now ready to review the applicants.

### GROUP-HIGHLY, MODERATE & LEAST RELEVANT (OPTIONAL)

Janet, the Hiring Manager, has reviewed all of the eight applications and found five applicants whose qualifications and experience strongly align to the advertised position. She places them under the "**Group-Highly Relevant**" status. Janet also found two applicants who are of moderate interest to the hiring department based on each applicant's qualifications and experience. She places them under the "**Group-Moderate Relevant**" status. The remaining applicant is placed under "**Group-Least Relevant**" because their qualifications and experience do not align to the advertised position.

*These statuses are a great way to sort applicants as the review process progresses and helps hiring departments manage large pools of applicants.*

### PHONE SCREEN (OPTIONAL)

After reviewing and sorting the applicant pool, Janet schedule the five applicants in "**Group-Highly Relevant**" for a phone interview before bring them in for an onsite interview. Janet changes their applicant status to "**Phone Screen**" once the applicants have a scheduled interview slot.

*This status can be used for phone screens, phone interviews, or first round interviews, depending on the department's recruitment process.*

#### INTERVIEW

After conducting the phone interviews, Janet has decided to bring the top four applicants back for an onsite interview. She contacts the applicants to schedule their interviews and changes their applicant statuses to "**Interview.**"

#### REFERENCE COLLECTION (OPTIONAL)

After the interviews, Janet has narrowed down the top two candidates and decides to request letters of reference from each applicants' references. She changes their application statuses to "**Reference Collection**" which sends an email to the applicants letting them know the department will be contacting their references. If the reference collection feature was turned on during the posting process, she would then follow the instructions to send system emails to the references. If the reference collection feature is not on, Janet would contact the references on her own and either ask for letters or conduct reference check interviews at that time.

#### RECOMMENDED FOR HIRE/ CLEARANCE REQUEST

After reviewing the letters of reference, Janet selects the top candidate and changes his applicant status to "**Recommended for Hire/ Clearance Request.**" This status generates an email to Core HR requesting the clearance for the applicant. Core HR conducts the education verification for the applicant, and once the clearance for hire is complete, Core HR will change the applicant's status to "**Offer Made.**" This status generates an email back to Janet's Department Admin letting her know that the applicant is clear for hire. The clearance email includes a list of items needed for the New Hire ePAF. After receiving the clearance from Core HR, the hiring manager can make an offer to the applicant.

#### OFFER ACCEPTED

After the offer is accepted, Janet changes the applicant's status to "**Offer Accepted.**" This status generates an email informing Core HR that the offer has been accepted, and it is time to fill and close the requisition. Janet also dispenses the remaining applicants by changing the statuses of those applicants that were interviewed or phone interviewed, but not hired to the terminal status of "**Interview Unsuccessful.**" She then changes the statuses of those applicants that were reviewed but *were not* selected for the phone screen/interview to the terminal status to "**Hiring Manager Review Unsuccessful\*.**" These statuses will generate an email to each applicant letting them know they were not selected for the position. Once the requisition is filled, Janet or her Department Admin are ready to initiate the New Hire ePAF in PeopleSoft.

*Ideally, hiring managers should contact the interviewed applicants personally before changing their status to the terminal status of "Interview Unsuccessful."*

#### OFFER DECLINED

If the top applicant declines the offer, Janet would move the applicant from “**Offer Made**” or “**Offer Accepted**” to “**Offer Declined**”. Janet will now review the applicant pool and identify the next best qualified applicant for the position. If Janet feels that the pool is insufficient, she can opt to repost the requisition, or if there is another suitable candidate she can request another clearance by moving their status to “**Recommended for Hire/ Clearance Request.**”

#### IDEAL APPLICANT STATUS WORKFLOW:

New > Group- Highly, Moderate and Least relevant > Phone Screen > Interview > Reference Collection > Recommended for Hire/Clearance Request > Offer Accepted > Hiring Manager Review Unsuccessful\*> Interview Unsuccessful\*

#### UTILIZING TERMINAL STATUSES:

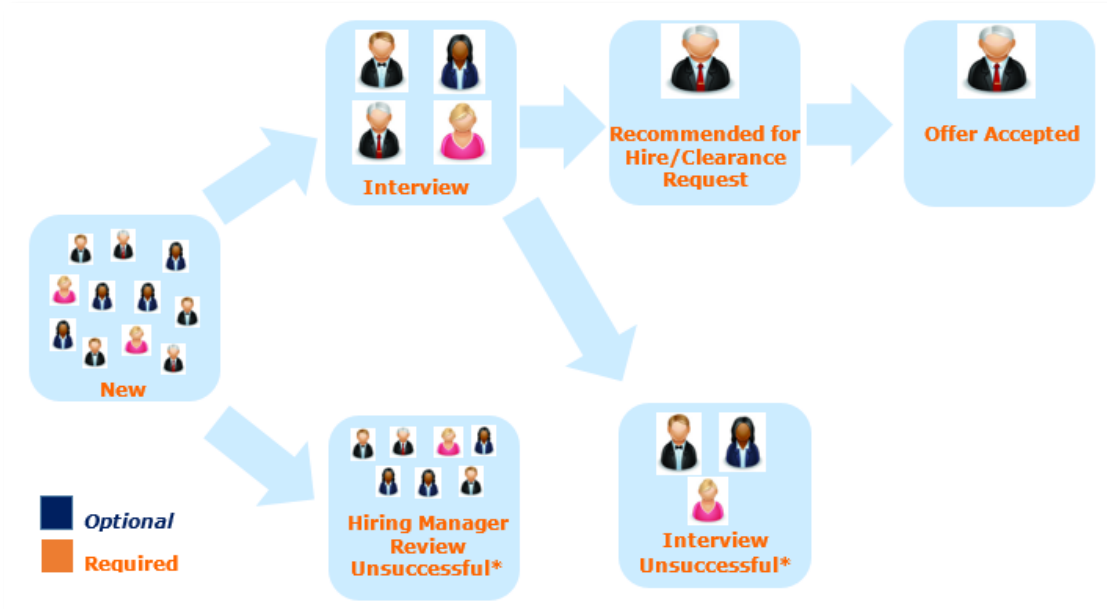
Hiring Departments can utilize and select a “terminal applicant status” at any time during the selection process. Careers at UF allows the applicants to immediately know their application status so that they can move forward with their career plans. It is highly recommended to utilize this feature in Careers at UF, so that the non-qualified applicants are made of aware of their statuses in the early stage of the selection process.

#### TERMINAL APPLICANT STATUSES:

- Offer Accepted
- Interview Unsuccessful\*
- Hiring Manager Review Unsuccessful\*
- Offer Declined

## Applicant Status Workflow Examples

This is an example of the basic recruitment workflow. In this example, the hiring department only does one round of interviews before making their final decision.



The following is an example of a recruitment workflow in which the hiring department conducts an initial phone interview and a second round in-person interview.

