

APPLICANT STATUSES

Employment Services Office: ☎ 23461, ✉ employment@uta.edu, ☒ box 19175, www.uta.edu/jobs

APPLIED (default initial status for all applicants)

- This applicant has applied but HR has not reviewed his/her application yet. Department should go back and review this applicant the next day.

REVIEWED, INCOMPLETE APPLICATION (assigned by HR)

- This applicant has been reviewed by HR and meets the minimum qualification requirements but is missing required documents.
- Once you (the hiring department) receive the additional materials for that applicant, you need to update his/her status from **reviewed, incomplete application** to **reviewed, complete application**.
- If you (the hiring department) never receive the additional materials, the applicant status should remain **reviewed, incomplete application**. A **reason for non-hire** is NOT required.

REVIEWED, COMPLETE APPLICATION (assigned by HR and department)

- This applicant has been reviewed by HR, meets the minimum qualification requirements, and has submitted all required documents. An applicant with status **reviewed, complete application** is eligible for an interview.
- An applicant with status **reviewed, complete application** could be changed to one of the following statuses: **reviewed, competitive interviewed** (if interviewed and still under consideration) or **interviewed, not selected for hire** (if interviewed, but not under consideration) or **reviewed, non-competitive** (if won't be interviewed) or **declined offer** or **withdrew application** or **hired**.
- You won't be able to approve the recruiting summary if you have applicants listed as **reviewed, complete application**. You need to change them to one of the following statuses: **interviewed, not selected for hire** (interviewed, but not hired) or **reviewed, non-competitive** (not interviewed) or **declined offer** or **withdrew application** or **hired**.

REVIEWED, DOES NOT MEET MINIMUM QUALIFICATIONS (assigned by HR)

- This applicant has been reviewed by HR and does NOT meet the minimum qualification requirements.
- You (the hiring department) should not consider an applicant whose status is **reviewed, does not meet minimum qualifications**. The status of an applicant listed as **reviewed, does not meet minimum requirements** and the **reason for non-hire "This applicant does not meet the required minimum qualifications for the position"** should not be changed.

REVIEWED, NON-COMPETITIVE (assigned by department)

- This applicant has been reviewed by HR, does meet the minimum qualification requirements, and has submitted all required documents, but you (the hiring department) are not interested in interviewing that applicant since there are more qualified applicants in the pool. A **reason for non-hire** is NOT required.
- You could also use this status to list applicants you were not able to reach or they never returned your phone calls or did not show up for interview. You should **modify the reason for non-hire** by explaining that.

REVIEWED, COMPETITIVE (optional - assigned by department)

- This applicant has been reviewed by HR, does meet the minimum qualification requirements, has submitted all required materials, and the hiring department is interested in further considering this applicant (and possibly scheduling an interview).
- An applicant with status **reviewed, competitive** could be changed to one of the following statuses: **reviewed, non-competitive** or **interviewed** or **interviewed, not selected for hire** or **declined offer** or **withdrew application** or **hired**.
- You won't be able to approve the recruiting summary if you have applicants listed as **reviewed, competitive**. You need to change them to one of the following statuses: **interviewed, not selected for hire** (interviewed, but not hired) or **declined offer** or **withdrew application** or **hired**.

INTERVIEWED (optional - assigned by department)

- This applicant has been reviewed by HR, does meet the minimum qualification requirements, has submitted all required materials, and has been interviewed.
- An applicant with status **reviewed, competitive interviewed** could be changed to one of the following statuses: **interviewed, not selected for hire** or **declined offer** or **withdrew application** or **hired**.
- You won't be able to approve the recruiting summary if you have applicants listed as **reviewed, competitive interviewed**. You need to change them to one of the following statuses: **interviewed, not selected for hire** (interviewed, but not hired) or **declined offer** or **withdrew application** or **hired**.

INTERVIEWED, NOT SELECTED FOR HIRE (assigned by department – details under reason for non-hire required)

- This applicant has been reviewed by HR, does meet the minimum qualification requirements, has submitted all required materials, has been interviewed, but is not the most qualified applicant and will not be hired. A **reason for non-hire** is required. You should **modify the reason for non-hire** by explaining why you are not interested in this applicant.

DECLINED OFFER (assigned by department – details under reason for non-hire required)

- An applicant who has been reviewed by HR, does meet the minimum qualification requirements, has submitted all required materials, has been interviewed, and offered the job but declined the offer should be indicated as **declined offer**. A **reason for non-hire** is required. You should **modify the reason for non-hire** by listing more details. For example, "**This applicant was interviewed on [date of interview] and offered the job but declined the offer on [date]**"

WITHDREW APPLICATION (assigned by department - details under reason for non-hire required)

- An applicant who withdrew his/her application should be indicated as **withdrew application**. A **reason for non-hire** is required. You should **modify the reason for non-hire** by listing more details. For example, "**This applicant withdrew application on [date]**"

HIRED (assigned by department - details under reason for hire required)

- This applicant has been reviewed by HR, does meet the minimum qualification requirements, has submitted all required materials, has been interviewed, is the most qualified applicant, has been offered the job, and has accepted the offer. You should **modify the hiring information** under **Hiring Decision** section.