**Application Statuses and Changes**

*There are different statuses for each step of the hiring process.*

Part A: Application Statuses

Application Status List:

New

Prescreen Phone/Video Interview

Phone/Video Screen Accepted\*

Phone/Video Screen Declined\*

Not Selected for an Interview

*Hiring Manager Review Unsuccessful – Do not use*

Interview Approval Pending - Dean/Appointing Officer (Faculty & AP only)

Interview Approved – Dean/Appointing Officer – Pending HR (Faculty & AP only)

Interview Approval Pending – HR (Hourly only)

Interview Approved HR - Pending Affirmative Action

Interview Approved Affirmative Action

Interview 1

Interview 1 Accepted\*

Interview 1 Declined\*

Interview 2

Interview 2 Accepted\*

Interview 2 Declined\*

Interviewed - Not Hired

Preparing Offer Details

Offer to Candidate - Submitted Online

Offer Accepted\*

Offer Declined\*

Background Check(s) in Progress

Hired

Application Withdrawn (At any point in the process) \*\*

Not Hired - Not Filling Position at this Time

* Not every applicant will move through each one of these statuses. For example, if you do not phone/video screen applicants, you will not use these statuses.
* When you move an applicant to a new status (depending on the status), emails are sent out to applicants and users. (Instructions how to send emails are in Part B).

\*These statuses may be moved automatically through the system when the applicant accepts/declines an invitation through the careers webpage.

\*\*Applicants withdraw their application themselves on the careers webpage.

Part B: Confirm Status Change & Emails

*A confirm status change window appears each time you change an applicant’s status. This window includes 2 types of email that may be sent out when an applicant’s status is changed.*



**\*You do not have to choose a communication template.**

Email types:

1. Applicant email – an example of an Applicant email:



1. User email – an example of a User email:



Example of a Merge Field

**\*Do not edit the capitalized merge fields in the User emails.**

The User emails can be sent to additional users:

* 1. Additional users from the Job card
		1. Search Chair/Search Assistant
		2. Human Resources
		3. Originated by
		4. Dean/Appointing Officer/Vice President
	2. Additional users from the Offer card
		1. Search Chair/Search Assistant
		2. Supervisor/Unit Head
		3. Originated by
	3. Other additional users
		1. Use the binoculars to search for anyone in the GVSU network.
		2. Once you find their name, click Select to add them.
* All of the emails can be edited – a base template has been provided.
* Some emails may require you to insert your contact information. If this is required, the template will instruct you do so.

Example:



* Do not use the Note field.
* You can turn on and off the emails to either the applicant or the user. You will see the option in a green or white banner. If the banner is white, as shown below, the email is already turned off. *You do not need to worry about the SMS – we do not use messaging.*



* If ‘No’ is selected, it means that the Human Resources Office does not believe you need to send out this email.