REGULAR PAYROLL APPLICANT STATUSES

Applicant Status	Status Description	Email to Applicant?	Email to Other Users?
Incomplete/Draft	The application is incomplete. Before submitting a hire request, the applicant must complete the application.	Yes	No
New	The applicant has successfully applied.	Yes	Yes to Initiator and Dept Feedback User
Interview	The search committee requested to interview.	No	No
Qualified	The search committee evaluated the applicant as meeting all of the minimum qualifications, but the search committee will not interview the applicant this time.	No	No
Unqualified	The applicant does not meet all of the minimum qualifications.	No	No
OIE Approved - Qualified, OIE Approved - Unqualified	OIE approved the search committee's pre-interview request.	No	No (though separately, OIE will send a note back to the search chair/processor that the search has been approved for interview.
OIE Approved - Interview	OIE approved the search committee's pre-interview request.	Yes, but it does not confirm the applicant's selection for an interview. However, it does disclose the hiring range for the position.	No
Preliminary Offer Decided	When the department submits the first hire request for this applicant, the department should move the application to this status.	No	No
Reject	At this time, the hiring department is not selecting this applicant for hire. This status is also used in two additional scenarios: (1) for back-up candidates should the top candidate decline the offer; and (2) in the full search for a candidate that will be submitted for hire through an audit hire.	No	No
Ready for Dept to Make Offer	At this status, HR has approved the request to hire. Departments may decide when to move the candidate into the next status, Make Online Offer.	No	No (though separately, the approval of the hire request sends an automatic email)
Make Online Offer	The department has extended an online offer to the candidate, and the offer is awaiting the candidate's acceptance.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator.

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Applicant Status	Status Description	Email to Candidate?	Email to Other Users?
Offer Accepted	The candidate has accepted the offer, but still needs to complete the UConn Hire Form. Candidates in this status receive daily reminders to complete the form. If the candidate has not completed the UConn Hire Form within three days, HR sends a communication to the applicant outside of PageUp, copying the hire request initiator.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Offer Declined	The applicant declined the offer.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Review for Background Check	The candidate accepted the offer and completed the UConn Hire Form. If this candidate updates to this status prior to 7PM EST, the data will be available in the SmartHR template the next morning. Daily, the UConn HR Criminal Background Check (CBC) Team reviews all applicants in this status to evaluate whether the candidate requires a background check. From here, the CBC Team will either commence the background check or – if a background check is not required - move the applicant to Hired.	No	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Background Check Commence	The candidate must undergo a background check, and the process has begun.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Hired	The candidate has completed the search process, and the new hire is fully within the onboarding phase.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Rescind Offer	This status is limited to HR. Following collaboration and coordination with HR and/or Labor Relations, a personalized notification outside of PageUp must be sent to the applicant to rescind the offer.	No	No
Withdrawn	An applicant, at any stage prior to Make Online Offer, has withdrawn from the search process. Following the Make Online Offer status, it is preferred that Offer Declined is used.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator

REGULAR PAYROLL APPLICANT STATUSES

Applicant Status	Status Description	Email to Candidate?	Email to Other Users?
Make Conditional Offer (Classified Only)	The hiring department has made a conditional online offer to the candidate. This offer includes information that the offer is conditional upon the successful completion of a background check and pre-employment physical.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Pending Pre-Employ Results (Classified Only)	Following a completed background check, the hire is pending other results, such as the pre-employment physical.	No	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Pending New Start Date	For various reasons, sometimes a hire's start date needs to be revised. In cases where the new start date isn't immediately known, the candidate will be placed in the "Pending New Start Date" status for tracking purposes.	No	No