

Position Statuses

As you progress through your search, update the position status accordingly. Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants. The following table outlines the various statuses available in the system and their corresponding permissions when active:

Position Status	When To Use	Applicants Can View This Status	Applicants Can Update Materials	Evaluators Can Review Applications
Waiver Entry	During the waiver process prior to hiring being completed.	No	Yes	N/A
Accepting Applications	When you are open to new applicants. The committee must review all applications, and this status is the trigger to allow them to see the applicant pool.	Yes	Yes	Yes
Reviewing Applications	When the committee is in the review process and you do not want applicants making changes to their applications.	No	No	Yes
Interviewing Finalists	When the committee is in the interview process and you do not want applicants making changes to their applications.	No	No	Yes
Position Canceled	If the position is closed at any point in the process and you do not hire from the search. No candidate is selected and the role is no longer needed.	Yes	No	No
Position Closed	When you close the position at the end of the search process without hiring a candidate (ex. selected candidate declines; no candidate selected from pool). This is a Failed Search.	No	No	No
Position Filled	When you close the position and have hired at least one candidate from the pool.	Yes	No	No

Please note that all positions are open and accepting applications until filled unless an end date is specified during position creation.

Last Updated: 1/12/2026

Applicant Statuses

Individual Application Statuses should be updated throughout the search process. Application statuses indicate where an individual application is in the review process. The following table outlines the various statuses available in the system. The highlighted rows indicate Application Statuses that can be considered final statuses. Please ensure that all applicants have one of the highlighted final statuses selected when closing the search.

Application Status	When To Use
Waiver Entry	During the waiver process prior to hiring being completed. This status is for waiver searches only; Selectee +rank statuses should not be used for waiver searches.
Longlist	During the review process.
Shortlist	During the review process.
Interview	During the review process.
Finalist	During the review process.
Selectee (+various ranks)	Once a candidate has been selected. This status will trigger the automatic Candidate Clearance process. Status will change to "Candidate Cleared" if the process is successful. This status is for open searches only.
Position Filled	When you close the position and have hired at least one candidate from the pool.
Position Canceled	If the position is canceled. All applicants should have this status if the position is canceled. An email notification should be sent to all applicants at this time. Note: This is the only status that an applicant can view if status is active.
Declined Offer	When a candidate declines a job offer for this position.
Not Interviewed, Not Hired	When a candidate is eliminated and is not interviewed. An email notification should be sent to the candidate notifying them of their status at this time.
Interviewed, Not Hired	When a candidate is eliminated after being interviewed. An email notification should be sent to the candidate notifying them of their status at this time.
Hired	Once the selectee who received Candidate Clearance has accepted their offer letter. They should be moved from Candidate Cleared → Hired as their final status.