Chairperson's Role—Updating Applicant Statuses

As chairperson of the committee, it will be your responsibility to update the applicant statuses on the university's online employment site. As you go through the search process and identify applicants to interview, and eventually a finalist, you will change the applicants' statuses as follows:

1. All applicants come in with the status "**Under Review By Manager**."
2. When you identify applicants to interview and confirm an interview with them, you will change the status to "**interview pending**."
3. When you have interviewed them, you will change their status to either "**phone interviewed**" or "**interviewed**."
4. Once a finalist has been identified, you will change the finalist's status to "**finalist**."
5. All others will be changed to either "**not hired**" or "**interviewed—not hired**" (for those either phone interviewed or interviewed in person.)
   - You will have to assign a "**reason not hired**" when assigning these statuses. There will be a drop down menu of choices—pick the most appropriate.
   - When you assign "not hired" or "interviewed—not hired" it triggers an automatic email to the applicants thanking them for their interest and informing them of their non-selection. Therefore, you only want to assign this when you are CERTAIN they are not going to be considered further.

Note: Applicant statuses must be updated before the action sheet can be processed on the finalist.

Statuses Applicants Move Through