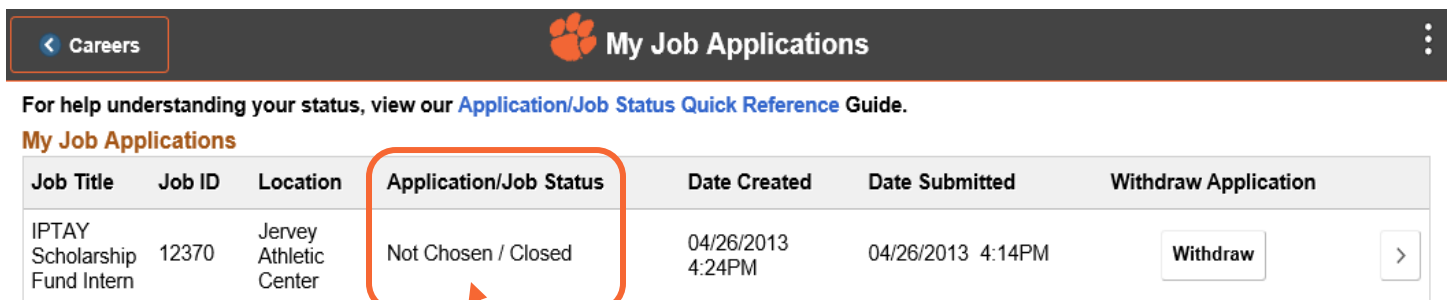


Quick Reference: Applicant/Application Status

A Guide to Understanding Applicant Status

- To check the status of an application after logging in to the Careers page, click “My Job Applications”.
- On the My Job Applications page, you will see a list of all jobs for which you have an application on file.
- The Application/Job Status column provides the status of your application for a particular job opening as well as the overall status of the job opening.



For help understanding your status, view our [Application/Job Status Quick Reference Guide](#).

My Job Applications

Job Title	Job ID	Location	Application/Job Status	Date Created	Date Submitted	Withdraw Application
IPTAY Scholarship Fund Intern	12370	Jervey Athletic Center	Not Chosen / Closed	04/26/2013 4:24PM	04/26/2013 4:14PM	<input type="button" value="Withdraw"/> <input type="button" value=">"/>

The following information contains definitions for the possible application and job statuses. In addition, page 3 contains examples of application/job status combinations and how to interpret them.

How to Read the Application / Job Status Column

- The first status (left of the slash) is your application status: **Not Chosen** / Closed
- The second status (right of the slash) is the overall job status: Not Chosen / **Closed**

Application Statuses

Draft: Your application is incomplete and has not been submitted. You can complete this application prior to the application deadline. See the job opening for the application deadline.

Applied: Your application has been successfully submitted.

Quick Reference: Applicant/Application Status

Screen: You met the minimum requirements for the position as indicated on the job opening.

Mgr Review: Your application has been forwarded to the hiring manager/department for further review.

Interview: You have been selected for an interview.

Offer: An offer of employment has been extended to you, or an offer is in the approval process.

Accepted: You have accepted an offer of employment.

Ready: All hire approvals and pre-employment investigations are complete, and you have accepted the offer. The hiring process is under way.

Hired: You have been hired for the position.

Hold: Another applicant is being considered for this position. This status also occurs if you did not meet the minimum requirements for the position. Once the hire occurs, the status will change to Not Chosen.

Not Chosen: Another applicant has been hired for the position OR the job opening has been cancelled.

Withdrawn: You have removed your application from consideration for the job opening.

Job Statuses

Open: The job opening is open, and no interviews have been scheduled in the system. Qualified applicants who meet the minimum requirements are still being considered for the position.

Interviews: Interviews have been scheduled for selected applicants.

Offer: An offer of employment has been extended to an applicant.

ReadyHire: The hiring process is occurring. Hire approvals are complete, and an applicant has accepted an offer.

Quick Reference: Applicant/Application Status

Closed: The job opening has been filled, and an applicant has been hired for the position.

Canceled: The job opening has been canceled, and applications are no longer being considered for the position

Examples

Example 1: Mgr Review/Offer means that your application was forwarded to the hiring department for further review, but an offer of employment has been extended to another applicant

Example 2: Offer/Offer means that you are being extended an offer of employment.

Example 3: Mgr Review/Interviews means that your application was forwarded to the hiring department for further review, but other applicants have been scheduled for interviews.

Example 4: Interview/Interviews means you have been scheduled for an interview.