

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 Activities.
- On the My Activities 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.

The screenshot shows the 'My Activities' page with a navigation bar at the top containing 'Job Search', 'My Notifications', 'My Activities' (highlighted with a red box), 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. The user is signed in as 'mc11'. Below the navigation bar, there is a dropdown menu for 'Display applications from' set to 'All Applications'. The main content area is divided into three sections: 'Applications', 'Resumes', and 'Cover Letters and Attachments'. The 'Applications' section contains a table with the following data:

Job Title	Job ID	Location	Application / Job Status	Date Created	Date Submitted	Withdraw Application
Administrative Assistant	100147	Barre 1st Floor	Applied / ReadyHire	02/08/2016 12:19PM	02/08/2016 12:19PM	<input type="button" value="Withdraw"/>

The 'Resumes' section shows 'You do not have any saved resumes.' and the 'Cover Letters and Attachments' section shows 'You have not added any attachments.' with an 'Add Attachment' button. At the bottom of the page, there is a 'Return to Previous Page' link and a navigation bar with 'Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Account Information'. A red arrow points from the 'Applied / ReadyHire' status in the table to a callout box below.

Page 2 and 3 contain 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:
- The second status (right of the slash) is the overall job status:

Applied / ReadyHire

Applied / ReadyHire

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.

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.

Quick Reference: Applicant/Application Statuses

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.

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.

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.

Note: If you have applied for multiple jobs simultaneously, 'Submitted' will show in the Application / Job Status. To see the status for each job opening, click 'Multiple Job Application.'