

# Applicant Workflow State Definitions

Office of Human Resources  
Employment and Staffing



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL



## Under Review

- Default workflow state when an applicant submits application and meets supplemental question requirements.



## **Under Consideration**

- Applicant reviewed however not ready to determine if the applicant will move forward with a screening interview, formal interview, or dispositioned with a non-selection reason.

## **Not Interviewed, Not Selected (Auto Generated Email)**

- Typically used after application review finds the candidate does not meet the requirements of the position and will not move forward in the recruitment process. System will send email once posting has been transitioned to the “Filled” workflow state.



## **Screening Interview Complete, Selected for Addt'l Interview**

- Screening interview completed, applicant will progress to formal interview.

## **Screening Interview Complete, Hold for Possible Addt'l Interview**

- Screening interview completed, no determination made on applicant status after completion of screening interview. Applicant can be transitioned to “Screening Interview Complete, Selected for Addt'l Interview” or “Screening Interview, Not Selected” from this applicant workflow state.



## **Screening Interviewed, Not Selected (Auto Generated Email)**

- Screening interview completed, determined that applicant will not move forward with formal interview. System will send email once posting has been transitioned to the “Filled” workflow state.

## **Screening Interviewed, Not Selected (Dept to Generate Email)**

- Screening interview completed, determined that applicant will not move forward with formal interview. This applicant workflow state should be used only in rare circumstances; a manual personal written communication must be sent by the department.



## **Selected for Interview**

- Determined that applicant will be formally interviewed.

## **Approved for Interview**

- OHR has confirmed the applicant meets the requirements of the position and the department may proceed with formal interview.



## **Interviewed, Finalist Pool**

- Applicant interviewed, however not ready to determine if the applicant will move forward as the selected candidate, or dispositioned with a non-selection reason. This applicant workflow state can be used as an optional flag to identify alternative candidates in the event the selected candidate declines.

## **Interviewed, Not Selected (Auto Generated Email)**

- Interview completed, determined that applicant will not move forward to final stages of recruitment process. System will send email once posting has been transitioned to the “Filled” workflow state.

## **Interviewed, Not Selected (Dept to Generate Email)**

- Interview completed, determined that applicant will not move forward to final stages of recruitment process. This applicant workflow state should be used only in rare circumstances; a manual personal written communication must be sent by the department.

## **Interviewed, Selected**

- Interview completed, determined that applicant will move forward to final stages of recruitment process.



- The “Dept to Generate Email” applicant workflow states should rarely be used. If used, it is mandatory for departments to send written notification of non-selection to candidate.
- Central Office approval is required for the following applicant workflow states: “Screening Interview Complete, Selected for Addt’l Interview” and “Selected for Interview”.





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