
Sample Applicant Review Workflows

Applicant 1 was reviewed and letters of recommendation were requested. Then the applicant was recommended for an interview and approved by Affirmative Action. The applicant was interviewed but not hired.

State	Action
Under Review by Department	Initial state
Solicit Letters of Recommendation	Automatic email sent to applicant's references
Recommend for Interview	Sent to Affirmative Action for review/approval
Approved for Interview	After Affirmative Action approval, interview scheduled/conducted
Interviewed Not Hired	Candidate was interviewed but not selected as final applicant

Applicant 2 was reviewed and not recommended for an interview.

State	Action
Under Review by Department	Initial state – Application is reviewed by Committee/Reviewer
Not Interviewed Not Hired	Candidate was not selected as final applicant

Applicant 3 was reviewed and letters of recommendation were requested. Then the applicant was recommended for an interview and approved by Affirmative Action. The applicant was interviewed and recommended for hire.

State	Action
Under Review by Department	Initial state
Solicit Letters of Recommendation	Automatic email sent to applicant's references
Recommend for Interview	Sent to Affirmative Action for review/approval
Approved for Interview	After Affirmative Action approval, interview scheduled/conducted
Recommend for Hire	Candidate was interviewed and selected as final applicant. Contact Hiring Manager to start the hiring proposal.