

APPLICANT STATUS - EXPLAINED

The list below outlines every available applicant status and corresponding status summary. Applicants can check their status at any time by [logging into the system](#) with their user name and password. The time at status can vary widely from recruitment to recruitment. Applicants not contacted by the hiring unit or whose online status has not changed in the last 4 to 6 weeks may call Staff HR, Employment at (831) 459-2009.

Status	Status Summary
Pending Referral	<ul style="list-style-type: none"> • Applicant’s materials have been received and are waiting referral to the hiring unit. • Applications received by 11:59 p.m. on the Initial Review Date (IRD) will be forwarded to the unit the next business day following the IRD. • Applications received after the IRD will be forwarded only upon the request of the hiring unit.
Referred/Under Review:	<ul style="list-style-type: none"> • Applicant’s materials have been referred to the hiring unit. • Hiring unit may use a search committee to review applications, conduct interviews, etc. • Initial review of applications and identification of interviewees can take 4 to 6 weeks after the IRD has past or subsequent batch of applications is referred. • Hiring unit and/or search committee will schedule and conduct interviews after all the applications referred have been reviewed.
Referred/Not Interviewed	<ul style="list-style-type: none"> • Applicant’s materials have been reviewed by the hiring unit and/or search committee against selection criteria. • Applicant was not selected for interview. • Follow-up communication with applicants referred/not interviewed is at the discretion of the hiring unit and/or search committee. • Applicant may contact the Employment Office to find out which selection criteria they did not meet as strongly as those selected for interview.
Not Referred	<ul style="list-style-type: none"> • Applicant submitted materials after the IRD and the hiring unit did not request additional applications after the individual’s materials were received; OR • Recruitment was withdrawn and pending applications were not referred; OR • Preferential rehire candidate was hired; therefore, no other applications were referred.
Cancelled Applying	<ul style="list-style-type: none"> • Jobseeker began the application process, but cancelled before completion. • Jobseekers may reattempt the application process again by clicking the “Apply For This Posting” button on the Job Details screen.
Incomplete-Finish Applying	<ul style="list-style-type: none"> • Jobseeker began the application process but inadvertently engaged in activity (e.g., closed the web browser) which resulted in an incomplete submittal of application materials; OR • The computer lost power which resulted in an incomplete submittal of application materials. • Jobseekers may complete the application process by logging into the system and clicking the “Complete” link under the column heading titled, “Status” from the Application Status screen.
Application Withdrawn or Withdrew	<ul style="list-style-type: none"> • Applicant successfully applied, but later took action to withdraw from further consideration.

Selected for Interview	<ul style="list-style-type: none"> • Applicant's materials have been reviewed by the hiring unit and/or search committee against selection criteria. • Applicant has been selected for interview. • Unit representative or committee member contacts the applicant to schedule the interview. Contact may occur before the applicant's status is updated to "Selected for Interview".
Declined Interview	<ul style="list-style-type: none"> • Applicant either declined or canceled the interview. • Applicant was selected for interview, but was unreachable.
Interviewed:	<ul style="list-style-type: none"> • Applicant was interviewed. • Applicants interviewed, but not selected for hire will remain at a status of "Interviewed." • Follow-up communication with interviewed applicants not selected for hire is at the discretion of the hiring unit and/or search committee. • Applicant's status is updated to "Job Offer in Progress" if selected for hire.
Job Offer in Progress	<ul style="list-style-type: none"> • Employment office has received the paperwork to initiate a formal job offer. • Recruitment Specialist within the Employment Office will contact the applicant via phone to review the terms and conditions of the position and make a formal offer.
Offer Accepted	<ul style="list-style-type: none"> • Applicant has accepted the job offer and is awaiting their start date in the new position.
Hired	<ul style="list-style-type: none"> • Applicant has accepted the formal job offer and begun employment in the new position.
Not Eligible to Apply	<ul style="list-style-type: none"> • The recruitment was identified as Campus-Only and restricted to current UCSC employees; OR • Other circumstances caused the applicant to be deemed not eligible by the Employment Office.
Declined Job Offer	<ul style="list-style-type: none"> • Applicant declined the formal job offer.
Offer Withdrawn	<ul style="list-style-type: none"> • Information was obtained by the hiring unit which caused the formal job offer to be withdrawn.