

Recruitment Management System (RMS)		Recruitment Status Definitions		May 1, 2008
Recruitment Type	Status	Definition		
Any	Create from Position Description (PD)	<ul style="list-style-type: none"> Creation of recruitment is pending; not yet accessible from the Internet 		
Non-Recruitment (Non-Rec) OR Waiver of Recruitment	Non-Rec/Waiver Saved, Not Submitted	<ul style="list-style-type: none"> Creation of recruitment in progress; not yet accessible from the Internet 		
	Non-Rec/Waiver Posted Non-Rec/Waiver Posted (H)	<ul style="list-style-type: none"> <u>Hidden</u> posting accessible from the Internet Selected Hire(s) uses Quicklink to access “hidden” job posting and apply Posted: no hires have been made off recruitment to date Posted (H): at least one hire was made 		
	Non-Rec/Waiver Completed (H)	<ul style="list-style-type: none"> <u>Hidden</u> posting no longer accessible from the Internet; UCSC no longer accepting applications Access to the applicant pool is limited to Recruitment Specialist and System Administrator At least one hire was made 		
	Non-Rec/Waiver Withdrawn	<ul style="list-style-type: none"> <u>Hidden</u> posting no longer accessible from the Internet; UCSC no longer accepting applications Access to the applicant pool is limited to Recruitment Specialist and System Administrator Job Offers may have been submitted, but no hires were made 		
	Non-Rec/Wavier Pending Approval: Re-Post Non-Rec/Wavier Pending Approval: Re-Post (H)	<ul style="list-style-type: none"> CHM or HRP is requesting to repost recruitment for the purpose of processing additional job offers Request is pending Rec. Specialist review and approval Re-Post: previous job offers may have been submitted, but no hires were made Re-Post (H): at least one hire was previously made 		
Open Recruitment (Open-Rec) OR Campus-Only(CO) Recruitment	Open-Rec/CO Saved, Not Submitted	<ul style="list-style-type: none"> Creation of recruitment in progress; not yet accessible from the Internet 		
	Open-Rec/CO Approved to Post	<ul style="list-style-type: none"> Recruitment details (e.g., advertising plan) finalized; job posting will appear on UCSC web site base on “job open date” 		
	Open-Rec/Co Posted Pre-IRD	<ul style="list-style-type: none"> Job Posting accessible from the Internet; UCSC accepting applications Access to the applicant pool is limited to Recruitment Specialist and System Administrator 		
	Open-Rec/Co Posted Pre-IRD Converted Open-Rec/Co Posted Pre-IRD Converted (H)	<ul style="list-style-type: none"> Recruitment has been converted from Campus-Only to Open recruitment at the hiring unit’s request; new IRD established Converted (H), at least one hire was made when Campus-Only 		
	Open-Rec/Co Posted Open-Rec/Co Posted (H)	<ul style="list-style-type: none"> Job posting accessible from the Internet; UCSC accepting applications Access to applicant pool expanded to include CHM, HRP, and Guest Users; able to process job offers Posted (H), at least one hire has been made 		
	Open-Rec/Co Closed Open-Rec/Co Closed (H)	<ul style="list-style-type: none"> Posting no longer accessible from the Internet; UCSC no longer accepting applications Access to applicant pool expanded to include CHM, HRP, and Guest Users; able to process job offers Closed (H), at least one hire has been made 		
	Open-Rec/Co Completed (H)	<ul style="list-style-type: none"> Job posting no longer accessible from the Internet; UCSC no longer accepting applications Access to the applicant pool is limited to Recruitment Specialist and System Administrator At least one hire was made 		
	Open-Rec/Co Withdrawn	<ul style="list-style-type: none"> Job posting no longer accessible from the Internet; recruitment no longer accepting applications Access to the applicant pool is limited to Recruitment Specialist and System Administrator Job offers may have been submitted but no hires were made 		
	Open-Rec/Co Pending Approval: Pool Re-Activate Open-Rec/Co Pending Approval: Pool Re-Activate (H)	<ul style="list-style-type: none"> CHM or HRP is requesting access to existing applicant pool of previously completed or withdrawn recruitment Request is pending Rec. Specialist review and approval Activated (H), recruitment was previous at a status “Open-Rec/CO Completed (H)” where at least one hire was made 		
	Open-Rec/Co Pool Re-Activated Open-Rec/Co Pool Re-Activated (H)	<ul style="list-style-type: none"> CHM/HRP has been granted access to existing applicant pool of previously completed or withdrawn recruitment Activated (H), recruitment was previous at a status “Open-Rec/CO Completed (H)” where at least one hire was made 		
Any	Off-Line: Correction Pending	<ul style="list-style-type: none"> Recruitment has been taken “off-line” temporarily; requires immediate attention by System Administrator Posting temporarily unavailable from the Internet Access to the applicant pool is temporarily limited to Recruitment Specialist and System Administrator 		