Tip Sheet - Faculty Candidate Status

Overview: Use the tips below to help you better understand faculty candidate status.

Candidates who apply will appear with the requisition as Submitted for Review.

Candidates who are manually added or moved by the recruiter will appear as Long List.

The following candidate status will be the progression through the recruitment cycle:

- Long list
- Short List
- Interview
- Candidate Selected

Once a Short List of candidates have been determined, the department must utilize the EEO summary report on the Faculty Hiring Dashboard to view and document the diversity of the candidate pool vs. department and peer institution data.

The Interview Calendaring Feature can be utilized to coordinate the candidate interviews and offer specific times to each participant.

Once Interview is selected, the Applicant Data Form is auto-generated to the candidate to review and submit contact data.

Candidate Selected is the recommended time to send or ensure forms have been sent that will give the candidate an opportunity to share key personal information for the hire. Confidential Data Form can be generated through your Communication tool.

Confidential Data Form can be used in advance for credentialing purposes. This can be manually generated to the finalist/candidate via the Communication tool.

Once a candidate has been rejected a communication box will appear:

- Select a reason for rejection
- Once the communication box appears, select to send a standardized rejection letter to the candidate, or select not to send any communication to the candidate.
On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.
The candidate profile will then appear. Select **Submit to Requisition**.

Select the requisition that you want the candidate to appear on. Then click **Submit**.