Update Status Event Job Aide

TREMS

Status Event	What Applicant Sees	Manual or Automatic Move	Reason	Recruitment Step	System Generated Email to Applicant
Search Committee Review	Application Under Review	Manual	Needed if Search Committee used	Review 1	No
Hiring Manager Review	Application Under Review	Manual	Used when Hiring Manager completes an initial screen *(Staff recruitment)*	Line manage review 1	No
Phone Screen	Phone screen requested	Manual	Used if scheduling phone screen via Events Management*	Phone screen 1	Yes (user can edit prior to sending)
Interview	Interview Requested	Manual	Used if scheduling in person via Events Management*	Interview 1	Yes (user can edit prior to sending)
Interview 2	Interview requested	Manual	Used if scheduling in person via Events Management*	Interview 2	Yes (user can edit prior to sending)
Reference Check	Application Under Review	Manual	Used when checking references	Reference check 1	Yes (user can edit prior to sending)
Finalist	Application Under Review	Manual	Used when finalist candidates have been identified *(**Faculty recruitment only**)*	Review 3	No
**Verbal Offer	Application Under Review	**Manual**	**Used when candidate is verbally offered the position**	**Pre offer check**	**No**
Background Check	Application Under Review	Manual	Used if Background Check is required	Offer check	Yes (user can edit prior to sending)
Background Check Successful	Application Under Review	Manual	Passed background check	Reference check 2	No
Offer Accepted	Offer Accepted	Automatic	Automatic move once an applicant has accepted an online offer. Used If position is offered and the candidate accepts-	Offer Accepted	Yes
Offer Declined	Offer Declined	Automatic	Automatic move once an applicant has declined an online offer. Used If position is offered and the candidate declined offer	Offer Declined	Yes
JEMS new identification form paperwork complete	Offer accepted paperwork initiated	Automatic	Automatic move once an applicant has completed an additional information form following acceptance of an offer	Paperwork received	No
**Withdrawn	**Withdrawn**	***Manual/Automatic***	*Automatic move if an applicant or user withdraws an application following submission*	**Withdrawn**	**Yes**

Status Event	What Applicant Sees	Manual or Automatic Move	Reason	Recruitment Step	System Generated Email to Applicant
**No longer Considered	Not Selected	Manual	Used within any stage of the recruitment process with the exception of minimum qualifications	Unsuitable - at this time	Yes (user can edit prior to sending)
**Cancelled	Cancelled	Manual	Used if recruitment is cancelled in any stage of the recruitment process	Non reportable	Yes (user can edit prior to sending)
Rescind Offer	Offer Withdrawn	Manual	Used if offer is withdrawn after online offer made	Offer revoked	No

The status date is date stamped when entered

** Required

* This status can be used if you are not using the events feature, but if you choose "yes" to email applicant, the email template will need to be updated with information on how these interviews will be scheduled.

Although an email may not be generated for a specific status update, it is important to note that applicants are able to see their status on their profile. It is extremely important to communicate with the applicant when changing their status. This communication can take place using TREMS template emails or externally.

No Longer Considered Reasons:
Does not meet qualifications
Other candidates more suitable
Does not meet minimum job requirements
Failed to send additional materials
Failed to respond to interview request/no show to interview
Background/Reference check requirements not met
Medical/Physical check requirements not met
Visa requirements not met
Accepted another offer
Not aligned with career goals
Personal reasons
University benefits unsatisfactory
Compensation unsatisfactory
Work schedule unsatisfactory
Travel requirements unsatisfactory

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Unable to relocate
Staying with current employer
Continuing education
Not available by start date
Other