

Status Labels for Recruitment Documentation

The following labels describe the statuses used in the UCSC academic recruitment process:

<i>UC Recruit Status</i>	<i>Equivalent DivData Status</i>	<i>Description</i>
Completed or Applied (finalized)	Applicant	anyone who has submitted an application to a position Note: In UC Recruit, these will appear as either “Applied” (not all required materials submitted- but finalized per a search committee unanimous decision) or “Complete” (all required materials submitted)
<i>n/a</i>	Meets Minimum Qualifications (<i>formerly “Candidate”</i>)	anyone whose application demonstrates that the person meets the minimum qualifications for the position as outlined in the advertised position (flyer) <i>NOTE: This status is not yet available in Recruit; and therefore must be manually assigned in DivData</i>
Shortlist	Shortlist	(<i>to be used <u>only</u> after consultation with APO and in exceptional cases</i>) groups of individuals for whom the search committee makes a formal request for additional information
Serious Consideration	Serious Consideration (<i>formerly “Alternate” or “Pool Qualified”</i>)	those being seriously considered, but not yet chosen, for interview (this group may be ranked in order of possible interview, while ranking is not required, it is highly recommended) <i>For pools – these are those qualified for hire</i>
Invite for Visit	Invite for Visit (<i>formerly “Interviewee”</i>)	those being invited for <u>formal</u> campus visits/interviews
Final Candidate	Final Candidate (<i>formerly “Selected Candidate”</i>)	those the search committee recommends for appointment (multiple final candidates may be chosen and ranked for a single position.)

Labels below are to be used ONLY in UC Recruit and will not be used within DivData recruitment module.	
Offered	applied to a Final Candidate to whom an offer has been extended
Declined	applied when an offer has been declined
Accepted	applied when an offer has been accepted
Hired	applied once an individual has been officially hired into the position