

Application Statuses

Application Status	What Applicant Sees in Applicant Account	Manual or Automatic System Move	Reason	Recruitment Step (Informational Only – PageUp “Activity”)	Is Email Sent to Applicant?
Application Submitted- User does not see applicants in this status	Submitted	Automatic	System processing status before moving applicants into a NEW status.	New Application	No
Incomplete- User does not see applicants in this status	Incomplete	Automatic	System status generated when applicant has not completed the application.	Non reportable	No
New	Applicant Acknowledgment	Automatic	Automatic move once an applicant submits an initial application	New Application	Yes
**Does Not Meet Minimum Qualifications	Does not meet minimum qualifications	Manual	Used if applicant does not have minimum qualifications listed on the <u>job posting</u> (e.g. degree, certification, licensure).	Initial upfront screening	Yes . User can customize before sending.
Search Committee Review	Application Under Review	Manual	Needed if Search Committee feature used.	Review 1	No
Hiring Manager Review	Application Under Review	Manual	Used when Hiring Manager completes an initial screen (<i>Staff recruitment</i>).	Line manager review 1	No
Phone Screen	Phone screen requested	Manual	Used if scheduling phone screen via Events Management. If not using Events Management, user can still use this status to track activity and communicate with applicant.	Phone screen 1	Yes . User can customize before sending. User must customize if not using Events Management or choose not to send email.
Phone Screen Accepted	Phone Screen Accepted	Automatic – if using Events Management, otherwise manual	Used when applicant accepts invitation to phone screen.	Phone screen 1	Yes . User must customize if not using Events Management or choose not to send email.

Application Status	What Applicant Sees in Applicant Account	Manual or Automatic System Move	Reason	Recruitment Step (Informational Only – PageUp “Activity”)	Is Email Sent to Applicant?
Phone Screen Declined	Phone Screen Declined	Automatic – if using Events Management, otherwise manual	Used when applicant declines phone screen.	Phone screen 1	Yes . User should customize if not using Events Management or choose not to send email.
Interview 1, 2 or 3	Interview Requested	Manual	Used if scheduling in person via Events Management. If not using Events Management, user can still use this status to track activity and communicate with applicant.	Interview 1, 2 or 3	Yes . User can customize before sending. User must customize if not using Events Management or choose not to send email.
Interview 1, 2 or 3 Accepted	Interview accepted	Automatic – if using Events Management, otherwise manual	Used when applicant accepts invitation to interview.	Interview 1, 2 or 3	Yes . User must customize if not using Events Management or choose not to send email.
Interview 1, 2 or 3 Declined	Interview declined	Automatic – if using Events Management, otherwise manual	Used if candidate does not respond to or declines a request to schedule an interview.	Interview 1, 2 or 3	Yes . User should customize if not using Events Management or choose not to send email.
Reference Check	Application Under Review	Manual	Used when checking references.	Reference check 1	Yes . User can customize before sending or choose not to send email.
Finalist	Application Under Review	Manual	Used when finalist candidates have been identified (<i>Faculty recruitment</i>)	Review 3	No
**Verbal Offer	Application Under Review	Manual DO NOT USE BULK MOVE TO THIS STATUS	Used when candidate is verbally offered the position and user is ready to set up the offer card.	Pre offer check	No
Background Check	Application Under Review	Manual	Used if Background Check is required	Offer check	Yes . User can customize before sending or choose not to send email.
Background Check Successful	Application Under Review	Manual	Passed background check	Reference check 2	No

Application Status	What Applicant Sees in Applicant Account	Manual or Automatic System Move	Reason	Recruitment Step (Informational Only – PageUp “Activity”)	Is Email Sent to Applicant?
**Online Offer Made	Offer	Manual	Used when candidate is offered a position online. Triggers the ability for applicants to view and accept their offer letter in applicant account.	Offer Made	Yes . User can customize before sending, but should leave standard instructions.
Offer Accepted	Offer Accepted	Automatic DO NOT MANUALLY MOVE TO THIS STATUS	Automatic move once an applicant has accepted an online offer. Used when position is offered and the candidate accepts.	Offer Accepted	Yes
Offer Declined	Offer Declined	Manual/Automatic	Used when position is offered and the candidate declines offer. Automatic move once a candidate has declined an online offer via account. Manual move if user moves status on behalf of candidate.	Offer Declined	Yes
JEMS new identification form paperwork complete	Offer accepted paperwork initiated	Automatic	Automatic move once an applicant has completed a new hire form following acceptance of an offer.	Paperwork received	No
**Withdrawn	Withdrawn	Manual/Automatic	Automatic move if applicant withdraws application following submission via account. Manual move if user withdraws on behalf of applicant. Note: Applicants can withdraw via account up until they are moved past Phone Screen or Interview 1 status.	Withdrawn	Yes . If user is withdrawing on behalf of an applicant, email can be customized.
**No longer Considered	Not Selected	Manual	Used within any stage of the recruitment process except minimum qualifications.	Unsuitable - at this time	Yes . User can customize before sending or choose not to send if applicant has been notified in person/phone.

Application Status	What Applicant Sees in Applicant Account	Manual or Automatic System Move	Reason	Recruitment Step (Informational Only – PageUp “Activity”)	Is Email Sent to Applicant?
**Cancelled	Cancelled	Manual	Used if recruitment is cancelled in any stage of the recruitment process	Non-reportable	Yes . User must customize before sending or choose not to send if applicant has been notified in person/phone.
Rescind Offer	Offer Withdrawn	Manual	Used if offer is withdrawn after online offer made	Offer revoked	No

When changing a status, the date can be changed/back-dated if needed.

** Required statuses.

No Longer Considered and Offer Declined 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 / Police 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
- Unable to relocate
- Staying with current employer
- Continuing education
- Not available by start date
- Other

Application Status: New

{PREFNAME},

Thank you for applying for the position of {JOBTITLE}, {JOBNO} with the University of Wisconsin-Madison. We received your application and the review process will begin soon. We will keep you informed of your status after the application close date.

Log into your applicant account at www.jobs.wisc.edu to view the job information and your application status. If you have questions regarding your application, please reach out to the contact listed in the job posting. The contact can be found by clicking on the 'View application' button.

The Annual Security and Fire Safety Report (<https://jobs.wisc.edu/asr>) contains current campus safety and disciplinary policies, crime statistics for the previous three calendar years, and on-campus student housing fire safety policies and fire statistics for the previous three calendar years. UW-Madison will provide a paper copy upon request.

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <https://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>.

Thank you.

Application Status: Does Not Meet Minimum Qualifications

User can customize before sending. Note: many times applicants will respond asking for more information and it is strongly encouraged to customize this email before sending.

{PREFNAME},

Thank you for taking the time to apply for the position of {JOBTITLE}, {JOBNO} at the University of Wisconsin-Madison.

We would like to inform you that your application has been reviewed and is no longer under consideration for this position because it does not meet the required minimum qualifications.

We thank you for your interest in the University of Wisconsin-Madison and wish you success in your job search.

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

Application Status: Phone Screen

User can customize before sending. If not using the events feature, user must edit email before sending or this will not make sense to the applicant. User can also choose not to send email, if for example the phone screen was scheduled over the phone.

{PREFNAME},

We would like to invite you to a phone interview for the {JOBTITLE} position, {JOBNO}.

To book your interview, please log into your account at <http://jobs.wisc.edu>.

Under the welcome banner, you will see the interview request. All interview times listed are in Central Standard Time (CST).

Click on 'make a booking' to select the preferred interview date and time from the available options. Click the radio button next to your preferred date and time. To finish, click on the 'confirm booking' button.

If you are not available during the available times, please contact me at {REQUISITIONEREMAIL}.

Details of your interview can be found in your applicant account.

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <https://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Thank you,

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

Application Status: Phone Screen Accepted

If using the events feature, user cannot customize before sending. If not using the events feature, user must edit before sending or content will not make sense to the applicant. User can also choose not to send email.

{PREFNAME},

This message confirms your phone interview for the {JOBTITLE} position at the University of Wisconsin-Madison.

To view your interview details, log into your applicant account at <http://jobs.wisc.edu> and click on 'view booking' under 'event bookings'.

If you need to reschedule, provide a different phone number, or have questions, please contact the person listed in the 'event booking details'.

We look forward to speaking with you.

Application Status: Phone Screen Declined

If using the events feature, user cannot customize before sending. If not using the events feature, user should edit before sending or content may not make sense to the applicant. User can also choose not to send email.

{PREFNAME},

This message confirms you have declined the invitation to phone interview for the {JOBTITLE}, {JOBNO} position at the University of Wisconsin-Madison.

If you've declined the interview in error, please contact:

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

{REQUISITIONEREMAIL}

{REQUISITIONERPHONE}

Thank you.

Application Status: Interview 1, 2 or 3

User can customize before sending. If not using the events feature, user must edit before sending or content will not make sense to the applicant. User can also choose not to send email, if for example the interview was scheduled over the phone.

{PREFNAME},

We would like to invite you to an in-person interview for the {JOBTITLE} position, {JOBNO}.

To book your interview, please log into your account at <http://jobs.wisc.edu>.

Under the welcome banner, you will see the interview request. All interview times listed are in Central Standard Time (CST).

Click on 'make a booking' to select the preferred interview date and time from the available options. Click the radio button next to your preferred date and time. To finish, click on the 'confirm booking' button.

If you are not available during the available times, please contact me at {REQUISITIONEREMAIL}.

Details of your interview can be found in your applicant account.

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <https://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Thank you,

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

Application Status: Interview 1, 2 or 3 Accepted

If using the events feature, user cannot customize before sending. If not using the events feature, user must edit before sending or content will not make sense to the applicant, or user can also choose not to send email.

{PREFNAME},

This message confirms your second interview for the {JOBTITLE} position at the University of Wisconsin-Madison.

To view your interview time, login to your applicant account at <http://jobs.wisc.edu> and click on 'view booking' under 'event bookings'.

If you need to reschedule or have questions, please contact the person listed in the 'event booking details'.

We look forward to meeting with you.

Application Status: Interview 1, 2 or 3 Declined

If using the events feature, user cannot customize before sending. If not using the events feature, user should edit before sending or content may not make sense to the applicant, or user can also choose not to send email.

{PREFNAME},

This message confirms you have declined the invitation to interview for the {JOBTITLE}, {JOBNO} position at the University of Wisconsin-Madison.

If you've declined the interview in error, please contact:

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

{REQUISITIONEREMAIL}

{REQUISITIONERPHONE}

Thank you.

Application Status: Reference Check

If application did not contain the embedded reference form, user must edit content. User can also choose not to send email.

{PREFNAME},

We are moving on to the reference check stage of the recruitment process for the position of {JOBTITLE}, {JOBNO} with the University of Wisconsin-Madison.

We will be contacting the references you have listed in your application.

If you need to make changes to the reference contact details in your application, please log into your applicant account at <http://jobs.wisc.edu>. Click on 'Update references' for the corresponding application.

When updates are complete, notify me at {REQUISITIONEREMAIL}.

Please remember to inform your references that we will be contacting them soon.

Thank you,

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

{REQUISITIONEREMAIL}

Application Status: Background Check

User can edit before sending or choose not to send email.

{PREFNAME},

The {SUBDEPARTMENT} has [choose one: 1) identified you as a finalist; 2) selected you; 3) hired you; 4) appointed you] for the {JOBTITLE}, {JOBNO} position. The University of Wisconsin's Board of Regents requires that a criminal background check be conducted for all new appointments. This requirement safeguards the campus community for students, employees, and visitors.

To begin the criminal background check process, you will receive an e-mail from HireRight, the vendor used by the university, to conduct the check. Please watch for this e-mail which will be sent from HireRight Customer Support.

The person initiating the background check will be included in the e-mail communication from the vendor. You can contact them directly with questions pertaining to your criminal background check.

The correspondence will ask you to log in to HireRight's online portal so you can electronically consent to the check and provide information that will allow HireRight to begin processing your background verification. Please be prepared to provide the last seven (7) years of your address history.

The University of Wisconsin strictly adheres to Wisconsin's Fair Employment Act, which prohibits employers from discriminating against job applicants based on criminal convictions or pending charges unless there is a substantial relationship between the criminal activity and the responsibilities of the position.

If you have any other questions, please contact me directly at {REQUISITIONEREMAIL}.

Thank you,

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}
{REQUISITIONEREMAIL}

Application Status: Online Offer Made

User can edit before sending if needed but should leave the steps as instructions to applicants.

{PREFNAME},

As a follow-up to our conversation, this email provides instructions on how to view and accept your offer documents for the position of {JOBTITLE}, {JOBNO}, at the University of Wisconsin-Madison.

In order to view your offer documents, which outline the terms and conditions of your employment, please follow the steps below:

1. Go to the University of Wisconsin-Madison's jobs website at <http://jobs.wisc.edu> and log into your applicant account. If you have forgotten your password, please click on the 'Forgotten your password' link. A new password will be generated and sent to the email address associated with your account.
2. At the top of the screen you will see a yellow bar. Click on the 'View Offer' link to review your offer documents.
3. Open and review your offer documents before accepting or declining your offer. **You must open and review each document in order to accept your offer.**
4. Once you have opened and reviewed all documents, close the documents to return to the previous screen. Click the 'I have read and agreed to the terms of the offer' box.
5. If you agree with the details of the appointment letter, please click on the 'I accept' button. Click on the 'I decline' button if you are no longer interested in this offer.
6. Once you indicate your online acceptance, you will be directed to the 'New Employee Details' form. Please fill out the details of the form accordingly. This information is collected to set up your appointment and is kept secure and confidential.

If you need additional information or have questions, please contact me at {USEREMAIL}.

Thank you,

{USERFIRSTNAME} {USERLASTNAME}

Application Status: Offer Accepted

{PREFNAME},

This email confirms that you have read and accepted the terms of your offer for employment, as outlined in your appointment letter, for the {JOBTITLE} position at the University of Wisconsin-Madison.

If you have not done so, please login into your account at <http://jobs.wisc.edu> and complete your new hire form by clicking on the 'Complete the form' button under the welcome banner.

Thank you.

Application Status: Offer Declined

{PREFNAME},

This email confirms that you have declined the offer for the {JOBTITLE}, {JOBNO} position at the University of Wisconsin-Madison.

If you declined the offer by mistake, please contact us immediately:

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

{REQUISITIONEREMAIL}, {REQUISITIONERPHONE}

Thank you.

Application Status: Withdrawn

If user is withdrawing on behalf of the applicant, user should edit email.

{PREFNAME},

This email confirms you have withdrawn your application for the {JOBTITLE}, {JOBNO}, position at the University of Wisconsin-Madison.

If you've withdrawn by mistake, please contact:

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

{REQUISITIONEREMAIL}, {REQUISITIONERPHONE}

Thank you.

Application Status: No Longer Considered

User can edit before sending or choose not to send if applicant has been notified in another way, such as phone or in person.

{PREFNAME},

Thank you for taking the time to apply for the position of {JOBTITLE}, {JOBNO}, in the {SUBDEPARTMENT} at the University of Wisconsin–Madison. We were fortunate to have many qualified applicants. We regret to inform you that you were not selected to move forward in the recruitment process for this position.

We appreciate your interest in employment with the University of Wisconsin–Madison and encourage you to apply for future job openings. You can set up a job alert at <https://jobs.hr.wisc.edu/cw/en-us/subscribe> to be notified when positions in your area of interest become available.

We wish you success in your job search.

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}
{REQUISITIONERPOSITION}

Application Status: Canceled

User must edit before sending or choose not to send if applicant has been notified in another way, such as phone or in person.

{PREFNAME},

Thank you for applying for the position of {JOBTITLE}, {JOBNO} with the University of Wisconsin-Madison.

We are writing to inform you that recruitment for this position is [choose one: on hold or canceled]. We apologize for the inconvenience and would like to thank you for the time and effort you have taken to submit your application.

Please let us know if you have any questions.

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}
{REQUISITIONERPOSITION}