

User Action		System Generated Action	
<b>Job Opening Creation &amp; Approval</b>	User Action Taken in the System	Job Opening Status	
	Creator clicks "Save for Later"	<b>Draft</b>	
	Creator clicks "Save & Submit"	<b>Pending Approval</b>	
	Approver clicks "Deny"	<b>Denied</b> (Reason = Lack of Funding)	
	Approver clicks "Approve"	<b>Open</b>	
<b>Managing Applicants</b>	User Action Taken in the System	Applicant Dispositions	
	Run Screening & Apply Results	<b>Screen</b> (if passed Screening) <b>Reject</b> (if failed Screening)	
	Route Applicant(s)	<b>Route</b> (only if selected to "Route"; otherwise, no change)	
	Forward Applicant(s)	No Change	
	Manage Interview(s)	<b>Interview</b> (only if selected to "Manage Interviews"; otherwise, no change)	
<b>Changing a Job Opening Status</b>	User Action Taken in the System	Job Opening Status	Applicant Dispositions
	Cancel Job Opening (after Job Opening has been Approved)	<b>Cancel</b> (Reason = Lost Funding)	<b>Reject</b>
	Hold Job Opening (after Job Opening has been Approved)	<b>Hold</b> (Reason = Needs Further Review)	<b>Hold</b>

## Status / Disposition Chart

Last Updated: 10/25/13

User Action		System Generated Action				
<b>Offer &amp; Onboarding</b>	<b>User Action Taken in the System</b>	<b>Offer Status</b>	<b>Candidate Disposition</b>	<b>Candidate Disposition on other University Job Openings for which he/she may have applied</b>	<b>Other Applicant Dispositions on your Job Opening</b>	
	Creator Prepares Job Offer and clicks "Submit"	<b>Pending Approval</b>	No Change	No Change	No Change	
	Last Approver clicks "Approve"	<b>Extend</b>	<b>Offer</b>	No Change	No Change	
	Change Offer Status to <b>Accept</b>	<b>Accept</b>	<b>Offer Accepted</b> (displays as "Accepted" on Job Opening applicant list)	<b>Hold</b>	<b>Hold*</b>	
	Change Offer Status to <b>Acceptance Withdrawn</b>	<b>Acceptance Withdrawn</b>	<b>Accepted</b> (No Change)	Changes back to candidate's prior disposition (from <b>Hold</b> )	Changes back to applicants' prior dispositions (from <b>Hold</b> )	
	Change Offer Status to <b>Offer Withdrawn</b>	<b>Offer Withdrawn</b>	<b>Accepted</b> (No Change)	<b>Hold</b> (No change)	<b>Hold</b> (No Change)	
	EPC Prepares for Hire and clicks "Save and Submit to HR"	<b>Accept</b> (No change)	<b>Ready to Hire</b> (displays as "Ready" on Job Opening applicant list)	<b>Hold</b> (No change)	<b>Hold</b> (No change)	
<b>System Finalizes Hire</b>	<b>System Generated Action</b>	<b>Job Opening Status</b>	<b>Offer Status</b>	<b>Candidate Disposition</b>	<b>Candidate Disposition on other University Job Openings for which he/she may have applied</b>	<b>Other Applicant Dispositions on your Job Opening</b>
	System Action: finalize Hire, Load New Employee to Job, DBE, etc.	<b>Filled/Closed</b>	<b>Accept</b> (No change)	<b>Hired</b>	<b>No change</b>	<b>Reject</b>

\*If you have Applicants on your Job Opening that are already at a **Reject** disposition, those Applicants will not change to **Hold**, but will remain at **Reject**