

Assign or Change an Application Status

Committee Managers or Administrators can assign or change an **Application Status** in **Interfolio Faculty Search** from the Applications page or the Applicant Profile page.

Application Statuses are applied to individual applicants to indicate where their application is within the search process. This feature is particularly useful for sorting applicants and controlling when subsets of applicants can and cannot update their applications. The following Application Statuses are specific to University of Pennsylvania.

Application Status Values	Used For
Application Received	Application has been received by the department (status not required)
Under Review	Application is currently under review by the search committee (status not required)
Longlist	List of applicants to consider after first round of cuts (status not required)
Interview Round 1	Applicant has been interviewed – required for all interviewed candidates
Shortlist	List of final applicants to be considered for hire – required so DSA can review candidate list and approve search process
Interview Round 2	Applicant has been interviewed at a second or later round (status not required)
Offer Extended	An offer of employment has been extended (status not required)
Offer Declined	Applicant has declined the employment offer - will also require a disposition code
Not Selected	Required for any candidate not selected for hire – will also require a disposition code
Selected - Appointment Standing Tenure Track Without Tenure Ranks	For Appointment of Assistant Professor, or Associate Professor without tenure on the Tenure Track
Selected - Appointment Associated Faculty A-C Ranks	For Appointment of Assistant on the AC Track
Selected - Appointment Associated Faculty A-C Senior Ranks	For Appointment of Associate and Full Professor on the AC Track
Selected - Appointment Associated Faculty Research - Junior Ranks	For Appointment of Assistant Professor on the Research Track
Selected - Appointment Associated Faculty Research - Senior Ranks	For Appointment of Associate or Full Professor on the Research Track
Selected - Appointment Associated Faculty Teaching Ranks	Not utilized in PSOM
Selected - Appointment Standing Clinician-Educator Junior Ranks	For Appointment of Assistant Professor on the CE Track
Selected - Appointment Standing Clinician-Educator Senior Ranks	For Appointment of Associate or Full Professor on the CE Track
Selected - Appointment Standing Tenure Track With Tenure Ranks	For Appointment of Associate or Full Professor on the Tenure Track with tenure
Selected - Appointment Approval not Required	Utilized for Academic Support Staff “Preferred Candidate”
Hired	To be applied once the selected candidate has been hired at Penn

Withdrawn	Candidate has withdrawn from consideration - will also require a disposition code
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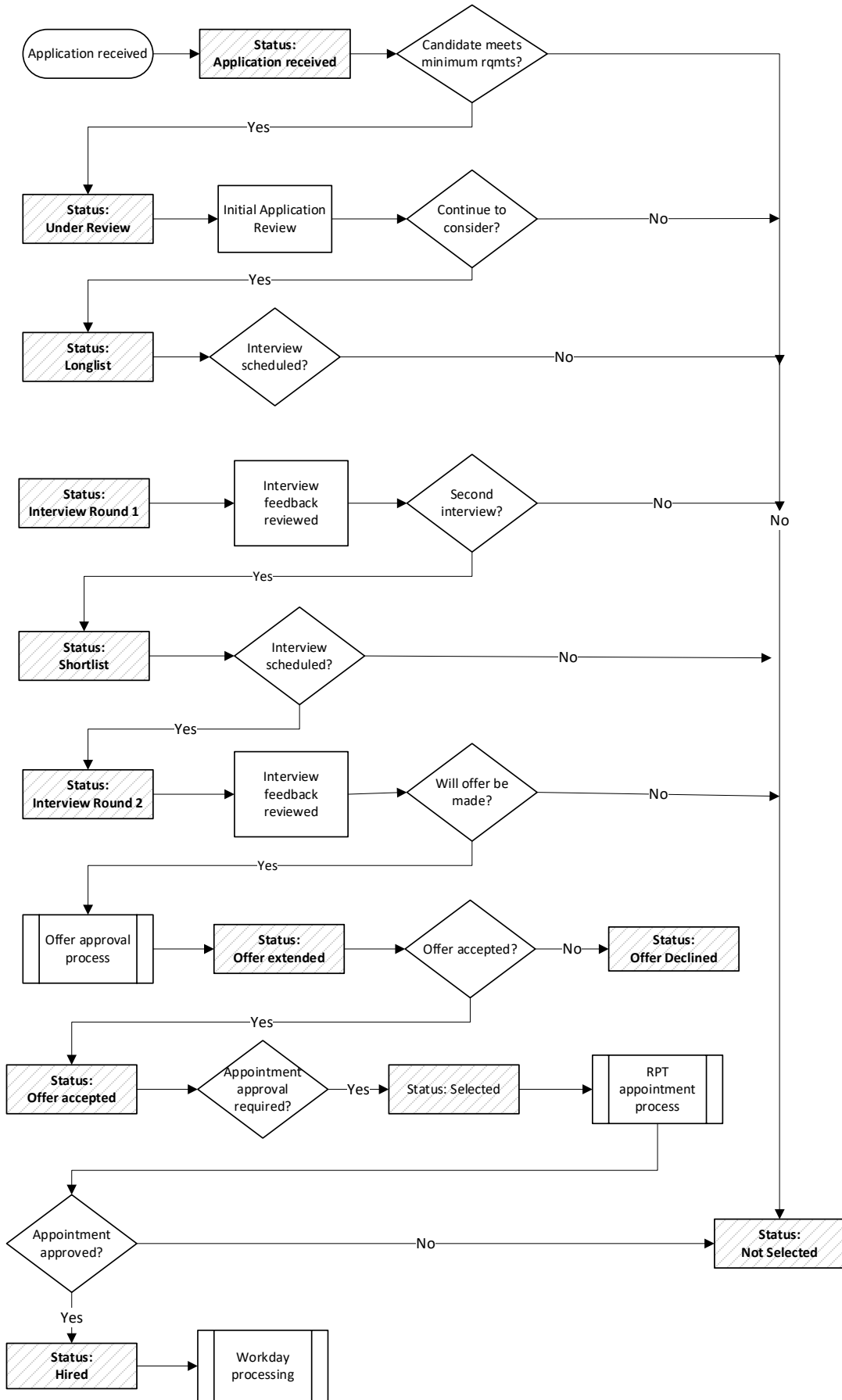
It is highly recommended that the search administrator maintain current application status values for each applicant during the search process. **Every applicant that is interviewed must have the “Interview Round (1 or 2)” applied to their application. Additionally, you are required to add a tag with the interview date.** See below for more information on using tags.

When the search has concluded, every applicant must be set to either Selected, Hired, Withdrawn, or Not Selected. **When identifying a candidate that you plan to appoint, you will use the “Selected” status that includes the correct appointment action (see table above, and additional steps in the “Identifying Your Preferred Candidate and Completing Your Affirmative Action Requirements” section).**

For the review of Academic Support Staff, you will identify which applicants are interviewed and apply that status and use a tag to list the interview date. **When you have identified your preferred candidate, apply the “Selected – Appointment Approval not Required” status.** These searches will not have dossier cases created in RPT.

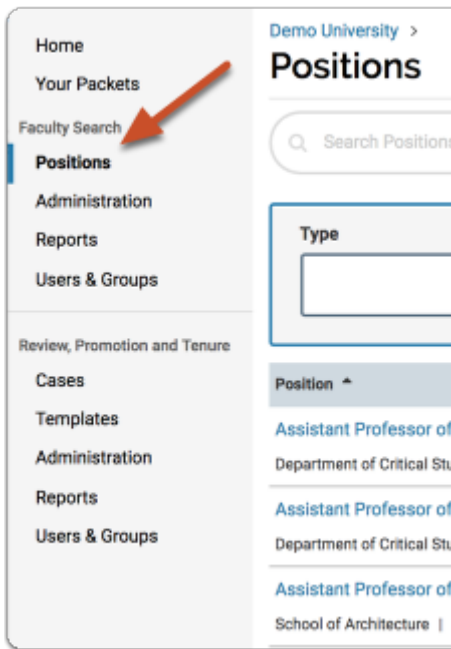
The following chart and narrative show a suggested process flow for the use of application status values through the search process.

Application Status Flow

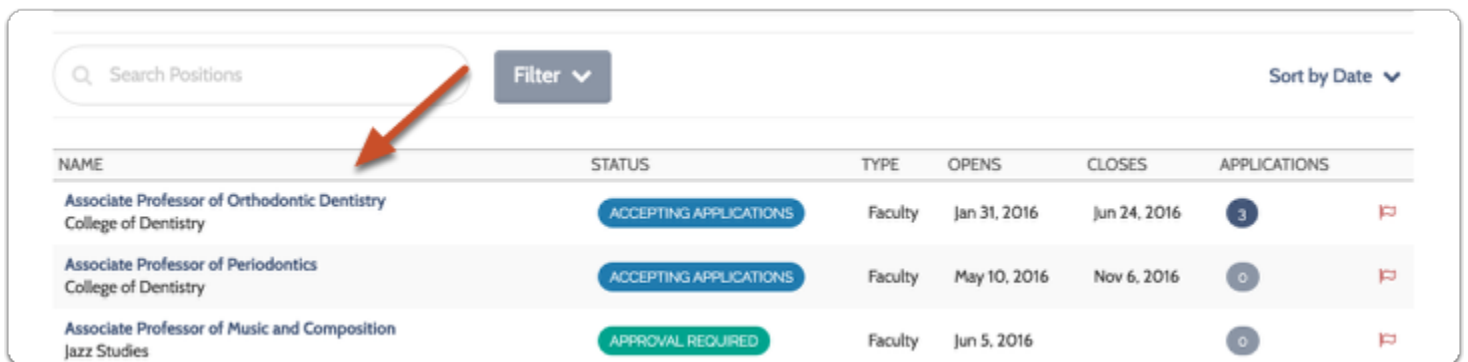


1. As each application is received, the application status is set to “Application Received” by the Administrator.
2. The committee chair performs an initial review of all applications and eliminates any applicants who are not qualified.
3. The chair advises the Administrator to assign application status “Under Review” to the remaining applications and “Not Selected” to those deemed not qualified, along with disposition code “Does Not Meet Minimum Qualifications”.
4. Search committee members (Evaluators) review and comment on the remaining applications to determine which should move on to “Longlist” status. Those not chosen to move on are assigned application status “Not Selected” and the applicable disposition code by the Administrator.
5. An attempt is made to schedule all remaining applicants for an interview. The Administrator assigns application status “Interview Round 1” to all applicants who are scheduled to interview. Those who decline an interview or withdraw for any reason are assigned the applicable disposition code.
6. Evaluators conduct interviews and meet to discuss which applicants should move to “Shortlist” status. Those not chosen to move on are assigned application status “Not Selected” by the Administrator, along with the applicable disposition code.
7. Again, attempts are made to schedule the remaining applicants for an interview. The Administrator assigns application status “Interview Round 2” to all applicants who are scheduled to interview. Those who decline an interview or withdraw for any reason are assigned the applicable disposition code.
8. Evaluators conduct interviews and eligible faculty vote on whether to extend an offer. If they wish to extend an offer to the final candidate, the offer approval process commences. Those not chosen to move on are assigned disposition status “Not Selected” by the Administrator, along with the applicable disposition code.
9. If the offer is approved and extended, the Administrator assigns application status “Offer Extended” to the selected applicant.
10. If the offer is accepted and appointment approval is not required, the Administrator assigns application status “Hired”. The new hire’s case is then transferred to Workday to begin the onboarding process.
11. If the offer is accepted and appointment approval is required, application status “Selected” is assigned while the application goes through the appointment process in Interfolio’s Review, Promotion and Tenure (RPT) module.
 - a. If the appointment is approved in RPT, the Administrator assigns application status “Hired”. The new hire’s case is then transferred to Workday for the onboarding process.
 - b. If the appointment is not approved in RPT, application status “Not Selected” is assigned.
12. If the offer is declined, application status “Not Selected” is assigned and a decision is made to consider other applicants or repost the position.
13. At any time throughout this process, the applicant can voluntarily withdraw their application, which results in assignment of “Application Withdrawn” status.

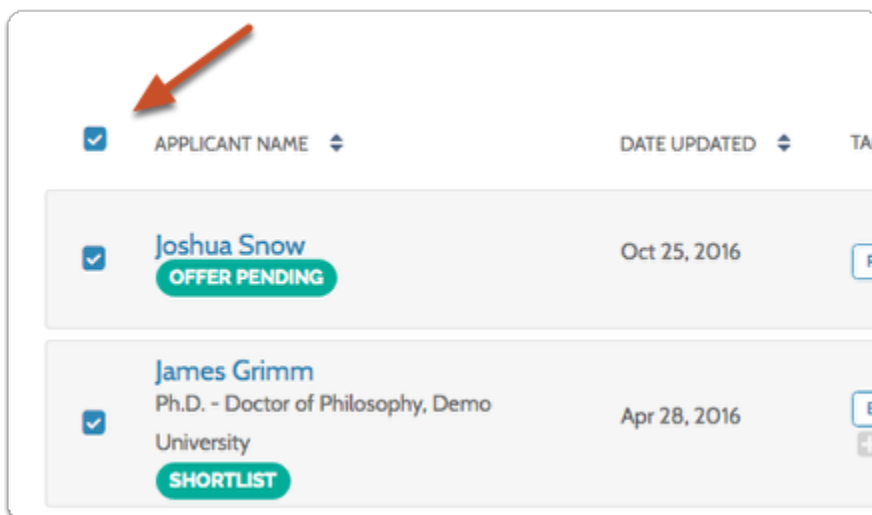
1. Select "Positions" from the left-hand navigation, and then click on the name of the position you want to view.



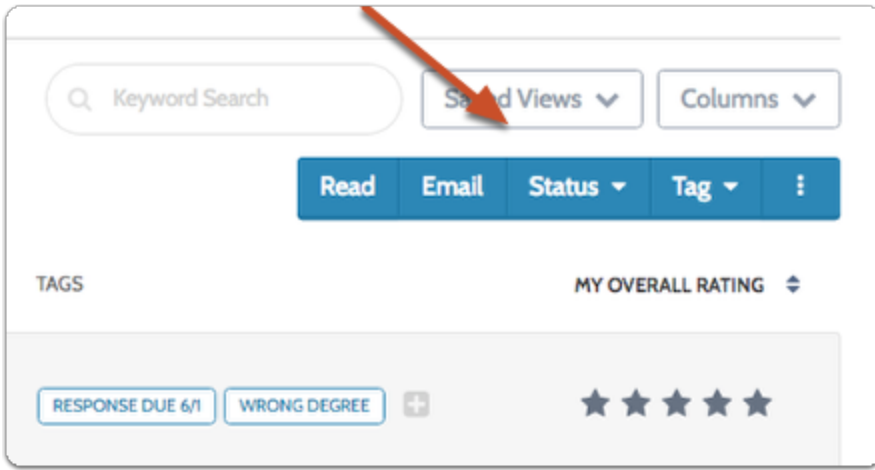
2. Click the position title



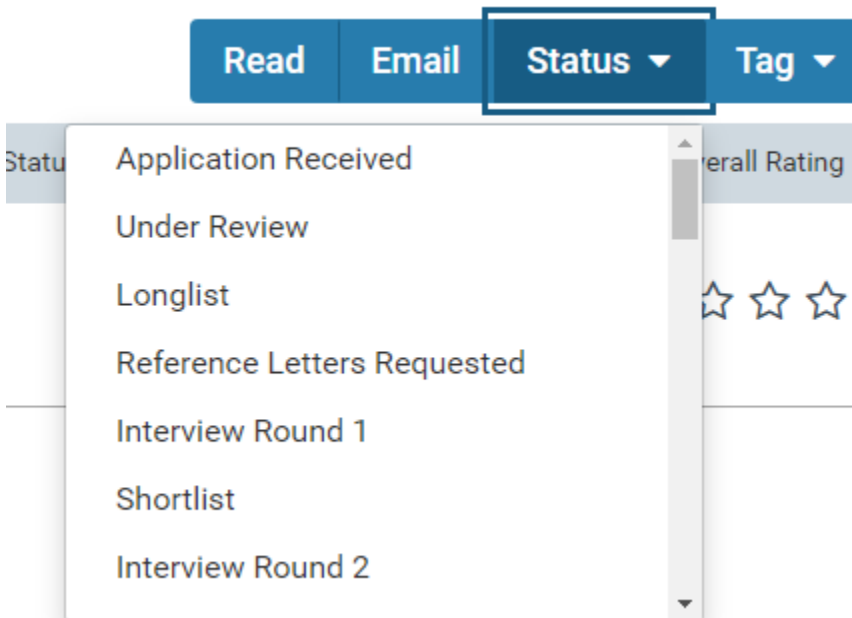
3. Select one or more applications



4. Click the "Status" button that appears to the right of the page



5. Select the appropriate status to apply to the selected applications



- a. You can also remove a status this way
- 6. Confirm and notify applicants
 - a. In the "Change Status" window you can compose and send an email to the selected applicants about the change. **This is not required.**

Change Status

Please confirm you wish to change the status of the selected applications to Interview.

With this status active:

- Applicants cannot view this status.
- Applicants cannot update their application materials.

Send message to selected applicants with this change.

Subject

Message

You can also assign or change an application status from the Applicant Profile page:

1. Click the applicant's name to open the Applicant Profile

1 of 1 Applicants Shown.

<input type="checkbox"/>	Applicant Name ^	Date Updated ▾
<input type="checkbox"/>	<p>Josh Gianitsis</p> <p>M.D. - Doctor of Medicine, Harvard</p> <p>Complete</p>	Jun 7, 2019

2. Click the change button near the current status to update the Position's status.

Josh Gianitsis

Education Information

M.D., Harvard

Status

n/a [change](#)

- Application Received
- Under Review
- Longlist
- Reference Letters Requested
- Interview Round 1
- Shortlist
- Interview Round 2
- Offer Extended
- Selected
- Offer Accepted
- Hired
- Offer Declined
- Not Selected
- Selected - Appointment | Standing