



**Under the “Status” column there is a drop down menu of different statuses an applicant could be changed to throughout the process.**

Department Det’d Did Not Meet Min Qual.

Not Hired

Selected for Interview

Recommend to Provost

Recommend for Hire

HR Det’d Did Not Meet Min. Qual.

Reference Checking

Background Check

Once you select the new status for each applicant, please click the **Continue to Confirm Page button**. After clicking the Continue to Confirm Page button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action.