

## PageUp Job Status Definitions

Job Status	Description
<b>Current Recruitment Job Statuses</b>	
Draft	Represents an unsubmitted Search Request.
Pending Approval	Represents a Search Request pending approval (at any level).
Approved	All parties approved a Search Request. The Ad Coordinator must move the search to the next job status manually.
Sourcing	Indicates the search is posted and applicants are applying to the search. The Ad Coordinator, upon search approval, manually updates the search into this status.
Screening	Indicates the department started to categorize at least one applicant into the Interview, Qualified, or Unqualified statuses.
Interviewing	OIE approved at least one candidate into an OIE Approved – Interview status.
Offer	Department moved at least one candidate into the Preliminary Offer Decided status. This does not mean, necessarily, that the department submitted a hire request.
Background Checking	Appears while the background check is pending with SSC, after the employee provided relevant information.
Declined	Someone in the approval workflow declined the search. It is intended that the initiator will go back to this specific search request, click the “restart” button in the approval workflow (which cancels the current workflow), make edits/updates to the search request, and then select an approval workflow to re-submit. If these steps do not occur, then the search request should be updated to the cancelled job status.
On Hold	Department notified HR that the search is on hold.
Testing	Identifies a test search (rarely used)
Re-Opened for Corrections	Indicates a search needs to be re-opened for corrections; this is most often related to pre- and post-interview evaluations.
<b>Non-Current Recruitment Job Statuses</b>	
Filled	Indicates that the department filled at least one position on a search. This is a manual update and only done when all positions are filled or when at least one position is filled and the department notifies HR the other positions will not be filled. HR reviews a weekly report to identify searches that can be marked as filled and removed from external posting (e.g., AJO).
Cancelled	Indicates the department made zero hires on the search (e.g. a failed search). Requests to move a search into cancelled need to be sent to <a href="mailto:workforce@uconn.edu">workforce@uconn.edu</a> .