

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- <b>User does not see applicants in this status</b>	Submitted	Automatic	System processing status prior to moving applicants into a NEW status.	New Application	No
Incomplete- <b>User does not see applicants in this status</b>	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	<a href="#">Yes</a>
<b>**Does Not Meet Minimum Qualifications</b>	<b>Does not meet minimum qualifications</b>	<b>Manual</b>	<b>Used if applicant does not have minimum qualifications listed on the <u>job posting</u> (e.g. degree, certification, licensure).</b>	<b>Initial upfront screening</b>	<b><a href="#">Yes</a>. User can customize prior to sending.</b>
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	<a href="#">Yes</a> . User can customize prior to sending. User <b>must</b> 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	<a href="#">Yes</a> . User <b>must</b> 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	<a href="#">Yes</a> . 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	<a href="#">Yes</a> . User can customize prior to sending. User <b>must</b> 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	<a href="#">Yes</a> . User <b>must</b> 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	<a href="#">Yes</a> . 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	<a href="#">Yes</a> . User can customize prior to 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
<b>**Verbal Offer</b>	Application Under Review	<b>Manual</b> <b>NOTE: DO NOT USE A BULK MOVE</b>	<b>Used when candidate is verbally offered the position and user is ready to set up the offer card.</b>	<b>Pre offer check</b>	<b>No</b>
Background Check	Application Under Review	Manual	Used if Background Check is required	Offer check	<a href="#">Yes</a> . User can customize prior to 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?
<b>**Online Offer Made</b>	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	<a href="#">Yes</a> . User can customize prior to sending, but should leave standard instructions.
Offer Accepted	Offer Accepted	Automatic <b>NOTE: DO NOT MANUALLY MOVE TO THIS STATUS</b>	Automatic move once an applicant has accepted an online offer. Used when position is offered and the candidate accepts.	Offer Accepted	<a href="#">Yes</a>
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	<a href="#">Yes</a>
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
<b>**Withdrawn</b>	<b>Withdrawn</b>	Manual/Automatic	Automatic move if applicant withdraws application following submission via account. Manual move if user withdraws on behalf of applicant. <b>Note: Applicants can withdraw via account up until they are moved past Phone Screen or Interview 1 status.</b>	Withdrawn	<a href="#">Yes</a> . If user is withdrawing on behalf of an applicant, email can be customized.
<b>**No longer Considered</b>	<b>Not Selected</b>	Manual	Used within any stage of the recruitment process with the exception of minimum qualifications.	Unsuitable - at this time	<a href="#">Yes</a> . User can customize prior to 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	<a href="#">Yes</a> . User must customize prior to 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

Dear {FIRSTNAME},

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

The selection process will begin soon and we will keep you informed of your status either by phone or email after the application close date.

To view the application close date for this job, please visit the University of Wisconsin-Madison Jobs website at <http://jobs.hr.wisc.edu/cw/en-us/listing> and search for this job. Questions regarding your application and the recruitment process can be directed to the contact listed on the job posting.

The 2015 Annual Security and Fire Safety Report (<http://uwpd.wisc.edu/content/uploads/2015/10/ASR-2015-16.pdf>) 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:  
<http://www.oed.wisc.edu/478.htm>.

We appreciate the time you have taken to prepare your application and thank you for considering the University of Wisconsin-Madison as a prospective employer.

Thank you,

Talent Recruitment and Engagement  
Office of Human Resources  
University of Wisconsin-Madison

## Application Status: Does Not Meet Minimum Qualifications

*User can customize before sending. Note: many times applicants will respond asking for more information, so it may be beneficial to customize before sending.*

Dear {FIRSTNAME},

Thank you for taking the time to apply for the position of {JOBTITLE}, job number {JOBNO} at the University of Wisconsin-Madison. We regret to inform you that we cannot consider your application because it does not meet the minimum qualifications required for the position.

Thank you for your interest in employment at UW-Madison. We wish you success in your job search.

Sincerely,

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}  
University of Wisconsin-Madison

## Application Status: Phone Screen

*User can customize before sending. If not using the events feature, user must edit 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.*

Dear {FIRSTNAME},

We would like to invite you to the next step in the recruitment process for the {JOBTITLE} position, {JOBNO}, which will be a telephone interview.

Please login into your account at <http://jobs.wisc.edu>.

Under your welcome banner, you will see a request to schedule your phone interview. Please note that all phone interview times listed are Central Standard Time (CST).

Click on 'make a booking' to select the preferred interview time slot from the options available, by clicking the radio button next to the date and time. Then click on the 'confirm booking' button.

If you are unavailable during the listed time slots, please contact me at {REQUISITIONEREMAIL}.

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

Thank you,

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

[Insert Division/Department]

University of Wisconsin-Madison

## 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, or user can also choose not to send email.*

Dear {FIRSTNAME},

This email is to confirm your phone interview for the {JOBTITLE} position at University of Wisconsin-Madison.

To view your selected interview time, please login to your applicant account at: <http://jobs.wisc.edu>

Click on 'view booking' under 'event bookings'. Should you need to reschedule, provide a different phone number or have other questions, please contact the person listed in the 'event booking details'.

We look forward to speaking with you.

Thank you,

Talent Recruitment and Engagement

Office of Human Resources

University of Wisconsin-Madison

## 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, or user can also choose not to send email.*

Dear {FIRSTNAME},

This email is confirm you have declined the invitation for a phone interview for the {JOBTITLE}, {JOBNO}, position at the University of Wisconsin-Madison.

If you've declined the interview by mistake, please contact: {REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}{REQUISITIONEREMAIL}  
{REQUISITIONERPHONE}

Thank you,

Talent Recruitment and Engagement  
Office of Human Resources  
University of Wisconsin-Madison

## 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.*

Dear {FIRSTNAME},

We would like to invite you to the next step in the recruitment process for the {JOBTITLE} position, {JOBNO}, which will be an in person interview.

Please login into your account at <http://jobs.wisc.edu>.

Under your welcome banner, you will see a request to schedule your interview.

Please note that all interview times listed are Central Standard Time (CST).

Click on 'make a booking' to select the preferred interview time slot from the options available, by clicking the radio button next to the date and time. Then click on the 'confirm booking' button.

If you are unavailable during the listed time slots, please contact me at {REQUISITIONEREMAIL}.

Details of the 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: <http://www.oed.wisc.edu/478.htm>.

Thank you,

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

[Insert Division/Department]

University of Wisconsin-Madison

## **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.*

Dear {FIRSTNAME},

This email is to confirm your interview for the {JOBTITLE} position at University of Wisconsin-Madison.

To view your selected interview time, please login to your applicant account at: <http://jobs.wisc.edu>

Click on 'view booking' under 'event bookings'. If you need to reschedule or have any questions, please contact the person listed in the 'event booking details'.

We look forward to meeting with you.

Thank you,  
Talent Recruitment and Engagement  
Office of Human Resources  
University of Wisconsin-Madison

## **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.*

Dear {FIRSTNAME},

This email is confirm you have declined the invitation for an interview for the {JOBTITLE}, ({JOBNO}) position at the University of Wisconsin-Madison.

If you've declined the interview by mistake, please contact: {REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

{REQUISITIONEREMAIL}

{REQUISITIONERPHONE}

Thank you,

Talent Recruitment and Engagement  
Office of Human Resources  
University of Wisconsin-Madison



## 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.*

Dear {FIRSTNAME},

We would like to inform you that we will be moving to the next stage of the recruitment process for the position of {JOBTITLE} with 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 login to your applicant account at <http://jobs.wisc.edu>. Once logged in, click on 'Update references' for the corresponding submitted application.

After updates are complete notify {REQUISITIONEREMAIL} to ensure we are aware of these changes.

Please remember to inform your references that we will be contacting them in the next couple of days.

Thank you for your prompt attention to this matter,  
{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}  
University of Wisconsin-Madison

## Application Status: Background Check

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

Dear {FIRSTNAME},

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

To begin the criminal background check process, you will receive an e-mail from General Information Services (GIS), a vendor used by the University, to conduct the check. Please watch for it. This correspondence will ask you to go to a website so you can electronically consent to the check and insert information that will allow for the check to be completed. You will also need to enter any past name(s) you have had over the last seven years.

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 questions, please contact me.

Thank you for cooperating with this requirement.

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME} {REQUISITIONEREMAIL}  
University of Wisconsin-Madison

## Application Status: Online Offer Made

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

Dear {FIRSTNAME},

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

In order to view your appointment letter, which outlines the terms and conditions of your employment, please follow the steps below:

1. Go to the University of Wisconsin-Madison jobs website at <http://jobs.wisc.edu>. Then click on 'Login' 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 your email address.
2. At the top of the screen you will see a yellow bar. Click on the 'View Offer' link to review your appointment letter.
3. Please open and review your offer documents before accepting or declining your offer.
4. Once you have opened and viewed all documents, close the documents to return to the previous screen. Check 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 taken to the 'New Employee Details' form. Please fill out the details of the form accordingly. This information is collected to set up your new appointment and is kept secure and confidential.

Should you require further information or have any questions, please contact me.

Thank you,

{USERFIRSTNAME} {USERLASTNAME}

{USEREMAIL}

University of Wisconsin-Madison

## Application Status: Offer Accepted

Dear {FIRSTNAME},

This email is to confirm that you have read and you accept the terms and conditions in your letter of offer for the {JOBTITLE} position at University of Wisconsin-Madison.

If you haven't done so already, 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 your welcome banner.

Thank you,

Talent Recruitment and Engagement

Office of Human Resources

University of Wisconsin-Madison

## Application Status: Offer Declined

Dear {FIRSTNAME},

This email is confirm you have declined the job offer for the {JOBTITLE}, ({JOBNO}) position at the University of Wisconsin-Madison.

If you've declined by mistake, please immediately contact: {REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME} {REQUISITIONEREMAIL} {REQUISITIONERPHONE}

Thank you,  
Talent Recruitment and Engagement  
Office of Human Resources  
University of Wisconsin-Madison

## Application Status: Withdrawn

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

Dear {FIRSTNAME},

This email is confirm 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,  
Talent Recruitment and Engagement  
Office of Human Resources  
University of Wisconsin-Madison

## 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.*

Dear {FIRSTNAME}:

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 UW–Madison and encourage you to apply for future job openings.

We wish you success in your job search.

Sincerely,  
{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}  
{REQUISITIONERPOSITION}  
University of Wisconsin-Madison

## Application Status: Cancelled

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

Dear {FIRSTNAME},

Thank you for your interest and recent application for the position of {JOBTITLE}, {JOBNO}, with University of Wisconsin-Madison.

We are writing to inform you that recruitment for this position is (indicate on hold or cancelled). We apologize for the inconvenience and would like to thank you for the time and effort you have taken to submit your application.

We appreciate your interest in employment with UW–Madison and encourage you to apply for future job openings.

We wish you success in your job search.

{REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}

{REQUISITIONERPOSITION}

University of Wisconsin-Madison