



History Event

| History Event | Status | Reason |
|---|---|---|
| Application Submitted | Pending Initial Review | System Generated |
| Awaiting Receipt of Additional Materials | Awaiting Receipt of Additional Materials | Used within any stage of the recruitment process. Requested additional documentation that cannot be uploaded (e.g. required form, references) |
| Failed to Send Additional Materials | No Longer Considered | Used if requiring additional materials and they were not received in timeframe requested |
| **Did Not Meet Minimum Requirements | No Longer Considered | Used if minimum qualifications are created (e.g. degree, certification, licensure) |
| Referred for Review | Applicant Referred for Review | Used after minimum qualifications and/or assessment criteria |
| **Qualifications do not fit our needs | No Longer Considered | Used within any stage of the recruitment process with the exception of minimum qualifications (assessment criteria review, interview) |
| Interview Requested | Interview Requested | Used if scheduling interview |
| **Interview Scheduled | Pending Secondary Review | Used if interview has been scheduled |
| **Failed to respond to requested interview | No Longer Considered | Used if candidate does not respond to a request to schedule an interview |
| **No Show to Interview | No Longer Considered | Used if candidate does not show for scheduled interview |
| **Offer | Offer Pending | Used when candidate is offered the position |
| **Offer Accepted | Offer Accepted | Used when candidate accepts offer |
| ***Declined Offer- Select the appropriate history event reason: <ul style="list-style-type: none"> • Accepted another offer • Compensation • Hours • Location • No Longer interested • Not available by start date • Work Environment | Offer Declined | Used If position is offered and the candidate declined offer |
| ***Declined Offer-Other | Offer Declined | Used If position is offered and the candidate declined offer (Used when other declined offer reasons do not pertain) |
| **Application Withdrawn | Application Withdrawn | Used if candidate withdraws in any stage of the recruitment process |
| **Not Considered-Applied after deadline | Not considered-passed assured consideration date | Used for PVLs-if applicant applied after the assured consideration date and the hiring unit is no longer accepting additional applicants (Should contact TRE specialist to remove from Employment Website) |
| **Recruitment Cancelled | Recruitment Cancelled | Used if recruitment is cancelled in any stage of the recruitment process (Notify applicant pool to inform them of the cancellation & notify TRE specialist) |

History Event Dates must reflect the date the event occurred

**** Required**

***** Required-use one of the declined offer reasons**