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APPLICANT STATUS	DESCRIPTION	USER TO MAKE CHANGE	EVENT TRIGGERED
Please note that the statuses below are applicable for applicants who apply to Unclassified Positions.			
01_In Review	Applicant is being reviewed by hiring agency.	System generated status by default	Submission confirmation. Status update applicant portal.
02_In Process	Agency has identified applicant for further review and potential interview.	HR or designee	Auto email to applicant. Status update on internal or external applicant portal.
03_Interview	Applicant has been selected to participate in one or more interviews.	HR or designee	Status update on applicant portal.
03A_Approved	Applicant has been approved.	HR or designee	Status update on applicant portal.
04_Offer Extended	Appointment pending applicant's acceptance of the job offer.	HR or designee	Status update on applicant portal.
04A_Agency_Regret	Applicant has been interviewed but not hired.	HR or designee	Auto email to applicant - "Thanks for interviewing, another candidate has been selected". Status update on applicant portal.
04B_Agency_No Hire	No one was hired – register has been closed.	HR or designee	Auto email to applicant - "No one was hired and the register has been closed". Status update on internal or external applicant portal.
05_Appointment Pending	Applicant's data will be written to KHRIS file on next cycle. Onboarding processes will commence.	HR or designee	Status update on external applicant portal.
Applicant_Considered	Applicant not chosen but considered.	HR or designee	"Applicant was not chosen to move forward in the selection process during initial review email. Status update on applicant portal.
11_DCO_Appointment Complete	FOR UNCLASSIFIED POSITIONS ONLY- Agency may use this final status for an appointed candidate.	HR or designee	Status update on internal or external applicant portal. Requisition is now closed.
APPLICANT DISPOSITION	DESCRIPTION	USER TO MAKE CHANGE	EVENT TRIGGERED
01_Agency_Interview Declined	Applicant either has declined the offer of, or was a no-call/no-show to the interview.	HR or designee	Status update on applicant portal.
02_Agency_Offer Declined	Applicant has declined the job offer.	HR or designee	Status update on applicant portal.
03_Agency Considered	Consideration of the applicant is closed.	HR or designee	Auto email to applicant - "Applicant was not chosen to move forward in the selection process during initial review email. Status update on applicant portal.
04_Agency Req Completed/Closed	All applicants should be at this disposition, unless at Appointment Complete OR at dispositions, Interview Declined, Offer Declined, or Agency Considered.	HR or designee	No email will be triggered. Applicants will see a closed status in their profile.

PLEASE NOTE – You may only choose to use the above statuses/dispositions that you feel are appropriate. However, before a requisition can be completed applicants must be at a closed status, with the exception of your appointed candidate.