

SPECIAL PAYROLL APPLICANT STATUSES

Applicant Status	Description	Email to Candidate?	Email to Other Users?
Incomplete/Draft	The application is incomplete. Before submitting a hire request, the applicant must complete the application.	Yes	No
New	The applicant has successfully applied.	Yes	Yes to Initiator and Dept Feedback User
Preliminary Offer Decided	When the department submits the first hire request for this applicant, the department should move the application to this status. This status indicates that the request is pending approval. No further action is needed until you receive the automatic email that the request has been approved and the applicant has been moved to the next status: Ready for Dept to Make Offer.	No	No
Ready for Dept to Make Offer	At this status, HR has approved the request to hire. Departments may decide when to move the candidate into the next status, Make Online Offer.	No	No (though separately, the approval of the hire request sends an automatic email)
Make Online Offer	The department has extended an online offer to the candidate, and the offer is awaiting the candidate's acceptance.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator.
Offer Accepted	The candidate has accepted the offer, but still needs to complete the UConn Hire Form. Candidates in this status receive daily reminders to complete the form. If the candidate has not completed the UConn Hire Form within three days, HR sends a communication to the applicant outside of PageUp, copying the hire request initiator.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Offer Declined	The applicant declined the offer.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Review for Background Check	<p>The candidate accepted the offer and completed the UConn Hire Form. If this candidate updates to this status prior to 7PM EST, the data will be available in the SmartHR template the next morning.</p> <p>Daily, the UConn HR Criminal Background Check (CBC) Team reviews all applicants in this status to evaluate whether the candidate requires a background check. From here, the CBC Team will either commence the background check or – if a background check is not required - move the applicant to Hired.</p>	No	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator

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Background Check Commence	The candidate must undergo a background check, and the process has begun.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Hired	The candidate has completed the search process, and the new hire is fully within the onboarding phase.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Next Request	For Special Payroll requests, the first request for an applicant should use the Preliminary Offer Decided. All subsequent hire requests for the same applicant should use the Next Request status. This status indicates that the request is pending approval. No further action is needed until you receive the automatic email that the request has been approved and the applicant has been moved to the next status: Ready for Dept to Make Offer.	No	No
Rescind Offer	This status is limited to HR. Following collaboration and coordination with HR and/or Labor Relations, a personalized notification outside of PageUp must be sent to the applicant to rescind the offer.	No	No
Withdrawn	An applicant, at any stage prior to Make Online Offer, has withdrawn from the search process. Following the Make Online Offer status, it is preferred that Offer Declined is used.	Yes	Yes to Initiator, Dept Feedback User, Immediate Supervisor, Onboarding Coordinator
Reviewed	Departments may use this status to their preference, but should not have a hire request against this status. For instance, departments may have had an applicant apply, but then decide not to create a hire request for that applicant. To help keep those in the "New" status as actually new applicants, the department can move the applicant to Reviewed.	No	No