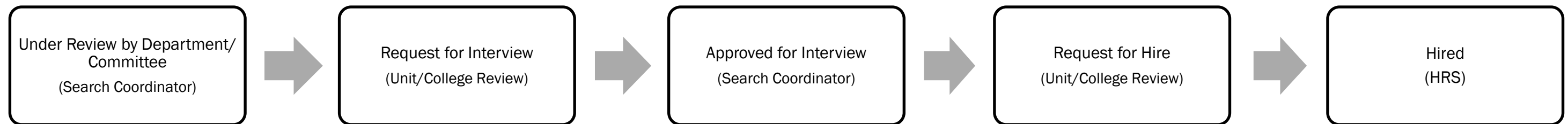




Student/Temporary PeopleAdmin Application/Hiring Workflow



Inactive Applicant Dispositions

Applications that are not moving forward should be moved to one of these statuses:

- Not Interviewed, Not Selected
- Interviewed, Not Selected
- Withdrew/Declined Interview
- Declined Offer

NOTE: When the Search Coordinator moves the application to Request for Hire, the Unit/College Review role should confirm directly with the unit that they can offer the position contingently, then ensure a background check is submitted, if applicable. If a background check is not needed, the application can be moved directly to hired by Unit/College Review upon acceptance of the offer. If a background check is needed, the application can be moved accordingly upon receiving satisfactory results.

Background Check Policy:

<https://www.uidaho.edu/human-resources/managers/recruitment/background-checks>