

## Common Recruitment System Statuses

Status	Recruitment stage	Applicant sees
<b>Incomplete</b>	Applicant has partially completed their application. They will need to submit their application to move into a different status and apply to the job.	<b>Incomplete</b>
<b>New</b>	Applicant has completed and submitted a full application for the role.	<b>Application submitted</b>
<b>Long list</b>	The application is being reviewed to see if the candidate meets minimum selection criteria	<b>Under review</b>
<b>Shortlist</b>	Applicant has submitted a strong application for the role and is being considered for an interview	<b>Under review</b>
<b>Ineligible</b>	Candidate does not have a mandatory requirement for this role e.g. driving licence/veterinary qualification/identify as ATSI	<b>Ineligible</b>
<b>Application Unsuccessful</b>	Candidate has not been shortlisted for an interview	<b>Application outcome</b>
<b>First interview</b>	Candidate has been selected for an interview	<b>Interview</b>
<b>First interview unsuccessful</b>	Candidate will not be taken any further forward in the process	<b>Application outcome</b>
<b>Create Offer for Approval</b>	Candidate is to be formally offered a position with the University and an offer is currently going through the approval process	<b>In progress</b>
<b>Online offer made (HR use only)</b>	Contract has been sent out via the Recruitment System to the candidate	<b>Offer sent</b>
<b>Offer accepted (HR use only)</b>	Candidate has accepted offer online	<b>Offer accepted</b>