

Status Codes for Applicant Tracking

The composite matrix must include codes for all applicants not being hired for the position. Specific reasons for a status decision must be kept in the search file -- either on the matrix or by other documented means.

Rejection Codes		
Note: The different colored sections correspond to the different stages of the search process noted in the Step column		
Code	Step	Reason
R00	Initial review	Does not meet minimums - needs sponsorship but position ineligible for sponsorship
R1	Initial review	Does not meet minimums – Education
R2	Initial review	Does not meet minimums – Experience
R3	Initial review	Does not meet minimums – Combination education and experience
R4	Initial review	Does not meet minimums – Certifications or licenses
R5	Initial review	Does not meet minimums – Skills
R6	Committee review and matrix	Does not meet preferred qualifications – Education
R7	Committee review and matrix	Does not meet preferred qualifications – Experience
R8	Committee review and matrix	Does not meet preferred qualifications - Combination education and experience
R9	Committee review and matrix	Does not meet preferred qualifications – Certifications or licenses
R10	Committee review and matrix	Does not meet preferred qualifications – Skills
R11	Phone interview	Not best qualified – Education
R12	Phone interview	Not best qualified – Experience
R13	Phone interview	Not best qualified – Skills
R14	On-campus interview	Not best qualified – Education
R15	On-campus interview	Not best qualified – Experience
R16	On-campus interview	Not best qualified – Skills
R17	References and/or background check	Failed reference or background check – include specific reasons in file
R18	Late Application	Offer was made and/or accepted prior to application being received
R19	Work Eligibility	Lacks proof of eligibility to work in the U.S.

Withdrawal Codes:		
Code	Step	Reason
W1	Initial review	Withdrew before application review
W2	Committee review and matrix	Preferred qualifications - Salary requirements
W3	Committee review and matrix	Preferred qualifications - Unable to relocate
W4	Committee review and matrix	Preferred qualifications - Unable to travel
W5	Committee review and matrix	Preferred qualifications - Work schedule/teaching load
W6	Committee review and matrix	Preferred qualifications - Offered other job
W7	Committee review and matrix	Preferred qualifications – Applicant did not specify
W8	Phone interview	Salary requirements
W9	Phone interview	Unable to relocate
W10	Phone interview	Unable to travel
W11	Phone interview	Work schedule/teaching load
W12	Phone interview	Offered other job
W13	Phone interview	Unable to contact (attempted at least 2 times)
W14	Phone interview	Applicant did not specify
W15	On-campus interview	Salary requirements
W16	On-campus interview	Unable to relocate
W17	On-campus interview	Unable to travel

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Withdrawal Codes:		
Code	Step	Reason
W18	On-campus interview	Work schedule/teaching load
W19	On-campus interview	Offered other job
W20	On-campus interview	No show
W21	On-campus interview	Applicant did not specify
W22	Post offer	Salary requirements
W23	Post offer	Unable to relocate
W24	Post offer	Unable to travel
W25	Post offer	Work schedule/teaching load
W26	Post offer	Offered other job
W27	Post offer	Unable to contact (attempted at least 2 times)
W28	Post offer	Applicant did not specify
W29	Incomplete Application	Applicant submitted incomplete application; Contacted candidate twice with no response