Managing Applicant Status – Applicant Perspective

QUESTION: When does the system automatically email applicants regarding their application status? What does the applicant see when they log in to review their application status?

ANSWER: The system generates an automatic email to applicants with a confirmation number when an application is successfully submitted. It will not be successfully submitted if documents that "must" be attached are not. In other words, if a confirmation number is given, then the application is successfully submitted. To the extent documents "must" be attached, those documents would necessarily be a part of that successful application.

The system also generates an automatic email to applicants when a position is either cancelled or designated as filled. That email is brief and says, "Dear Applicant, Thank you for your interest in ____ position. The position has been filled/cancelled. Sincerely, U of M Job Center".

In between the successful application and the posting being cancelled or designated as filled, there is no automatic email notifying applicants of a status change. Applicants need to log in to the system to view their status. The status will read either “in progress” or “no further consideration”.

At the employment site home page, applicants can obtain information about how the employment system works by linking to: "Using the Employment System". From there, an applicant can learn about their status by linking to: “Monitoring Your Application Status”. That link provides the following information:

“Monitoring Your Application Status

At any time, you can login to the Employment Web site and view the status of jobs to which you have applied.

After logging in, your status page appears. From any other place in the site, you can navigate to this page by clicking on "Application Status" in the left navigation.

If you have not applied for any positions, you will get a message letting you know that you have not yet applied at the University of Minnesota with instructions on how to search and apply for vacancies.

Once you have applied for positions at the University of Minnesota, a table will appear listing the position(s) that you applied for, the confirmation number, the date you applied, and the status of your application. You can view the application and supporting documents (if applicable), used to apply to a particular vacancy by clicking on the links in the Application and Document Type boxes.

As your applications move through the system, the status may change and will appear in the Status box for each vacancy.

You may also choose to withdraw your application(s) for vacancies by using the Withdraw Application link in the status box. Do not withdraw your application if you have attached incorrect documents. You will not be able to reapply for the same vacancy once you have withdrawn.

If you did not complete applying for a vacancy, your status will appear as Incomplete. Click the "Complete Applying” link to finish the application process.”

January 2007