

## 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".

When an applicant moves from an "active" status to an "inactive" status (i.e., not hired (with associated reason such as "did not meet selection criteria")), it is recommended a courtesy email or letter be sent to the applicant regarding the change prior to the actual status change in the Employment System.

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At the employment site home page, <https://employment.umn.edu> 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".