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OFFICE OF ACADEMIC AFFAIRS

FA Guidance Dispositioning Applicants DRAFT

Application received	Done by candidate; initial default when an application is completed and submitted ← happens after the Vacancy e-doc is approve
Basic Qualifications Not Met	Search committee: compare materials to required items in search ad. Use ONLY if required items are not present.
Long List	People whom the search committee will talk to (zoom or phone interviews) ← this list goes into the Interview e-doc
Short List	People whom the search committee invites to campus (or equivalent).
<i>If there is only one round of interviews (not a larger then a smaller group), all candidates go on the short list, and that is the list used in the Interview e-doc.</i>	
Offer made	People offered the position ← this goes with the Offer e-doc
Declined offer	Note, then choose another candidate or close the search
Offer accepted	Note before closing the search
Interviewed, not selected	For everyone on the long or short list who was not offered the position
Declined interview	If applicable
Not interviewed, not selected	For all applications except “Basic Qualifications Not Met” who are not interviewed
Withdrawn	Done by candidate
“Application received”	At end of process, ONLY those which arrived after the consideration date.

Step one: Vacancy e-doc lite

- Done before entering PeopleAdmin

Step two: Application period

- All applications: Application Received

Step three: Search committee members review applicants

- All applications one of:
 - Basic Qualifications Not Met
 - Long List
 - Not interviewed, not selected
 - Withdrawn

Step four: Long (or short, if no long list) list goes into the Interview e-doc lite for approval

If there is an initial round and then a smaller group (e.g., one by phone or zoom, and finalists coming to campus), use BOTH ‘Long list’ and then ‘Short list.’ If only one round, use ‘Short List.’

Step five: Search committee interviews selected applicants

For questions related to faculty affairs, please contact the
 IUPUI Office of Academic Affairs team at acadhr@iupui.edu



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Step six: Offer is made after Offer e-doc is submitted

- All applications one of:
 - Offer Made
 - Basic Qualifications Not Met
 - Long List or Short List
 - Not interviewed, not selected
 - Declined interview
 - *Withdrawn*

(Repeat six as needed)

Step seven: Offer is accepted

- All applications one of:
 - Offer Accepted (or, Hired)
 - Declined Offer
 - Long List or Short List
 - Declined Interview
 - Not interviewed, not selected
 - *Withdrawn*
 - Basic Qualifications Not Met

If applications were received after the selection/interview, you may leave those 'late' applications at: Application received.

Then close search