### Application received
Done by candidate; initial default when an application is completed and submitted ✅ happens after the Vacancy e-doc is approved

<table>
<thead>
<tr>
<th>Basic Qualifications Not Met</th>
<th>Search committee: compare materials to required items in search ad. Use ONLY if required items are not present.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long List</td>
<td>People whom the search committee will talk to (zoom or phone interviews) ✅ this list goes into the Interview e-doc</td>
</tr>
<tr>
<td>Short List</td>
<td>People whom the search committee invites to campus (or equivalent).</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Offer made</th>
<th>People offered the position ✅ this goes with the Offer e-doc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declined offer</td>
<td>Note, then choose another candidate or close the search</td>
</tr>
<tr>
<td>Offer accepted</td>
<td>Note before closing the search</td>
</tr>
<tr>
<td>Interviewed, not selected</td>
<td>For everyone on the long or short list who was not offered the position</td>
</tr>
<tr>
<td>Declined interview</td>
<td>If applicable</td>
</tr>
<tr>
<td>Not interviewed, not selected</td>
<td>For all applications except “Basic Qualifications Not Met” who are not interviewed</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Done by candidate</td>
</tr>
<tr>
<td>“Application received”</td>
<td>At end of process, ONLY those which arrived after the consideration date.</td>
</tr>
</tbody>
</table>

### 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  - Withdrawn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
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

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