TAM Disposition Flow Chart

020 Applied
Automatically generated status when a candidate applies

03B Under Review
Applicant has complete materials and can be reviewed for minimum qualifications

Reviewer: Admin Support/HR

100 Hold
Applicant is missing materials – can move to Under Review if materials are received

03A Considered for Interview
Applicant selected for Telephone Interview

Reviewer: Admin Support/HR

030 Screen
Applicant meets all minimum qualifications

03C Does not Meet Minimum Qualifications
Applicant does not meet all minimum qualifications

Reviewer: Recruitment Chair

No further screening should be done until after the posting deadline has passed, applicant pool reports are approved, and HR has given access to committee/SME.

030 Screen
Applicant meets all minimum qualifications

120 Withdrawn
Use if a candidate withdraws from consideration. Please make sure you have this in writing. This disposition is permanent.

03A Considered for Interview
Applicant selected for Telephone Interview

060 Interview
Applicant selected for On-Campus/Virtual Interview

Reviewer: Admin Support/HR

030 Screen
Applicant meets all minimum qualifications
THESE STEPS ARE ONLY TO BE DONE BY THE ADMIN SUPPORT OR HR!

120 Withdrawn
Use if a candidate withdraws from consideration. Please make sure you have this in writing. This disposition is permanent.

060 Interview
Applicant selected for On-Campus/Virtual Interview

060 Offer
Offer approved to be made to selected candidate

060 Offer Accepted
Applicant accepted verbal offer

060 Applicant Rejected Offer
Applicant declined the verbal offer

After the offer letter has been sent, please follow these Instructions for Initiating a Criminal Background Check and Sexual Harassment Reference Check.