SUNY Cortland’s On-Line Recruitment (SCOLR) System
http://jobs.cortland.edu/hr

Changing Applicant Statuses –
Completed by Search Chair or Hiring Manager/Dept. Sec.

1. Once consensus has been attained on the status of an applicant, the search chair (or designated individual) shall change the applicant status accordingly. Below is a sample of the options are available (actual options may change):
   - Under Review by Committee,
   - Hold/Alternate,
   - Hold – Rcvd after review begin date,
   - Campus Interview Requested,
   - Campus Interview Scheduled (sends email),
   - Verbal Inquiry (Job offer) declined,
   - Verbal Inquiry (Job offer) accepted,
   - Not Hired - Not Interviewed (sends email),
   - Not Hired - Phone Interviewed (sends email),
   - Not Hired - Conference Interviewed (sends email),
   - Not Hired (No email, send paper letter),
   - Not Hired – Not Selected (sends email),
   - Withdrew Candidacy,
   - Search Failed/Position Canceled (sends email)

2. All applicants are defaulted to ‘Under Review by Committee’

3. Change applicant status by selecting ‘Change Status’ in the Status column for the appropriate applicant
   a. Multiple applicant status changes may be made by placing a ✔ in the appropriate ☐ under the All/None column at the far right – you may choose as many as you wish
   b. Scroll to the bottom and just above the blue header label View Multiple – select CHANGE MULTIPLE APPLICANT STATUSES

4. The Change Applicant Status page will populate

5. Confirm the applicant and use the dropdown menu under the Status Column to choose the appropriate status
   a. If selecting a not hired status, you will also have to select a not hired reason from the dropdown menu under the Not Hired Reason column

6. Select ‘Continue to Confirm Page >>’, review your entry and ‘Confirm’

7. Repeat steps 3 through 6 as needed and as each applicant either moves to a new step in the process or when the decision is made that they will no longer be considered

NOTE: Once an applicant has been moved to a not hired status or an offer accepted/declined status, the applicant will ‘disappear’ from your list of Active applicants. The applicant can still be viewed by checking the ☐ Inactive Applicants’ and selecting ‘REFRESH’ located under the blue header labeled refresh toward the bottom of the screen.

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