1. **Who is responsible for changing the applicant statuses?**
The Search Chair is required to change the applicant statuses as the search progresses. A Search Chair Designee (Coordinator) can also be appointed to assist with the administrative duties such as taking minutes and changing applicant statuses.

2. **Do Search Committee Members have the ability to change applicant statuses?**
No, only the Search Chair and Search Chair Designee have the ability to change applicant statuses.

3. **Is it a requirement to change the applicant statuses?**
Yes, as the search progresses, applicants should have their statuses changed appropriately until the remaining applicants in the pool are only those that will be finalists for Equity review. These applicants should then have their statuses changed to “Recommended as Finalist for Equity Review.”

4. **When should the statuses be changed?**
Applicant statuses should be changed to display when the applicant “fell out” of the search process. For example applicants that do not meet the minimum qualifications should have their statuses changed to “Does Not Meet Min Quals (Remains in Process).” Applicants that meet the minimum qualifications but are not going to be considered for the position should have their statuses changed to “Meets Min Quals Not Advanced Further,” you will also be prompted to select a specific not selected reason. This will continue until only the remaining applicants left will be those that are considered the finalists.

5. **What happens if an applicant status is changed incorrectly?**
The Search Chair Designee has the ability to change applicant statuses back to Under Review by Search Committee. If an applicant was accidently changed to Recommended as Finalist for Equity Review please contact the eTerp Service Center to have it changed to Under Review by Search Committee.
6. **How are the Finalists indentified?**
   Once the Committee has conducted their interviews and selected the finalists these remaining applicants should have their statuses changed to “Recommended as Finalist for Equity Review.”

7. **Are the Finalist sent to Equity or the Hiring Official?**
   The Search Chair is required to forward the applicants selected as Finalists to Equity for review. These should be the only applicants remaining in the active pool. To send the posting and finalists select “Take Action on Posting” and select Send Recommended Finalist to Equity Administrator.”

8. **When does the Hiring Official gain access to the Finalists?**
   Once Equity reviews the Finalists and minutes of the search they will change the statuses to “Recommended as Finalist Reviewed by Equity” and send the candidates to the Hiring Official.

9. **Does the Hiring Official see all the applicants?**
   No, the Hiring Official will only see those candidates that are recommended as finalists and reviewed by Equity. If their statuses have not been changed correctly and routed through Equity they will not have the ability to view the applicants.

10. **What are the applicant statuses?**
    - Does not Meet Minimum Qualifications
    - Meets Min Quals not Advancing Further
    - Selected for Screening Interview (phone, airport, etc) not Advanced Further
    - Selected for Formal Interview not Advanced Further
    - Recommended as Finalist for Equity Review
    - Applied After Best Consideration Date

11. **What status does the applicant see?**
    Applicants will always see the status of “In Progress” until the position has been designated as filled.

12. **If the position is closed and removed from the web will I still have access to applicants?**
    Yes, Search Chairs and Committee Members have access to applicants when the position is posted or closed and removed from the web.