**New Applicant Status Names**

Two applicant status names have changed. All old status names were automatically migrated to the new names (you can view this in the Log for individual candidates). The purpose of the change is to better reflect the definitions of the statuses in the system.

The status of "Invite for Interview" is changed to "Recommend for Interview."

The status of "Selected Candidate" is changed to "Proposed Candidate."

**New feature for applicants requesting letters of reference:**

Applicants can now re-request their letters of reference after the deadline date to apply. This will be helpful in cases where the applicant requests the required letter of reference through the system by the deadline date, but the letter writer does not provide the letter.

Additionally, reference letters requested by the department analyst now come from the recruitment’s established contact email, not from the analyst’s email address.
Non-Senate Searches: Reminders and activities for department analysts/HR partners

Begin preparing the Search Report as soon as the application window closes!

1. Assess basic qualifications at time of application.
2. Assign disposition reasons for unqualified individuals.
4. Support the search committee in their review of applicants and use of AP Recruit.
5. Keep all applicant statuses up-to-date (review definitions).
6. Assign disposition reasons for applicants not under Serious Consideration if using this status, or for those not being interviewed.
7. When the proposed candidate is selected, update the statuses and enter the Proposed Offer Information.
8. Provide a brief written narrative for those interviewed and the proposed candidate (can be extracted from the Search Committee Narrative if relevant) - do not select a disposition reason for the Proposed Candidate.
9. Submit the Search Report for review and approval.
10. Remember that approval of the Search Report is not approval to hire. Follow established procedures for hiring approval.

Senate Faculty Searches: Reminders and activities for department analysts

Begin preparing the Search Report as soon as the application window closes!

1. Assess basic qualifications at time of application.
2. Submit Applicant Pool report.
3. Assign disposition reasons for unqualified individuals.
4. Upload evidence of advertisement placements and enter information on actual search efforts (as provided by the search committee chair).
5. Support the search committee in their review of applicants and use of AP Recruit.
6. Keep all applicant statuses up-to-date (review definitions) - only use Recommend for interview and interviewed for shortlist candidates (use Serious Consideration for informal, conference, or Skype interviews).
7. Assign disposition reasons for applicants not under Serious Consideration (the "long shortlist").
8. Submit Shortlist report of proposed shortlisted candidates prior to initiating invitations for campus visits.
9. Assign disposition reasons for applicants not selected for the shortlist.
10. Provide guidance to the search committee on Search Committee Narrative requirements (See the senate search guide for more information).
11. When the proposed candidate is selected, update the statuses and enter the Proposed Offer Information.
12. Provide a brief written narrative for those interviewed and the Proposed Candidate (can be extracted from the Search Committee Narrative) - do not select a disposition reason for the Proposed Candidate.
13. Upload the Search Committee Narrative.
14. Submit the Search Report for review and approval.