

Status names in Jobtrain	Status the Candidates sees	Status description	Who changes the status	Can I update?
1.1 Acknowledged	Application acknowledged	Candidate has submitted application & received an auto acknowledgement	Auto	N
1.2 Application withdrawn	Application withdrawn	Candidate has withdrawn their application	Auto if candidate withdraws through Jobtrain, Recruitment or HM	Y
1.4 Recruitment Manager informed	Application being considered	Vacancy is closed for applications; Recruitment have completed their redeployee and disability confident checks and informed the Hiring Manager that they can move to shortlisting	Recruitment	N
1.5 Offered to redeployee	Post withdrawn	Post offered to a redeployee	Recruitment	N
1.6 Post withdrawn	Post withdrawn	Post withdrawn as no longer required	Recruitment	N
2. Shortlisted	Application being considered	Candidate has been shortlisted	HM	Y
2.1 On hold after application review	Application being considered	Candidate has been put on hold after application review	HM	Y
2.2 Reject after application (no email as verbal feedback given)	Application unsuccessful	Candidate has been rejected after application review but provided with verbal feedback instead of an email (recommend this for internals)	HM	y
2.3 Reject after application (+sends automatic email)	Application unsuccessful	Candidate has been rejected after application review	HM	Y
2.4 Agency candidate reject after application (no email as agency informed)	Application unsuccessful	Candidate has been rejected after application review and the agency informed		Y
2.5 Selected for interview/assessment	Application being considered	Candidate has been selected for interview/assessment	HM	Y
3 Invited to 1st interview (no automatic email)	Invited to 1st interview	Candidate has been invited to 1st interview either through the manual method or outside of Jobtrain	HM	Y
3.1 Calendar Event (candidate self service) - Invite to book interview (+sends automatic email)	Invitation to book your interview	Candidate has been invited to book their self-service interview	HM	Y

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3.2 Calendar Event (candidate self service) - Interview booked (+sends automatic email)	Interview booked	Candidate has booked their self-service interview	Auto	y
3.3 Invited to assessment centre (no automatic email)	Invited to assessment centre	Candidate has been invited to an assessment centre either through the manual method or outside of Jobtrain	HM	Y
3.4 Attended interview/assessment	Reviewing application following interview/assessment	Candidate has attended an interview or assessment	HM	Y
3.5 Reject after interview/assessment (no email as verbal feedback given)	Unsuccessful following interview/assessment	Candidate rejected after interview and verbally given feedback	HM	Y
3.6 Reject after 1st interview/assessment (+sends automatic email)	Unsuccessful following interview/assessment	Candidate rejected after 1st interview/assessment	HM	Y
3.7 Agency candidate reject after interview/assessment (no email as agency informed)	Unsuccessful following interview/assessment	Candidate rejected after interview and given feedback by the agency		
4 Unable to attend interview/assessment	Unable to attend interview/assessment	Candidate was unable to attend interview/assessment	HM	Y
4.1 Did not/declined to attend interview/assessment	Withdrawn - did not attend interview/assessment	Candidate did not attend or declined to attend an interview/assessment	HM	Y
4.2 Selected for 2nd stage interview/assessment	Reviewing application following interview/assessment	Candidate selected for a 2nd stage interview or assessment	HM	Y
4.3 Invited to 2nd interview (no automatic email)	Invited to 2nd interview	Candidate has been invited to 2nd interview either through the manual method or outside of Jobtrain	HM	Y
4.4 Reject after 2nd Interview (+sends automatic email)	Unsuccessful following interview	Candidate rejected after 2nd interview	HM	Y
5. Verbal offer being considered	Considering verbal offer	Candidate has been verbally offered the post and is considering the offer		
5.1 Verbal offer accepted	Accepted verbal offer	Candidate has verbally accepted the offer for the post	HM	Y
5.2 Verbal offer rejected	Declined verbal offer	Candidate has verbally declined the offer for the post	HM	y

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5.3 Offer/Contract processing request sent	Offer being processed	HM or Recruitment has completed NSF and requested that the written offer is processed	HM or Recruitment through Offer Authorisation (Request for Offer processing)	Y
5.4 Invite to complete personal details form (+sends automatic email)	Please provide us with further details to process your contract	Candidate has been requested to provide further personal details to process offer	Recruitment	N
5.5 Personal details form complete	Thanks for submitting your additional information	Candidate has provided further personal details to process offer	Auto	N
5.6 Awaiting NSF information from requester	Offer being processed	Employment Services are waiting for information from the offer requester	ES	N
5.7 Offer/Contract processing request approved	Contract being produced	Candidate's contract is being produced by Employment Services	ES through offer approval email or system	N
5.8 Offer/Contract processing request rejected	Offer being processed	Request for Offer processing has been rejected by either Recruitment or ES and HM informed	Recruitment or ES through offer approval	N
6 Offer declined	Offer declined	Candidate has declined written offer	Recruitment/ES	N
6.1 Offer withdrawn	Offer withdrawn	Offer of employment has been withdrawn	Recruitment/ES	N
7 Started (External)	Started	External candidate has started in the post and is now internal within Jobtrain	Recruitment/ES	N
7.1 Started (Internal)	Started	Internal candidate has started in the post	Recruitment/ES	Y