



JazzHR Workflow Status List & Definitions

Workflow Status	Definition
New	The candidate has just applied and has not yet been reviewed.
Reviewed	The recruiter or hiring manager has viewed the application- has not placed into next status.
Phone Screening Requested	An email request to or text has been sent to the candidate; screening has not been confirmed by the candidate.
Phone Screening Scheduled	The candidate is in the initial screening stage (The phone screening has been confirmed with time and date)
Phone Screening Completed	The phone screening has been completed and documented; the candidate is awaiting next steps.
In-person Interview request	An email request to or text has been sent to the candidate for an in-person interview; interview has not been confirmed by the candidate.
In-person Interview Scheduled	The candidate is scheduled for an interview with the hiring manager or team in-person. (The in-person interview has been confirmed with location, date and time.)
In-person Interview Completed	The in-person interview has been completed and documented; the candidate is awaiting next steps.
Virtual Interview Request	An email request to or text has been sent to the candidate for a virtual interview; interview has not been confirmed by the candidate.
Virtual Interview Scheduled	The candidate is scheduled for an interview with the hiring manager or team virtually.
Virtual Interview Completed	The virtual interview has been completed and documented; the candidate is awaiting next steps.

No Show Interview	Contact the candidate for scheduled phone screening, virtual interview or onsite interview, and the candidate did not attend. <u>No further consideration.</u>
Verbal Offer Extended	The start date and salary have been entered into the candidates profile. A member of management or Human Resources has extended a verbal offer to a candidate.
Verbal Offer Accepted	A member of management or Human Resources has extended a verbal offer to the candidate and the candidate <u>HAS ACCEPTED</u> the offer.
Official Offer Letter-Extended	A job offer has been formally extended to the candidate by HR. Awaiting signature from candidate.
Official Offer Letter-Signed	The candidate has accepted, and signed the job offer.
Onboarding & Background Check-onsite	Background check is being processed. Onboarding tasks are in progress by candidate.
Onboarding & Background Check-Remote Only	Background check is being processed. Onboarding tasks are in progress by candidate. (For remote candidates only)
Candidate Cleared to Start	The candidate has successfully passed background checks and onboarding tasks are completed. The candidate is cleared to start.
Official Start Date	The candidate has been officially hired. (<u>ONLY USE THIS ONCE THE CANDIDATE HAS STARTED WORK</u>)
Waitlist	Strong candidate; potential for future opening.
Non- Responsive	No communication from the candidate. (or communication has stopped).
Not qualified	The candidate does not meet mandatory qualifications or fails to meet key requirements.
Not qualified- Failed phone/virtual interview	After conducting a phone or virtual interview the candidate does not possess the skills and/or experience needed for the role.
Not qualified- Failed In-person Interview	After conducting an in-person interview the candidate does not possess the skill and/or experience needed for the role.

Candidate Declined offer- Salary	The candidate declined the offer due to salary/compensation demands.
Candidate Declined Offer- No reason	The candidate declined the offer and did <i>NOT</i> disclose the reasoning.
Candidate Declined Offer-Accepted Another Offer	The candidate declined the offer due to accepting another role with a different company.
Offer Rescined- No Show	The candidate was scheduled to start work on a specific date and did not show up or communicate any changes needed.
Not Eligible for Rehire	Applicant has been verified via ADP or HR Department- not eligible for rehire
Not Authorized to work in the U.S.	The candidate requires sponsorship or does not have proper documentation to work in the United States.
Offer Rescined- Non-responsive	The formal offer has been sent to the candidate and the candidate did not sign and send the offer letter back to Whitewater. No communication from the candidate.
Offer Rescinded- Failed background	Whitewater Express Car Wash has withdrawn its candidate offer. (Failed background/drug screening, criminal or reference check).
Candidate Withdrawn	The candidate voluntarily withdrew from the recruitment process.
Closed – Not Filled	The job opening has been closed without hiring any candidates. (Cancelled)
Position Filled	The job opening has been closed with a hire.
Salary Expectation Too High	The candidate is seeking a salary that is too high or out of budget.
Requires Relocation	The candidate does not live in the state/city the position is housed. The candidate would have to relocate.
Duplicate Application	The candidate has submitted more than one application in the same requisition.

