



## JazzHR Workflow Status List & Definitions

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

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

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

