Updating an Applicant’s Status

Logging In:
1. Using any web browser, navigate to https://recruit.ap.ucsb.edu
2. Select “UC Santa Barbara Faculty & Administrators”
3. Enter your UCSBnetID and password.

Manage the Applicant:
After logging in, navigate to the recruitment
1. Click on Applicants and locate the applicant whose status is to be updated.
2. Click the blue link under the Status column (note that this will change based on the current status of the applicant being updated).

Update the Status:
1. Within the popup window, use the radial buttons/bubbles to select the appropriate status for your applicant.

Note: Before updating statuses, the Basic Qualifications of Complete Applicants should be sorted into those that Meet and Do Not Meet.

- Complete (current): Required documentation has been submitted (or analyst has manually completed the applicant)
- Serious consideration: Applicant should be considered for the shortlist
- Recommend for interview: Applicant recommended for interview
- Interviewed: Applicant has been interviewed
- Soft offer extended: A verbal or informal offer has been made to the applicant, even if it lacked some offer details
- Declined soft offer: The applicant declined a verbal or informal offer based on the details they were given
- Proposed candidate: Applicant recommended for appointment
- Offered: Approvals have been obtained and a formal offer has been made to the applicant
- Accepted offer: Approvals have been obtained and a formal offer has been accepted by the applicant
- Declined offer: Approvals have been obtained and a formal offer has been declined by the applicant
- Hired: Applicant entered in payroll system in searched title
- Withdrawn: Applicant has withdrawn themselves from consideration

2. Click Update Status to retain updates; Cancel to cancel any updates.

For Additional Assistance:
- Online help is available on the top menu bar, or the UC Recruit support team may be reached by email at help@ap.ucsb.edu