**Status Codes for Applicant Tracking**

The composite matrix must include codes for all applicants **not** going forward to the next step. Specific reasons for a status decision must be kept in the search file; either on the matrix or by other documented means.

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| **Reject Codes:** |
| **Code** | **Step** | **Reason** |
| **R1** | Initial review | Does not meet minimums – Education |
| **R2** | Initial review | Does not meet minimums – Experience |
| **R3** | Initial review | Does not meet minimums – Combination education and experience |
| **R4** | Initial review | Does not meet minimums – Certifications or licenses |
| **R5** | Initial review | Does not meet minimums – Skills |
| **R6** | Review of preferred qualifications | Not best qualified – Education |
| **R7** | Review of preferred qualifications | Not best qualified – Experience |
| **R8** | Review of preferred qualifications | Not best qualified – Combination education and experience |
| **R9** | Review of preferred qualifications | Not best qualified – Certifications or licenses |
| **R10** | Review of preferred qualifications | Not best qualified – Skills |
| **R11** | After Phone interview | Not best qualified – Education |
| **R12** | After Phone interview | Not best qualified – Experience |
| **R13** | After Phone interview | Not best qualified – Skills |
| **R14** | After On-campus interview | Not best qualified – Education |
| **R15** | After On-campus interview | Not best qualified – Experience |
| **R16** | After On-campus interview | Not best qualified – Skills |
| **R17** | References and/or background check | Failed reference or background check – include specific reasons in file |
| **R18** | Late Application | Offer was made and/or accepted prior to application being received |

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| **Withdrawal Codes:** |
| **Code** | **Step** | **Reason** |
| **W1** | Initial review | Withdrew before application review |
| **W2** | Committee review and matrix | Preferred qualifications - Salary requirements |
| **W3** | Committee review and matrix | Preferred qualifications - Unable to relocate |
| **W4** | Committee review and matrix | Preferred qualifications - Unable to travel |
| **W5** | Committee review and matrix | Preferred qualifications - Work schedule/teaching load |
| **W6** | Committee review and matrix | Preferred qualifications - Offered other job |
| **W7** | Committee review and matrix | Preferred qualifications – Applicant did not specify |
| **W8** | Phone interview | Salary requirements |
| **W9** | Phone interview | Unable to relocate |
| **W10** | Phone interview | Unable to travel |
| **W11** | Phone interview | Work schedule/teaching load |
| **W12** | Phone interview | Offered other job |
| **W13** | Phone interview | Unable to contact (attempted at least 2 times) |
| **W14** | Phone interview | Applicant did not specify |
| **W15** | On-campus interview | Salary requirements |
| **W16** | On-campus interview | Unable to relocate |
| **W17** | On-campus interview | Unable to travel |
| **W18** | On-campus interview | Work schedule/teaching load |
| **W19** | On-campus interview | Offered other job |
| **W20** | On-campus interview | No show |
| **W21** | On-campus interview | Applicant did not specify |
| **W22** | Post offer | Salary requirements |
| **W23** | Post offer | Unable to relocate |
| **W24** | Post offer | Unable to travel |
| **W25** | Post offer | Work schedule/teaching load |
| **W26** | Post offer | Offered other job |
| **W27** | Post offer | Unable to contact (attempted at least 2 times) |
| **W28** | Post offer | Applicant did not specify |
| **W29** | Incomplete Application | Applicant submitted incomplete application; Contacted candidate RQFH with no response |