

Defining Application Status

Purpose

To define various application statuses that may be visible to candidates during the recruitment process.

Application Status	Definition
Invited to Apply	This feature/status can be used for Recruiter outreach. A recruiter would send an Invite to Apply link to a candidate. Candidate will not be considered to have submitted an application at this point.
New Application	Candidates can view resume/cover letter submitted.
Application Received	Application has been received and will no longer be visible to the candidate.
Screening (or <i>Screening in Progress</i>)	Application is being reviewed.
Proceeding with other Candidates at this time	Candidate has not been selected to move forward in the competition at this time.
Declined DPCS	User declined Data Privacy Consent Statement at registration and your application will be automatically withdrawn.

Application Status	Definition
Withdrawn by Candidate	Candidate has withdrawn from the competition.
Candidate Self-Withdraw – Manual Status	A Recruiter withdraws the candidate manually at the request of the candidate.
Assessment in Progress	Candidates are being assessed.
Offer Extended	An offer is being extended to the candidate.
Conditional Offer Extended	An offer is being extended to the candidate.
Conditional Offer Successful	Recruiter has noted that the conditional offer criteria has been met by the candidate as part of the job offer (e.g. obtaining driver license)
Offer Rejected	Candidate has rejected offer.
Offer Accepted	Candidate has accepted the offer and signed back offer documents through DocuSign.
Welcome to the City of Toronto (or <i>Hired, Onboarding Initiated</i>)	Candidate is in the process of being hired – onboarding activities may take place during this time.
Competition Cancelled	Competition has been cancelled.