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APPLICANT STATUS	DESCRIPTION	USER TO MAKE CHANGE	EVENT TRIGGERED
Please note that the statuses below are applicable for applicants submitting to both Competitive and Promotional 18A Classified Positions.			
01_Agency_In Review	Applicant is being reviewed by hiring agency.	System generated status by default	Submission confirmation. Status update on applicant portal.
02_Agency_In Process	Agency has identified applicant for further review and potential interview.	Agency HR	Auto email to applicant. Status update on applicant portal.
02A_DCO_Ineligible	Applicant has been deemed not eligible for interview and hire to this position.	Division of Career Opportunities	Auto email sent to applicant when status is Ineligible w/appeal rights. Status update on applicant portal.
03_Agency_Interview	Applicant has been selected to participate in one or more interviews.	Agency HR	Status update on applicant portal.
04_Agency_Request MQR/QA Review	Agency selects up to 3 applicants for Minimum Qualification Review (MQR) - Quality Assurance (QA) after interviews.	Agency HR	Status update on applicant portal.
05_DCO_QA Approved	DCO has reviewed and approved for MQR - QA .	Division of Career Opportunities	Closed ticket will notify the hiring agency review is complete. Status update on applicant portal.
05A_DCO_QA Rejected	DCO has reviewed and rejected applicant for MQR – QA.	Division of Career Opportunities	Custom email w/ Appeal Process link. Status update on applicant portal.
05B_DCO_QA Inconclusive	DCO has reviewed for MQR - QA and sent request for additional information.	Division of Career Opportunities	Custom email to applicant. Status update on applicant portal.
06_Agency_Request Background Check	Applicant has passed MQR - QA. Agency selects applicant for background check.	Agency HR	Status update on applicant portal.
07_OLS_Background Check Pending	Background record has been referred to agency for review.	Office of Legal Services	Status update on applicant portal.
08_OLS_Background Check Complete	Agency may move forward in the selection process.	Office of Legal Services	Status update on applicant portal.
09_Agency_Offer Extended	Appointment pending applicant's acceptance of the job offer.	Agency HR	Status update on applicant portal.
09B_Agency_No Hire	No one was hired – register has been closed.	Agency HR	Auto email to applicant “No one was hired and the register has been closed”. Status update on applicant portal.
10_Agency_Appointment Pending	Applicant’s data will be written to KHRIS file on next cycle, Onboarding processes will commence.	Agency HR	Status update on applicant portal.
10A_Agency_Non Register Action	Transfer applicant not appointed from a register. The KHRIS action will not list a register number.	Agency HR	Employee chosen for appointment. It is a lateral transfer or demotion and not a register action.
Applicant _Considered	Applicant not chosen but considered.	Agency HR Division of Career Opportunities	Status update on applicant portal. Select disposition to notify applicant.
11_DCO_Appointment Complete	Action approved in KHRIS by DCO. Applicant has been appointed to position.	Division of Career Opportunities	Status update on applicant portal. Requisition is now closed.

APPLICANT DISPOSITION	DESCRIPTION	USER TO MAKE CHANGE	EVENT TRIGGERED
01_Agency_ Interview Declined	Applicant either has declined the offer of, or was a no-call/no-show.	Agency HR	Status update on applicant portal.
02_Agency_Offer Declined	Applicant has declined the job offer.	Agency HR	Status update on applicant portal.
03_Agency _ Considered/Regret	Consideration of the applicant is closed.	Agency HR	Auto email to applicant “Applicant was not chosen to move forward in the selection process.”. Status update on applicant portal.
04_DCO Personnel Cabinet Closed	This disposition is for the Division of Career Opportunities when a req is ready to be closed.	Division of Career Opportunities	No email will be triggered. Applicants will see a closed status in their profile. Status update on applicant portal.