Why a Status Change is Needed

As the applicant moves through the selection process, the status is updated so that the Hiring Manager and others involved in the hiring process can review where the applicant is in the process.

A change in status will **not** result in a communication to the applicant **unless** the status is changed to “**not hired**”.

![Change Applicant Status](image)
You may change the applicant status to “Not Hired” and select the most appropriate reason by clicking the drop down arrow in the “Choose Option Below” field.

This status change will result in an email notifying the applicant that he/she is no longer being considered for the position.
Below is an example of an email sent to an applicant or candidate who is no longer being considered for the position.

Your application is no longer being considered by UTHealth for the position of [position title]. Thank you for your interest in UTHealth.

Regards,

Human Resources