

Application statuses

Accepted	Do not use
Auto-closed	When a vacancy is manually closed, candidates still in process are automatically moved to auto-closed
Auto-declined	Do not use
Cancelled	Do not use
Closed	If the vacancy is cancelled, mark applications as closed rather than rejected.
Completed	The system changes the status from “hired” to “completed” when the end date of a fixed-term contract has passed.
Invitation Declined	Candidate was invited to interview, but declined. Add a reason for turning it down.
Hired	Candidate has been sent a contract and onboarded onto ICIS. The system auto-updates to this status after their start date has passed.
Invited	Do not use
New	Application has been submitted by the candidate
Open	Application has been seen by the hiring team
Offer accepted	Candidate has been onboarded, but the start date is in the future
Offer declined	Candidate has declined the offer. Add a reason for turning it down.
Rejected	Candidate has been rejected by the panel
In process	The vacancy has closed and applications are being shortlisted
Offered	The offer is going through approvals and recruitment checks
Withdrawn	A candidate has withdrawn their application

Job statuses

Open	Requisition is new/still being recruited to
Closed	Requisition is no longer in use
Closed/ Rejected	Requisition has been rejected at approval stage / by the department
Closed/Filled	Requisition has been hired against and no longer in use
Cancelled	Requisition has been cancelled as requested by the hiring department
On Hold	Requisition is temporarily placed on hold whilst the Recruitment Hub awaits further information from the hiring department

If you have any queries, please contact support.jobs@imperial.ac.uk