

The Recruitment Management System (RMS)

Required Applicant Statuses List

DHRM staff from Equal Employment Services, Information Technology, and Agency Human Resource Services has analyzed data collected in the RMS. To fully capture data required for EEO reporting, the following are statuses **REQUIRED** for the applicant status tab on the requisition:

- ✓ Under Review by Department
- ✓ Offered Interview
- ✓ Invited for Interview
- ✓ Interviewed
- ✓ Declined Interview
- ✓ Hired
- ✓ Offered Job (*Use either Offered Job or Offered Employment*)
- ✓ Offered Employment (*Use either Offered Job or Offered Employment*)
- ✓ Declined Offer

Agencies can add as many additional statuses as needed for recruitment and hiring process workflow. Using the required applicant statuses may be beneficial to agencies having to defend an indicator of disparate impact “RED” in the EEO Assessment Tool.