

Configuring Application Statuses

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This topic guides you in configuring statuses that all job applications in your Applicant Portal go through during the recruitment process.

One applicant may have multiple applications going through the same statuses, so it is important to define them so they make sense to you, your Recruiter(s), and job applicants. The most useful and proven status have been pre-configured for you in Wurk. You can edit them as desired.

START HERE

1. Navigate to **Admin>HR Setup>Applicant Tracking/Recruitment>Job Application Statuses**.
2. Edit  each status as desired.

[← Job Application Status](#)

SAVE

Job Application Status	
Job Application Status Name*	<input type="text" value="Under Review"/>
Job Application Status Name (As Shown To Applicants)	<input type="text" value="Under Review"/>
Sort Order	<input type="text" value="1"/>

If your company does not conduct Background Checks, make sure that the following statuses are deactivated: **Pending Background Check** and **Rejected - Failed Background Check**.

3. **SAVE** your changes for each status before moving on to the next.
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