## FINAL CANDIDATE APPROVALS IN INTERFOLIO
### QUICK REFERENCE GUIDE

### Step 1: TTTs
- **Finalist**
- **DEAN:** Recommended for hire
- **Sr. Promo RPs:** Finalist
- **Sr. Promo TPs:** Finalist
- **Other NTTs:** Finalist

### Step 2: DEAN
- **Recommended for hire**
- **DEAN:** Recommended for hire
- **VPR:** Recommended for hire
- **VPAA:** Recommendation for hire

### Step 3: OoP, VPR, VPAA
- **Recommended for hire**
- **OoP:** Approved for offer
- **VPR:** Recommended for hire
- **VPAA:** Recommend for hire

### Step 4: DEAN
- Approved for informal offer
- **DEAN:** Approved for informal offer
- **VPR:** Recommended for hire
- **VPAA:** Recommend for hire

### Step 5: Offer accepted
- **Offer accepted**
- **OoP:** Approved for offer
- **OoP:** Approved for offer

### Step 6: The rest of this process takes place in iO.
- **Offer Pending**
- **Offer Pending**
- **Offer Accepted**

### Step 7: The rest of this process takes place in iO.
- **Offer Accepted**

### Step 8: The rest of this process takes place in iO.

### Color key:
- **Department**
  - Dean
  - Provost
  - VP Research
  - VPAA

The owner of one step changes the Applicant Status to the status in the line below, **and emails that next office** to let them know that the hiring proposal is now waiting on their action.