



## Associate Application Status

Your application to become an Associate will go through a number of stages prior to appointment to the role. As your application progresses through these stages the status of your application will change to reflect this. Below we have provided information about the status and what this means. You can [check the status of your application](#) in Gateway.

Application Status	Overview
<b>Appointment Confirmed</b>	Application has been processed and was successful. An appointment letter will be sent to you by email on the same date appointment is confirmed. Contract(s) for the role will be issued when demand is required throughout the year. No further action is required at this time.
<b>Application Review</b>	Application is being reviewed by our recruitment team. No action required from you the applicant.
<b>Awaiting AA Number</b>	Your application has been successful. As a new Pearson Associate we must generate your individual Associate number. This can take up to 24 hours, following which your status will be updated to Appointment Confirmed.
<b>Awaiting Manual Match</b>	It is possible you have more than one profile on our systems or you and another applicant have provided very similar details. The Recruitment team will review any conflicting profiles and contact you if necessary. No action is required by you the applicant.
<b>Decline</b>	Your application has been processed and found to be unsuccessful.
<b>Decline General</b>	Your application has been declined. You should have received a notification from the recruitment team with details as to why.
<b>Documents Required</b>	Your application has been received but certain vacancies require additional documents/certificates to be submitted alongside the application which are yet to be

	<p>received. The recruitment team will have contacted you at the time of putting this application on 'Document required' status to request the documents. Please refer back to this email and provide these at their earliest convenience.</p>
<p><b>Eligibility Query</b></p>	<p>There are two reasons why an application may be on this status.</p> <ol style="list-style-type: none"> <li>1. It can mean the applicant has not evidenced the required experience for the role. If this is the case the applicant will see a notification on screen advising that they are not eligible or an applicant will be sent an email following review of the application from one of the Recruitment team.</li> <li>2. An application will go on to this status if the applicant has previously made an application for the same role and was successful. Gateway will not allow applicants to submit multiple applications for the same role.</li> </ol> <p>If an applicant feels that their application has been incorrectly placed on to this status they should get in touch with the Recruitment team at <a href="mailto:associate.pearson.com">associate.pearson.com</a></p>
<p><b>Existing References</b></p>	<p>The application has been submitted but the applicant has submitted another application recently which was successful and the references from that application may be able to be used for this application. The Recruitment team will review the application in due course and if the previous references are suitable the applicant will be appointed. If new references are required the recruitment team will change the status of the application to 'References Requested' and will await a response from the referees listed in the application form.</p>
<p><b>Incomplete application</b></p>	<p>The application has been started but hasn't been submitted yet. These applications will not be processed and reference requests will not be sent until the application has been submitted. Applications on this status will remain for 15 days after receiving a reminder automated email. After the 15 days their application will be automatically deleted. If an applicant wishes to still apply they should ensure that they complete the application within 15 days of starting the form.</p>
<p><b>Reference Approved</b></p>	<p>The applicant's references have been approved, and the application is in motion to be processed. The application is awaiting review from the Recruitment team.</p>

<b>Reference Query</b>	The application has been submitted and one or more references have been returned. The application is awaiting review from one of the Recruitment team.
<b>References Received</b>	The application has been submitted and one or more references have been returned. The application is awaiting review from one of the Recruitment team.
<b>Reference Requested</b>	<p>The application has been submitted but neither reference has been returned yet. References are automatically chased each week by the system. If an applicants application has remained on this status for some time; the applicant should check their application to see whether the email address' provided for the referees are correct. If the details are correct the applicant should either contact their referee and remind them to complete the request or provide new referee details to the recruitment team.</p> <p>If the applicant wishes to make any changes to their referee details they should get in touch with the Recruitment team by completing a webform at <a href="http://associate.pearson.com">associate.pearson.com</a></p>
<b>Withdrawn</b>	<p>There are a number of reasons an application could be on this status.</p> <ol style="list-style-type: none"> <li>1) The applicant has received a notification to provide new reference details via a google form. This should be completed at applicants earliest convenience.</li> <li>2) Despite numerous requests, the referees provided have not responded to the reference requests sent. If the applicant wishes to provide new referee details they should get in touch with the Recruitment team by completing a webform at <a href="http://associate.pearson.com">associate.pearson.com</a></li> <li>3) The applicant has withdrawn their application and no longer wishes to be considered for the role.</li> </ol>