LEGEND

(green)	Items highlighted in green are system statuses - you will not move applicants to these statuses
(pale orange)	Items highlighted in pale orange are required statuses

Please note: Applications do not have to be moved in sequential order; you may skip steps and go back to steps

Application Status	System Status	Required Step	Update Job Status	Email	Form	Form Recipient	Notes
New Application	x			x		Applicant	
Letter of Recommendation Initiated (automatic)		Either this step OR the manual step is required	x	x	x	Referees (Applicant also receives an email)	When an applicant is moved to this status, the 3 Referees from the application will be sent an online form to upload a letter of recommendation. Not required if letters are collected manually.
Letter of Recommendation Initiated (manual)		Either this step OR the automatic step is required					When an applicant is moved to this status, the department will contact the 3 referees from the application outside of CHRS Recruiting. Alternatively, you may use SkillSurvey to collect references in lieu of the letters. Not required if letters are collected through the auto method.
Letter of Recommendation Successful							
Letter of Recommendation Unsuccessful				x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Required Qualifications Review			x				Search Committee can enter in screening details at this step.
Search Committee Review		x	x				Search committee must review applicant data.
Search Committee Review Successful							
Search Committee Review Unsuccessful				x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Phone/Video Interview Invite		x	x				Not required if applicant was moved to a prior unsuccessful status.
Phone/Video Interview Accepted				x			
Phone/Video Interview Declined							
Phone/Video Interview Evaluation Summary			x				Search committe can enter in interview summary at this step
Phone/Video Interview Successful (Send: RC&BR Form)		x		x	x	Applicant	When an applicant is moved to this status, the Reference Check and Background Check Release Form will be sent. Not required if applicant was moved to a prior unsuccessful status.
Phone/Video Interview Successful (**DO NOT SELECT**-Complete: RC&BR Form)	x						
Phone/Video Interview Unsuccessful				x			When an applicant is moved to this status you will be required to select a reason they are not successful.
On Campus Interview Invite							
On Campus Invite Accepted							
On Campus Invite Declined							
On Campus Interview Evaluation Summary							Search committee can enter in interview summary at this step
On Campus Interview Successful							

Status							Description
On Campus Interview Unsuccessful				x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Vax Proof Initiated				x			Move your candidate here. You must wait for UP-FS for approval before running a background check. Add your candidate name to the Accurate Background Shared Log.
Vax Proof Successful							
Vax Proof Unsuccessful				x			
Background Check Initiated outside of CHRS Recruiting			x	x			Use this step if you initiate a background check directly in Accurate, or if you use LiveScan for the background check process.
Background Check Initiated in CHRS Recruiting			x	x			Use this step to initiate the background check in CHRS Recruiting.
Background Check Pending Processing - **DO NOT SELECT** - SYSTEM STATUS ONLY	x						When Accurate receives the request and begins their review, this status will change automatically.
Background Check Pending Adjudication - **DO NOT SELECT** - SYSTEM STATUS ONLY	x						When Accurate completes their review and the results are ready for adjudication, the status will change automatically.
Background Check Unsuccessful				x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Prepare Offer and Upload Transcripts		x	x				When an applicant is moved to this status you will be prompted to complete the offer card. The transcripts can be loaded on the offer card or the applicant card, depending on when you receive them.
Formal Offer Extended		x	x	x			Applicant will be sent an email to accept or decline offer through the system.
Formal Offer Accepted-**DO NOT SELECT**-SYSTEM STATUS ONLY	x						When an applicant accepts the offer, the system will automatically update to this status. If they are new, the system will have the applicant fill out the New Employee Base Form. Once the form is submitted, the applicant will be granted access to the Employee Portal for OnBoarding. If the applicant is a current employee, they stay in this step. If a current employee, the data will integrate into PeopleSoft.
Offer Accepted Paperwork Received-**DO NOT SELECT**-SYSTEM STATUS ONLY	x						When a new employees submits the Employee Base Form, the system will automatically update to this status. This will let department know the base form is complete and data will integrate into PeopleSoft. The applicant will be granted access to the Employee Portal for OnBoarding.
Formal Offer Declined			x	x			
Job Closing Communication			x	x			
Offer Rescinded			x				
Recruitment Cancelled			x	x			
Removed				x			
Applicant Withdrawn	x			x			
Incomplete				x			
Ineligible				x			
Submitted							

Steps that happen beyond this point:

Tracker I-9 is automatically initiated

New employee data will be uploaded into PeopleSoft staging table

College/Academic Unit designee will log into PeopleSoft to confirm data

After confirmation and new employee data load is run, Personal Data and POI data are automatically created in PeopleSoft

Department can check CSUID Search to confirm employee data in PS or confirm with college analyst that the new hire is in PeopleSoft

Department creates Contract data in PeopleSoft

Department generates appointment form

Department merges/adds temp-faculty checklist and appointment form to CHRS Recruiting bulk compile PDF and sends to ESS