LEGEND								
	Items highlighted in green are system statuses - you will not move applicants to these statuses							
	Items highlighted in pale orange are required statuses							
	Items highlighted in blue will only be used by University Personnel (UP)							
Please note: Applications do not have to be moved in sequential order; you may skip steps and go back to steps								
Application Status	UP ONLY	System Status	Required Step	Update Job Status	Email	Form	Form Recipient	Notes
New Application		x			x			
CSUEU Required Qualifications Review	x			x				
Application Screening	x			x				Contact your Recruiter when the application screening is complete.
Application Screening Unsuccessful					x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Invite for Interview			x	x	x			Not required if candidate was moved to Application Screening Unsuccessful.
Interview Accepted & Release Form Initiated			x		x	x	Applicant	Reference and Background Check form sent for completion. Not required if candidate was moved to Application Screening Unsuccessful.
Interview Accepted & Release Form Completed		x						
Interview Declined					x			
Interview Evaluation				x				Add Interview Evaluation Screening Criteria on Job Card. Contact your Recruiter when the interview evaluation is complete.
Interview Unsuccessful					x			When an applicant is moved to this status you will be required to select a reason they are not successful.

LEGEND								
	Items highlighted in green are system statuses - you will not move applicants to these statuses							
	Items highlighted in pale orange are required statuses							
	Items highlighted in blue will only be used by University Personnel (UP)							
Please note: Applications do not have to be moved in sequential order; you may skip steps and go back to steps								

Application Status	UP ONLY	System Status	Required Step	Update Job Status	Email	Form	Form Recipient	Notes
Reference Check Initiated				x	x			
Reference Check Unsuccessful					x			
Hiring Manager Review				x				Add Hiring Manager Screening Criteria on Job Card. Contact your recruiter when the hiring manager has completed their review.
Hiring Manager Review Unsuccessful					x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Hold								
Prepare Offer to Extend	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.

LEGEND									
	Items highlighted in green are system statuses - you will not move applicants to these statuses								
	Items highlighted in pale orange are required statuses								
	Items highlighted in blue will only be used by University Personnel (UP)								
Please note: Applications do not have to be moved in sequential order; you may skip steps and go back to steps									

Application Status	UP ONLY	System Status	Required Step	Update Job Status	Email	Form	Form Recipient	Notes
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.
Offer Extended	x			x	x			When an applicant is moved to this status you will be prompted to complete the offer card. You will then upload the signed offer letter and PD.
Offer Accepted		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.

LEGEND									
	Items highlighted in green are system statuses - you will not move applicants to these statuses								
	Items highlighted in pale orange are required statuses								
	Items highlighted in blue will only be used by University Personnel (UP)								
Please note: Applications do not have to be moved in sequential order; you may skip steps and go back to steps									
Application Status	UP ONLY	System Status	Required Step	Update Job Status	Email	Form	Form Recipient	Notes	
Offer Accepted Paperwork Received		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.	
Offer Declined		x			x				
Offer Rescinded	x								
New Employee Onboarding	x				x			When an applicant is moved to this status they will be given access to the Employee Portal and assigned a task list.	
Job Closing Communication	x			x	x				
Submitted	x								
Removed	x				x				
Applicant Withdrawn		x			x				
Incomplete	x								
Ineligible	x				x				
Recruitment Cancelled	x			x	x				