

<b>LEGEND</b>						
	Items highlighted in green are system statuses - you will not move applicants to these statuses					
	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						
<b>Application Status</b>	<b>System Status</b>	<b>Required Step</b>	<b>Email</b>	<b>Form</b>	<b>Form Recipient</b>	<b>Notes</b>
New Application	x		x		Applicant	
Letter of Recommendation Initiated (automatic)		Either this step or the manual step is required	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						Chair and/or Search Committee can enter in screening details at this step.
Department Chair Review Successful						
Department Chair Review Unsuccessful			x			When an applicant is moved to this status you will be required to select a reason they are not successful.

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Phone/Video Interview Invite		x				Not required if applicant was moved to a prior unsuccessful status.
Phone/Video Interview Accepted						
Phone/Video Interview Declined						
Phone/Video Interview Evaluation Summary						Chair and/or Search Committee can enter in interview details at this step.
Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)		x	x	x	Applicant	When an applicant is moved to this status, the Reference Check and Background Check Release Form, along with the CSU Employment Questionnaire Form will be sent. Not required if applicant was moved to a prior unsuccessful status.
Phone/Video Interview Successful ( <b>DO NOT SELECT</b> -Completed: RC&BR Form and CSU EQ 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						

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On Campus Interview Invite Accepted						
On Campus Interview Invite Declined						
On-Campus Interview Evaluation Summary						Chair and/or Search Committee can enter in interview details at this step.
On Campus Interview Successful						
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.
Prepare Offer and Upload Transcripts		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.
Background Check Initiated outside of CHRS Recruiting			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			Use this step to initiate the background check in CHRS Recruiting.

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Background Check Pending Processing - <b>DO NOT SELECT - SYSTEM STATUS ONLY</b>	x					When Accurate receives the request and begins their review, this status will change automatically.
Background Check Pending Adjudication - <b>DO NOT SELECT - SYSTEM STATUS ONLY</b>	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.
Formal Offer Extended		x	x			Applicant will be sent an email to accept or decline offer through the system.
Formal Offer Accepted- <b>DO NOT SELECT-SYSTEM STATUS ONLY</b>	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.

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Offer Accepted Paperwork Received- <b>DO NOT SELECT-SYSTEM STATUS ONLY</b>	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			
Offer Rescinded						
Removed						
Recruitment Cancelled			x			
Applicant Withdrawn	x		x			
Incomplete						
Ineligible						
Submitted						