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	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				x	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				
Hiring Manager Review				x				Add Hiring Manager Screening Criteria on Job Card. Contact your recruiter when the hiring manager has completed their review.	

LEGEND									
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Application Status	UP ONLY	System Status	Required Step	Update Job Status	Email	Form	Form Recipient	Notes
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								
Background Check Initiated				x				
Background Check Pending				x				
Background Check Successful								
Background Check Unsuccessful								When an applicant is moved to this status you will be required to select a reason they are not successful.
Conditional Offer Extended	x			x	x			
Conditional Offer Accepted	x			x	x			
Conditional Offer Declined	x				x			
Medical/Psych Eval Check Unsuccessful	x							When an applicant is moved to this status you will be required to select a reason they are not successful.
Prepare Final Offer to Extend	x			x				

LEGEND								
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Application Status	UP ONLY	System Status	Required Step	Update Job Status	Email	Form	Form Recipient	Notes
Final 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.
Final Offer Accepted		x		x				When an applicant is moved to this status they will be assigned the New Employee Base form to complete (unless they are a current employee). This is not required for candidates who were not given an offer.
Final Offer Accepted Paperwork Received		x						
Final Offer Declined		x			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			
Offer Rescinded	x							
Submitted	x							
Removed	x				x			
Applicant Withdrawn		x			x			
Incomplete	x							

LEGEND								
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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
Ineligible	x				x			
Recruitment Cancelled	x			x	x			