LEGEND

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

	System		Update Job		Τ	Form	
Application Status	Status	Required Step		Email	Form	Recipient	Notes
New Application	Х			Х		Applicant	
						Referees	
		Either this step OR				(Applicant	When an applicant is moved to this status, the 3 Referees from the
Letter of Recommendation Initiated		the manual step is				also receives	application will be sent an online form to upload a letter of
(automatic)		required	х	х	х	an email)	recommendation. Not required if letters are collected manually.
							When an applicant is moved to this status, the department will
							contact the 3 referees from the application outside of CHRS
		Either this step OR					Recruiting. Alternatively, you may use SkillSurvey to collect
Letter of Recommendation Initiated		the automatic step					references in lieu of the letters. Not required if letters are collected
(manual)		is required					through the auto method.
Letter of Recommendation Successful							
							When an applicant is moved to this status you will be required to
Letter of Recommendation Unsuccessful				Х			select a reason they are not successful.
Required Qualifications Review			х				Search Committee can enter in screening details at this step.
Search Committee Review		Х	Х				Search committee must review applicant data.
Search Committee Review Successful							
							When an applicant is moved to this status you will be required to
Search Committee Review Unsuccessful				Х			select a reason they are not successful.
Phone/Video Interview Invite		X	Х				Not required if applicant was moved to a prior unsuccessful status.
Phone/Video Interview Accepted				Х			
Phone/Video Interview Declined							
Phone/Video Interview Evaluation							
Summary			Х				Search committe can enter in interview summary at this step
							When an applicant is moved to this status, the Reference Check and
Phone/Video Interview Successful						Δ 1	Background Check Release Form will be sent. Not required if
(Send: RC&BR Form)		X		Х	X	Applicant	applicant was moved to a prior unsuccessful status.
Phone/Video Interview Successful (DO							
NOT SELECT-Complete: RC&BR Form)	Х						
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Phone/Video Interview Unsuccessful				Х			select a reason they are not successful.
On Campus Invite					1		
On Campus Invite Accepted			 		1	1	
On Campus Interview Evaluation							
On Campus Interview Evaluation							Course committee con enter in interview surrence at this star
Summary On Community Interview Suggested			<u> </u>			1	Search committee can enter in interview summary at this step
On Campus Interview Successful							

De Campus Interview Unsuccessful X select a reason they are not successful. Nove your candidate here. You must wait for UP-Fs for approval before running a background check. Add your candidate name to the Accurate Background Successful. X van Proof Unsuccessful X van Proof						T	NA/hara are are liberation according to their atatus convenient to
Move your candidate here. You must wait for UP-F5 for approval before running a background check Add your candidate name to the Accurate Background Shared Log. Vax Proof Successful Vax Proof Unsuccessful Vax Proof Unsuccessful Accurate Background Shared Log. Use this step if you initiate a background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly in Accurate, Orif you use LiveScen for the background check directly							When an applicant is moved to this status you will be required to
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Applicant Withdrawn x x x x x x x Incomplete				Х	Х		
Incomplete					Х		
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	Ineligible				Х		
Submitted	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