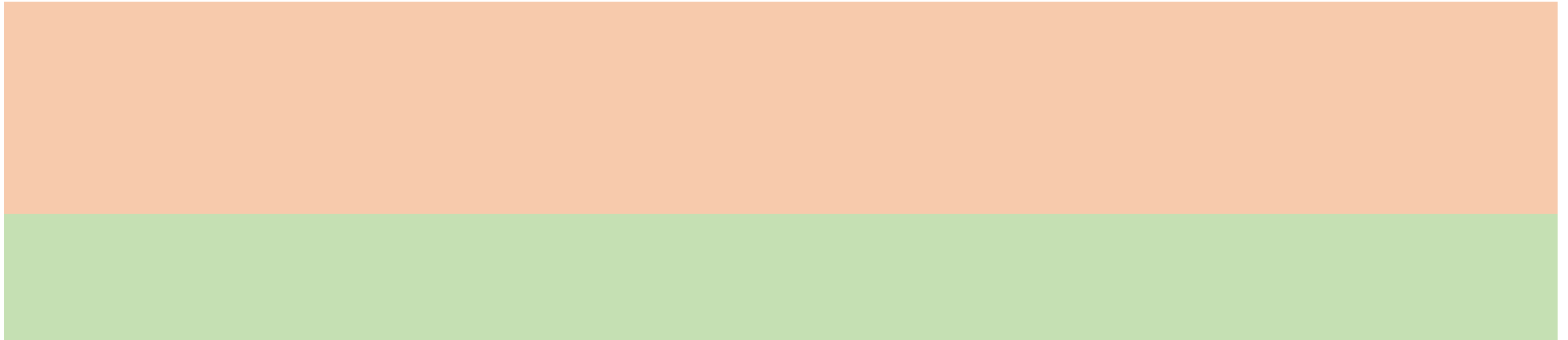
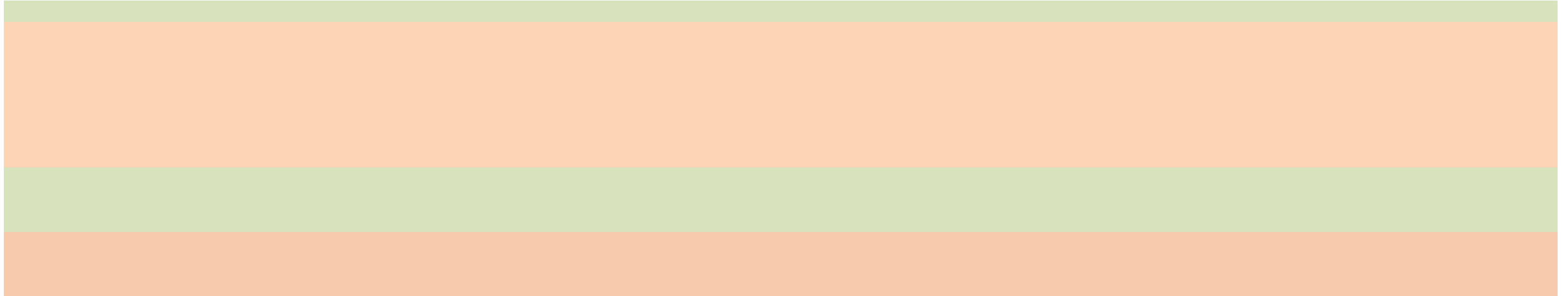
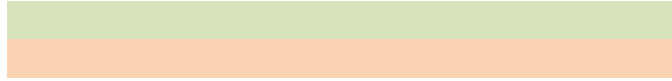


LEGEND



				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. Create the offer letter template for signatures. Once offer letter is signed, upload back into CHRS Recruiting and create the bulk compile PDF file.
Prepare Offer and Upload Transcripts	x			<i>Please note: For concurrent hires, transcripts are not required to be collected.</i>
Formal Offer Extended	x		x	
Formal Offer Accepted- DO NOT SELECT - SYSTEM STATUS ONLY	x			Applicant will be sent an email to accept or decline offer through the system. 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.