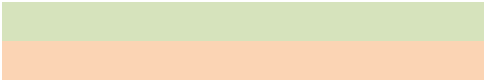


**LEGEND**



Application Status	System Status	Required Step	Email	Form	Form Recipient	Notes
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 (recommended). Not required if letters are collected through the auto method.
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.
Phone/Video Interview Successful ( <b>DO NOT SELECT</b> - Completed: RC&BR Form and CSU EQ Form)	x					The system will move the application into this status when the forms in the prior step are submitted by the candidate.
Vax Proof Initiated			x			Move your candidate here. You must wait for UP-FS for approval before running a background check. Add your candidate name to the <a href="#">Accurate Background Shared Log</a> .

Vax Proof S ( P59.4)c1 (c)1 (es)1 (s)1 ( S ( Pul)TJAs)1 ( SOTc)OTwS ( PuETE)MQ 82 90.76.48e|V nBTg12 0123.692 Tm[V)1 (ax)14 P)1 (r)7ooU)6n (c)1( S ( P59.4)c1 (c)1 (es)1 (s)

Background Check Initiated  
outside of CHRSated

