

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

Application Status	System Status	Required Step	Update Job Status	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	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			x				Search Committee can enter in screening details at this step.
Search Committee Review		x	x				Search committee must review applicant data.
Search Committee Review Successful							
Search Committee Review Unsuccessful				x			When an applicant is moved to this status you will be required to select a reason they are not successful.
Phone/Video Interview Invite		x	x				Not required if applicant was moved to a prior unsuccessful status.
Phone/Video Interview Accepted				x			
Phone/Video Interview Declined							
Phone/Video Interview Evaluation Summary			x				Search committee can enter in interview summary at this step
Phone/Video Interview Successful (Send: RC&BR Form)		x		x	x	Applicant	When an applicant is moved to this status, the Reference Check and Background Check Release Form will be sent. Not required if applicant was moved to a prior unsuccessful status.
Phone/Video Interview Successful (DO NOT SELECT-Complete: RC&BR 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							
On Campus Invite Accepted							
On Campus Invite Declined							
On Campus Interview Evaluation Summary							Search committee can enter in interview summary at this step
On Campus Interview Successful							

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