LEGEND

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							

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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