### Candidate Selection Workflow — Direct Hire

**Progressing Candidates:** For a candidate to progress to the next step, the candidate must be in the last status of the current step.

<table>
<thead>
<tr>
<th>Steps</th>
<th>New</th>
<th>Offer Checks</th>
<th>Offer</th>
<th>Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Status:</strong></td>
<td>To be Reviewed</td>
<td>To be Checked</td>
<td>Offer to be Made</td>
<td>To be Hired</td>
</tr>
<tr>
<td></td>
<td>Recommended for Hire</td>
<td>Initiate Background Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Not Required</td>
<td></td>
</tr>
</tbody>
</table>

- **Draft**
- **Cancelled**
- **Approval in Progress**
- **Approval Rejected**
- **Approved**
- **Extended**
- **Rescinded**
- **Reneged**
- **Negotiation**
- **Refused**
- **Offer Accepted**
- (See list below)

**Hired (Send to HCM):** This step/status initiates feed to HCM.

**End of status:**

- **Not Selected**
- **Rejected**
- **Not Selected**
- **Applicant Withdrew**

- **Automatic Trigger:** Statuses denoted with gears 🔄 indicate a status that is automatically initiated from the previous status.
- **System Generated Status:** Offer statuses denoted with an asterisk (*) are system generated to track offer-letter progress and cannot be modified.
- **Candidate Status:** The row for Candidate Status reflects what a candidate sees when checking on an application.