University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

CU Careers: Job Aid

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.

Steps →	New	Offer Checks	Offer	Hire
Statuses				
Initial Status:	To be Reviewed	To be Checked	Offer to be Made	To be Hired
	Recommended for Hire	Initiate Background Check Not Required	* Draft * Cancelled * Approval in Progress * Approval Rejected * Approved * Extended * Rescinded * Reneged * Negotiation * Refused * Offer Accepted (See list below)	Hired (Send to HCM) This step/status initiates feed to HCM.
Candidate Status:	Received	In Progress	In Progress	Hire
End of status:	Not Selected	Not Selected	Rejected	Not Selected
	Applicant Withdrew	Applicant Withdrew	Applicant Withdrew	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.