## 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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To be Reviewed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Status:</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></td>
<td>Recommended for Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initiate Background Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Draft**
- **Cancelled**
- **Approval in Progress**
- **Approval Rejected**
- **Approved**
- **Extended**
- **Rescinded**
- **Reneged**
- **Negotiation**
- **Refused**
- **Offer Accepted**
- **Hired (Send to HCM)**

- **Candidate Status:** The row for Candidate Status reflects what a candidate sees when checking on an application.

### 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.

### Table:
- **End of status:**
  - Not Selected
  - Rejected
  - Not Selected
  - Applicant Withdrew

- **Candidate Status:**
  - Received
  - In Progress
  - In Progress
  - Hire

- **Offer Statuses:**
  - Draft
  - Cancelled
  - Approval in Progress
  - Approval Rejected
  - Approved
  - Extended
  - Rescinded
  - Reneged
  - Negotiation
  - Refused
  - Offer Accepted
  - Hired (Send to HCM)

This step/status initiates feed to HCM.