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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Hire	Initiate Background Check Not Required	 Draft Cancelled Approval in Progress Approval Rejected Approved Extended Rescinded Reneged Negotiation Refused Offer Accepted (See list below) 	Hired (Send to HCM) This step/status initiates feed to HCM.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.