





CU Careers: Job Aid

Candidate Selection Workflow — Recruit

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	Under Review	Interviews	Offer Checks	Offer	Hire
Statuses						
Initial Status:	To be Reviewed	Under Review	Interview	To be Checked	Offer to be Made	To be Hired
	Meets Minimum Qualifications	Send Invite for Confidential Letters of Recommendation (see below)	2 nd Interview	Initiate Background Check	* Draft * Cancelled * Approval in Progress * Approval Rejected * Approved * Extended * Rescinded * Reneged * Negotiation * Refused * Offer Accepted (See below)	Send DOB/SSN Collection (Required)
		 Initiate Confidential Letter of Recommendation (Faculty)	HireVue	Not Required		 DOB/SSN Completion (Required)
		 Letters Received (Faculty)	SkillSurvey			Hired (Send to HCM) This step/status initiates feed to HCM.
		Selected for Interview	Finalist			
			Recommended for Hire			
Candidate Status	Received	In Progress	In Progress	In Progress	In Progress	Hire
End of status:	Not Selected	Not Selected	Not Selected	Not Selected	Rejected	Not Selected
	Applicant Withdrew	Applicant Withdrew	Candidate Withdrew	Applicant Withdrew	Applicant Withdrew	Applicant Withdrew

- **Letters of Recommendation:** To request letters of recommendation, the candidate must be moved manually to the Send Invite for References status.
- **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.