

<b>Status</b>	Recruiting workflow status in iCIMS
<b>Primary Submitter</b>	User responsible for submitting to status
<b>Processing Notes</b>	Details for process step and key information needed
<b>Additional Submitter</b>	Additional users with submission access
<b>User Access</b>	Users who have access but inability to submit
<b>Candidate Status</b>	Status candidate can view in their dashboard

**\*\* @ notes should be utilized to notate an action where there is no status**

	TALENT ACQUISITION
	TALENT FULFILLMENT
	CAMPUS HR
	DEPT ADMIN
	SUPERVISOR
	SEARCH COMMITTEE
	COMPENSATION
	ONBOARDING
	RECORDS

	PROVOST HR
	CAMPUS HR
	DEPT ADMIN
	SUPERVISOR
	SEARCH COMMITTEE
	ONBOARDING
	RECORDS
	RESEARCH SECURITY
	OFFICE OF EQUAL OPPORTUNITY COMPLIANCE
	OFFICE OF INTERNATIONAL PROGRAMS

**FACULTY**

**ICIMS RECRUITING WORKFLOW STATUS**

STATUS	PRIMARY SUBMITTER	PROCESSING NOTES	ADDITIONAL SUBMITTER	VIEW ONLY	CANDIDATE STATUS
<b>APPLICATION REVIEW PHASE</b>					
Search Committee Review		Candidate's Application status defaults to 'Search Committee Review' for Department Review		Campus HR Dept Admin Supervisor Search Committee	Under Review
Reference Check Initiated	Campus HR	<b>OPTIONAL STEP:</b> Campus HR or Dept Admin has ability to submit to Reference Check Initiated to submit candidate(s) into this status to request references through SkillSurvey	Dept Admin Supervisor	Search Committee	Under Review
<b>INTERVIEW PHASE</b>					
Research Security Review	Campus HR	<b>OPTIONAL STEP:</b> Campus HR or Dept Admin has ability to submit to Research Security Review for those interested in interviewing	Dept Admin Supervisor	Search Committee	Further Consideration
Research Security Approval	Research Security	<b>ONLY APPLIES TO THOSE SUBMITTED TO 'Research Security Review':</b> Research Security reviews and approves for interview. Rejection will be submitted if there is no approval.		Campus HR Dept Admin Supervisor Search Committee	Further Consideration
Interview Scheduler	Campus HR	<b>OPTIONAL STEP:</b> Campus HR submits forward by selecting 'Advance' to 'Interview Scheduler' or 'Interview Scheduled' Interview Scheduler launches the interview scheduling tool.	Dept Admin Supervisor	Search Committee	Further Consideration
Interview Scheduled	Campus HR	<b>OPTIONAL STEP:</b> Notation of interviews scheduled	Dept Admin Supervisor	Search Committee	Further Consideration
<b>PRE-EMPLOYMENT PHASE</b>					
Selected for Hire	Campus HR	1. Disposition candidates not selected and include reason for selection of finalist in the Notes tab (also select 'only for this job' in notes) 2. Advance finalist to 'Selected for Hire' 3. Autolaunch prompt with approvals - select Global Approval list 'Faculty Finalist' - if Campus HR is the user initiating, click <b>x</b> for Campus HR, then Save and Begin Approvals 4. Complete 'Offer Details' tab within iCIMS	Dept Admin Supervisor		Further Consideration
Contingent Offer (Faculty)	Campus HR	Offer wizard opens to select template and edit details, then select offer approvals; Select Global Approval list 'Faculty Offer' then click save and start approvals.  Offer Acknowledged on Dashboard; Campus HR advances to 'Pending Contingencies' which launches the background check integration. (Units must confirm <b>Background Check Package</b> and <b>Billing Code</b> accuracy within Job Details)	Dept Admin Supervisor	Search Committee	Further Consideration
Pending Contingencies	Campus HR	Campus HR confirms satisfactory background check by advancing candidate to 'Contingencies Verified'		Dept Admin Supervisor Search Committee	Verbal Offer
Contingencies Verified	Campus HR	<b>AT THIS STAGE THE FOLLOWING SHOULD BE IN ICIMS:</b> CV (Candidate Profile); Transcript (Candidate Profile or Person Attachment); Degree Authentication from Spantran, if needed (Person Attachment); Controlled Technology (iForm); Tenure Agreement, if applicable, routed for signatures in AdobeSign (uploaded in the Pay Evaluator/Tenure Agreement field on Offer Details); Background Check (iCIMS Integration, Screen tab); Signed Contingent Offer letter (Offer Letter tab)		Campus HR Dept Admin Supervisor Search Committee	Verbal Offer
Offer Extended	Provost HR	Status opens offer wizard for official officer letter <b>OPTIONAL STEP for DS-2019 Packet or PROV200:</b> Includes in Notes tab that offer letter is within Person Attachments.	Campus HR Dept Admin	Supervisor	Offer
Offer Acknowledged	Candidate	<b>DASHBOARD STATUS ONLY:</b> 1. All disposition emails will be sent 2. Onboarding assigns initial onboarding tasks legally required for employment		Campus HR Dept Admin Supervisor	Offer
<b>ONBOARDING</b>					
Onboarding Assigned	Onboarding	New hire competes required steps to legall perform work, once complete, Onboarding advances to 'Records Initial Review'		Campus HR Dept Admin Supervisor	Onboarding
<b>RECORDS</b>					
Records Initial Review	Records Specialists	Records team reviews all information for accuracy		Campus HR	Hired
Records Final Review	Records Manager	Records Manager reviews all information and sends to Banner for application		Dept Admin Supervisor	Hired
<b>HIRED</b>					
Hired - No Onboarding	Records	Data from iCIMS is sent to Banner			Hired
Hired - Sent to HRIS	Records	Data from iCIMS is sent to Banner			Hired

**NON-FACULTY**

**ICIMS RECRUITING WORKFLOW STATUS**

STATUS	PRIMARY SUBMITTER	PROCESSING NOTES	ADDITIONAL SUBMITTER	VIEW ONLY	CANDIDATE STATUS
<b>APPLICATION REVIEW PHASE</b>					
Application Received (Non-Faculty)		Received - ability for review by Admin-Auburn and Employment users		Talent Acquisition	Under Review
Reviewed by Talent Acquisition	Talent Acquisition	Talent Acquisition team (Employment user) has reviewed and checked eligibility		Campus HR Supervisor	Under Review
Screened by Talent Acquisition	Talent Acquisition	Status utilized by Talent Acquisition team (Employment user) when they complete a phone screen with candidate		Campus HR Supervisor Search Committee	Under Review
Search Committee Review	Talent Acquisition	Talent Acquisition advances to 'Search Committee Review' for Department Review		Campus HR Supervisor Search Committee	Under Review
<b>INTERVIEW PHASE</b>					
Interview Scheduler	Campus HR	Campus HR submits forward by selecting 'Advance' to 'Interview Scheduler' or 'Interview Scheduled' Interview Scheduler launches the interview scheduling tool.	Supervisor	Search Committee	Further Consideration
Interview Scheduled	Campus HR	Notation of interviews scheduled	Supervisor	Search Committee	Further Consideration
<b>PRE-EMPLOYMENT PHASE</b>					
Selected for Hire	Campus HR	Disposition candidates not selected, advance finalist to 'Selected for Hire' which prompts auto launch for: 1. Select Global Approval List 'Finalist - Non-Faculty' to route through Campus HR and Talent Acquisition. Campus HR can be skipped if this user is the submitter 2. Request references via Skill Survey, prepare pay evaluator and upload to Offer Details tab	Supervisor	Search Committee	Further Consideration
Pay Evaluator Draft	Campus HR	1. Complete Offer Details tab 2. Upload draft Pay Evaluator to Person Attachments 3. Advance candidate to 'Pay Evaluator Draft'		Supervisor Search Committee	Further Consideration
Pay Evaluator Approved	Compensation	→ Compensation review and approval, uploads signed Pay Evaluator to Person Attachments tab → <b>Campus HR obtains all required signatures and uploads to Offer Details tab</b> → <b>Campus HR adds note in the Notes tab for 'Final Pay Evaluator' and @ Talent Fulfillment specialist informing that upload is complete</b>		Campus HR Supervisor Search Committee	Further Consideration
Verbal Offer Authorized	Talent Fulfillment	Talent fulfillment reviews completed References and Final Pay Evaluator, then advances candidate to Verbal Offer Authorized		Campus HR Supervisor Search Committee	Further Consideration
Verbal Offer Accepted	Campus HR	Campus HR advances to Verbal Offer Accepted once candidate accepts verbal offer, auto-notification sent with contingent offer		Dept Admin Supervisor Search Committee	Verbal Offer
Pre-Screening Initiated	Talent Fulfillment	Includes background check, drug screen, physical screen or other additional screen as required by the job, Talent Fulfillment reviews and submits satisfactory completion by advancing candidate to 'Pre-Screening Complete'.		Campus HR Dept Admin Supervisor Search Committee	Verbal Offer
Pre-Screening Complete	Talent Fulfillment	Campus HR reviews all details in Offer Details tab and enters Employment Start Date in compliance with Univeristy policy on Employment Start Dates, then advances candidate to 'Employment Start Date Confirmed'.		Campus HR Supervisor	Verbal Offer
Employment Start Date Confirmed	Campus HR	Talent Fulfillment reviews Offer Details and Employment Start Date then advances candidate to 'Offer Extended'.		Supervisor Search Committee	Verbal Offer
Offer Extended	Talent Fulfillment	Talent Fulfillment completes offer letter and sends to candidate		Supervisor Search Committee	Offer
Offer Acknowledged	Candidate	<b>DASHBOARD STATUS ONLY:</b> 1. All disposition emails will be sent 2. Talent Fulfillment assigns initial onboarding tasks legally required for employment		Campus HR Dept Admin Supervisor	Offer
<b>ONBOARDING</b>					
Onboarding Assigned	Onboarding	New hire competes required steps to legall perform work, once complete, Onboarding advances to 'Records Initial Review'		Campus HR Dept Admin	Onboarding

			Supervisor	
<b>RECORDS</b>				
Records Initial Review	Records Specialists	Records team reviews all information for accuracy	Campus HR	Hired
Records Final Review	Records Manager	Records Manager reviews all information and sends to Banner for application	Dept Admin	Hired
<b>HIRED</b>				
Hired - No Onboarding	Records	Data from iCIMS is sent to Banner		Hired
Hired - Sent to HRIS	Records	Data from iCIMS is sent to Banner		Hired

## HOURLY STUDENT JOB

ICIMS RECRUITING WORKFLOW STATUS

	STATUS	PRIMARY SUBMITTER	PROCESSING NOTES	ADDITIONAL SUBMITTER	VIEW ONLY	CANDIDATE STATUS
<b>APPLICATION REVIEW PHASE</b>						
RECRUIT	Application Received		Default submittal status: Initial review of applicants	Campus HR Dept Admin	Supervisor	Under Review
	<b>INTERVIEW PHASE</b>					
	Interview Scheduler	Campus HR	Auto launches system interview scheduler for ease of scheduling, not required - may choose to move directly to interview scheduled	Dept Admin Supervisor	Application Reviewers	Further Consideration
	Interview Scheduled	Campus HR	Notation of interviews scheduled	Dept Admin Supervisor	Application Reviewers	Further Consideration
<b>PRE-EMPLOYMENT PHASE</b>						
DIRECT HIRE	Selected for Hire	Campus HR	Disposition candidates not selected, advance finalist to 'Selected for Hire (Student or TES) and completes Offer Details tab. <b>Default submittal status for Direct Hire - follow all instructions above that apply.</b>	Dept Admin Supervisor	Application Reviewers	Further Consideration
	Pre-Screening Initiated	Talent Fulfillment	Includes background check, drug screen, physical screen or other additional screen as required by the job, Talent Fulfillment reviews and submits satisfactory completion by advancing candidate to 'Pre-Screening Complete'.		Campus HR Dept Admin Supervisor	Verbal Offer
	Pre-Screening Complete	Talent Fulfillment	Campus HR reviews all details in Offer Details tab and enters Employment Start Date in compliance with University policy on Employment Start Dates, then advances candidate to 'Employment Start Date Confirmed'.		Campus HR Dept Admin Supervisor	Verbal Offer
	Employment Start Date Confirmed	Campus HR	Talent Fulfillment reviews Offer Details and Employment Start Date then advances candidate to 'Offer Extended'.		Dept Admin Supervisor	Verbal Offer
	Offer Extended	Talent Fulfillment	Talent Fulfillment completes offer letter and sends to candidate <b>Federal Work Study (WA): Offer approval required by Financial Services</b>		Campus HR Dept Admin Supervisor	Offer
	Offer Acknowledged	Candidate	<b>DASHBOARD STATUS ONLY:</b> 1. All disposition emails will be sent 2. Talent Fulfillment reviews all information for accuracy and assigns initial onboarding tasks legally required for employment		Campus HR Dept Admin Supervisor	Offer
	<b>ONBOARDING</b>					
	Onboarding Assigned	Onboarding	New hire completes required steps to legally perform work, once complete, Onboarding advances to 'Records Initial Review'		Campus HR Dept Admin Supervisor	Onboarding
<b>RECORDS</b>						
	Records Initial Review	Records Specialists	Records team reviews all information for accuracy		Campus HR Dept Admin Supervisor	Hired
	Records Final Review	Records Manager	Records Manager reviews all information and sends to Banner for application		Supervisor	Hired
<b>HIRED</b>						
	Hired - No Onboarding	Records	Data from iCIMS is sent to Banner			Hired
	Hired - Sent to HRIS	Records	Data from iCIMS is sent to Banner			Hired



GRADUATE ASSISTANTSHIP

ICIMS RECRUITING WORKFLOW STATUS

	STATUS	PRIMARY SUBMITTER	PROCESSING NOTES	ADDITIONAL SUBMITTER	VIEW ONLY	CANDIDATE STATUS
<b>APPLICATION REVIEW PHASE</b>						
RECRUIT	Application Received		Default submittal status: Initial review of applicants	Campus HR Dept Admin	Supervisor	Under Review
	<b>INTERVIEW PHASE</b>					
	Interview Scheduler	Campus HR	Auto launches system interview scheduler for ease of scheduling, not required - may choose to move directly to interview scheduled	Dept Admin Supervisor	Application Reviewers	Further Consideration
	Interview Scheduled	Campus HR	Notation of interviews scheduled	Dept Admin Supervisor	Application Reviewers	Further Consideration
<b>PRE-EMPLOYMENT PHASE</b>						
DIRECT HIRE	Selected for Hire	Campus HR	Disposition candidates not selected, advance finalist to 'Selected for Hire (Student or TES) and completes Offer Details tab. <b>Default submittal status for Direct Hire - follow all instructions above that apply.</b>	Dept Admin Supervisor	Application Reviewers	Further Consideration
	GA Position Description	Campus HR	<b>Graduate Assistant (GRADA/GA) Positions ONLY: Position Description is automatically triggered by status:</b> → Completes form on student with all required information included → Starts approval by selecting appropriate approvals → Once approvals are complete, submits form to candidate → After all approvals and student agreement is obtained, Campus HR or Dept Admin creates a note in the Notes tab for GA Position Description complete and adds @ in description to Hannah Wiggins.	Dept Admin	Supervisor	Further Consideration
	Pre-Screening Initiated	Talent Fulfillment	Includes background check, drug screen, physical screen or other additional screen as required by the job, Talent Fulfillment reviews and submits satisfactory completion by advancing candidate to 'Pre-Screening Complete'.		Campus HR Dept Admin Supervisor	Verbal Offer
	Pre-Screening Complete	Talent Fulfillment	Campus HR reviews all details in Offer Details tab and enters Employment Start Date in compliance with University policy on Employment Start Dates, then advances candidate to 'Employment Start Date Confirmed'.		Campus HR Dept Admin Supervisor	Verbal Offer
	Employment Start Date Confirmed	Campus HR	Talent Fulfillment reviews Offer Details and Employment Start Date then advances candidate to 'Offer Extended'.		Dept Admin Supervisor	Verbal Offer
	Offer Extended	Talent Fulfillment	Talent Fulfillment completes offer letter and sends to candidate <b>OFFER APPROVAL REQUIRED: Graduate School</b>		Campus HR Dept Admin Supervisor	Offer
	Offer Acknowledged	Candidate	<b>DASHBOARD STATUS ONLY:</b> 1. All disposition emails will be sent 2. Talent Fulfillment reviews all information for accuracy and assigns initial onboarding tasks legally required for employment		Campus HR Dept Admin Supervisor	Offer
<b>ONBOARDING</b>						
	Onboarding Assigned	Onboarding	New hire completes required steps to legally perform work, once complete, Onboarding advances to 'Records Initial Review'		Campus HR Dept Admin Supervisor	Onboarding
<b>RECORDS</b>						
	Records Initial Review	Records Specialists	Records team reviews all information for accuracy		Campus HR Dept Admin Supervisor	Hired
	Records Final Review	Records Manager	Records Manager reviews all information and sends to Banner for application		Supervisor	Hired
<b>HIRED</b>						
	Hired - No Onboarding	Records	Data from iCIMS is sent to Banner			Hired
	Hired - Sent to HRIS	Records	Data from iCIMS is sent to Banner			Hired

TEMPORARY (TES)

ICIMS RECRUITING WORKFLOW STATUS

	STATUS	PRIMARY SUBMITTER	PROCESSING NOTES	ADDITIONAL SUBMITTER	VIEW ONLY	CANDIDATE STATUS
<b>APPLICATION REVIEW PHASE</b>						
RECRUIT	Application Received		Default submittal status for <b>Recruitment</b> : Initial review of applicants	Campus HR Dept Admin	Supervisor	Under Review
	<b>INTERVIEW PHASE</b>					
	Interview Scheduler	Campus HR	Auto launches system interview scheduler for ease of scheduling, not required - may choose to move directly to interview scheduled	Dept Admin Supervisor	Application Reviewers	Further Consideration
	Interview Scheduled	Campus HR	Notation of interviews scheduled	Dept Admin Supervisor	Application Reviewers	Further Consideration
<b>PRE-EMPLOYMENT PHASE</b>						
DIRECT HIRE	Selected for Hire	Campus HR	Disposition candidates not selected, advance finalist to 'Selected for Hire (Student or TES) and completes Offer Details tab. <b>Default submittal status for Direct Hire - follow all instructions above that apply.</b>	Dept Admin Supervisor	Application Reviewers	Further Consideration
	Pre-Screening Initiated	Talent Fulfillment	Includes background check, drug screen, physical screen or other additional screen as required by the job, Talent Fulfillment reviews and submits satisfactory completion by advancing candidate to 'Pre-Screening Complete'.		Campus HR Dept Admin Supervisor	Further Consideration
	Pre-Screening Complete	Talent Fulfillment	Campus HR reviews all details in Offer Details tab and enters Employment Start Date in compliance with Univeristy policy on Employment Start Dates, then advances candidate to 'Employment Start Date Confirmed'.			Pre-Screening
	Employment Start Date Confirmed	Campus HR	Pre-Screens complete, Campus HR enters/reviews Employment Start Date in compliance with Univeristy policy on Employment Start Dates		Dept Admin Supervisor	Verbal Offer
	Offer Extended	Talent Fulfillment	Talent Fulfillment reviews Offer Details and Employment Start Date then advances candidate to 'Offer Extended'.		Campus HR Dept Admin Supervisor	Offer
	Offer Acknowledged	Candidate	<b>DASHBOARD STATUS ONLY:</b> 1. All disposition emails will be sent 2. Talent Fulfillment reviews all information for accuracy and assigns initial onboarding tasks legally required for employment		Campus HR Dept Admin Supervisor	Offer
<b>ONBOARDING</b>						
	Onboarding Assigned	Onboarding	New hire competes required steps to legall perform work, once complete, Onboarding advances to 'Records Initial Review'		Campus HR Dept Admin Supervisor	Onboarding
<b>RECORDS</b>						
	Records Initial Review	Records Specialists	Records team reviews all information for accuracy		Campus HR Dept Admin Supervisor	Hired
	Records Final Review	Records Manager	Records Manager reviews all information and sends to Banner for application			Hired
<b>HIRED</b>						
	Hired - No Onboarding	Records	Data from iCIMS is sent to Banner			Hired
	Hired - Sent to HRIS	Records	Data from iCIMS is sent to Banner			Hired

