



Applicant Frequently Asked Questions

CSU Pueblo Search Process Guide

This guide explains how applications are reviewed, what Workday statuses mean, when hiring decisions are typically made, and what to expect from interviews, start dates, and work locations.

How do I check my application status?

Your Workday Candidate Home provides the most current information available about your application. Status labels may change as the search advances, and Under Review can appear at more than one stage.

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Open Candidate Home Return to the CSU Pueblo employment site and select Sign In on the upper right.	Sign In Use the same email address and password you used when creating your account to apply.	Open My Applications Locate the position you want to review. Each application has its own status.	Check Tasks and Events Open any pending task or scheduled event for additional details or required action.

What does my application status mean?

Candidate Home Shows	What It Means	What You Should Do
Under Review After submission	Your application was received and remains active while Human Resources completes the initial review.	Confirm that you submitted every required attachment. No additional action is needed unless you receive a task or message.
In Progress	Your application was complete and met the listed minimum qualifications, so it advanced to committee review.	Your application is still active. This status does not guarantee an interview, and no action is needed unless Workday requests it.
Under Review - Interview stage	If you are selected to interview, your status may return to Under Review. This is normal and does not mean you moved backward.	Watch Candidate Home and your email for a scheduled interview event or further instructions.
Inactive	Your application is no longer active for that position due to being marked as declined. Candidate Home may show a reason such as Does Not Meet Minimums, Not Selected, or Application Withdrawn.	Review the reason displayed with the application. Other applications will continue to show their own statuses.



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What happens after I submit my application?

Search Stage	What Happens
Application Submitted	Workday receives your application and required attachments. Your application status initially displays as Under Review.
Minimum Qualification Review	The search committee chair reviews whether the application is complete and whether you meet every minimum qualification listed in the announcement.
Committee Review	Qualified and complete applications move to a more detailed committee review. Committee members numerically score the application materials using established job-related criteria.
Interviews	The highest-scoring candidates move forward to interviews. Depending on the position, the process may include Microsoft Teams/virtual, on-site, or presentation interviews. May also include second-round interview or campus tour.
References and Final Selection	Candidates selected to advance receive a task in their candidate home/Workday task box to provide references. The search committee completes its review before a final candidate is selected.

How long does the hiring process usually take?

There is not a predetermined final decision date for every search. A search commonly takes approximately **two to six weeks after the full consideration date**, although the timeline depends on the position and various factors during the search process, such as the type of interview process being conducted.

A search using one round of Microsoft Teams interviews may move more quickly. Searches involving presentations, on-site interviews, second-round interviews, or campus tours require additional coordination and may take longer.

Standard hire dates are the first and sixteenth of each month. These dates help determine a new employee's start date after a selection is made; they are not deadlines for the search committee to make its decision.

Does Meeting the Minimum Qualifications Guarantee an Interview?

No. Meeting the minimum qualifications allows an application to advance to committee review. The committee then completes a more detailed, numerically scored assessment of the qualified applications, and the highest-scoring candidates move forward to interviews.

Tasks and Events You May See

Interview appointments and reference requests are separate from the status label shown under My Applications.



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What Appears	What It Means	What You Should Do
Scheduled Interview Event	When an interview is scheduled in Workday, an event will appear in Candidate Home. Open it to review the date, time, and modality.	Workday does not currently provide a field for a Microsoft Teams link. For a virtual interview, review your email for the meeting link or additional instructions from our Search Chairs.
Reference Request Task	If you are selected to move forward to reference checks, Workday will assign you a task to provide your references. You may also receive an email notification.	Open and complete the task promptly. Moving to the reference stage means you are advancing, but it does not guarantee an offer.

Frequently Asked Questions

What is the full consideration date?

Applications received with all required materials by the full consideration date are included in the initial review pool. A posting may remain open after that date, but applications submitted later may be reviewed only if the search needs additional candidates.

When will a final hiring decision be made?

CSU Pueblo does not establish one decision date for every search. Many searches take approximately two to six weeks after the full consideration date. Searches with presentations, on-site visits, campus tours, or multiple interview rounds may take longer.

When would the selected candidate begin work?

The University generally uses the first and sixteenth of each month as standard hire dates. The hiring department and Human Resources will coordinate the applicable start date with the selected candidate after the search and required hiring steps are complete.

Is the position remote?

Unless the job announcement specifically identifies the position as remote or hybrid, applicants should expect the position to work on site at the location associated with the role. This may be the main CSU Pueblo campus or a designated satellite location.

My status changed from In Progress back to Under Review. Did I move backward?

No. Workday uses Under Review at more than one stage. If your application previously showed In Progress, returning to Under Review may mean you were selected to move into the interview stage. Look for a scheduled event or communication with additional information.

Where can I find my interview details?

Open the scheduled event in Candidate Home to review the date, time, and interview format. If the interview is virtual, the Microsoft Teams link may be sent separately by email.

What does Inactive mean?

Inactive means your application is no longer being considered for that position. Candidate Home may show Not Selected when you were not chosen to continue or Application Withdrawn if you chose to withdraw from the search.

Need Assistance

The Candidate Home provides the most current information available about your application.

If you cannot open an assigned task, or believe the system is displaying an error, contact CSU Pueblo Human Resources at hr@csupueblo.edu or **719-549-2441**.