



Manager Quick Reference- Hiring & Onboarding Status Guide

Onboarding Tracker Statuses

Status	Meaning	Manager Action
Not Started	Candidate record created. Onboarding has not begun.	No action needed
In Progress	Candidate is actively completing onboarding tasks.	Monitor progress
Pending Consent	Candidate has not authorized background check.	Follow up with candidate
BG Processing	Background check is running.	Await results
Pending BG	Waiting for background check results.	Await clearance
Pre-Adverse	Background check requires HR review.	Do not proceed
Complete	Background check cleared.	Continue onboarding
Ready for Hire	All requirements complete.	Coordinate start date with HR

JazzHR Statuses

Status	Meaning
Verbal Offer Extended	Verbal offer presented; awaiting response.
Verbal Offer Accepted	Candidate verbally accepted.
Official Offer Letter – Signed	Candidate signed the offer.
Candidate Cleared to Start	Candidate completed onboarding and is approved to begin.
Official Start Date	Use only after employee starts work.

HR Use Only Statuses

Managers should not move candidates into HR Use Only statuses.

Official Offer Letter – Extended

Onboarding & Background Check – Onsite

Onboarding & Background Check – Remote Only

Official Offer Letter – Signed (HR)

Hired/Completed