Job Application Flow for GA Hiresync

Job Application Status

- 🟡 **Pending** → When the application is initially submitted or awaiting client action.
- 🟢 **Processing** → After client shortlists the application and interview process starts.
- 🔴 **Rejected** → When the client or recruiter rejects the application with a reason.
- 🟠 **Hold** → After interview rounds are completed and waiting for client final selection.
- ✅ **Selected** → When the client selects a candidate and provides CTC + joining date.
- 🔵 **Pending Joining** → When the candidate hasn't yet accepted or rejected the offer.
- 🟢 **Accepted** → When the candidate accepts the joining offer.
- 🔴 **Declined / Negotiated** → When the candidate rejects or negotiates the offer.
- 🟣 **Joined** → When the candidate successfully joins the organization.
- 🔴 **Left** → When the candidate leaves the organization.
- 🟡 **Replacement** → When a replacement process starts after a candidate leaves.

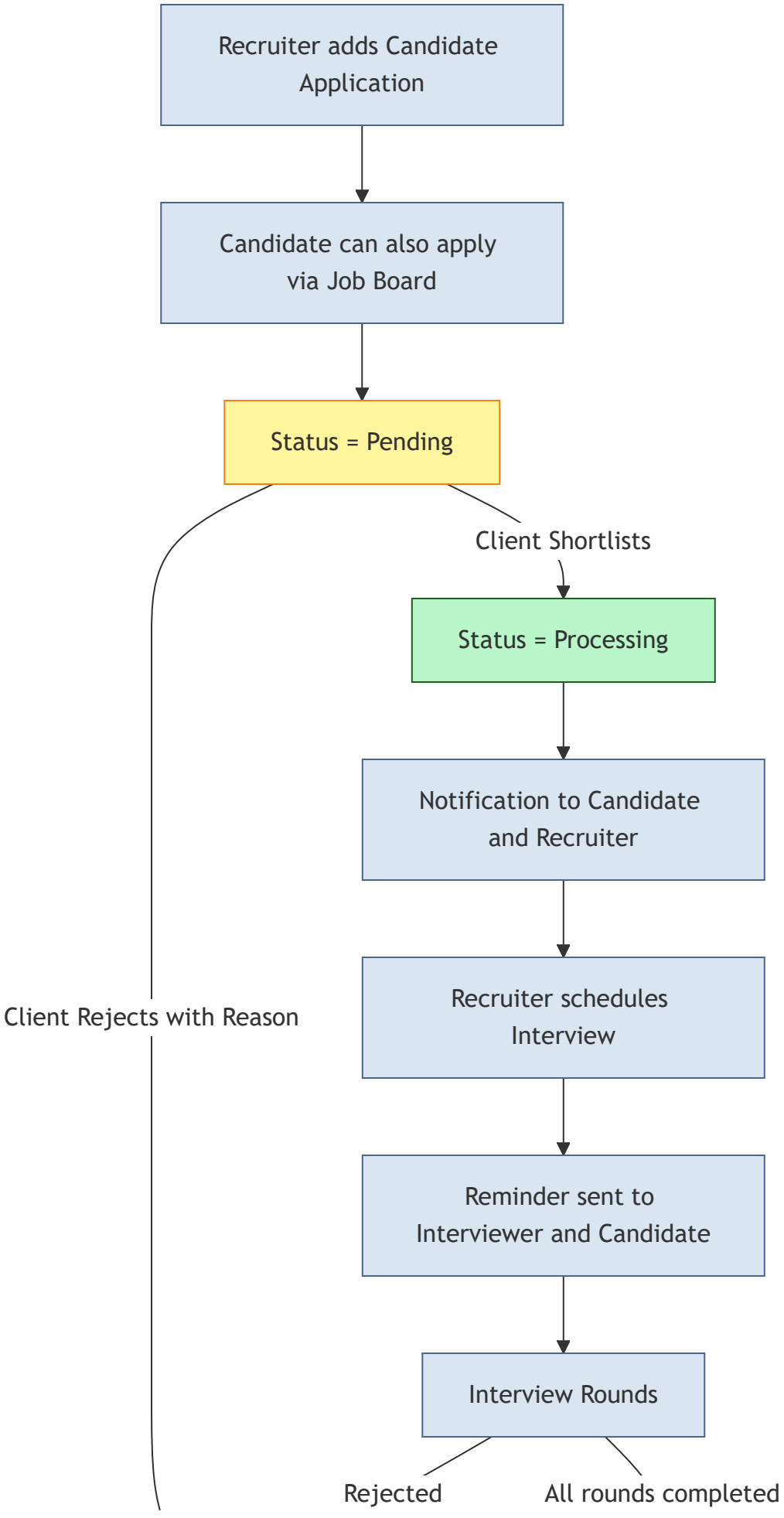
Flow

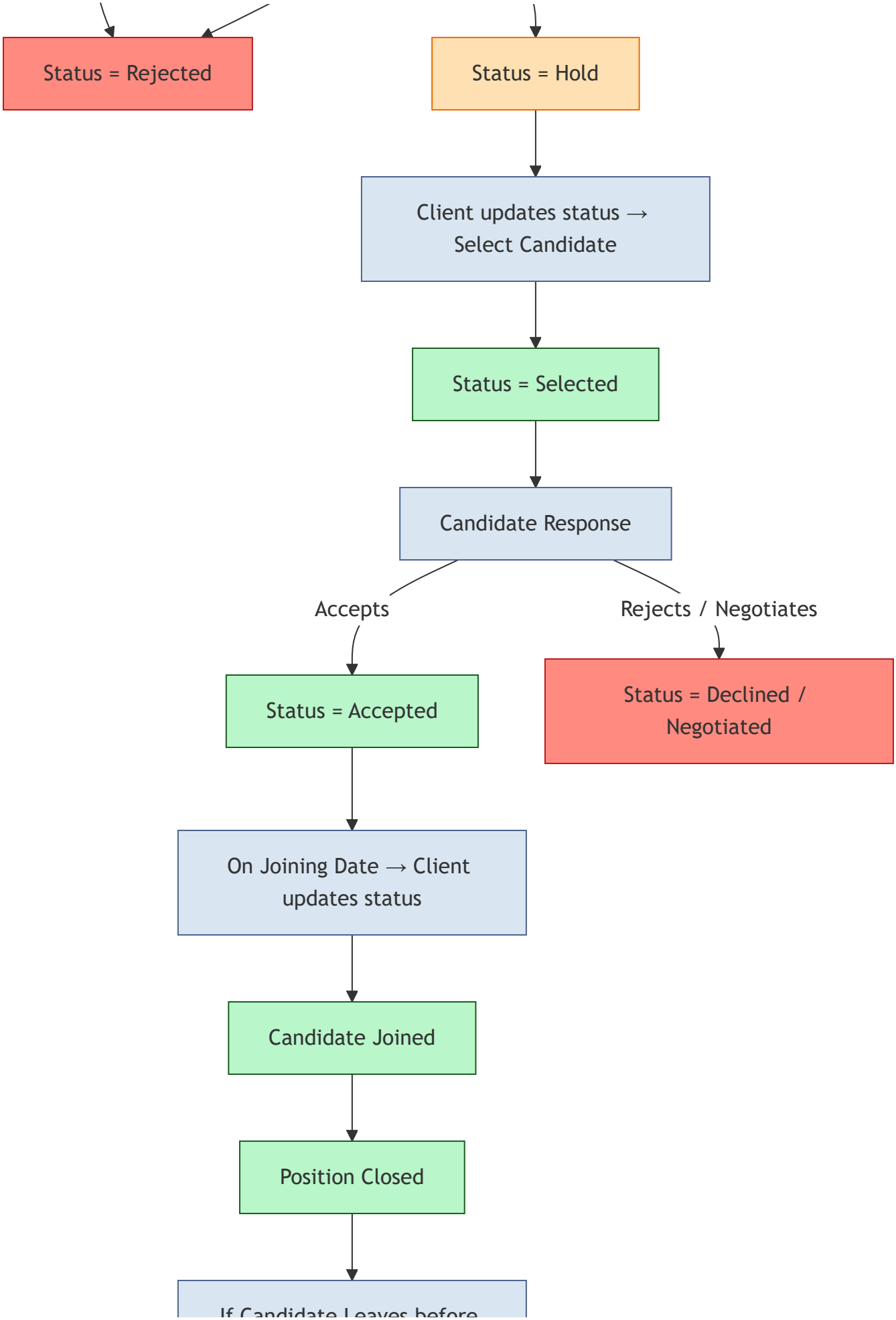
1. Recruiter adds candidate profiles/applications for allotted job post and location.
2. Candidates can also apply through the GA Hiresync job board.
3. **Status = Pending** until the client shortlists or rejects the application.
4. Client actions:
    - **Shortlist** → Status changes to **Processing**.
    - **Reject** → Status changes to **Rejected** with a reason.
5. After shortlisting:
    - Notification sent to candidate and recruiter.
    - Candidate account created automatically (if not exists).
    - Recruiter notified to schedule an interview.
6. Recruiter schedules interview → Reminder sent to interviewer and candidate.
7. Interviewer updates interview status (Next round / Reject).
    - Recruiter can also reject at any round → **Rejected**.
8. Status remains **Processing** until all interview rounds are completed.
9. After interview completion:
    - Notification sent to recruiter and client.

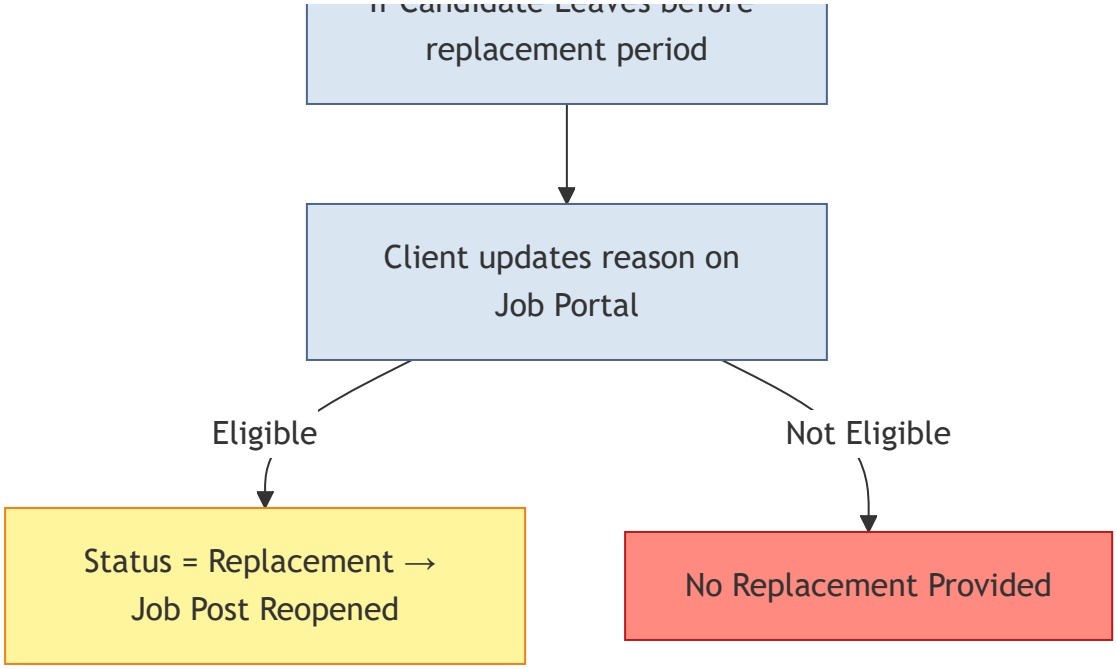
- Status changes to **Hold**.

10. Client updates status:
    - **Selects candidate** → Status changes to **Selected**.
    - Inputs agreed CTC + joining date.
11. Candidate response:
    - **Accepts** → Status = **Accepted**.
    - **Rejects or Negotiates** → Status = **Declined / Negotiated**.
12. On the joining date, client updates:
    - Candidate **Joined** → Position closed.
13. If candidate **Leaves** before replacement clause:
    - Client updates job portal with reason.
    - If eligible for replacement → **Replacement** process starts.
    - Job post reopens (if closed) and continues until filled.

Flowchart


Recruiter adds Candidate Application
Candidate can also apply via Job Board
Status = Pending
Client Shortlists
Status = Processing
Notification to Candidate and Recruiter
Recruiter schedules Interview
Reminder sent to Interviewer and Candidate
Interview Rounds
Client Rejects with Reason
Rejected
All rounds completed


Status = Rejected
Status = Hold
Client updates status → Select Candidate
Status = Selected
Candidate Response
Accepts
Rejects / Negotiates
Status = Accepted
Status = Declined / Negotiated
On Joining Date → Client updates status
Candidate Joined
Position Closed
If Candidate Leaves before


If Candidate Leaves before replacement period
Client updates reason on Job Portal
Eligible
Not Eligible
Status = Replacement → Job Post Reopened
No Replacement Provided