Cornerstone – Hire from Search Appointment Form

How to Access the Cornerstone System

1. Open internet browser and go to: apps.uillinois.edu
2. Select Cornerstone - Urbana (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

Hire from Search Appointment Form Overview

- **Please note, this form must be fully approved before an offer is made**.

- The Hire from Search appointment form summarizes the search process. The documentation must explain why the proposed appointee was selected over others, and for each person interviewed (i.e., finalists and semi-finalists), an explanation for why they were not selected to move forward must be included as well.

- Reasons for selection and non-selection must be based on specific job-related criteria including experiences, skills, qualifications, interview performance and references. Vague statements such as "not a good fit" or "best qualified", are not sufficient explanations. (An example of selection and non-selection statements can be found at the end of this document.)

- Reference check information should be included as well. Reference check guidance can be found at: reference checking resources. If IHR has given approval to proceed without references, please note this on the form in the section for missing documents.

- In addition, documentation of the recruitment and selection process, which is required for record keeping purposes and affirmative action compliance, will need to be attached to the cornerstone requisition. This includes copies of advertisements, a good faith efforts spreadsheet, a copy of the applicant screening/evaluation criteria and a copy of the interview questions/criteria. These can be added throughout the search process. (Add Search Documents to Cornerstone Requisition)

- Applicant statuses and dispositions must be updated in the Cornerstone requisition. Please see the Applicant Status and Disposition Code Guidance for additional information.
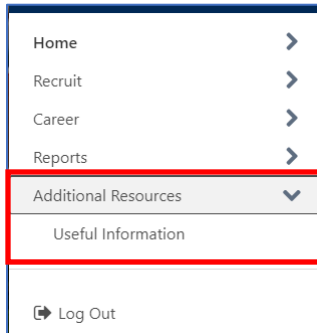
How to Submit Hire from Search Appointment Form

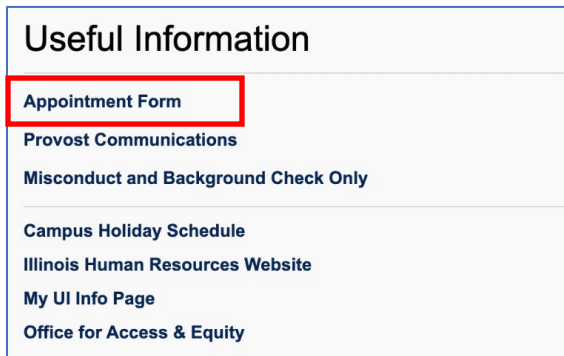1. **In the top right corner, click the three white lines to open the Navigation Menu**
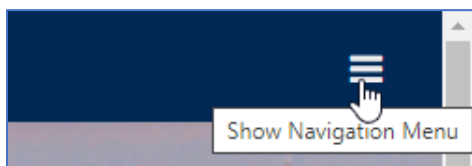
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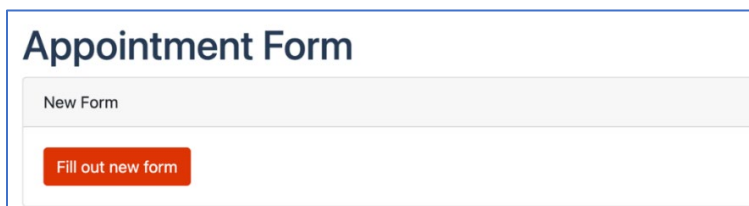2. **Go to Additional Resources, click the arrow, and then select Useful Information**

3. **Click on Appointment Form**
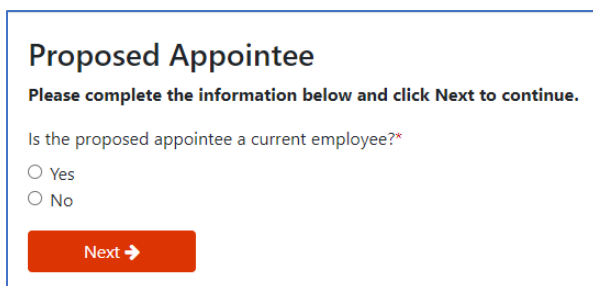
4. **Click on Fill out new form and proceed to complete the form (fields with a red asterisk* are required)**

5. **Proposed Appointee: Is the proposed appointee a current employee? * - Select Yes or No (If yes, please enter the employee UIN or Net ID)**

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6. **Click Next and proceed to complete the form (fields with a red asterisk* are required)**

Cornerstone Requisition ID*

NOTE: If you are processing an Appointment Form for an interim appointment and do not have a current requisition, please type "INTERIM" in the field above. For TOP Stage 1, type TOP in the field above. Please update this field to the appropriate requisition ID when submitting TOP Stage 2.

Proposed Title*

Proposed Date of Appointment

mm/dd/yyyy

Percent Time of Appointment

Proposed Salary Offer*

Appointee First Name*

Appointee Last Name*

Applicant Email

user@example.com

IMPORTANT: If the appointee is not a current employee, the email address must match the email address the applicant provided on their application in Cornerstone

    a. **Cornerstone Requisition ID** *

    b. **Proposed Title** * – must match what was approved on the job description

    c. **Proposed Date of Appointment**

    d. **Percent Time of Appointment**

    e. **Proposed Salary Offer** *

    f. **Appointee First Name** *

    g. **Appointee Last Name** *

    h. **Applicant Email** – If the appointee is not a current employee, the email address must match the email address the applicant provided on their application

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i. **Type of Appointment** * – Click arrow to open drop-down menu and select **Hire from Search**

j. **Current Employee Group** – Used for current employees only; leave blank for external hires

k. **New Employee Group** * – Click arrow to open drop-down menu and select employee group

l. **Secondary Contact for Approval Notifications**

7. **Click Next and proceed to complete the form (fields with a red asterisk* are required)**

   a. **Hire From Search (Summary/Narrative)**

   Please complete the below questions for the proposed appointee selected via an external or internal search process. If you have a summary/narrative document that is responsive to the following questions, please attach it using the Choose File button below and type "see attached" in the relevant response fields.

b. Proposed Appointee Justification *

Please describe why the proposed appointee was selected over all other finalists. The explanation should include specific details regarding the appointee's qualifications, skills, experiences, performance during interview, and references, that led to the selection decision. Please include a minimum of two to three sentences.

Proposed Appointee Justification:*

[text box]

Proposed Appointee Justification Instructions: Please describe why the proposed appointee was selected over all other finalists. The explanation should include specific details regarding the appointee's qualifications, skills, experiences, performance during interview and references, that led to the selection decision. Please include a minimum of two to three sentences. Link to Job Aids

c. If the search committee recommendation for hire is different from the of the hiring manager, please explain.

If the search committee recommendation for hire is different from that of the hiring manager, please explain:

[text box]

d. Non-selected Finalist Summary *

For each finalist that did not advance in the search, please provide the interview date, and describe the reason(s) they were not selected to receive an offer at this time, such as specific skills, experiences, performance during the interview, references, etc. that they lacked in comparison to the proposed appointee. Please avoid vague statements such as "not a good fit". Include a minimum of one sentence for each non-selected finalist.

If there were no finalists (other than proposed appointee), please provide an explanation. Topics to address could include if the department considered reposting the announcement, if this was a specialized positions for which a small pool was anticipated, information regarding why qualified applicants where not interviewed, or any other information that would be relevant to clarify why only one person was interviewed.

Non-Selected Finalist Summary:*

[text box]

Non-Selected Finalist Summary Instructions: For each finalist that did not advance in the search, please provide the interview date and describe the reason(s) they were not selected to receive an offer at this time, such as specific skills, experiences, performance during the interview, references, etc. that they lacked in comparison to the proposed appointee.

If there were no other finalists, please provide an explanation in the box above. If any of the items below pertain to the explanation, please address them in your response.

- Did you consider re-opening the search for additional applications? If not, please state why.
- Is this a specialized position for which a small application pool was anticipated? If yes, please explain.
- If there were applicants who met the qualifications but were not selected to be interviewed, please briefly explain.
- Please include any other information you believe would be relevant to clarify the reason for only one person being interviewed.

e. Non-Selected Semi-Finalist Summary

For each semi-finalist that did not advance in the search, please provide the interview date and a statement describing the reason(s) they were not selected as a finalist, such as specific skills, experiences, performance during the interview, references, etc., that made them less qualified in comparison to those selected as finalists. Please avoid vague statements such as "not a good fit". Include one statement for each non-selected semi-finalist. If there were no semi-finalists, enter N/A.

Non-Selected Semi-Finalist Summary:

Non-Selected Semi-Finalist Summary Instructions: For each semi-finalist that did not advance in the search, please provide the interview date and a statement describing the reason(s) they were not selected as a finalist, such as specific skills, experiences, performance during the interview, references, etc. that made them less qualified in comparison to those selected as finalists. Please avoid vague statements such as "not a good fit". Include one statement for each non-selected semi-finalist. If there were no semi-finalists, enter N/A.

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f. Reference Checks

Click the Add Reference Checks Row button, then select Choose File and upload a copy of reference check notes/emails. If letters of reference were collected as part of the application process, skip this field.

Reference Checks

Document Upload

+ Add Reference Checks Row

Reference Checks Instructions: Reference checks are required for nearly all hires. Please upload copies of each completed reference check form. Sample Reference Check Form. If you collected letters of reference in Cornerstone, you can skip this field.

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g. Reference Letters Already Attached to Applicant Profile

Click this box if the reference letters were already attached to the applicant's profile in the Cornerstone requisition. If you need to attach reference check forms, uncheck this box and upload your documents in the space above.

☐ Reference Letters Already Attached to Applicant Profile

Click this box if the reference letters were already uploaded to the applicant's profile in the CSOD requisition. If you need to attach reference check forms, uncheck this box and upload your documents in the space above.

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h. **Is this a Civil Service classification that requires a college degree or specific college coursework? * - Select Yes or No**

Note: If yes, a copy of the appointee's transcript must be attached to the HRFE transaction for this appointment.

> Is this a Civil Service classification that requires a college degree or specific college coursework?*
> ○ Yes
> ○ No
> **Note:** If yes, a copy of the appointee's transcript must be attached to the HRFE transaction for this appointment.

i. **Search Documentation** – For each document type listed below, please check the box that applies to indicate if the document has been uploaded to the requisition.

  i. **Advertisements**

  > ☐ Copies of Advertisements
  > **Note:** For any ads that were manually placed, please attach a copy of the full posting. If an ad was posted automatically (e.g., Illinois Job board, HigherEdJobs, Broadbean, etc.) a copy is not required.
  >
  > ☐ If no additional ads were placed (beyond the automated sources), please check here.

  ii. **Good Faith Efforts**

  > ☐ Completed Good Faith Efforts Spreadsheet
  > ☐ If no good faith efforts were conducted by the hiring unit, please check here.

  iii. **Applicant Screening/Evaluation Criteria**

  > ☐ Applicant Screening/Evaluation Criteria
  > **Note:** Attached document should include criteria that was used to assess applications to determine who was selected for interviews. This document is not required for Civil Service staff searches.
  >
  > ☐ If IHR conducted the credential review and the hiring unit did not develop applicant evaluation criteria for this position, please check here.

  iv. **Interview Questions**

  > ☐ Interview Questions/Criteria
  > **Note:** If there was both a semi-finalist and finalist round of interviews, please attach the questions/criteria used during each round.

j. **Applicant Statuses and Dispositions Updated**

All applicants not being selected for an offer should be in the "Closed/Dispositioned" status and an appropriate disposition code assigned. Please see the Applicant Status and Disposition Code Guidance for additional information.

> ☐ Applicant Statuses and Dispositions Updated
> **Note:** For more information, please go to the Job Aids page and view the "Applicant Statuses and Dispositions" document. All applicants not being selected for an offer should be in the "Closed/Dispositioned" status and an appropriate disposition code assigned.

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    k. **Select Next Approver (Department) *** – Enter the NetID of the Department Approver

> **Select Next Approver (Department)**
> Enter the NetID of the Department Approver*
>
> [   ]

    l. **Selected College for Approval *** – use the drop-down menu to find and select your college

> **Select College for Approval**
> Select College*
>
> [Select One   ⌄]

8. **Click Next**

> [← Previous] [Next →]

9. **Confirmation** – Your form information has been entered. To confirm the submission, check the box next to "check here to confirm submission" and then click Save. If you need to go back to make corrections, or exit and return later, you can click Previous.

> **Confirmation**
> Your form information has been entered. Check the box below and click "Save" to submit your form for approval. You click "Previous" to go back and make corrections, or you may exit and return later.
>
> ☐ Check here to confirm submission*
>
> [← Previous] [Save]

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Hire from Search Form – Summary/Narrative Examples

EXAMPLE #1

Proposed Appointee Justification:

- Maria Ortez – Interviewed 9/13/22 – Maria was the most proactive candidate, having prepared very well and offering thoughtful and relevant suggestions for improvements to the functions of the position. She meets all minimum and preferred qualifications. She has eight years of media communications experience, significant marketing management experience in both the private sector and higher education, as well as experience supervising staff and writing external funding proposals. All three references checked for her were exceptional.

Non-Selected Finalist Summary:

Following the finalist interviews, the committee decided on two additional candidates as acceptable for the position. If the preferred candidate declines an offer, the next two choices would be acceptable hires in the following order as listed. The other finalist is not hirable.

- Ellen Wilson – Interviewed 9/12/22 - Ellen is a strong candidate and would be the committee's second choice. Ellen's experience is not as closely aligned as the selected candidate. She showed evidence of excellent writing, design, and project management skills. She also has a strong background in marketing. Compared to the proposed appointee, Ellen has less overall experience in media communications and does not have the preferred experience with external funding proposals.

- Steve Johnson – Interviewed 9/13/22 – Steve is also a strong candidate but has fewer years of experience than the leading two candidates and would be the third choice. He has experience in marketing, writing and design. He was not as prepared for the interview as others and was not able to explain how some aspects of his previous work experience was transferrable to this position.

- Jack Harris – Interviewed 9/12/22 – While Jack appeared to be qualified on paper, after the interview, it was determined he would not be recommended for hire. He has experience in media communications, but it was an entry level position. He also has some experience with marketing but did not manage any of the projects. He did not demonstrate a strong motivation for this specific position and was very negative about past employers.

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Non-Selected Semi-Finalist Summary:

- Donna Williams – Interviewed 9/1/22 – Donna was not able to articulate how her previous work experiences prepared her for this position.

- Linda Smith – Interviewed 9/1/22 – Although supervisory experience was on Linda's resume, upon further discussion it was discovered she had only overseen projects but had not done other types of supervisory duties, which is a requirement for this position.

- Bob Jackson – Interviewed 9/2/22 – Bob joined the zoom meeting 20 minutes late and did not provide an explanation. He also used cuss words and spoke of previous colleagues in a discriminatory manner.

EXAMPLE #2

Proposed Appointee Justification:

- Tera Johnson – Interviewed 1/13/23 – Tera was the only finalist to meet at least three of the preferred qualifications. She was able to clearly articulate experience working in HR that prepared her for this role.

Non-Selected Finalist Summary:

- Courtney Roberts – Interviewed 1/12/23 – Courtney has several years of HR experience but struggled to communicate her background and qualifications. Even when asked to elaborate, she did not provide additional information.