# Cornerstone – Job Ad Formatting

## Cornerstone Job Ad Formatting Overview:

- Use this job aid to learn how to
  - Review overall structure of job ad and fields used
  - Guidelines to follow for job ads
  - Improve job ad formatting using Cornerstone's WYSIWYG editor
  - Adding web links
  - Resolving fields too large message
  - Improve Job Ad Formatting using Word

- If you have any questions, please contact ihr-hrais@illinois.edu.

## 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

## Review Overall Structure of Job Ad and Fields Used:

The job ad consists of fields that have been populated from JDXpert, Cornerstone fields, and required text in the job ad. These can vary by requisition type. Any formatting of the fields below needs to occur on the first page of the requisition (the General Tab). The following fields are used in the job ads:

| Cornerstone Field Name | JDX Field Name | Cornerstone Tag Name | Notes |
|---|---|---|---|
| Requisition ID | Job Code | REQUISITION.ID | |
| Display Job Title | Title | JOB.TITLE | |
| Department Display Name | Department Display Name | CUSTOM.DEPARTMENT_DISPLAY_NAME | |
| Job Category | N/a | CUSTOM.JOB_CATEGORY | |
| Do you want this position to be advertised through the Higher Education Jobs Email for a $61 fee? | N/a | CUSTOM.HIGHER_EDUCATION_JOBS | This is a hidden field on the job ad. |

| | | | |
|---|---|---|---|
| Higher Ed Jobs Contact Name | N/a | CUSTOM.CONTACT_NAME_BILLING | This is a hidden field on the job ad. |
| Higher Ed Jobs Contact Email | N/a | CUSTOM.CONTACT_EMAIL_BILLING | This is a hidden field on the job ad. |
| Job Summary | Job Summary | CUSTOM.JOB_SUMMARY | This field is only editable by IHR in Cornerstone |
| Physical Demands | Physical Demands | CUSTOM.PHYSICAL_DEMANDS | This field is only editable by IHR in Cornerstone |
| Working Conditions | Working Environment | CUSTOM.WORKING_CONDITIONS | This field is only editable by IHR in Cornerstone |
| Additional Physical Demands and Working Conditions | Physical Demands/Working Conditions Comments | CUSTOM.ADDITIONAL_DEMANDS_CONDITIONS | This field is only editable by IHR in Cornerstone |
| Travel Requirements | Travel Requirements | CUSTOM.TRAVEL_REQUIREMENTS | This field is only editable by IHR in Cornerstone |
| Description | Duties & Responsibilities | JOB.DESCRIPTION | Not used for faculty job ads |
| Qualifications | Qualifications (Minimum Qualifications, Specialty Factors, Preferred Qualifications, and KSAs) | JOB.MINIMUM.QUALIFICATIONS | |
| Classification Title | Classification Title | CUSTOM.CLASSIFICATION_TITLE | This field is only for Civil Service positions and is only editable by IHR in Cornerstone |
| Target Hire Date | Proposed Start Date or Feed Date | TARGET.HIRE.DATE | |

Below is an example of a Civil Service job ad. Job ads may display different text or fields, but the layout is basically the same.

1. Job Title and Department Name are displayed in the header of the job posting. It is perfectly acceptable to replace the job title and/or department name as needed for your search. Please remove the entire field name and replace it with the text you would like. After this section is a good place to add additional text regarding your department/college or information about the position that is not already included in the populated fields.

2. Job posting information based on fields from the first page of the requisition. If there is no data in the field, for example, you did not add any travel requirements, you can remove that field which can help with spacing. Be sure to remove the entire field name (refer to chart above for help if needed).

3. Appointment information and application instructions. These sections are pre-populated with general information and need to be reviewed for correctness. These sections typically have blanks that need to be filled in.

4. Required information for all job postings. This should never be modified.

5. Information related to the job posting including HigherEd Jobs hidden fields. This should not be modified. This section also should not be copied/pasted to word and then back into the ad because it will lose the hidden fields.

# JOB.TITLE

## CUSTOM.DEPARTMENT_DISPLAY_NAME

← **1. HEADER OF JOB POSTING**

CUSTOM.JOB_SUMMARY JOB.DESCRIPTION CUSTOM.PHYSICAL_DEMANDS
CUSTOM.WORKING_CONDITIONS CUSTOM.ADDITIONAL_DEMANDS_CONDITIONS CUSTOM.TRAVEL_REQUIREMENTS
JOB MINIMUM QUALIFICATIONS

← **2. JOB POSTING DESCRIPTION**

**Appointment Information**
This is a 100% full-time Civil Service CUSTOM.CLASSIFICATION_TITLE position, appointed on a 12-month basis. The expected start date is as soon as possible after TARGET HIRE DATE. Salary is commensurate with experience.

For more information on Civil Service classifications, please visit the SUCSS web site at https://www.sucss.illinois.gov/pages/classspec/default.aspx

**3. APPOINTMENT INFORMATION**

**Application Procedures & Deadline Information**
Applications must be received by 6:00 pm (CST) on _____. Apply for this position using the Apply Now button at **AND APPLICATION INSTRUCTIONS** considered as a transfer candidate, you must apply for this position. Applications not submitted through https://jobs.illinois.edu will not be considered. For further information about this specific position, please contact _____. For questions regarding the application process, please contact 217-333-2137.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit Required Employment Notices and Posters to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, COVID-19 vaccination requirement, and employment eligibility review through E-Verify.

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations portal, or by contacting the Accessibility & Accommodations Division of the Office for Ac **4. REQUIRED INFORMA** 0885, or by emailing accessibility@illinois.edu.

**Requisition ID**: REQUISITION.ID
**Job Category**: CUSTOM.JOB_CATEGORY
**Apply at:** https://jobs.illinois.edu

← **5. JOB POSTING INFORMATION**

## Guidelines to use for Job Ads:

1. The text that is brought over from JDX is formatted, so, if possible, leave the text as is as much as possible to prevent extensive formatting.
2. The default font that is used for the web site and the job ads is Arial. The body text is Size 2. If font changes are needed, they need to be done where the text originates, for example, on the General tab of the requisition. The default font size for Cornerstone is Size 6, so if the font is not adjusted, it will appear as Size 6. This can lead to spacing issues.
3. The titles at the top of the page and the side headers use header tags (HTML code). If needed, the top and side header text can be changed, and they should retain the header tags.
4. Email links do not work in the job ad, even if you use paste from word or HTML to enter them. It will look like it works in the preview, but it will not work in the ad. This is a restriction that Cornerstone has to minimize the web application security risk.
5. If you make changes to a job ad, that is already posted, it does not need to be re-posted. The changes will occur immediately unless you have approvers. If you have approvers on the requisition that would like to review the changes, then the changes will appear on the job board after the requisitions is re-approved.

## Improve Job Ad Formatting using Cornerstone's WYSIWYG Editor

Whether you are formatting on the General tab of the requisition or on the Job Ad tab, the WYSIWYG editor is the same. Below is the editor with a description of the functions available. The editor is only available in the Design tab.

1. Top Row



   a. Print button – Print the text in this section.
   b. Spellcheck – Check the spelling in this section.
   c. Find and Replace – Find and replace words in this section.
   d. Select All – select the entire text in this section.
   e. Cut – Cut what you have selected which will remove the text and place it in your clipboard.
   f. Copy – Copy what you have selected which will leave the text and place it in your clipboard.
   g. Paste from Word – Use this option to paste text or formatting from Word. If you have a link in your ad, use this option to paste the link from Word into Cornerstone.
   h. Undo – Undo your last action.
   i. Redo – Redo your last undo.
   j. Insert date –Inserts the current date.
   k. Insert time – Inserts the current time.
   l. Insert symbol – Allows you to insert a special character from a provided list.
   m. Table Wizard – Allows you to insert a table into your section.
   n. Horizontal Rule – Inserts a horizontal line in your section.

o. Convert to upper case – Converts selected text into upper case.
p. Convert to lower case – Converts selected text into lower case.
q. New Paragraph – This will start a new paragraph in your section. Using this instead of pressing the return key will help with formatting. If you have a list, be sure to insert a New Paragraph marker before and after the list items. This will allow you to use the bulleted list easier.
r. Indent – Move the section you are in to the right. Be sure to use the paragraph tag before and after the section you are indenting.
s. Outdent – Move the section you are in to the left. Be sure to use the paragraph tag before and after the section you are indenting.

2. Bottom Row
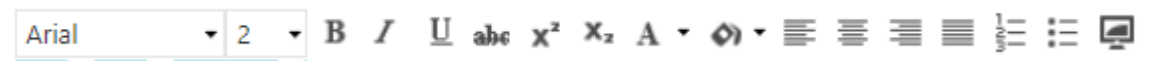


a. Font – Be sure that Arial is selected for the font in the drop-down list.
b. Font Size – Choose the size you would like for the text. The body of the job ad typically uses size 2.
c. Bold – Use this to bold your text.
d. Italic – Use this to add italics to your text.
e. Underline – Use this to underline your text. Please note that it is not recommended to underline text in a job ad. Underlines on a web page are typically links to web pages.
f. Strikeout – Use this to add a line through your text. This really should not be used in job ads.
g. Superscript – Use this to add a superscript.
h. Subscript – Use this to add a subscript.
i. Foreground color – Use this to change the color of the text selected.
j. Background color – Use this to change the background color of the text selected.
k. Align Left – Align the selected text or section to the left. Be sure that the section you are aligning has paragraph tags before and after the section.
l. Align Center – Center the selected text or section. Be sure that the section you are aligning has paragraph tags before and after the section.
m. Align Right – Align the selected text or section to the right. Be sure that the section you are aligning has paragraph tags before and after the section.
n. Justify – Justify the selected text or section which will add spaces to align to the left and right as needed. Be sure that the section you are aligning has paragraph tags before and after the section.
o. Numbered List – Add numbers to the selected text. Paragraph tags should be used before and after the list and between each list item. This will help with formatting the list. If there are returns between the list item, delete them, and add the paragraph tag.
p. Bulleted List - Add bullets to the selected text. Paragraph tags should be used before and after the list and between each list item. This will help with formatting

the list. If there are returns between the list item, delete them, and add the paragraph tag.

q. Toggle Full Screen Mode – This will change to a full screen to allow you to see more of the text at once. Once you are in full screen, you can select this button again to go back to the page.

## Adding Web Links

To add web links in your job ad, you will need to use Microsoft Word. Type in the web address you would like to add to your page.

https://humanresources.illinois.edu/

If you want something other than the URL to display, you can right click on the link in Word and choose Edit Hyperlink.
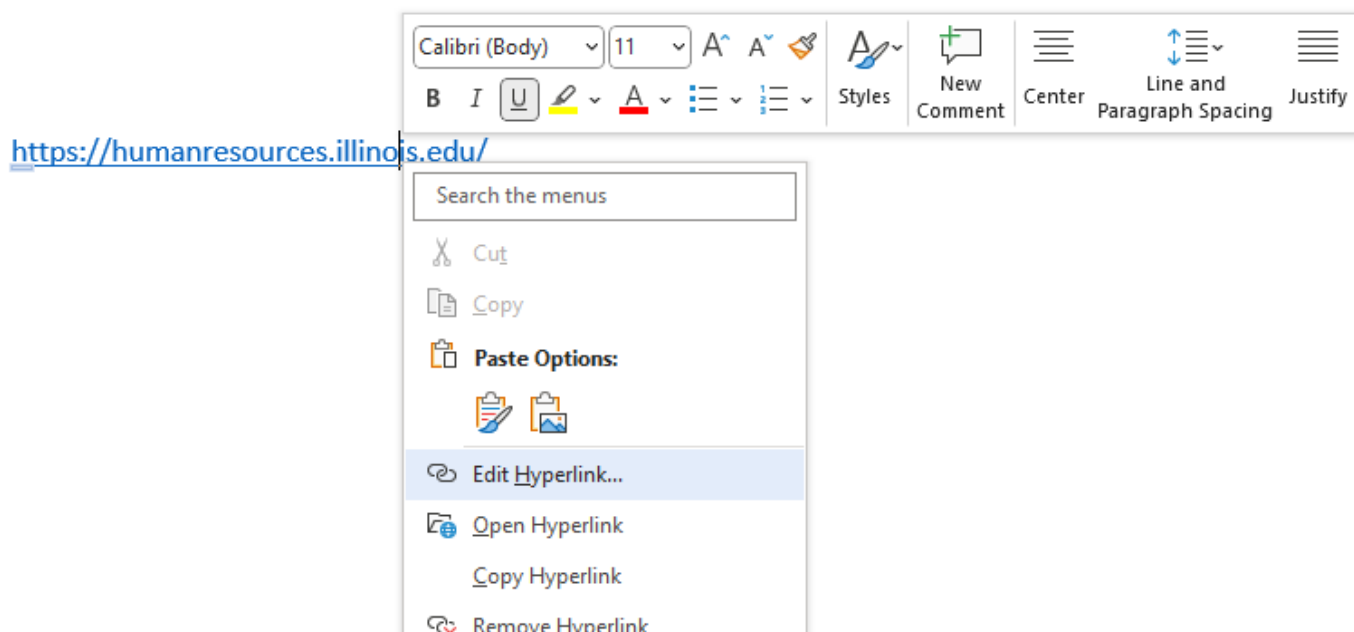
Type in the name you would like to display for the link under Text to display. Press OK when finished to close the popup box.
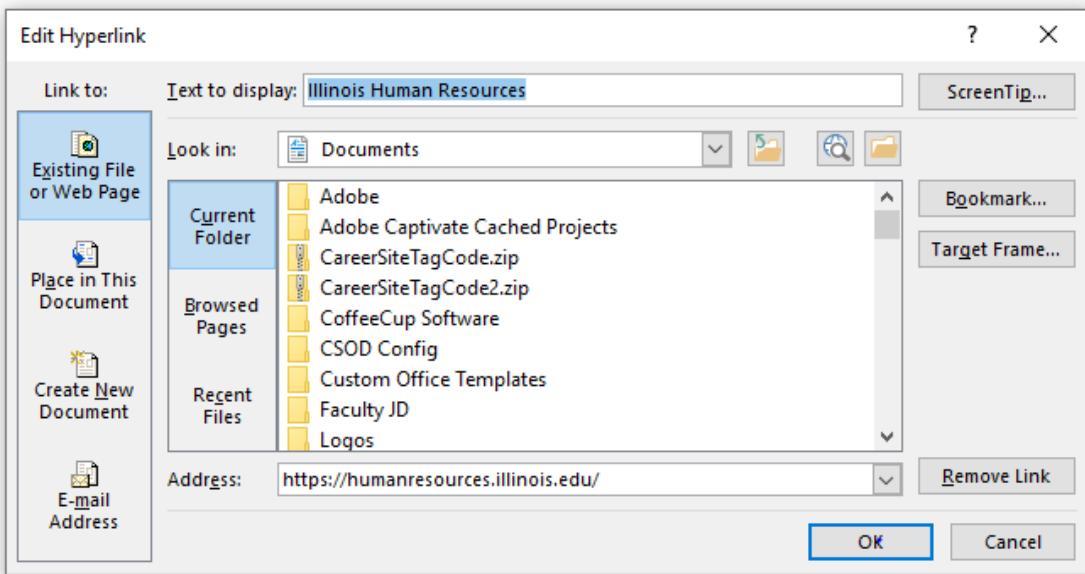


It would be helpful for you to change the font of your link to Arial. You can also do that in Cornerstone. Select the text and then copy your text. NOTE:  it will be helpful to you if you do not copy in the paragraph tag. To avoid this, turn on the show paragraph tag, and then add a space at the end of the link. This will save you some formatting adjustments in Cornerstone.
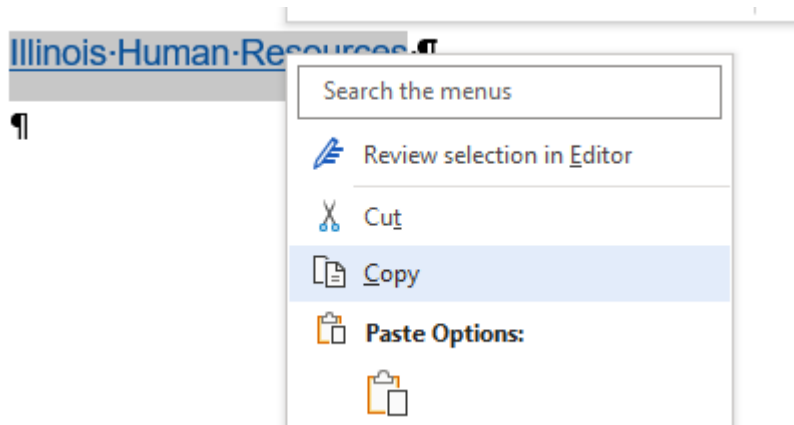
Go to your job ad where you would like for the link to appear and select the paste from word icon. Paste your link in the popup box. Press Paste when you are finished.



Adjust the font or position of the link if needed. You will not be able to use the copy/paste inside the job ad because the link will not hold. You always need to use the paste from word.



## Resolving Fields Too Large Message

The feed from JDX to Cornerstone has a limit on the size of the fields. If the limit is surpassed, the message "Description too Large. Unable to load this field" will display in the field. If this is a field that you do not have access to change, please contact IHR for assistance. For those you do have access to change, follow the instructions in the Improve Formatting using Word section in this document to copy/paste your formatted text into Cornerstone.

# Improve Formatting using Word

To make formatting in MS Word more consistent when pasting into CSOD, please click on File, then Options on the lower left-hand corner of the window.
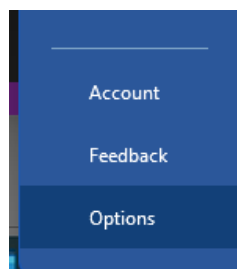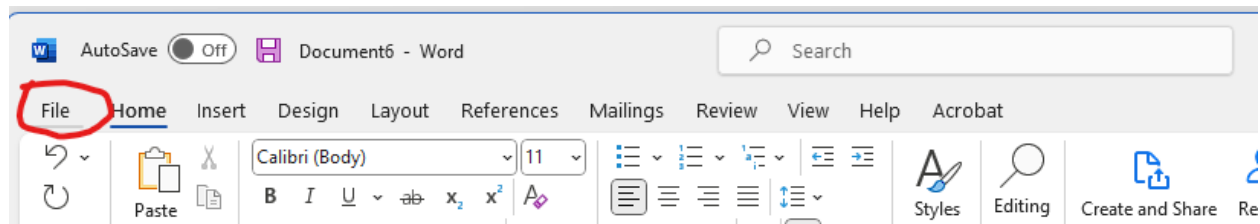


Make sure the option "Use Normal style for bulleted or numbered lists" is checked.
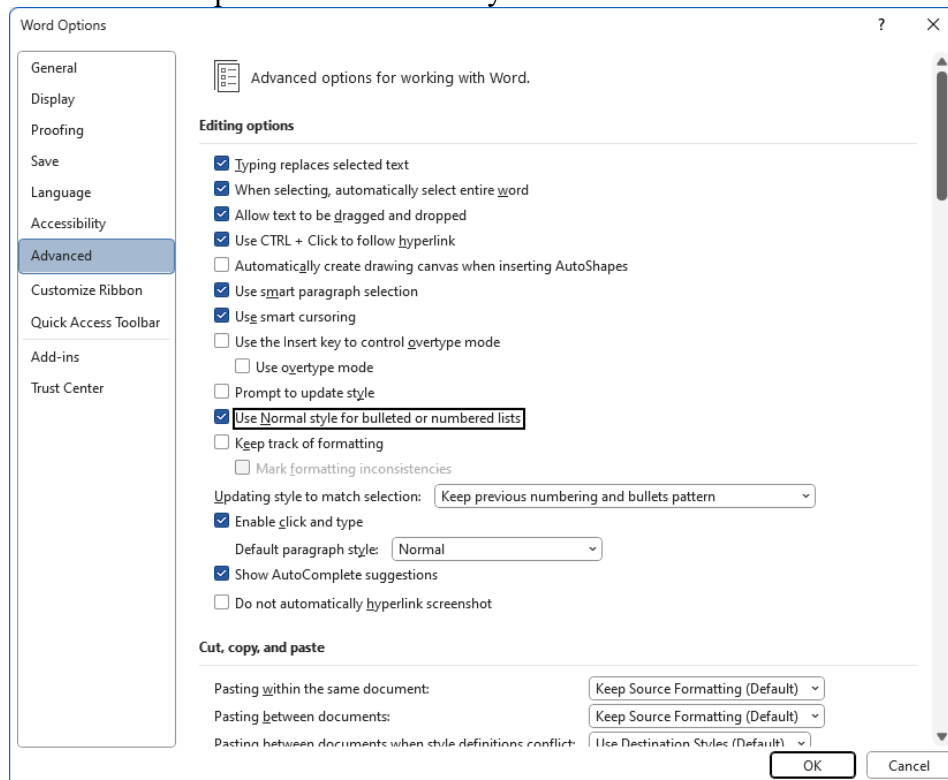
Create a new blank document.
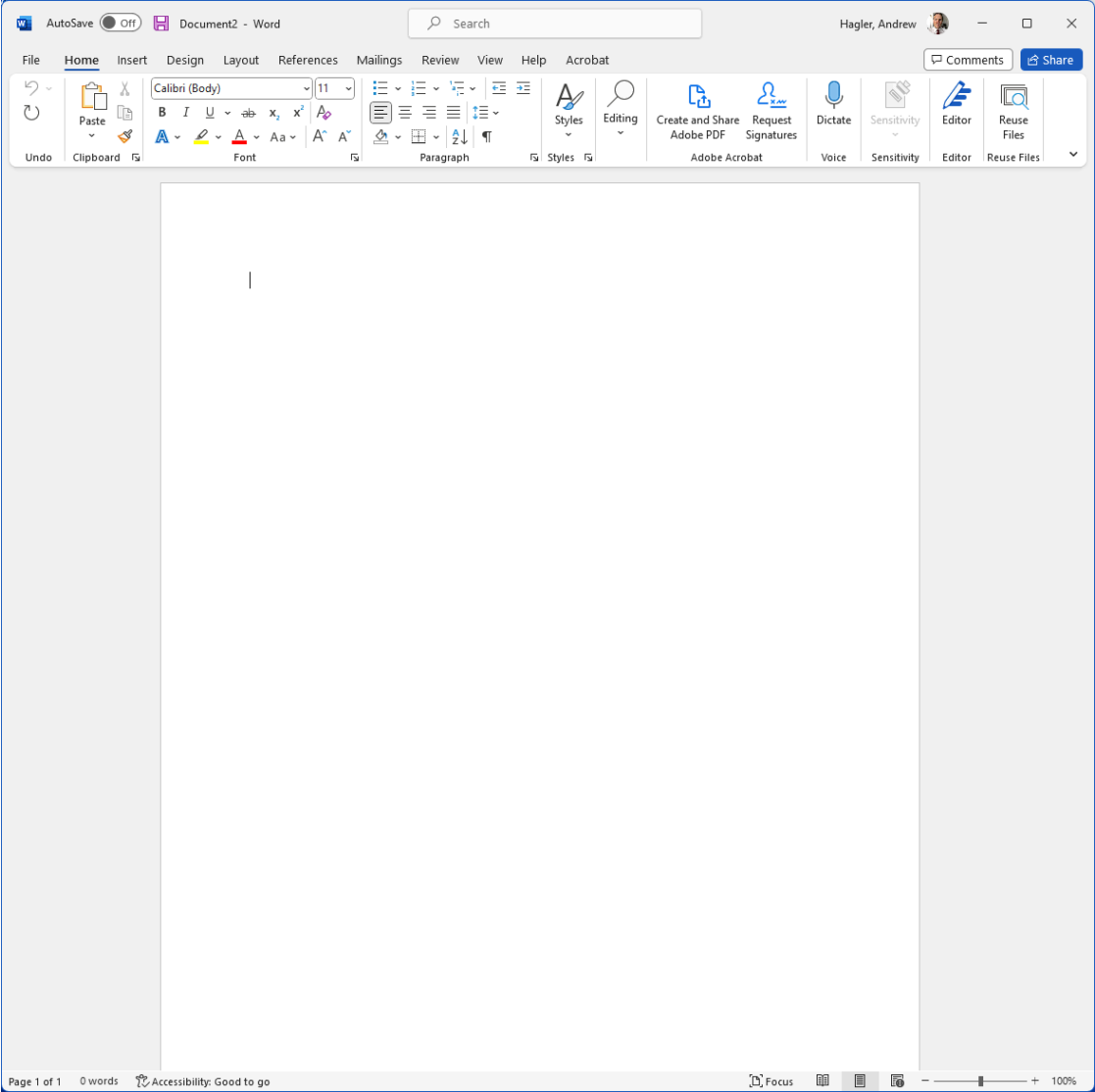
Copy text from any formatted field in JDX such as "Description", "Qualifications" or the Job Ad.

**Description \***

Specialized Faculty (Tech Pedagogy) – School of Information Sciences
The School of Information Sciences seeks to hire an outstanding full-time specialized faculty member at the rank of Instructor, Lecturer/Senior Lecturer, or Teaching Assistant Professor to join our dynamic and collegial School. Preference will be given to the specialization of technical pedagogy but strong candidates in any area will be considered.

Responsibilities include but are not limited to:
Teach technical information science courses for the Bachelor of Science in Information Science, specifically in the areas of analytical foundations, programming, and databases.
Advise BS/IS students on special projects, including independent studies and practicums
Contribute other service to the iSchool related to area of expertise
Mentor adjunct instructors
Other related duties and service as assigned to further the mission of the unit

**Qualifications**

**Minimum Qualifications**
A minimum of five years of teaching in both traditional and non-traditional environments (e.g., online and hybrid), experience utilizing a variety of teaching tools and technologies, strong technical and teaching knowledge, and excellence in classroom teaching with a commitment to equity, diversity, and inclusion are required. For a Lecturer/Senior Lecturer position, an M.S. in LIS, Education, or a closely related field is required. For a Teaching Assistant Professor position, a Ph.D. or equivalent degree in LIS, Education, or a closely related field is required.

Information about the School of Information Sciences and its programs can be found at http://ischool.illinois.edu/. These specialized faculty positions are full-time, 100% (12-month basis) appointments with regular University benefits. Salary is commensurate with experience. The starting date is August 2020.

## JOB.TITLE

### CUSTOM.DEPARTMENT_DISPLAY_NAME

The School of Information Sciences seeks to hire an outstanding full-time specialized faculty member at the rank of Teaching Assistant Professor to join our dynamic and collegial School.
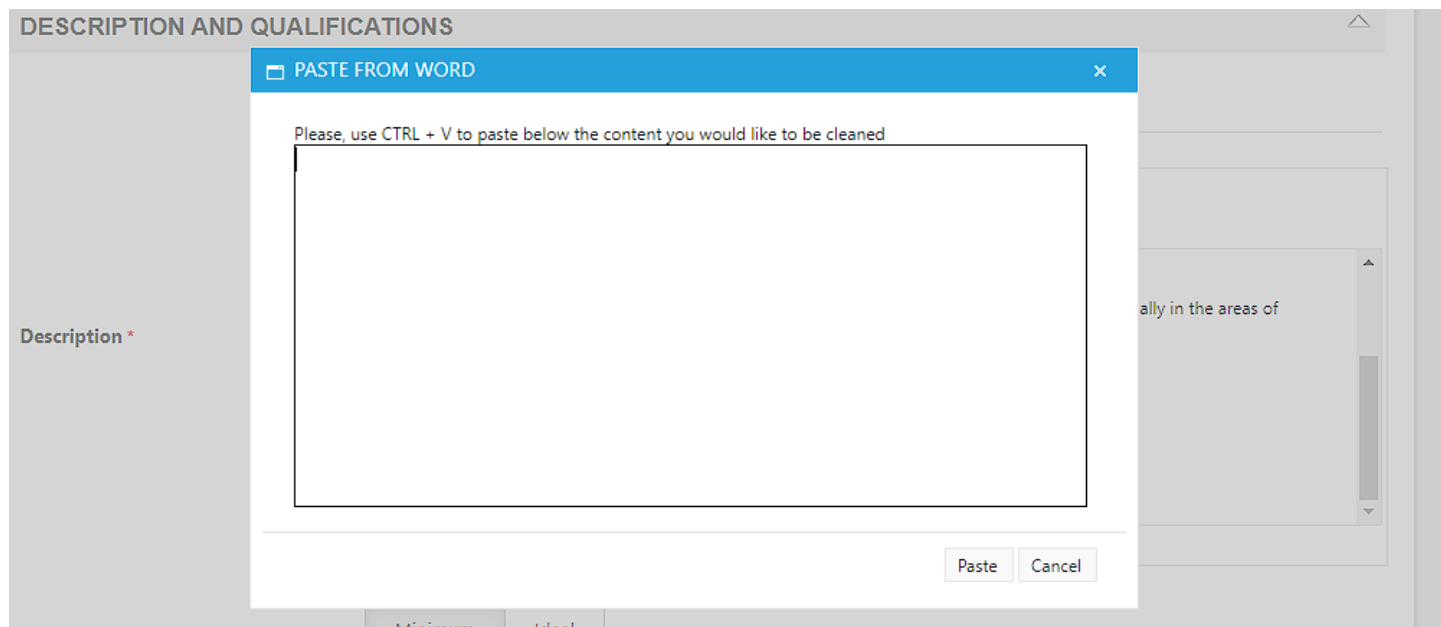
Responsibilities include but are not limited to:

Copy text from the field you are working on. It is important to clean up the "Description" and "Qualifications" fields. Copy only the text that needs to be fixed or modified, leave the other text in place.
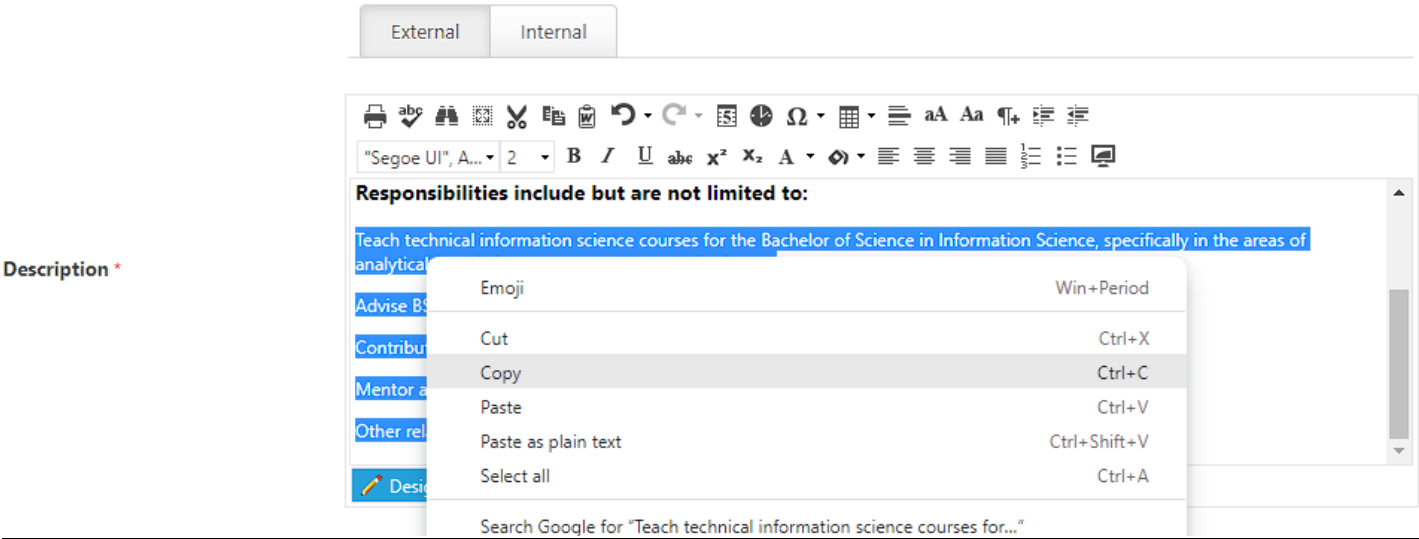


Right click in the body of your blank word document and click the button for "Merge Formatting" under "Paste Options". The icon is a clipboard with an arrow (see below).
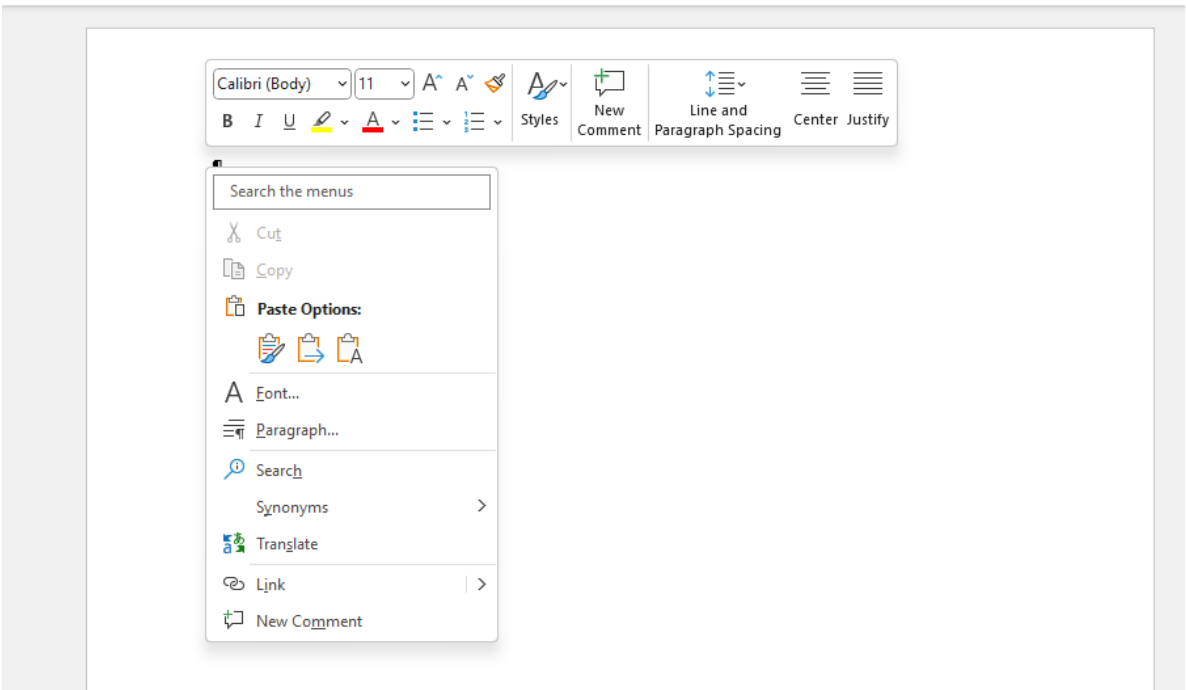
If your text contains lists that are not formatted correctly, remove the bullet characters and then apply the list format in word.

● Teach technical information science courses for the Bachelor of Science in Information Science, specifically in the areas of analytical foundations, programming, and databases.

● Advise BS/IS students on special projects, including independent studies and practicums.

● Contribute other service to the iSchool related to area of expertise.

● Mentor adjunct instructors.

● Other related duties and service as assigned to further the mission of the unit.

● Specific teaching assignments are dependent on the needs of the department and may change each year. Classes to be taught include:

(Ctrl) ▼

Remove the "bullet" characters.

Teach technical information science courses for the Bachelor of Science in Information Science, specifically in the areas of analytical foundations, programming, and databases.

Advise BS/IS students on special projects, including independent studies and practicums.

Contribute other service to the iSchool related to area of expertise.

Mentor adjunct instructors.

Other related duties and service as assigned to further the mission of the unit.

Specific teaching assignments are dependent on the needs of the department and may change each year. Classes to be taught include:

IS 515 Information Modeling;

IS 585 Bibliographic Metadata; and

Independent Study courses.

Click the bulleted list button to apply the list format.
The list should look like this now:

- Teach technical information science courses for the Bachelor of Science in Information Science, specifically in the areas of analytical foundations, programming, and databases.
- Advise BS/IS students on special projects, including independent studies and practicums.
- Contribute other service to the iSchool related to area of expertise.
- Mentor adjunct instructors.
- Other related duties and service as assigned to further the mission of the unit.
- Specific teaching assignments are dependent on the needs of the department and may change each year. Classes to be taught include:

Once you've applied your formatting, select the text from the ad, right click and select "Copy".
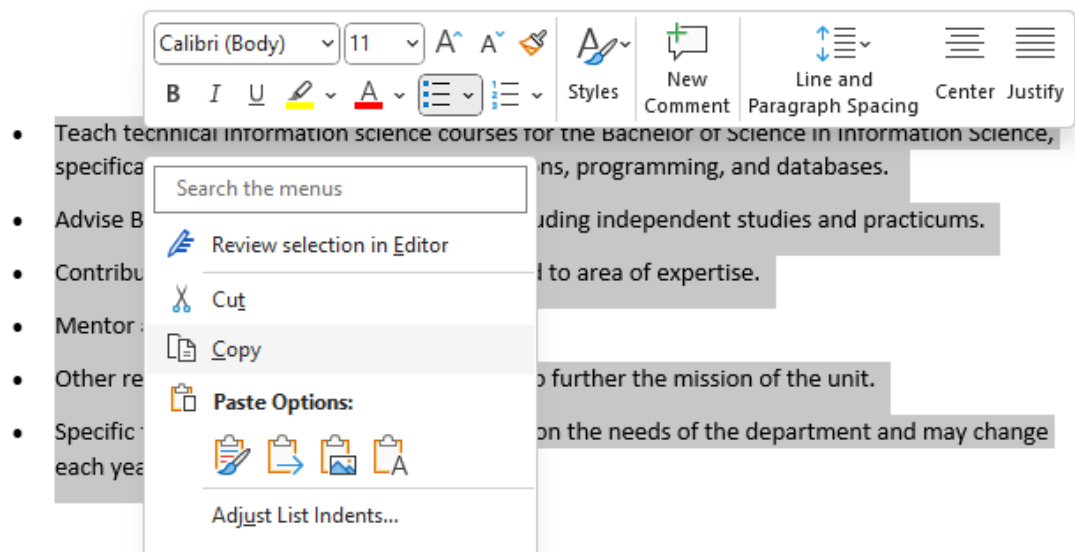
In CSOD, click the "Paste from Word" button (below).



DESCRIPTION AND QUALIFICATIONS

**PASTE FROM WORD** ✕

Please, use CTRL + V to paste below the content you would like to be cleaned

Description *

ally in the areas of

Paste    Cancel

Paste into the box provided (right click or CTRL + V), then click the "Paste" button.

**PASTE FROM WORD** ✕

Please, use CTRL + V to paste below the content you would like to be cleaned

- Teach technical information science courses for the Bachelor of Science in Information Science, specifically in the areas of analytical foundations, programming, and databases.
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- Specific teaching assignments are dependent on the needs of the department and may change each year. Classes to be taught include:

Paste    Cancel

Your text should populate with clean formatting.

**Description** *

Responsibilities include but are not limited to:

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Design    HTML