



## Cornerstone – New Hire Without Search Form

### New Hire Without Search Form (Search Waiver) Overview

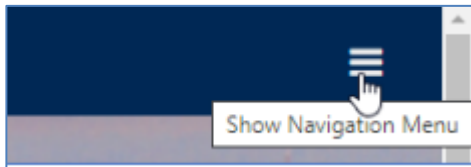
- **Please note, this form must be fully approved before an offer is made.**
- A search waiver can be requested to hire an individual directly into an appointment, in lieu of conducting a full search process. Waivers are intended for short term/urgent needs, such as a lastminute teaching need in which there is not time to conduct a search. The search waiver length should be for a limited time (i.e. one semester) to address the immediate need, unless there is a unique circumstance that is discussed with the Office for Access and Equity.
- When completing the New Hire Without Search (Search Waiver) form please provide an explanation of why a search is not feasible to fill the appointment, including information that can clarify the exceptional or urgent nature of the request, as well as the expected length of the appointment. In addition, the documentation must explain how the proposed appointee was identified and whether other individuals were considered for the appointment.
- Prior to submitting this form, a requisition will need to be created. This is done by starting in JDX, with either a “Faculty Vacancy” or a “Staff Vacancy”. After the vacancy feeds into Cornerstone and creates the requisition workflow, an applicant record must be added to the requisition along with a copy of the appointee’s resume/CV. Please see corresponding job aids, for additional information on these steps.
- If you have any questions, please contact [ihr-hrais@illinois.edu](mailto:ihr-hrais@illinois.edu).

### How to Access the Cornerstone System:

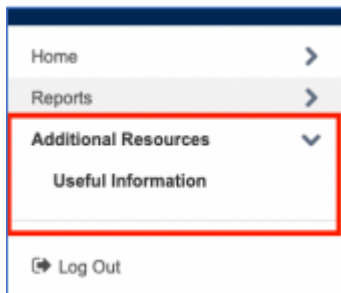
1. Open internet browser and go to: [apps.uillinois.edu](https://apps.uillinois.edu)
2. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

## How to Submit a New Hire Without Search Form

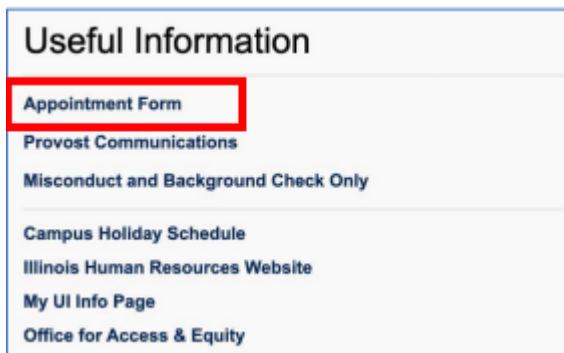
1. In the top right corner, click the three white lines to open the Navigation Menu



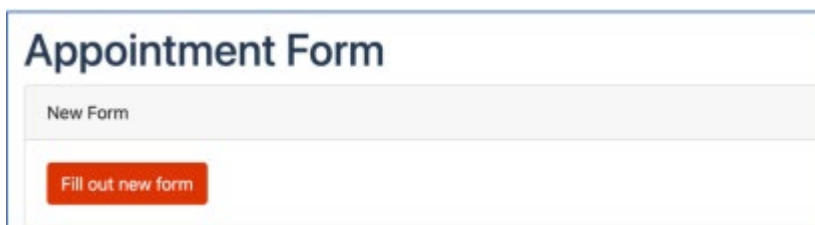
2. **Go to Additional Resources, click the arrow, and then select Useful Information**



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)

### Proposed Appointee

Please complete the information below and click Next to continue.

Is the proposed appointee a current employee?\*

☐ Yes

☐ No

**Next** →

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

Percent Time of Appointment

Proposed Salary Offer\*

Appointee First Name\*

Appointee Last Name\*

Applicant Email

  
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.

- Cornerstone Requisition ID \***
- Proposed Title \*** – must match what was approved on the job description.
- Proposed Date of Appointment**
- Percent Time of Appointment**
- Proposed Salary Offer \***
- Appointee First Name \***
- Appointee Last Name \***
- Applicant Email** – If the appointee is not a current employee, the email address must match the email address the applicant provided on their

application.

The screenshot shows a web form with the following fields and controls:

- Type of Appointment\***: A dropdown menu with "Select One" and a downward arrow.
- Current Employee Group**: A text input field.
- Current employees only - leave blank for external hires: A small text note below the Current Employee Group field.
- New Employee Group\***: A dropdown menu with "Select One" and a downward arrow.
- Secondary Contact for Approval Notifications:**: A text input field containing "user@example.com".
- Navigation**: Two buttons at the bottom, "Previous" (with a left arrow) and "Next" (with a right arrow).

- i. **Type of Appointment \*** – Click arrow to open drop-down menu and select **Academic Hourly Appointment**
  - 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)**
8. **New Hire Without Search (Search Waiver Request)** – Before proceeding, please make sure you have submitted or attached an applicant record for this candidate to the requisition in Cornerstone. For instructions on completing this step, please view the Cornerstone job aid titled [Add Applicant to a Requisition](#). **Check the box to confirm that the candidate has been associated with the corresponding requisition. \***

The screenshot shows a form titled "New Hire Without Search (Search Waiver Request)".

**Summary:**

- **Appointee Name:** test test
- **Proposed Title:** test
- **Employee Group:** Faculty (Tenure-System)
- **Proposed Date of Appointment:**

Before proceeding, if you are requesting to hire a candidate without a posting, please make sure you've submitted or attached an applicant record for this candidate to the requisition (test) in [Cornerstone](#). For instructions on completing this step, please view the job aid [Cornerstone - Add Applicant to a Requisition](#)

☐ Check here to confirm that the candidate has been associated with the corresponding requisition\*

a. **Current Title and Current Employer**

Current Title:	<input type="text"/>
Current Employer:	<input type="text"/>

b. **Previously Hired from Waiver?** – Choose “yes” if the proposed appointee was previously hired through a search waiver for this position or a similar position in your department.

Previously Hired from Waiver?
<input type="radio"/> Yes
<input type="radio"/> No
<small>Previous Hire from Waiver Instructions: Choose “Yes” if the proposed appointee was previously hired through a search waiver for this position or a similar position in your department.</small>

c. **Waiver Basis** – Choose the option which best describes the reason for the waiver.

Waiver Basis:
<input type="radio"/> Temporary/Urgent Teaching Appointment
<input type="radio"/> Temporary/Urgent Non-Teaching Appointment
<input type="radio"/> Senior Faculty Administrator
<input type="radio"/> Research Associate from Postdoctoral Research Associate
<input type="radio"/> Other
<small>Note: If “other”, please briefly describe.</small>

- a. **Temporary/Urgent Teaching Appointment**
- b. **Temporary/Urgent Non-Teaching Appointment**
- c. **Senior Faculty Administrator**
- d. **Research Associate from Postdoctoral Research Associate**
- e. **Other – if “other”, please briefly describe**

d. **Attachments** – If you have a justification document responsive to the questions below, you can attach it here and state “see attached” in the relevant questions below.

Attachments:	<input type="button" value="Choose File"/>	No file chosen
<small>Note: If you have a justification document responsive to the questions below, you can attach it here and state “see attached” in the relevant questions below.</small>		

- e. **Waiver Justification \*** – Please provide an explanation as to why a search is not feasible or possible. Please include information that can help clarify the exceptional and urgent nature of the request, as well as the expected duration of the appointment.

Waiver Justification\*

Waiver Justification Instructions: Please provide an explanation as to why a search is not feasible or possible. Please include information that can help clarify the exceptional and urgent nature of this request, as well as the expected duration of this appointment.

- f. **How was the proposed appointee found?** – Please be specific. For example, if candidate was recommended, by whom? If interest was solicited, please describe the process.

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Note: Please be specific. For example, if candidate was recommended, by whom? If interest was solicited, please describe the process.

- g. **How is the appointee best or uniquely qualified for the position? What was the evaluation criteria?**

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- h. **Were any other individuals considered? If yes, please list them here. If not, please enter "N/A".**

Were any other individuals considered? If yes, please list them here. If not, please enter "N/A".

- i. **If others were considered (above) please briefly explain why they were not selected for this position.**


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j. **Requested Waiver End Date \***

Requested Waiver End Date\*

k. **Approved Waiver End Date (OAE Use)** – Please leave blank. OAE will complete this field when reviewing the form

Approved Waiver End Date (OAE Use):

mm/dd/yyyy 

l. **Additional Attachments** – If you have any additional documents you need to attach, you can do so below, by clicking the “Add Additional Attachments Row” button.

**Additional Attachments**

If you have any additional documents you need to attach, you can do so below.

**Additional Attachments**

Document Upload	
<input type="text"/>	<input type="text"/>

[+ Add Additional Attachments Row](#)

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


Select Next Approver (Department)

Enter the NetID of the Department Approver\*

n. **Select College for Approval \*** – use the drop-down menu to find and select your college

Select College for Approval

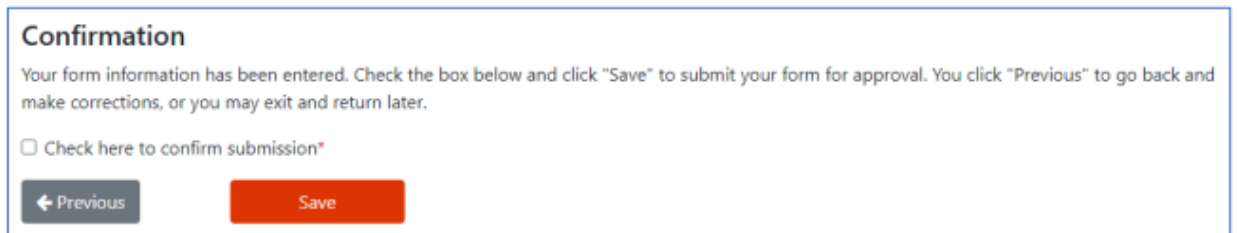
Select College\*

Select One 

9. **Click Next**

A screenshot of a navigation bar containing two buttons. The 'Previous' button is grey with a left-pointing arrow and the text 'Previous'. The 'Next' button is orange with the text 'Next' and a right-pointing arrow.

10. **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

A screenshot of a confirmation screen. At the top, the heading 'Confirmation' is in bold. Below it, a paragraph reads: '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.' Below the paragraph is a checkbox followed by the text 'Check here to confirm submission\*'. At the bottom, there are two buttons: a grey 'Previous' button with a left-pointing arrow, and an orange 'Save' button.