



# Cornerstone – Offer Letters, Background Check, and Hiring

## Table of Contents

[Cornerstone Offer Letters, Background Check, and Hiring Overview:](#) ..... 1

[How to Access the Cornerstone System:](#) ..... 2

[Access Manage Candidates:](#) ..... 2

[Change Applicant Status:](#) ..... 3

[Create Offer Letter:](#) ..... 5

[Add Approvers to Offer Letter:](#) ..... 17

[Send Offer Letter to Candidate:](#) ..... 23

[Review or Record Offer Letter Response:](#) ..... 25

[Background Check:](#) ..... 27

[Completing the Hire and Closing the Requisition:](#) ..... 28

## Cornerstone Offer Letters, Background Check, and Hiring Overview:

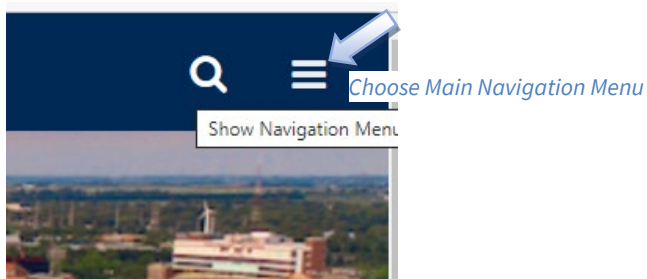
1. Offer letters can be created and sent through Cornerstone.
2. Background checks are processed through Cornerstone by simply changing the applicant status.
3. When hiring the last applicant for a search, all other applicants should be dispositioned prior to changing the last applicant status to hired and prior to closing the requisition.  
NOTE: applicants should already be dispositioned prior to the approval to make an offer.
4. Use this job aid to learn how to create and send an offer letter, change the applicant status for a background check and how to finalize the requisition by hiring and dispositioning all applicants.
5. If you have any questions, please contact [ihr-hrais@illinois.edu](mailto:ihr-hrais@illinois.edu).

## How to Access the Cornerstone System:

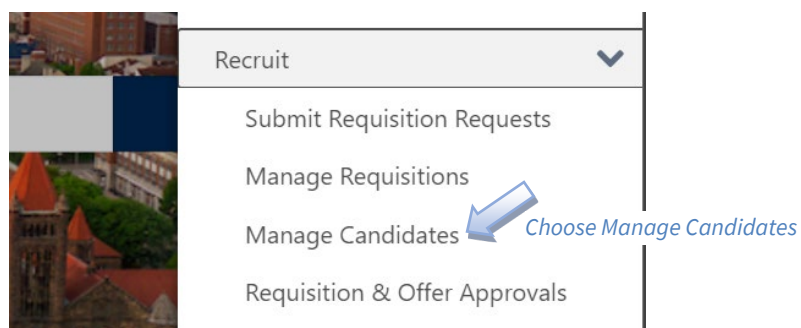
1. Open internet browser and go to: [apps.uillinois.edu](https://apps.uillinois.edu)
2. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

## Access Manage Candidates:

1. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Recruit, Manage Candidates (NOTE: You can also access Manage Candidates by selecting the number under the applicants column on the Manage Requisitions page.)
  - a. Select the menu:



- b. Select Recruit, Manage Candidates:



- c. On the Manage Candidates page, enter filters and/or search criteria to find your applicant (refer to the Managing Candidates job aid if needed):

**University of Illinois**

**Filters** **Reset**

**REQUISITION**

☒ Show only open reqs

All Jobs

My Jobs

☐ Office Support Associate (... 1

☐ Office Support Associate (... 4

☒ Tenured/Tenure Track Prof... 3

**CURRENT STATUS**

☒ Show only active candidates

☐ Application Submitted 3

**FLAGS**

**Candidates**

**3** TOTAL CANDIDATES

**3** REVIEW

☐ **Change Status** **View Profile** **More** No candidates selected

Sort By **Submission Date (Newest)**

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE
<input checked="" type="checkbox"/> <b>Duran Duran</b> ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	<b>Tenured/Tenure Track Professors (x2)</b> C1010060	<b>Finalist and/or On-Campu...</b> 4 days ago <b>Schedule Interview</b>	External

## Change Applicant Status:

1. Applicants must be in Offer Letter status to access the Offer Letter functionality. To change the status of the applicant, choose the checkbox beside their name and press Change Status.

☐ **Change Status** **View Profile** **More** 1 candidate selected

Sort By **Submission Date (Newest)**

CANDIDATE	LOCATION	REQUISITION	STATUS
<input checked="" type="checkbox"/> <b>Duran Duran</b> ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	<b>Tenured/Tenure Track Professors (x2)</b> C1010060	<b>Finalist and/or On-Campu...</b> 4 days ago <b>Schedule Interview</b>

2. Change the new status to Offer Letter and press Save and the bottom of the screen.

#### Change Status

Candidate	Requisition	Status	New Status
Duran Duran	Tenured/Tenure Track Professors (x2) C1010060	Finalist and/or On-Campus I...	Offer Letter <i>Choose Offer letter Status</i>

*Choose Save*

3. When you return to the Manage Candidates page, you will now see Create Offer Letter button under the status. Click this button to access the Offer Letter section.

### Candidates

3  
TOTAL CANDIDATES

3  
REVIEW

☐    No candidates selected

Sort By

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE
<input type="checkbox"/> <b>Duran Duran</b> ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	<b>Tenured/Tenure Track Professors (x2)</b> C1010060	<b>Offer Letter</b> less than an hour ago <input type="button" value="Create Offer Letter"/> <i>Choose Create Offer Letter</i>	External

## Create Offer Letter:

1. The Create Offer Letter button will take you to the Applicant Profile page, the Statuses tab:

The screenshot shows the Applicant Profile page for Duran Duran. The top section displays the applicant's name, email (duranduran@noemail.com), phone (+1 217 456-7890), address (456 MAIN DRIVE, CHAMPAIGN, IL 61820, United States), position (ACCOUNTANT), organization (ABC INCORPORATED, MOUNTAIN), type (External), and language preference (English (US)). Below this, it shows the applicant has applied for 1 job(s): Tenured/Tenure Track Professors (x2) (C1010060). The Statuses tab is selected, showing the status as Offer Letter and the application date as 8/4/2022. A blue arrow points to the Statuses tab.

2. Scroll down to the bottom of the page until you see the Create New Letter button under the Offer Letter status. Press this button to access the Offer Letter templates.

The screenshot shows the Offer Letter status page. At the top, it says "Offer Letter" with an upward arrow. Below this, there is a "Back" button on the left and a "Create New Letter" button on the right. A blue arrow points to the "Create New Letter" button, with the text "Choose Create New Letter" next to it. The status is "In Progress".

3. At the top of the page is the name of the offer letter. This can be changed if desired. This will be viewable by the applicant either as a link to the offer letter or as the name of the offer letter as an attached document.

The screenshot shows the Offer Letter Name field. The text "Offer Letter Name\*" is at the top. Below it, the text "Offer Letter for Duran Duran" is displayed. A blue arrow points to the text, with the text "Change Name if Desired" next to it. Below the field, it says "For Tenured/Tenure Track Professors (x2)".

- The first item of the offer letter is the Hiring Department and Template. This Hiring Department is not used in the offer letter, so there is no need to make any modifications (though it's fine if you do).

1. Hiring Department and Template

Confirm Hiring Department, Template, then click "Next"  
Hiring Department  
**Test Department**  
Template  

No Template Selected

Next

- If an offer letter template was assigned at the time of editing the requisition, it will be pre-populated. Whether or not it is pre-populated, you can select the appropriate template to use for this offer.

Template  

No Template Selected

No Template Selected  
Academic Hourly  
Academic Professional  
Assistant Professor - Tenure-Track Faculty  
Assistant Professor - Tenure-Track Faculty, ABD  
Associate or Full Professor with Indefinite Tenure  
Civil Service  
Faculty Initial Term Appointment ("Q" Appointment)  
Non-Clerical Extra Help  
Postdoctoral Research Associates  
Specialized Faculty not NTFC  
Specialized Faculty NTFC  
Visiting Academic Professional

- Once you have selected the offer letter, it will be populated on the right side of the page. You can keep changing the offer letter template to see which one is most appropriate as needed. Press the Next button to proceed.

Offer Letter for TESTSean TESTPerson  
For TEST Assistant Director of Human Resources - LAS Human Resources  

Cancel
Preview Letter

1. Hiring Department and Template

Confirm Hiring Department, Template, then click "Next"  
Hiring Department  
**Test Department**  
Template  

Associate or Full Professor with Indefinite Tenure

Next

Letterhead

I
UNIVERSITY OF ILLINOIS  
URBANA - CHAMPAIGN

Candidate Address - Name Only  
ACTION.DATE  
CONFIDENTIAL

OFFER.CUSTOMLETTERHEAD\_DEPT\_NAME\_BOLD  
OFFER.CUSTOMLETTERHEAD\_UNIT\_NAME  
OFFER.CUSTOMLETTERHEAD\_CAMPUS\_ADDRESS  
OFFER.CUSTOMLETTERHEAD\_STREET\_ADDRESS  
OFFER.CUSTOMLETTERHEAD\_CITY\_STATE\_ZIP

7. The next item is Add Sections (optional).

**1. Hiring Department and Template**

**2. Add Sections (optional)** *Add Sections (optional)*

Select section(s) to add, then complete associated fields.

Letterhead	^	v	🗑️
Candidate Address - Name Only	^	v	🗑️
Custom Section 1	^	v	🗑️
Statement on Academic Freedom an...	^	v	🗑️
Custom Section 2	^	v	🗑️
Background Check Policy	^	v	🔒
BOT Approval	^	v	🗑️
Policy on Consideration of Sexual Mi...	^	v	🔒

**Letterhead**

OFFER.CUSTOM.LETTERHEAD\_DEPT\_NAME\_BOLD

OFFER.CUSTOM.LETTERHEAD\_UNIT\_NAME

OFFER.CUSTOM.LETTERHEAD\_CAMPUS\_ADDRESS

OFFER.CUSTOM.LETTERHEAD\_STREET\_ADDRESS

OFFER.CUSTOM.LETTERHEAD\_CITY\_STATE\_ZIP

**Candidate Address - Name Only**

ACTION.DATE

CONFIDENTIAL

PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST

PROFILE.USER.EMAIL

**Custom Section 1**

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST:

8. Offer letter templates are created by sections. Those that have names (e.g., Candidate Address – Name Only) have been created to be re-usable in multiple templates. Those that do not have names (e.g., Custom Section 1) have been created solely for this template. Regardless of whether the sections are for use in multiple templates or in just this template, they can be modified for this letter provided the section is not locked.

- Locked sections are denoted with a lock symbol. This represents required language for this offer letter template. The text may not be modified and the section may not be removed; however, the section may be moved around in the letter.

**Background Check Policy** ^ v 🔒 *Locked Section*

- To move sections in the letter, you can choose the up and down indicators in the Add Sections side menu. You may also remove an unneeded section, by selecting the trash can (provided it is not locked).

**Candidate Address - Name Only** ^ v 🗑️

**Custom Section 1** ^ v *Move Section*


**Statement on Academic Freedom an...** ^ v 🗑️ *Remove Section*

- You can also add an existing section to the letter. Existing sections contain all the reusable sections for templates including those that are used in this template. There are also sections that might be included in some letters such as moving expenses. To add an existing section, Choose Add Existing.

**Add Existing** *To Add a Pre-Defined Section* **Add Custom**


- d. You can add sections by selecting the checkbox beside the name and press add. If you have a specific section, you are looking for you can enter in search criteria.

**Select a Section**




Section Name   *Enter Search Criteria*

The sections available below are based on the Hiring Department selected


5 Available Sections





 *Choose the Section/s*

- ☐ **Moving Expenses - Direct Pay to Vendor**  
To be used for direct payment to a University of Illinois System-contracted moving vendor for moving expenses.
- ☐ **Moving Expenses - Direct Payment and One-Time Pay**  
To be used for direct payment to a University of Illinois System-contracted moving vendor, then one-time payment to e...
- ☐ **Moving Expenses - Direct Payment and Reimbursement**  
To be used for direct payment to a University of Illinois System-contracted moving vendor, then reimbursement for relo...
- ☐ **Moving Expenses - One Time Payment to the Employee**  
To be used for one-time payment to the employee (only) for moving expenses.
- ☐ **Moving Expenses - Reimbursement for Relocation**  
To be used for relocation expenses incurred to the employee (only) for moving expenses.

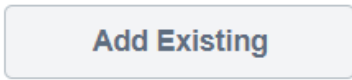
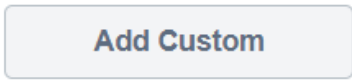
   *Press Add to Add Section/s*

- e. The existing section is added at the bottom of the sections list. Move this by using the arrow keys to be in the location you would like.

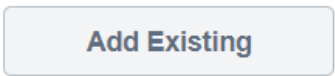
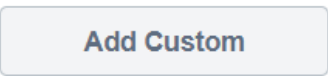

 *New Section Added to Bottom*

Offer Acceptance Date and Signatur...	^	v	
Custom Section 3	^	v	
 Moving Expenses - Direct Payment a...	^	v	

*Use Arrows to move Section*

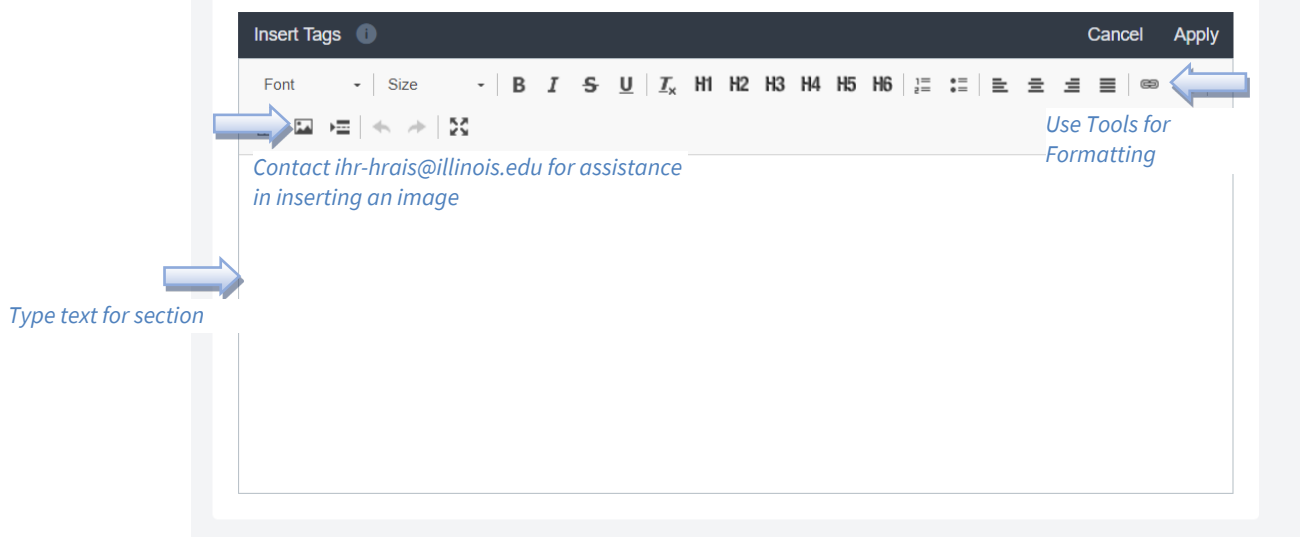
- f. To add a new section, choose Add Custom.



 *Add Custom Section*



- g. This will insert a new section directly into your letter at the bottom. You can add text as desired using the formatting tools that are available. Press Apply when you are finished. You can then move the section to where you would like it in the letter.
- a. NOTE: There is an image button available in the formatting tools; however, the image needs to first be uploaded by a Cornerstone Administrator. A URL will then be provided to you along with instructions. Inserting an image in another way will not render properly in the letter that is sent to the applicant (even though it looks like it will). Send an email to [ihr-hrais@illinois.edu](mailto:ihr-hrais@illinois.edu) for assistance in uploading an image.

Additional information can be found at <https://www.oois.illinois.edu/oip/section-8-payments-reimbursements/moving-reimbursements>.



- h. To edit an existing section in the letter, hover over the section until you see the tools appear in the upper right corner of the section. Select the pencil tool to edit the section.

Candidate Address - Name Only

ACTION.DATE

CONFIDENTIAL

PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST  
PROFILE.USER.EMAIL

Custom Section 1

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST:

I am pleased to offer you a tenured faculty position in the Department of OFFER.CUSTOM.HIRING.DEPARTMENT at the rank of Associate Professor (or Professor). Your appointment will be at OFFER.CUSTOM.APPTPERCENTAGE percent time on an academic year (nine-month) service basis with an annual salary of \$OFFER.SALARY paid over twelve months, with a proposed start date of OFFER.START.DATE. Your appointment will carry indefinite tenure.

Statement on Academic Freedom and Tenure

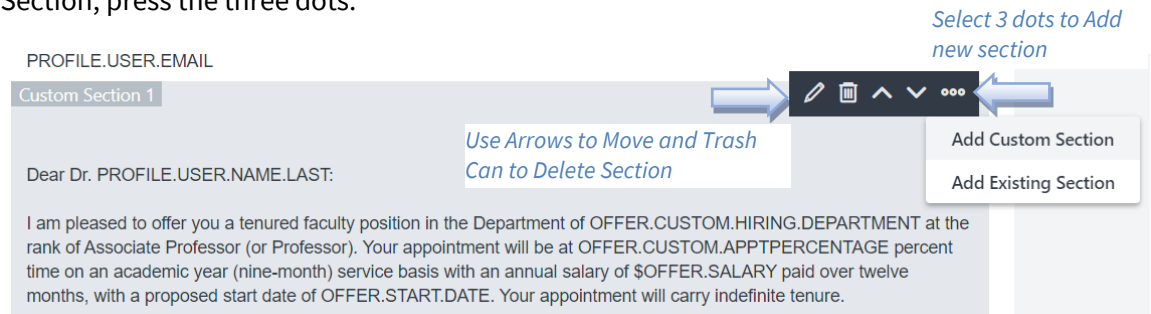
- i. You may notice there are “tags” contained in the section. These appear in capital letters typically with a period between the words. For example, PROFILE.USER.NAME.FIRST is the first name of the applicant. If you wanted to replace the first name in the letter below and replace it with Dr., you would need to fully replace the tag name.

The 'Insert Tags' dialog box is open, showing a letter template. The text in the letter includes several tags: PROFILE.USER.NAME.FIRST, PROFILE.USER.NAME.LAST, OFFER.CUSTOM.HIRING.DEPARTMENT, OFFER.CUSTOM.APPTPERCENTAGE, \$OFFER.SALARY, and OFFER.START.DATE. A blue arrow points to the tag PROFILE.USER.NAME.FIRST with the text 'Examples of Tags'. Another blue arrow points down from the same text.

- j. The first name tag has been changed to Dr in the example below. Many of the tags start with the work OFFER and these will be populated in the next tab in the offer letter. Also note that there is space at the top of the paragraph. All sections should have a space at the top to help with the spacing in the letter. If the space is at the bottom, it is often truncated, so be sure to add the space at the top. Once you are finished with your edits press Apply.

The 'Insert Tags' dialog box is open, showing the letter template after editing. The text now reads 'Dear Dr.' instead of 'Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST:'. A blue arrow points to the 'Dr.' with the text 'Removed First Name Tag and Replaced with Dr.'. Another blue arrow points to the 'Apply' button with the text 'Choose Apply When Finished'. A blue arrow points to the top of the letter body with the text 'Insert Spacing at Beginning of Section'.

- k. Additional options when hovering over a section are the move arrows, delete (for unlocked sections) and adding sections. These work the same as when doing these actions in the left-hand section menu. To access the Add Custom or Existing Section, press the three dots.



- l. When finished editing the sections of the letter, press next to go to the next item, Complete Fields.



9. The next item is Complete Fields. This is where you will populate some of the “tags” that are used in the offer letter. The Notes item is not used but can be populated with information as needed. Tag names are descriptive of their field name. Not all fields are used in every template; however, if you populate a field that is not used, it just doesn’t appear in the letter. If you don’t populate a field that is used, then a space will appear in the letter where the value is supposed to be. There are some required fields that are used in all letters and are denoted with an asterisk (\*).

✓ 1. Hiring Department and Template

✓ 2. Add Sections (optional)

● 3. Complete Fields

Start Date\* *Required Field*

1/3/2023

Notes

Hiring Department\*

Offer Acceptance Deadline\*

Contact Name\*

2. After you have completed all the appropriate fields, press Next to proceed.

Wage Type

☒ Annual

☐ Hourly

Salary

70,000

Currency

United States Dollar

**Next** *Proceed to Next Step*

**4. Generate Offer Letter**

3. Before proceeding to the next step, this is a good time to preview the offer letter. This will allow you to review spacing and to be sure that all the fields are showing correctly. To do this, press the Preview Letter button in the upper right corner of the page.

Offer Letter Name\*

Offer Letter for TESTSean TESTPerson

For TEST Assistant Director of Human Resources - LAS Human Resources

**Cancel** **Preview Letter** *Preview Letter*

☒ 1. Hiring Department and Template

☒ 2. Add Sections (optional)

☒ 3. Complete Fields

☐ 4. Generate Offer Letter

Click "Generate" to create this offer letter.

**Generate Letter**

Letterhead

**I** UNIVERSITY OF ILLINOIS  
URBANA - CHAMPAIGN

Candidate Address - Name Only

ACTION.DATE

CONFIDENTIAL

OFFER.CUSTOM.LETTERHEAD\_DEPT\_NAME\_BOLD

OFFER.CUSTOM.LETTERHEAD\_UNIT\_NAME

OFFER.CUSTOM.LETTERHEAD\_CAMPUS\_ADDRESS

OFFER.CUSTOM.LETTERHEAD\_STREET\_ADDRESS

OFFER.CUSTOM.LETTERHEAD\_CITY\_STATE\_ZIP

- This will generate a PDF download which you can open to review how this will look. The salary amount may not be formatted correctly (no commas), but it will be in the generated letter. The spacing will reflect accurately. So, if your letter is not displayed as you wish, you can still modify it.

The image shows a preview of a letter from the University of Illinois. At the top left is the University of Illinois logo (a red 'I' and the text 'UNIVERSITY OF ILLINOIS URBANA - CHAMPAIGN'). To the right is the header 'Illinois Human Resources' followed by the address: 'Human Resources Application and Information Systems, Personnel Services Building MC 562, 52 E Gregory Dr, Champaign, IL 61820'. The date 'April 18, 2023' is below the logo. The word 'CONFIDENTIAL' is centered. The recipient is 'TESTSean TESTPerson' with email 'seanmahaffey1983@gmail.com'. The salutation is 'Dear TESTSean TESTPerson:'. The body text states: 'I am pleased to offer you a tenured faculty position in the Department of Illinois Human Resources at the rank of Associate Professor (or Professor). Your appointment will be at 100 percent time on an academic year (nine-month) service basis with an annual salary of \$50000.00 paid over twelve months, with a proposed start date of April 18, 2023. Your appointment will carry indefinite tenure.' A second paragraph discusses the University's commitment to academic freedom and tenure, referencing the AAUP. A third paragraph mentions that Professor Taylor will be writing separately about opportunities and responsibilities.

- To make any corrections, return to the offer letter and hover over the section you would like to change and choose the pencil icon. If you want to change the values of one of the “tags” you can return to the Complete Fields tab by clicking on it.

The image is a screenshot of a web application for generating a letter. On the left is a sidebar with three tabs: '1. Hiring Department and Template', '2. Add Sections (optional)', and '3. Complete Fields' (which is selected and has a blue arrow pointing to it). Below the tabs are input fields for 'Letterhead - Campus Address' (Personnel Services Building MC 562), 'Letterhead - Street Address' (52 E Gregory Dr), and 'Letterhead - City, State, Zip' (Champaign, IL 61820). There are also radio buttons for 'Wage Type' (Annual is selected, Hourly is unselected). The main area on the right shows a preview of the letter. At the top of the preview is the 'Letterhead' section with the University of Illinois logo and address. Below that is 'ACTION.DATE', 'CONFIDENTIAL', and the recipient's name and email. A blue arrow points to the 'Custom Section 1' area, which contains the letter body text. A blue arrow points to the 'Edit Section of Letter' button in the top right of the preview area.

6. You can continue to preview and modify the letter as many times as you wish. However, nothing is saved until you press the Generate Letter button. If you wish to save your changes and return later, you should choose Generate Letter. Although it will generate a letter, it is not sending it and it can still be modified. Once you have made any changes you wish, click on the Generate Letter button.

✓ 1. Hiring Department and Template

✓ 2. Add Sections (optional)

✓ 3. Complete Fields

○ 4. Generate Offer Letter

Click "Generate" to create this offer letter.

**Generate Letter**

*Generate Letter to Save and Proceed*

7. The letter might take a minute to generate and will return you to the Statuses tab. Typically, it will prompt you to press the Refresh button.

Tenured/Tenure Track Professors (x2) (C1010060)

Summary Statuses Application Comments Documents History Email

New Submission

Application Submitted

Semi-Finalist (screening/phone interviews/etc)

Finalist and/or On-Campus Interview

Offer Letter

*Press Refresh if you do not see letter*

Refresh Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1					

This offer letter is currently being processed. Please click the "Refresh" button to get the latest status.

Back

8. Once you have selected the Refresh button (if needed), you will be able to see the offer letter information. To view the offer letter, click on the icon under the Offer column.

**Tenured/Tenure Track Professors (x2) (C1010060)**

Summary | **Statuses** | Application | Comments | Documents | History | Email

**New Submission** ▾

**Application Submitted** ▾


**Semi-Finalist (screening/phone interviews/etc)** ▾

**Finalist and/or On-Campus Interview** ▾

**Offer Letter** ▲

In Progress

**Create New Letter**

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
		Submit For Approval View/Edit Approval			

[View Offer Letter Generated](#)


**Back**


9. A pop-up window will open and display the letter. Notice that the salary is now formatted correctly with commas. You can view the pdf version of the letter by select the red icon beside Offer Letter. If you wish to see the fields that you entered select the down arrow that is to the right of Offer Details.

**Review Offer - TESTSean TESTPerson** [X]

Version: 1

**Offer Details** ▾ [View Data Fields](#)

Offer Letter:  [Download Letter](#)




**UNIVERSITY OF ILLINOIS**  
URBANA - CHAMPAIGN

**Illinois Human Resources**

Human Resources Application and Information Systems  
Personnel Services Building MC 562  
52 E Gregory Dr  
Champaign, IL 61820

April 18, 2023

[View Letter](#)  CONFIDENTIAL

TESTSean TESTPerson



- You will not be able to make any changes here but can see all the fields entered regardless of whether they appear in the letter. You can click on the X in the upper right corner to close the window.

**Review Offer - Duran Duran**

Version: 1

**Offer Details**

**Start Date \*** 1/16/2023 **Currency** United States Dollar

**Wage Type**  
☒ Annual ☐ Hourly

**\$ Salary**  
 70000.00

**Notes**

## Add Approvers to Offer Letter:

- If you wish to make changes to the letter, you can choose Create New Letter. This will start a new offer letter and will retain all the changes you made and fields that you entered. You will see a new Version once you generate the letter. The applicant will only see the letter that you send to them. If you would like to add approvers to review and approve this letter, press the View/Edit Approval link. Approvers will not be able to edit the letter, they can only approve/deny and add comments.

**Offer Letter**

In Progress

**Create New Letter**


Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		<a href="#">Submit For Approval</a> <a href="#">View/Edit Approval</a>			

**Back**

2. In the popup window, click the Add Approval link to add approvers. If you added Offer Letter approvers on the requisition, these will already be populated here.

### View/Edit Approvals

Define the approval workflow for this offer. Indicate if the approval workflow is sequential or concurrent and if the approval steps are required or notification only.






[+ Add Approval](#)  [Add Approvers](#)


[Reset to Default](#) [Save](#)


3. Choose the plus sign beside the user type you would like to add. The only options that are currently used are Hiring Manager or User. When choosing User, you will be able to select any employee. You may add multiple approvers by choosing the plus sign beside User for as many approvers as you would like to add.

### Select Approvers

Add approvers for this requisition. You may select Next Level Manager more than once for multiple levels of indirect manager approval.

Add	Name
	Manager
	Next Level Manager
	Corporation Approver
	Hiring Manager
	User

 [Click plus to Add Approver](#)

 [Manager, Next Level Manager, and Corporation Approver not currently used by UI](#)

[Cancel](#) [Add](#)

4. Once you have all the approvers added, press the Add button.

### Select Approvers

Add approvers for this requisition. You may select Next Level Manager more than once for multiple levels of indirect manager approval.

Remove	Name
	User
	User

Add	Name
	Manager
	Next Level Manager
	Corporation Approver
	Hiring Manager
	User

*Manager, Next Level Manager, and Corporation Approver not currently used by UI*

*Choose Add*

- ## View/Edit Approvals

Define the approval workflow for this offer. Indicate if the approval workflow is sequential or concurrent and if the approval steps are required or optional.

**Add Approval**

Order of approvals

1 User  e. To Add Approver Name

☒ Approval Required ☐ Notification Only d. Choose Approval or Notification Only

+ c. Add alternate Approver

2 User

☒ Approval Required ☐ Notification Only

6. Enter search criteria on the boxes as needed to find the approver you would like to add. ID is the UIN and User Name is the NetID (the example below is a test user). Press Search to complete the search. To add the user as an approver, click on the name.

The 'Select User' dialog box contains a search bar with the text 'king' and a 'Search' button. Below the search bar is a table with the following data:

Name	User ID	User Name	Manager
King, Ruth	ruthking	ruthking	

Annotations include: '1. Enter Search Criteria' pointing to the search bar, '2. Press Search' pointing to the 'Search' button, and '3. Click on Name to Add' pointing to the 'King, Ruth' entry in the table. A 'Cancel' button is at the bottom right.

7. Once you have entered all the approvers, press the Save button. The reset to default button will remove all the approvers or default back to the offer letter approvers listed on the requisition.


The 'View/Edit Approvals' dialog box shows a list of approvals. The first approval is for 'King, Ruth (ruthking)' with 'Approval Required' selected. The second approval is for 'Clark, Lisa (lisaclark)' with 'Approval Required' selected. At the bottom right, there are 'Reset to Default' and 'Save' buttons. An annotation 'Press Save' with an arrow points to the 'Save' button.

8. Once you have added the approvers that you would like or if you did not have approvers, click on the Submit For Approval button. If you did not have approvers, it will just proceed to the Send to Candidate step.

Offer Letter
⬆

In Progress

Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Submit For Approval  <small>View/Edit Approval</small> </div>			



Back

9. While the offer letter is waiting for any approvals, you can see when it was sent and see which approver it is with by select View Details.

Offer Letter
⬆

In Progress









Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		 Sent 1/5/2023 <small>View Details</small>			

Back

10. In the View Details window, you can see the status of the approvals and any comments that have been entered. You can always choose to cancel the approvals if desired. Choose close to close the window. The requisition owner will receive an email when the offer letter has been approved.

View/Edit Approvals
✕

Status	User	Decision	Comments
	 <div style="margin-left: 5px;"> <b>Ruth King</b>   ruthking@noemail.com   ruthking@noemail.com </div>	Sent on 1/5/2023	
	 <div style="margin-left: 5px;"> <b>Lisa Clark</b>   lisaclark@noemail.com   lisaclark@noemail.com </div>		

Cancel Approvals

Close



## Send Offer Letter to Candidate:

1. Once the offer letter has been approved, you can now send the letter to the candidate by choosing Send Offer under the Send to Candidate column.

**Offer Letter** △

In Progress

**Create New Letter**

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		 Approved 1/5/2023 <a href="#">View Details</a>	<div>Send Offer</div>		

*To send Letter to Candidate*

**Back**

2. In the Send Offer window, there are several options:
  - a. Offer Letter:
    - i. Click on the document name to download a PDF of the offer letter
    - ii. Choose to delete the offer letter by selecting the trash can icon
  - b. Additional Attachments:
    - i. Click Choose File to upload any attachments you would like to send to the candidate. One example is to send a signed letter of the offer letter.
  - c. Send Methods:
    - i. Candidate Profile – This will send an email to the candidate to tell them to go to their online profile to review the offer letter and then they can accept or decline the offer letter. The requisition owner will receive an email when they respond.
    - ii. Email – This will send an email to the candidate with the offer letter and attachments attached to the email. The candidate will not see this in their profile and will not be able to respond through their profile. Be sure to include how they should respond either in the offer letter or in the instructions.
    - iii. Paper Mail and Other – These are used to record information about sending the offer letter outside of Cornerstone.

- iv. Instructions – The instructions section will appear in the email and online (for candidate profile). This can be used to provide additional information to the candidate.

The screenshot shows a window titled "Send offer to Duran Duran" with a close button (X) in the top right corner. The window contains the following sections:

- Offer Letter**: A section with the text "Offer Letter for Duran Duran (Version: 1)" and a trash icon. An arrow labeled "Download the Letter" points to this section, and another arrow labeled "Remove the Letter" points to the trash icon.
- Additional Attachments**: A section with a "Choose File" button. An arrow labeled "Add Attachments" points to this button.
- Send To**: A section with a "Send Methods" header and four buttons: "Candidate Profile", "Email", "Paper Mail", and "Other". An arrow labeled "Choose Send Method" points to the "Candidate Profile" button.
- Instructions**: A large text area for providing additional information to the candidate.

3. Once you are ready to send the offer letter to the candidate, press the Send to Candidate Profile (or Send Email) at the bottom right of the window.

This close-up view of the bottom right corner of the window shows the "Send Methods" section with the "Candidate Profile", "Email", "Paper Mail", and "Other" buttons. Below these is the "Instructions" text area. At the bottom right, there is a dark blue button labeled "Send to Candidate Profile". An arrow labeled "Send Letter to Candidate" points to this button.



## Review or Record Offer Letter Response:

1. If you use the method of Email, Paper Mail, or Other, you can still record the candidate's response by choosing Record Response. This is not necessary if you use Send to Candidate Profile.

Offer Letter

In Progress

Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		✓ Approved 1/5/2023 View Details	✓ Sent 1/5/2023 View Details	Record Response	

Back

Record Response if not Using Candidate Profile

2. Select the candidate response and press save. The response method will say Candidate Profile, but it's fine to save this response. When you select Accepted, you will be able to upload a final signed letter if desired and add notes. If the response is Declined, you can choose a reason for declining the interview and add notes.

Record Candidate Response

Candidate Response

Response Method

Save

Choose Response (additional Questions will be Displayed based on Response)

Press Save when finished

- If the candidate is reviewing the offer letter in their profile, they will have the option of accepting and then be prompted for a signature. If the candidate declines, they will be given a list of reasons to choose from and an opportunity to add notes. The screenshot below is an applicant view of the offer letter response page in their profile page.

Offer Letter for Duran Duran

**Instructions**  
As we discussed.

**Offer Letter**  
Offer Letter for Duran Duran

Response\*  
Accept

**Message**  
By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.

Full Name\*  
Duran Duran

Email\*  
duranduran@noemail.com

Password\*  
\*\*\*\*\*

Forgot password?






Cancel Submit

- Once the applicant has responded through their profile page, you will be able to see their response in their applicant profile page. To view their response (and comments/reason if declined), choose View Details under Candidate Response. To view the electronically signed offer letter, click on the icon under the Final column.

Offer Letter △

In Progress

Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		✓ Approved 1/5/2023 View Details	✓ Sent 1/5/2023 View Details	<div> <div>  </div> <div>  </div> </div> Accepted 1/5/2023 View Details	<div> <div>  </div> <div>  </div> </div> View Electronically Signed Letter

View Candidate Response

Back

## Background Check:

1. Once a candidate has accepted an offer, the next step would be to place the candidate in a background check status. There is nothing else that needs to be done during this process other than changing the status. The requisition owner will be notified when the background check has been complete, and the status of the applicant will be changed by IHR to Background Check Complete. To change the status to Background Check, go to the main menu, Recruit, Manage Candidates. Use the filters and search to find the candidate. Check the box beside the candidate and choose Change Status

**Filters** **Reset** <

**Candidates**

1 TOTAL CANDIDATES | 1 OFFER LETTER

2. Change Status

Change Status View Profile More 1 candidate selected Sort By Relevance Search Duran

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE
<input checked="" type="checkbox"/> Duran Duran Duran Duran (Documents) ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	Tenured/Tenure Track Professors (x2) C1010060	Offer Letter 76 days ago View Response	External

1. Choose Candidate

Flags: Search Flags. There are no items to display.

Candidate Source

2. Choose the New Status of Background Check and then press Save. The Background Check will then process this record. No further action is needed at this time.

**Change Status**

Candidate	Requisition	Status	New Status
Duran Duran	Tenured/Tenure Track Professors (x2) C1010060	Offer Letter	Background Check

Change to Background Check

Press Save

Cancel Save

## Completing the Hire and Closing the Requisition:

1. Once the background check has been completed for all hires for this requisition and all appropriate required forms have been completed, it is now time to close out the requisition. Return to the Manage Candidate page and enter in filters to pull in all open candidates for this requisition. Check the box beside the candidates that are not being hired with this requisition. Choose Change Status.

**Filters** Reset

**REQUISITION**

☒ Show only open reqs

All Jobs

My Jobs

☒ Tenured/Tenure Track Prof...

**2. Change Status**

☒ Show only active candidates

☐ Background Check

☐ Finalist and/or On-Campus...

**1. Choose Candidates not Hired**

There are no items to display

**CANDIDATE SOURCE**

**Candidates**

2 TOTAL CANDIDATES | 1 INTERVIEW | 1 OTHER STATUSES

☒ **Change Status** **View Profile** **More** 1 candidate selected **Sort By** Submission Date (Newest)

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE
<input checked="" type="checkbox"/> <b>Jason Brown</b> Jason Brown (Documents) Internal 21733330000 n@noemail.com		Tenured/Tenure Track Professors (x2) C1010060	Finalist and/or On-Campus... less than an hour ago <b>Schedule Interview</b>	Internal
<input type="checkbox"/> <b>Duran Duran</b> Duran Duran (Documents) ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	Tenured/Tenure Track Professors (x2) C1010060	Background Check less than an hour ago <b>Assign Background Check</b>	External

2. Choose the New status of Closed/Dispositioned

**Change Status**

Candidate	Requisition	Status	New Status
Jason Brown	Tenured/Tenure Track Professors (x2) C1010060	Finalist and/or On-Campus I...	Finalist and/or On-Campus Interview Application Submitted Semi-Finalist (screening/phone interviews/etc) Finalist and/or On-Campus Interview Offer Letter Background Check <b>Closed/Dispositioned</b> Hired

**Choose Closed/Dispositioned Status**

- Then choose the appropriate disposition reason. For the most recent list of dispositions and their usage, please review the [Cornerstone - Applicant Statuses and Dispositions](#) job aid. Press Save when finished.

**Change Status**

Candidate	Requisition	Status	New Status
Jason Brown	Tenured/Tenure Track Professors (x2) C1010060	Finalist and/or On-Campus I...	<div> Closed/ Please select a disposit </div> <div> Please select a disposition <ul style="list-style-type: none"> <li>Failed Pre-Screening</li> <li>Candidate not well prepared for interview</li> <li>CS Exam Cancel, No Show, Reschedule Limit Reached</li> <li>CS Exam Cancelled By HR - No Penalty</li> <li>CS Exam For Position Already In Progress</li> <li>CS Exam Taken Limit Reached</li> <li>Declined offer</li> <li>Did not confirm qualifications on application</li> <li>Incompatible area of interest/expertise</li> <li>Information not available</li> <li>Lacks min qualifications experience/skills</li> <li>Lacks min training, licenses or certifications</li> <li>Lacks preferred educational requirements</li> <li>Lacks preferred qualifications experience/skills</li> <li>Lacks preferred training/licenses/certifications</li> <li>Late submission</li> <li>Less relevant experience (1st round)</li> <li>Missing documents/incomplete application</li> <li>Moved to another requisition</li> </ul> </div>

- For the candidate/s you are hiring with this requisition, check the box beside their name and chose the Change Status button.

**Filters** **Reset**

**REQUISITION**

☒ Show only open reqs

All Jobs

My Jobs

**Candidates**

2 TOTAL CANDIDATES | 1 INTERVIEW | 1 OTHER STATUSES

Q C1010060 X2. Change Status

☒ Tenured/Tenure Track Prof... Change Status View Profile More 1 candidate selected Sort By Submission Date (Newest) Search candidates and resume

**CURRENT STATUS**

☒ Show only active candidates

☐ Background Check 1

☐ Finalist and/or On-Campu... 1

1. Choose Hired Candidate/s

There are no items to display

**CANDIDATE SOURCE**

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE
<input type="checkbox"/> Jason Brown Jason Brown (Documents) Internal 2173330000 jasonbrown@noemail.com		Tenured/Tenure Track Professors (x2) C1010060	Closed/Dispositioned less than an hour ago No Suggested Action	Internal
<input checked="" type="checkbox"/> Duran Duran (Documents) ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	Tenured/Tenure Track Professors (x2) C1010060	Background Check less than an hour ago Assign Background Check	External

5. The new status that you will now choose is Hired and then press Save.

#### Change Status

Candidate	Requisition	Status	New Status
Duran Duran	Tenured/Tenure Track Professors (x2) C1010060	Background Check	<div><div>Hired</div><div>Application Submitted</div><div>Semi-Finalist (screening/phone interviews/etc)</div><div>Finalist and/or On-Campus Interview</div><div>Offer Letter</div><div>Background Check</div><div>Closed/Dispositioned</div><div>Hired</div></div>

Choose Hired Status

Save Changes

Cancel

Save

6. If the number of candidates in a hired status equals the number of vacancies, the requisition will close automatically. If you decide to close the requisition because you will not be making any additional hires (and you have vacancies left) or if you had chosen Ongoing for the number of vacancies, you will need to close the requisition manually. To do this go to Manage Requisitions under the Recruit menu and then search for your requisition. Once you have found it, edit the requisition. If the requisition is already in a closed status, you will not be able to make any changes. At the bottom of the first page (general tab) of the requisition, change the status to Closed and then press Submit. Other options are Cancelled (typically used when you have decided not to proceed with this requisition prior to it being in an open status) and On Hold (removes it from an open status but you can re-open later if desired. Press Submit when you have the status changed. If you still have active candidates (not in a hired or closed status), you will be prompted to close the applicant records.

**REQUISITION**

Requisition ID: C1010060

Priority: Medium

Openings: 2 ☐ On Going

Target Hire Date: 7/13/2022 (Target hire date of first opening)

Requisition Status: Open

Do Not Allow to Apply

Change Status to Closed

Save the Change

Cancel Submit **Save and Manage Postings** Next

*Last Modified: August 10, 2023*

*For more information, contact [ihr-hrais@illinois.edu](mailto:ihr-hrais@illinois.edu)*