1. View your requisition in Cornerstone.

![Edit Requisition - Information Technology Associate](image)

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Additional locations can be added in order to make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requisition locations falls within location constraints, if any, on the user’s permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such as in the mobile app, that location is the Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferences are based on the Primary Location.

2. Confirm the referral bonus amount of $600. This will auto-populate.

![Compensation](image)

If you would like to see an employee view of the referral process in Cornerstone, reference the Referring Employee Job Aid.
3. When finalizing the search and preparing to hire the selected candidate, look to see if the candidate was referred.
4. If a candidate that was referred to the requisition is hired, then the **Employee Referral Incentive Acceptance Form** in Cornerstone will need to be initiated for the referring employee to answer “yes” or “no” to the **Employee Acknowledgement**. The form can be found by selecting additional resources, useful information.

5. For the Employee Referral Incentive Acceptance Form you will need to have information to complete the following fields: accessed via **Current Employees** button on [jobs.illinois.edu](http://jobs.illinois.edu).
Form Field Hints:
Employee Home Org Code will auto populate
CFOP to Charge Referral Bonus To: The unit CFOP you identify will be charged. Most funds are potentially eligible. Do not use sponsored research funds.

A completed form example is below:

Last Modified: September 12, 2023