



Employee Referral Program: HR Processing Job Aid

1. View your requisition in Cornerstone.

Manage Requisitions

Edit Requisition - Information Technology Associate

General	Job Ad	Application Workflow	Applicant Review
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Job Title * Academic Professional

Requisition Template * Academic Professional

View In English (US) **Default** Localized Languages

DETAILS

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.

Display Job Title * Information Technology Associate

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

Employment Type * Exempt Full Time Part Time

Currency * United States Dollar

Compensation * Annual Salary

Range \$ 0.00 To \$ 0.00

Referral Bonus \$ 600

Classification Title 5020 - Human Resource Associate

****POSITION ELIGIBLE FOR REFERRAL BONUS****

If you would like to see an employee view of the referral process in Cornerstone, reference the [Referring Employee Job Aid](#).

- When finalizing the search and preparing to hire the selected candidate, look to see if the candidate was referred.

[Change Status](#) [View Profile](#) [More](#) No candidates selected Show 20 Sort By [Submission Date \(Newest\)](#)

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE	SOURCE
<input type="checkbox"/> Bill Baker Bill Baker (Documents) Internal billbaker@noemail.com	United States	Information Technology Associate B1009402	CS Exam - Qualifications U... 5 days ago No Suggested Action	Internal	Public Career Site 9/6/2023
<input type="checkbox"/> Andrew Hagler Andrew Hagler (Documents) Internal ahagler@illinois.edu		Information Technology Associate B1009402	CS Exam - Qualifications U... 11 days ago No Suggested Action	Internal	Added Manually 8/31/2023
<input type="checkbox"/> Rob Smith Rob Smith (Documents) Internal 12173331212 robsmith@noemail.com	Urbana IL United States	Information Technology Associate B1009402	CS Exam - Qualifications U... 38 days ago No Suggested Action	Internal	Public Career Site 8/4/2023
<input type="checkbox"/> Nancy Test Nancy Test (Documents) Internal +1 217 987-6543 njneild@gmail.com	Urbana IL United States	Information Technology Associate B1009402	CS Exam - Qualifications U... 110 days ago No Suggested Action	Internal	Employee Referral 5/24/2023

njneild@gmail.com Urbana, IL
 +1 217 987-6543 [Applicant Profile](#) **Applicant Profile (Documents)**

[Download Application](#)

Applicant Summary

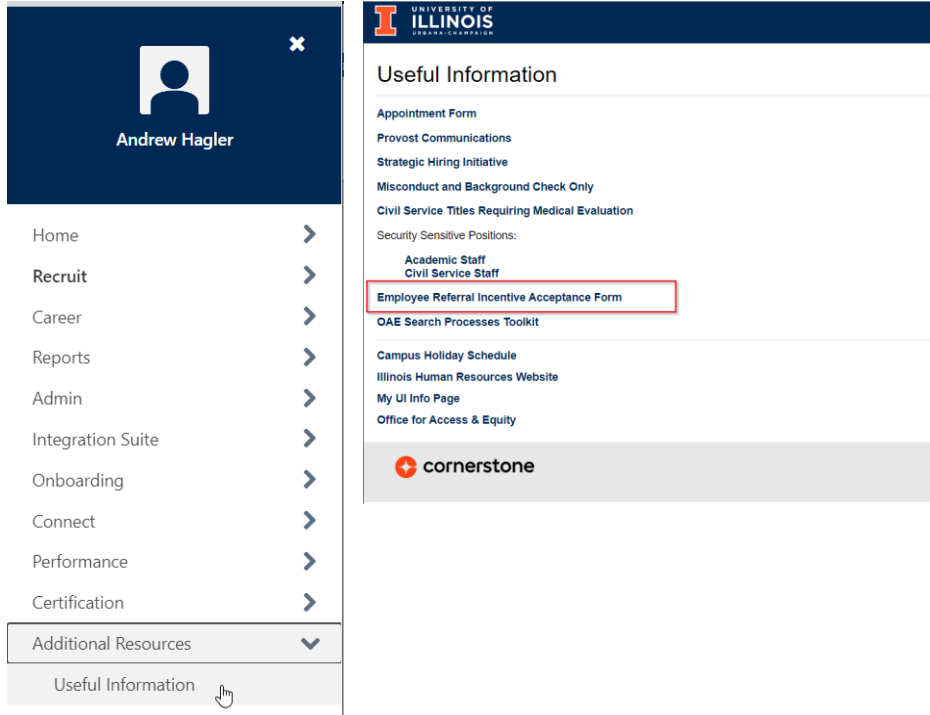
Requisition: **Information Technology Associate**
 Applied On: 5/24/2023

Application Status: **CS Exam - Qualifications Under Review**
 Source: **Employee Referral**

- Referring Employee: **Nancy Neild**
- Rehired Retiree**
- Related to Applicant: **No**

Candidate Messages
 No messages

- 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.



- 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).

UIUC Employee Referral Incentive Acceptance Form

Employee Information

Employee Name: User User (123456789)

Employee Status: A

Employee Home Org Code: 000000

Employee Home Org Name: Organization Desc

Title*
Business Administrative Associate

Amount to be paid:*
600

CFOP to charge Referral Bonus to:*
1-123456-123456-123456-123456

Cornerstone Requisition ID*
123456

Name of Employee Referred:*
A. J. Smith

Eligibility Terms

The following individuals are not eligible for the employee referral incentive:

- Any employee involved in the recruiting, including HR professionals, search committee members, and leadership within the reporting line of the hiring unit.
- Immediate family members of the new employee, regardless of their role at the U of I System.
- Faculty and post-doctoral students.
- Other employees whose role is deemed a conflict of interest as determined by the appropriate university, hospital or system human resources office.

Save

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:

UIUC Employee Referral Incentive Acceptance Form

Employee Information
Employee Name: User User (123456789)
Employee Status: A
Employee Home Org Code: 000000
Employee Home Org Name: Organization Desc
Amount to be Paid: 42
Employee Referred: this is single line text
Position Title:this is single line text - (this is single line text)

Eligibility Terms
The following individuals are not eligible for the employee referral incentive:

- Any employee involved in the recruiting, including HR professionals, search committee members, and leadership within the reporting line of the hiring unit.
- Immediate family members of the new employee, regardless of their role at the U of I System.
- Faculty and post-doctoral students.
- Other employees whose role is deemed a conflict of interest as determined by the appropriate university, hospital or system human resources office.

Employee Acknowledgment
I have read and understand the University's employee referral policy, including eligibility terms. I understand that if the candidate I referred is hired as a result of my referral, I will receive a bonus within 60 days of the date the individual's new hire date with the University.

Agreement
 Yes - I agree to the above
 No - I do not accept or I am not eligible for the incentive

Click here to sign

Last Modified: September 12, 2023