# **Cornerstone - Add Applicant to a Requisition**

## Cornerstone Add Applicant to Requisition Overview:

- Various employment transactions don't currently require a search, so applicants do not apply directly to a requisition.
- Transactions typically include Academic Hourly, Search Waivers, and Non-Clerical Extra Help
- Use this job aid to learn how to attach a person to a requisition, whether they are a current applicant, employee, or someone that is not currently in Cornerstone and how to attach a CV/Resume for the applicant.
- Requisitions for these employment scenarios will feed from JDXpert and will be completed and submitted as described in the Editing a Requisition job aid.
- If you have any questions, please contact <u>ihr-hrais@illinois.edu</u>.

#### How to Access the Cornerstone System

- 1. Open internet browser and go to: <a href="mailto:apps.uillinois.edu">apps.uillinois.edu</a>
- 2. Select Cornerstone Urbana (found on the Human Resources card)
- 3. Log in to Cornerstone using your net ID and password

#### Access the Requisition:

- 1. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Recruit, Manage Requisitions
  - a. Select the menu:



b. Select Recruit, Manage Requisitions:



c. On the Manage Requisition page, enter search criteria to find your requisition:

academic hourly	teqID	Division		0	Hiring Dep	pariment.		0	
	include related	E tycket	e Subordinates		include	Subordina	tei		
Grade D Owner D	8 Selected *	Hinny M	anager	0	From	.03	10	80.	
									Q, Sean

#### Open the Requisition:

1. Requisitions must be in an Open status to be able to add an applicant. If the status is not Open, click on the name of the requisition under the Job column.

cademic hourly		mqD	Division	D	Hiring Dep	partment		0	
		💮 Include related	include Subordinates		i Include	Subordina	les .		
Grade 🔲 🖸	a new	8 Selected *	Hiring Menager	0	From	- 80.	10	10.	
									Q Sear

 The first page of the requisition is the general tab. On this tab, you may complete as much information as needed (see <u>Editing a Requisition job aid</u> for assistance); however, be sure to complete the information for the background check.

Contact Name (Billing) *	•
Contact Email (Billing) *	•
CFOAPAL for Background Check (You MUST use account code 142907) *	

3. If this a requisition that is not being posted on the job board, you can press Submit at the bottom of the general tab page. If this is a position that will be posted, refer to the <u>Editing a Requisition job aid</u> for further assistance in completing the requisition.



Access the Requisition Snapshot:

1. From the Manage Requisitions page, under the Actions column, use the pull-down menu to find Snapshot and then click on Snapshot:

	Status e	Hiring Manager	Days Open		Applicants e	New Submissions •	Actions
Test Department	Open	N/A	0	0	0	0	•
					Pov Ali Ri	Edit Copy Edit Postin Snapshot View Histor Message Us	, Inc. ©2000-; pokies - Feedl y

2. From the Requisition Snapshot Page, choose Add Submission. If you do not have an Add Submission link, your requisition is not in an Open status. Please refer to earlier instructions on how to open a requisition.

Requisition Snapshot					
Submission Details	ost Details				
Requisition Status Priority Postings Days Open Openings Submission Sources	Medum 0 0 1	New Submission - Application Submitted - Sensi Finalist (accessing lphone interviewent) Finalist and/or On Campus Interview - Other Letter - Beckground Check - Cliceed Dispositioned - fined - 0	1 2		
Total Submissions: Total Applicanta: Active Applicants:	0 0 0				
ALL SUBMISSIONS 💩 A	v Name	_]q			(0 Results)
Name	Submission	Source	Rating	Status	Days in Status

### Add a Current Employee or Applicant to the Requisition:

1. The first section of the Add Submission page is to Add Existing Applicants:

Add Submission: Academic Hourly TEST (req87) Job Details

Add Submission
ADD EXISTING APPLICANTS 💿 Applicant Bank 💿 Employee
Add As: New Submission
Send Email To: Potential Applicant(s) Requisition Owner(s) Source: Added Manually ✓ Submit to Requisition
CREATE NEW APPLICANT
Resume/CV Title: File Path: Choose File No file chosen

2. If the person you are going to add is a current employee, then choose the current employee link. If they are potentially an applicant in the Cornerstone, choose Applicant Bank.

Add Submission	
Add Submission	
ADD EXISTING APPLICANTS	
Add As:	
O New Submission	
Applicant	
Send Email To:	
Potential Applicant(s)	
Requisition Owner(s)	
Source:	
Added Manually V	
Submit to Reguisition	
Submit to Requisition	
CREATE NEW APPLICANT	
Resume/CV	
Resume/CV Title:	

3. Enter in Search criteria to look for your applicant or employee. For employees, the ID field is their UIN and the Username field is their netid. For applicants, their Username and ID is usually their email address they used to create an account.

Search is limited to 1000 rea	cords only					
.ast Name:	First Name:	ID:	]	User Name: testperson@noemail.com	Email:	Q Search
Name	User ID		User Name		Email	(1 Result,
TESTLast, TESTFirst	testperson@noema	il.com	testperson@	noemail.com	testperson@noemail.com	

4. Click on the name of the applicant or employee if you find them in the search. Then press Add. Note, you can add multiple applicants by continuing to search if that is applicable for the scenario.

Search is limited to 1000 r	ecords only					
Last Name:	First Name:	ID:		User Name:	Email:	-
				testperson@noemail.com		Search
Selected Applicant Bank						
NAME			USER	D		
TESTLast, TESTFirst			testper	son@noemail.com		Ū
						(1 Result
Name	User ID		User Name		Email	
TESTLast, TESTFirst	testperson@noen	ail.com	testperson@	noemail.com	testperson@noemail.com	
N						
h						

5. The application or employee name(s) will now appear at the top of the section.

ADD EXISTING APPLICANTS   Applicant Bank   Employee	
1 TESTFirst TESTLast	
Add As:	
O New Submission	
Applicant	
Send Email To:	
Potential Applicant(s)	
Requisition Owner(s)	
Source:	
Added Manually 🗸	
Submit to Requisition	
CREATE NEW APPLICANT	

6. Uncheck the Send Email to: Potential Applicant(s) and Requisition Owner(s). The Source should remain as Added Manually, then Press Submit to Requisition.

ADD E	XISTING APPLICANTS    Applicant Bank   Employee
Û	TESTFirst TESTLast
Add As:	
O Ne	w Submission
🖲 Ap	plicant
Send Ema	iil To:
	tential Applicant(s)
_	quisition Owner(s)
0	
Source:	I Manually V
1000	
Submit	to Requisition

Add a New Applicant to the Requisition:

1. If the person was not found in the applicant or employee search, you will need to manually add the applicant under the Create New Applicant section.

Submit to	ranuby v Regulation
Resume/C)	
Title File Path	
Upload Re ontact Inf	formation
	Prefix: First Name: Middle Name: Last Name: Suffix
	Phone Email Address
	Address Line 1
	Address Line 2:

2. Field that are required to add an applicant are First Name, Last Name, Phone, and Email Address. Other information can be entered if desired; it is recommended to attach the resume/CV at this time, though it can be attached later. NOTE: all email addresses must be unique in Cornerstone. An error will be received if the email address is already in use by another candidate.

	quired ess is required
Resume/CV	1
Title	
File Path	Choose File No file chosen
Upload Res	sume
Contact Infe	ormation
	Prefix: First Name: Middle Name: Last Name: Suffix:
	Phone:
	Email Address:
	Address Line 1:
	Address Line 2:
	City: State / Province: Zip / Postal Code:
	City: State / Province: Zip / Postal Code:
	Country:
	select country
Idd Ar	
Add As:	Submission

3. Once the information is entered, uncheck the Send Email to: Potential Applicant and Requisition Owner. Leave Source as Added Manually. Then choose the Create and Submit to Requisition button.

	Prefix:	First Name	Midd	le Name:	Last Name:	Suffix
		Sally			Test	
	Phone:					
	111-222-	3333				
	Email Ad	dress:				
	sallytest(	@noemail.com				
	Address	Line 1:				
	Address	Line 2				
	Address	Line z.				
	-					
	City:	s	tate / Province:	Zip / Post	tal Code:	
	Country					
	select of	country		~		
Add As:						
	Submission					
-	licant					
Ind Email	To					
	ential Applicar	vt				
	uisition Owne					
Source:						
source.	Manually 🗸					

## Adding Documentation:

 After adding the applicant to the requisition, you will be returned to the Requisition Snapshot page where you can see the added applicant(s). Click on the applicant's name to go to the Applicant Profile page.

	0 Internal Career Site 0 Career Sites 0 Job Boards 0 Agency Submissions 0 Retenals 0 External Sourcing 2 Other		Background Check- Closed Dispositioned - Head - 8	1		
Total Submission						
Total Applican	ns: 2					
Active Applican	nc 1					
	Add Submission					
All Statuses	▼ Name	Q				(1 Dec
Name /	Submission	Source	Rating		Status	(1 Res Days in Sta
Sally Test	7/14/2022	Added Manually	chick (D Ratings)		Application Submitted	a
* Back						

2. On the Applicant Profile page, you will select the Documents tab.

	Sally Test		Option
Ŏ	Email sallyttest@noemail.com	Position Not Defined	Applicant (User) Flags No Flags
2	Phone 111-222-3333	Organization Not Defined	
	Address	Type External	
		Language Preference English (US)	
d for 1 Job(s)			
tatus: Application Sub., pplied: 7/14/2022	_		
a dansia Uau	rly TEST (req87)		

3. If you did not upload a resume/cv and this is a new applicant, you can upload a resume using the Upload Resume/CV link.

Academic Hourly TEST (req87)

Summary	Statuses	Application	Comments	Documents	History	Email	
Applicant D	ocuments						1
	Resume/CV, a Co	wer Letter and up to 1	ten (10) Other Doci	iments for this appli	cant. It may take	e several minutes for new	attachments to be included in the
oplication PDF.	Resume/CV, a Co	wer Letter and up to 1 Title	~	iments for this appli oad User		e several minutes for new load Date	attachments to be included in the Options
ocument			~				
eview or upload a pplication PDF. Resume/CV Cover Letter		Title	<b>U</b> P				

4. A window will open where you will give the document a name and choose the file to upload. Press Save when Finished.

Upload Resume	х
Title Resume/CV File Path Choose File Walt Disney Resume.docc	
	Cancel

5. The resume/CV will now appear in the documents section.

Academic Hourly TEST (req87)

Summary	Statuses	Application	Comments	Documents	History	Email	
Applicant D	ocuments						e e e e e e e e e e e e e e e e e e e
	Resume/CV, a Co	wer Letter and up to ter	n (10) Other Docum	vents for this appli	cant. It may tak	e several minutes for new	attachments to be included in the
pplication PDF.	Resume/CV, a Co	wer Letter and up to ter		ents for this appli od User		e several minutes for new	attachments to be included in the Options
pplication PDF.			Uploa		Up		
leview or upload a pplication PDF. Document Resume/CV Cover Letter		Title	Uploa	nd User rtment User	Up	load Date	

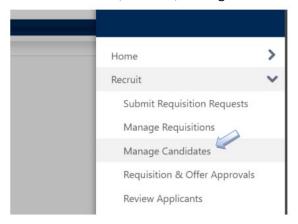
 For current employees or current applicants, the resume/cv will be populated either from the last job they applied to, or it will create a resume with some employee data. To upload a new resume, follow the same steps as adding a Resume/CV, except choose Upload Other Document.

Academic Hourly TEST (req87)

Summary	Statuses	Application	Comments	Documents	History	Email	
Applicant D	ocuments						
i an index in	Bassimo Maria Co	use Letter and up to t	ton /101 Other Do	comparis for this position		reveral minuter for new	attachmonty to be lock-dad in the
eview or upload a pplication PDF.	Resume/CV, a Co	ver Letter and up to t	ten (10) Other Do	cuments for this applic	ant. It may take	several minutes for nev	vattachments to be included in the
pplication PDF.		wer Letter and up to t		cuments for this applic pload User		several minutes for nev load Date	attachments to be included in the Options
plication PDF.			U		Up		
		Title	U D	pload User epartment User	Up	load Date	Options

### Finishing the Transaction:

1. After adding the applicant to the requisition and uploading the resume/CV, you will now go to the Manage Candidates to finish the transaction. To navigate to this page, go to the Main Menu, Recruit, Manage Candidates:



2. Filter your applicants to find the applicant(s) that you just added by using the filter on the side or the candidate search by name:

Filters Reset	<	Candidates			
REQUISITION	>		1		
Show only open reqs		1	1		
All Jobs		TOTAL CANDIDATES	REVIEW		
My Jobs					
Q Search regulation					
Academic Hourly TEST (re Civil Service Audit (reg64)		Change Status View Profile	More 🖤 No candidates select	ed Sort By Submission Date (	Newest) 🔻 🗌 🔍 Search candidates and resu
CURRENT STATUS	>	CANDIDATE	LOCATION	REQUISITION	STATUS
Show only active candidates		Sally Test			Application Submitted
Application Submitted	1	111-222-3333 sallyttest@noemail.com		Academic Hourly TEST req87	less than an hour ago Add Reviewer
FLAGS	>				
Q Search Flags					
There are no items to display					
CANDIDATE SOURCE	>				

3. Typically, the next step would be to change the status of the applicant to Offer Letter or to Background Check as appropriate. To change the status, choose the checkbox beside the applicant and choose Change Status.

Change Status View Profile More 1 candidate selected Sort By CANDIDATE LOCATION REQUISITION	
CANDIDATE LOCATION REQUISITION	Submis
Sally Test Academic Hourly 111-222-3333 req87	TEST

4. Choose the appropriate status and press Save. If the next step is offer letter, please refer to the <u>offer letter job aid</u>, <u>webinar</u>, <u>or video training</u> (as available).



5. If you choose Background Check as the next status, you will see that status on the Manage Candidates page:

Change Status View Profile	More 🐨 No candidates selected	Sort By Submission Date	(Newest) 🔻	resume Ø
CANDIDATE	LOCATION	REQUISITION	STATUS	туре
Sally Test 111-222-3333 sallyttest©noemail.com	ð	Academic Hourly TEST req87	Background Check less than an hour ago Assign Background Check	External
	4			

6. IHR will then process the background check and notify you when it is complete. At the point, you can then change the status of the applicant(s) to Hired. If the number of applicants added equals the number of openings on the requisition will close.

Change Status							
Candidate	Requisition	Status	New Status				
Sally Test	Academic Hourly TEST reg87	Background Check	Hired	•	×		



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