Add Search Documents to Cornerstone Requisition

How to Access the Cornerstone System

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

Search Documents Overview

Please keep the following documents and attach them to the cornerstone requisition, prior to submitting a Hire from Search appointment form:

- Save copies of any advertisements that are manually posted.

- Use this good faith efforts (GFE) spreadsheet to document and evaluate the outreach and recruitment efforts conducted for the search and attach a copy of the completed spreadsheet.

- Save a copy of the evaluation criteria used to assess applications to determine who will be selected for interviews. Be sure to establish the application evaluation criteria before reviewing any applications. (The department is not required to save this document for civil service positions for which IHR conducts the credential review process.)

- Save a copy of the interview questions/criteria. If there are multiple rounds of interviews, save a copy of the questions/criteria used during each round. As a reminder, please develop interview questions prior to the start of interviews, and use the same criteria to review everyone.

Add Search Documents to Cornerstone Requisition Steps

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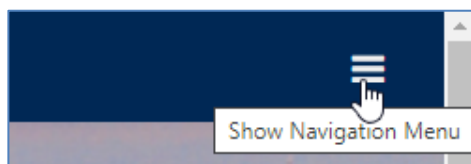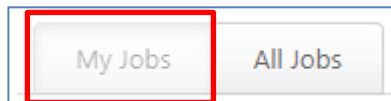

2. **Go to Recruit, click the arrow, and then select Manage Requisitions**
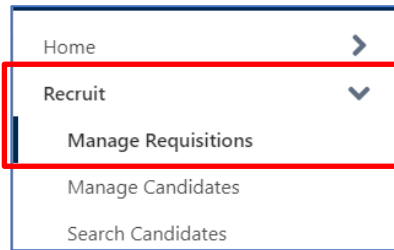
3. **Enter the reqID number and click on Search**

4. **Go to My Jobs and select the requisition**

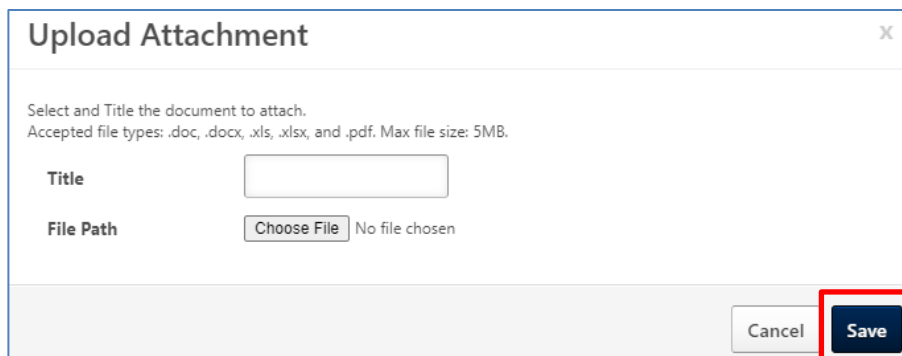5. **Once the requisition opens, scroll down to the "Attachments" section**

6. **Upload the following documents to the requisition by clicking on the "+ Add Attachment" button; Please name each document using the following format:**

   a. **Advertisements - req [req id number]** - *Example*: "Advertisements - req 1011234"

   b. **Good Faith Efforts - req [req id number]** - *Example*: "Good Faith Efforts - req 1011234"

   c. **Evaluation Criteria - req [req id number]** - *Example*: "Evaluation Criteria - req 1011234"

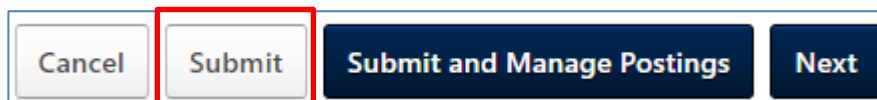   d. **Interview Questions - req [req id number]** - *Example*: "Interview Questions - req 1011234"

e. **Other Documents - req [req id number]** - *Example*: "Other Documents - req 1011234"

f. This document may encompass supplementary documents that have not been detailed in sections a through d.

7. **After uploading each document, click on the save button. You should see all your documents under the attachments section of the form.**

8. **If you require further document uploads following the initial submissions in sections a through e, please append a "2" to the document name. For instance, Advertisements 2 – req [enter the req ID number]. There is a maximum of 10 documents per requisition.**

9. **Click on Submit at the bottom of the form.**

If you have any questions, please contact OAE at accessandequity@illinois.edu or 217-333-0885.

Last Modified: February 8, 2024