



# Cornerstone – Approving Requisitions and Offer Letters

## Cornerstone Approving Requisitions and Offer Letters Overview:

- Requisitions and offer letters can be routed to approvers as needed.
- Approvers do not need any special permission to be an approver, they are just added to the requisitions or offer letters. NOTE: You will be unable to see this link until you have something to approve.
- Any changes to the requisition or offer letter after it is approved will require re-approval.
- Use this job aid to learn how to review, approve, and deny a requisition or offer letter.
- If you have any questions, please contact [ihr-hrais@illinois.edu](mailto:ihr-hrais@illinois.edu).

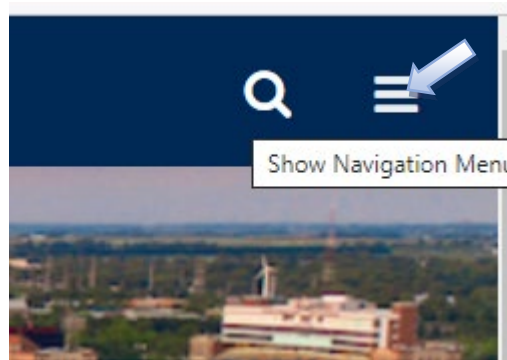
## How to Access the Cornerstone System:

1. Emails with links are sent to approvers of requisitions and offer letters. You may click on the link in the email to go to Cornerstone (skip to step 3).
2. Open internet browser and go to: [apps.uillinois.edu](https://apps.uillinois.edu)
3. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
4. Log in to Cornerstone using your net ID and password

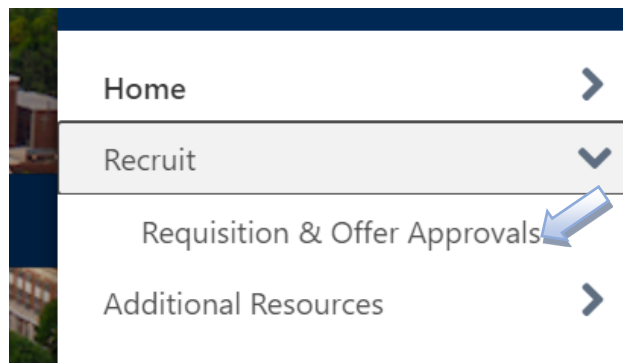
## Access Requisition & Offer Approvals:

1. Emails with links are sent to approvers of requisitions and offer letters. You may click on the link in the email to go to Cornerstone. After you login, you will be taken directly to the Approve Requisition and Offer Approvals page (skip to the next section). However, you can always access this page by the navigation described in step 2.

2. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Recruit, Requisition & Offer Approvals.
  - a. Select the menu:

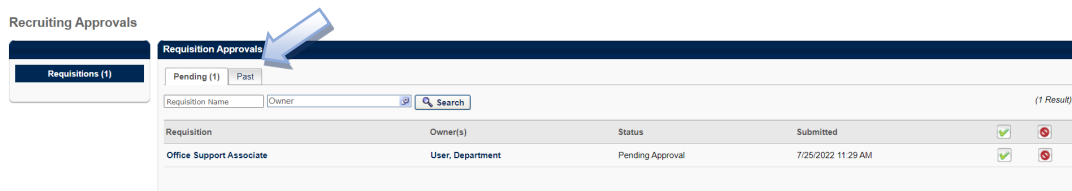


- b. Select Recruit, Requisition & Offer Approvals:



## View the Requisition:

1. Once you are on the Recruiting Approvals page, you will notice there are two tabs at the top for Pending and Past:



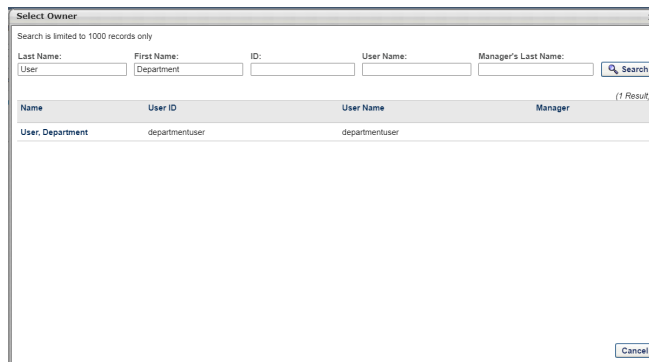
- a. The pending tab will have any requisitions that are still waiting for your action.
  - b. The past tab will have any requisitions that you have already approved/denied.

2. Below the tabs are two boxes you can use to search for a specific requisition.



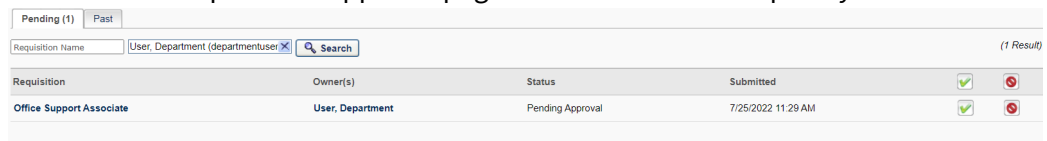
The image shows a search interface with two input fields: "Requisition Name" and "Owner". The "Owner" field contains the text "Owner" and has a small icon to its right. To the right of the "Owner" field is a "Search" button with a magnifying glass icon.

- a. Requisition Name – This is the title of the requisition that you can type in and press Search to narrow your list.
- b. Owner – This is the name of the person(s) that is listed as the owner on the requisition. Click inside the box to bring up the window to search for a specific owner. Enter in one or more search criteria into the boxes and press Search.
  - i. Last Name
  - ii. First Name
  - iii. ID is UIN
  - iv. User Name is NetID
  - v. Manager’s Last Name – This field is not currently populated and should remain blank.



The image shows a "Select Owner" dialog box. It has a title bar "Select Owner" and a close button. Below the title bar, it says "Search is limited to 1000 records only". There are five input fields: "Last Name:" (with "User" below it), "First Name:" (with "Department" below it), "ID:", "User Name:", and "Manager's Last Name:". A "Search" button is to the right of the "Manager's Last Name" field. Below the input fields is a table with the following columns: "Name", "User ID", "User Name", and "Manager". The table contains one row: "User, Department", "departmentuser", "departmentuser", and an empty cell. To the right of the table is "(1 Result)". At the bottom right of the dialog box is a "Cancel" button.

- c. Click on the name of the owner you would like to add. The window will close and return to the Requisitions Approval page. Press Search to complete your search.



The image shows the "Requisitions Approval" page. At the top, there are tabs for "Pending (1)" and "Past". Below the tabs is a search bar with "Requisition Name" and "Owner, Department (departmentuser)" entered. A "Search" button is to the right. To the right of the search bar is "(1 Result)". Below the search bar is a table with the following columns: "Requisition", "Owner(s)", "Status", "Submitted", and two columns with checkmark and delete icons. The table contains one row: "Office Support Associate", "User, Department", "Pending Approval", "7/25/2022 11:29 AM", and two icons.

3. Once you have location that requisitions that you would like to review, you can click on the name of the requisition. The requisition will pull up and you can look at all the information in the requisition. You will not be able to edit the requisition.

**Edit Requisition - Office Support Associate**

**General** | Job Ad | Application Workflow | Applicant Review

Job Title \*

Requisition Template \*

View In  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 \*

Division \*

Primary Location \*  Address \* Urbana, IL USA

Additional Location(s)

4. At the bottom of the page, there are three buttons: Cancel, Next, View Postings.
  - a. Cancel – This will return you to the Requisitions Approval page
  - b. Next – This will take you to the next page of the requisitions which is the Job Ad
  - c. View Postings – This will take you to the page which will list where the job is posted; however, unless this is a re-approval and the job had previously been posted to the career sites, this page will not be populated.
5. Click Next to go to the next page in the requisition which is the Job Ad. The three tabs at the top of the job ad are External Site, Internal Site, and Mobile. The ad displayed here is how it will be displayed on the job board.
  - a. External Site – This is the job ad that will be used on the public job board (as appropriate) and the internal job board. If this is not a job that will be posted, there is no need to review the job ad. Also, this may be an internal only posting...but the external site tab may still be populated. There is no need to remove it as this does not control where the job is posted.
  - b. Internal site – This should be the same as the External Site.
  - c. Mobile – This is used for Cornerstone’s customers who are not using mobile-friendly site. Our sites are mobile friendly, so this tab is not used.

## Edit Requisition - Office Support Associate

The screenshot shows the 'Job Ad' tab of the 'Edit Requisition - Office Support Associate' page. At the top, there are four tabs: 'General', 'Job Ad' (selected), 'Application Workflow', and 'Applicant Review'. Below the tabs is a language selector set to 'English (US)'. Underneath are three site type buttons: 'External Site', 'Internal Site', and 'Mobile'. A 'View Tags' section contains a rich text editor with the following content:

### Office Support Associate

Test Department

**Job Summary**  
Provides the primary clerical support for the shipping & receiving area of Test Department.

**Duties & Responsibilities**

- Reviews department/unit incoming mail and packages, responding to routine items and distributing remainder to appropriate staff; coordinates and schedules package/freight shipments.

d. Click Next at the bottom of the page:

A row of four buttons: 'Back', 'Cancel', 'Next' (highlighted in dark blue), and 'View Postings'.

6. The next page is the application that an applicant will complete to apply for this position. If this is not a job that will be posted, you can move to the next page. Notice there are two tabs at the top of the page: External Applicant and Internal Applicant. Although Cornerstone has the functionality to have two different applications for a requisition, these should remain the same. Primarily the applications are tied to a specific position, so these are typically not changed.

The screenshot shows the 'Application Workflow' tab of the 'Edit Requisition - Office Support Associate' page. At the top, there are four tabs: 'General', 'Job Ad', 'Application Workflow' (selected), and 'Applicant Review'. Below the tabs are two applicant type buttons: 'External Applicant' and 'Internal Applicant'. A text block explains: 'The following workflow will be used for external applicant submissions. Once an applicant has begun the application process, the application workflow cannot be changed. If the requisition is posted on a mobile optimized career site, the applicant will be able to apply with a mobile device. The application workflow components noted with the mobile icon will be applicable in the apply with mobile workflow.' Below this is an 'Application Type' dropdown menu set to 'Mobile-Friendly'. A section titled 'Non-Exempt Civil Service Workflow' contains a preview of the application process, showing 'Page 1 of 5' with a 'Welcome' message and 'Page 2 of 5'.

- a. At the bottom of the page, is a Preview link. You can click on this link to get a view of the application an applicant will complete when applying for this position.

A preview of the application confirmation page, showing 'Page 1 of 5' with a 'Thank you!' message. Below the preview is a 'Preview' label and a row of four buttons: 'Back', 'Cancel', 'Next' (highlighted in dark blue), and 'View Postings'.

- b. You can scroll through the pages without completing any information. You can close this window at any time by pressing the X at the top right of the window.

Step 1 of 5

**Contact Information**

First Name\*  Last Name\*

Email\*

**Welcome**

Thank you for your interest in this employment opportunity at the University of Illinois Urbana-Champaign. Please take the next few minutes to complete the required applicant information in order to be considered for this position.

**Requesting an Accommodation during the Application Process**

The University of Illinois is committed to creating an equitable and inclusive environment and

- c. Press the Next button at the bottom of the page to proceed.

Back Cancel **Next** View Postings

7. On the last page of the requisition is a list of all the statuses that an applicant could potentially have during the applicant process. They will not have all the statuses listed, however. Different position types will have different statuses. For more information on statuses, please review the Applicant Statuses and Dispositions job aid.

#### Edit Requisition - Office Support Associate

General	Job Ad	Application Workflow	Applicant Review
CS - Load Applicant Data (Type: Review) ▼			
CS Exam - Request Validation (Type: Other) ▼			
CS Exam - Qualifications Under Review (Type: Other) ▼			
CS Exam - Meets Qualifications (Type: Other) ▼			
CS Exam - Request Denied (Type: Other) ▼			
CS Exam - Ready to Schedule (Type: Interview) ▲			

- a. At the bottom of this page, press Cancel to return to the Recruiting Approvals page.

Back Cancel View Postings

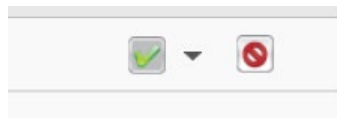
- b. You can also go back to the Requisitions Approval page through the Main menu, Recruit, Requisition & Offer Letter Approvals (navigation instructions at the top of the document).

### Recording Requisition Approval Decision:

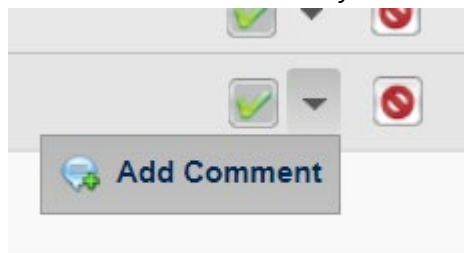
- 1. On the right side of the page, you will notice a green checkmark and a red no symbol.
  - a. Press the green checkmark if you approve the requisition. Press the red no symbol if you do not approve the requisitions.



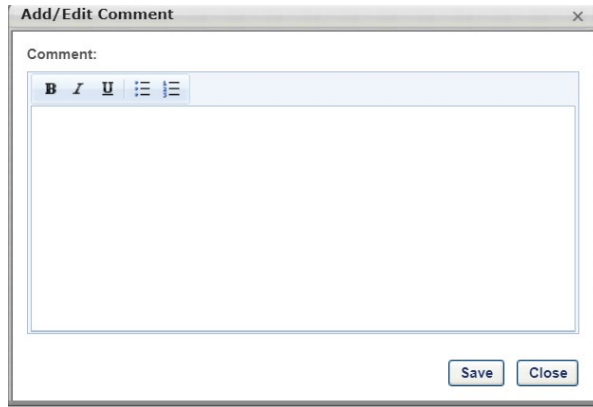
- b. Once you have clicked on the green checkmark or red no symbol, you will see a drop down beside the selection.



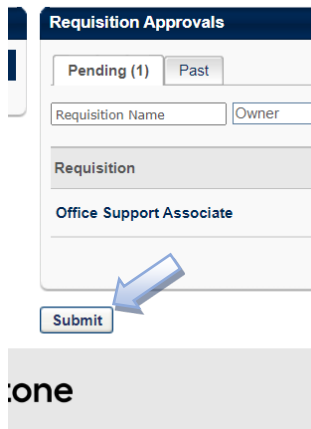
- c. Click on this down arrow if you would like to add a comment.



- d. A pop-up window will open, and you can add your comment. Press Save when finished or press Close if you do not wish to add a comment.



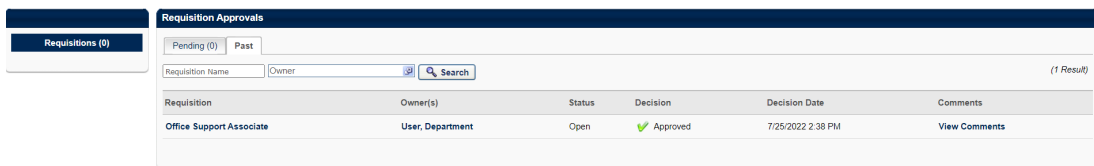
2. After you have indicated whether you approve or deny and have entered any comments, you will now need to press the Submit button to complete your action.



3. The requisition will disappear from the Pending tab when submitted.



- a. You will be able to see the requisition on the Past tab. Note the decision that you submitted.



- b. You can click on the View Comments link to see the comments that you entered.





## Re-Approving Requisitions:

1. Changes to a requisition after it has been approved will require all approvers to re-approve the requisition. If the requisition has been posted, the posting will continue to appear on the job board, but any changes will not be reflected until after the requisition is fully re-approved.
2. The same steps should be followed to re-approve the requisition as outlined above. The one change that you will notice when access the requisition is that changes that were made to the requisition will be displayed at the top of the first page. The word TEST was added to Duties and Responsibilities in the change displayed below.

### Edit Requisition - Office Support Associate

General	Job Ad	Application Workflow	Applicant Review
Pending Changes <span style="float: right;">▲</span>			
Field	Current Value	Pending Value	
Description (External)	<b>Duties &amp; Responsibilities</b> Reviews department/unit incoming mail and packages, responding to routine items and distributing remainder to appropriate staff; coordinates and schedules package/freight shipments. Tracks, orders, receives and distributes office supplies and orders dry ice and liquid nitrogen as needed for research Creates, updates, revises and retrieves files, records and department contacts/LISTSERVs, which may involve indexing and cross filling; responsible for maintaining adequate, accurate and accessible information, including confidential materials Assists with periodic inventory checks and /or updates Monitors theme website pages and notifies communications or any needed changes Performs duties listed in lower level of this classification series Performs other related duties as assigned	<b>Duties &amp; Responsibilities - TEST</b> Reviews department/unit incoming mail and packages, responding to routine items and distributing remainder to appropriate staff; coordinates and schedules package/freight shipments. Tracks, orders, receives and distributes office supplies and orders dry ice and liquid nitrogen as needed for research Creates, updates, revises and retrieves files, records and department contacts/LISTSERVs, which may involve indexing and cross filling; responsible for maintaining adequate, accurate and accessible information, including confidential materials Assists with periodic inventory checks and /or updates Monitors theme website pages and notifies communications or any needed changes Performs duties listed in lower level of this classification series Performs other related duties as assigned	

3. Follow the same steps as in approving a requisition to complete the process.

## View the Offer Letter:

1. Once you are on the Recruiting Approvals page, if you have previously approved a requisition or if you have a pending requisition to approve, you will have two links on the side, Requisitions and Offer Letters. Click on Offer Letters if you are not currently on that page.

### Recruiting Approvals

Requisitions (0)

Offer Letters (1)

**Offer Letter Approvals**

Pending (1)
Past

Requisition Name Owner

Hide Notification Only

**Requisition**

**Office Support Associate**

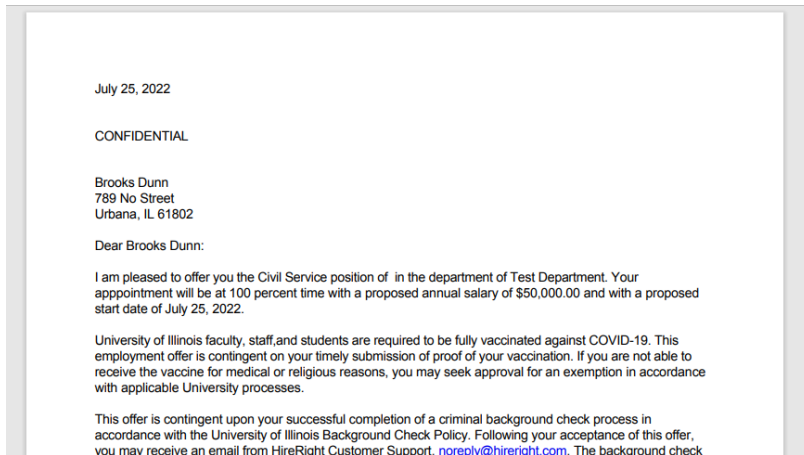
2. Once you are on the Offer Letters tab on the Approvals page, you will notice there are two tabs at the top for Pending and Past.
  - a. The pending tab will have any offer letters that are still waiting for your action or those that have been sent to you for notification only (no action required).
  - b. The past tab will have any offer letters that you have already approved/denied.
3. You can enter search criteria into the requisition name and owner fields if desired (refer back to requisition search for detailed instructions). You also can hide requisitions that have been sent to you for informational purposes only.

4. Once you have the record that you would like to review, you can click on the Requisition Name to review the requisition (refer back to the view requisition instructions earlier in this document).

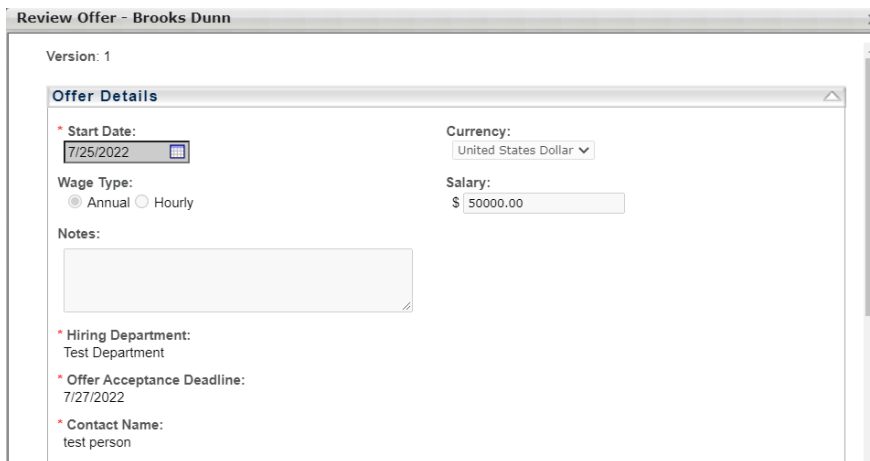
Requisition	Owner(s)	Candidate	Offer	Submitted		
Office Support Associate	User, Department	Brooks Dunn		7/25/2022 3:00 PM		

5. You can select the candidate's name to review information in the applicant profile. Please refer to the Applicant Profile job aid for further assistance.
6. To view the offer letter, select the icon under the Offer column. This will open a window with the offer letter information. Offer letter content cannot be edited, only reviewed.

7. To view the formatted letter that would be transmitted, click on the Adobe icon in the upper right corner of the window. The letter will be downloaded for review.



8. Additional information regarding the offer letter can be found by selecting the down arrow on the Offer Details section of the pop-up window. These are the fields that are used to populate the offer letter. The Notes section is for internal correspondence/notes as needed when creating the offer letter; these are not transmitted in the offer letter or to the candidate.



## Recording Offer Letter Approval Decision:

1. At the bottom of the window is the option to add comments and to approve (green check mark) or not approve (red no sign).

Comment:

**B** *I* U

2. As soon as you select the approve/not approve the window will close and return to the Offer Letter Approvals page.

**Offer Letter Approvals**

Pending (1) Past

Requisition Name:   (1 Result)

Hide Notification Only

Requisition	Owner(s)	Candidate	Offer	Submitted	
Office Support Associate	User, Department	Brooks Dunn		7/25/2022 3:00 PM	

3. You will now have a Submit button at the bottom of the page. Click this Submit if you are finished to complete your action.
4. You can also indicate approve or not approve from this screen by selecting the appropriate icon and then the down arrow beside the icon to enter comments (this is the same as approving a requisition). Click the Submit button when finished.
5. Once the offer letter approval decision has been submitted, it will be removed from the Pending Tab and now can be seen on the Past tab.

**Offer Letter Approvals**

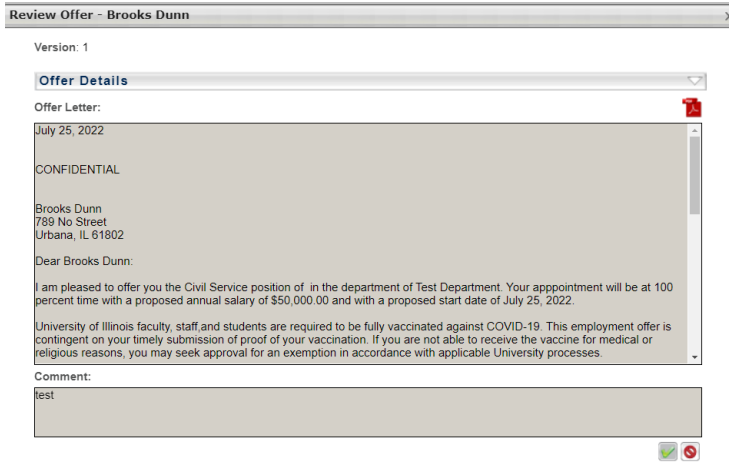
Pending (0) Past

Requisition Name:   (1 Result)

Hide Notification Only

Requisition	Owner(s)	Candidate	Offer	Decision	Decision Date
Office Support Associate	User, Department	Brooks Dunn		Approved	7/25/2022 3:32 PM

- Comments entered can be viewed by select the icon under the offer column.



- Those offer letters that have been sent for notification only, can be viewed in the same way as viewing for approval. However, there is no decision buttons to select.



- To remove it from your Pending list, select the Remove under Notification Only. The offer letter will then move to your Past tab.

Last Modified: February 8, 2024