Cornerstone – Managing Candidates

Cornerstone Managing Candidates Overview:

- The Manage Candidates page is where authorized users can see the applicants that have applied to their job postings. This is the main hub for applicant processing.

- In addition to viewing applicants’ data and profile, other processing that can be done here is to change statuses, request feedback, invite to event, request a reference letter. Also, there will be suggested next steps for statuses such as interviews and offer letters.

- For more information on recruiting and hiring, please review the Recruitment and Hiring Guidelines.

- Use this job aid to learn how to manage candidates

- If you have any questions, please contact ihr-hrais@illinois.edu

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

Access Manage Candidates:

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

humanresources.illinois.edu
b. Select Recruit, Manage Candidates:

Using Filters on the Manage Candidates Page:

1. On the Manage Candidate page, filters can be selected to find specific candidates. You will only be able to see candidates that applied to requisitions that you have access to in Cornerstone.

2. On the left side of the page are filters that can be used to limit the candidates that you see.
a. At the top of the filter box on the right side is Reset. This will allow you to remove all filters applied and return to the system default filters (not your default filters).

b. In the first section, there are various filters for a requisition.
   i. The first item is Show only open reqs. When this is checked it will only return applicants for requisitions in an open status. If you would like to return applicants for all requisitions, uncheck this option.
   ii. The next two options are All Jobs and My Jobs. My Jobs will list all the requisitions where you are listed as a requisition owner. All Jobs will list all the jobs that you have access to regardless of the owner.
   iii. The search requisition box allows you to enter the title of a specific requisition. NOTE: If there are not any applicants on the requisition, it will not appear in the list.
   iv. Requisitions are listed under the search box. You may select one or more requisitions to filter on.

c. The next section applies to applicants.
   i. The first item is Show only active candidates. When this is checked it will only return applicants that have not been dispositioned. If you would like to return all applicants regardless of their status, uncheck this option.

d. The next section is flags. At this time, we are not using any department applicant flags, so this should remain blank.

e. The next section is Candidate Source. Common sources are Public Career Site, Internal Career Site, and Added Manually. You can filter on these by selecting the appropriate checkboxes.

f. The last item on the page is Save As Default. If you would like the filters that you just checked to be your default when you visit this page in the future, you should check this box. You will still have the ability to change the filters and to change your default in the future.

Candidate Statuses Carousel:

1. At the top of the page is the Candidate Statuses Carousel area.
2. This will display the total number of candidates based on the filters you have applied and how many are in each status type.

3. You can select each status type to filter. So, if you click on 5 Review, it will display those candidates in a review type status. NOTE: The review type status is assigned to the first status an applicant enters when applying for a job.

Search for Candidates:

1. You can search for a candidate by name, email address, phone number, and parsed resume keyword. (NOTE: Faculty CVs/resumes are not parsed and would not be searchable here)

2. Enter your search criteria in the Search candidate and resume search box.

3. Searches use a “starts with” method, so a search for “Ann” will return “Anne” but not “LeeAnn”. Also, the search will search all fields (first name, last name, email address, phone, and parsed resume fields).

4. You can enter multiple words and it will match each word to a field. So, if you enter in ‘Ann Johnson’ it will return all records with fields that start with Ann and all fields that start with Johnson (so you will get Ann Smith and Bob Johnson).

5. The search will return the top 50 matches, so if you enter a common name, you may not be able to easily find the candidate.

Configure Columns:

1. You have the ability to configure the columns that you see and the order they appear in the candidate results. This feature is available by selecting the gear shift on the far right of the screen.
2. To hide a field from view, uncheck the box for that field. To change the order the fields appear, drag and drop the field where you would like to see it. Check the Save As Default to save your changes. Press Save when finished.

![Customize Columns]

3. Fields are described in the candidate table section below, except for the following:
   a. Flags – We are not currently using any applicant flags, so this would be an appropriate item to uncheck.
   b. Pre-Screening Score – We are not doing any pre-screening on applicants, so there would not be a score to display. This would be another appropriate item to uncheck.

Candidates Table:

1. Applicants appearing in the candidate table will depend upon the filters applied, search criteria entered and your permissions. 20 applicants display per page and up to 10 pages of results can be viewed. To find candidates that exceed this group, you will need to apply additional search criteria and/or filters.
2. You can sort the applicants in the candidates table using one of the following options in the Sort By drop down list:

3. The following information can be found in the candidate’s table.

   a. Candidate Information:

   i. Select Candidate Checkbox – Each row has a checkbox beside the candidate’s name. This is used to process an action on the candidate(s) selected such as changing an applicant’s status. NOTE: You cannot choose an applicant on the first page and then navigate to the second page to select multiples. Only the current page is impacted. However, there is a select all candidates at the top of the column.

   ii. Name – This is the applicant’s name with a link to the Applicant Profile page. More information about this page can be found in the Applicant Profile job aid.

   iii. Last/Current Job and Company – This lists the applicant’s most recent job and employer based on the application. For internal candidates, this will say Internal. NOTE: Faculty postings do not complete applications so this will be blank for external applicants for Faculty postings.

   iv. Phone number and email address (clickable to send an email).

   v. Resume/CV icon to download a resume or CV if one is available.

   vi. View application icon to download the application if one is available. Applicants added manually will not have an application icon.

   vii. Location – This displays the applicant’s location if available. City, State, and Country will appear in this column.
viii. Requisition – The requisition title and the requisition ID. If you have access to manage the requisition or are the requisition owner, you will see a link that you can select to edit the requisition.

ix. Status and Suggested Actions – This is the current status for the applicant. Some statuses will have suggested actions that are intended to help navigate to the next step. For example, if someone is in an interview status, then you may see a Schedule Interview button under the status.

x. Type – This will be Internal for employees who use the Internal Job Board to apply, and it will say External for those records that are not associated with an employee.

xi. Source – This is why the applicant applied for the job. Common options are Public Career Site, Internal Career Site and Add Manually. This column also shows the date the applicant applied or was added to the job.

Change Status:

1. The change status button will allow you to change the status of one or more applicants for one or more requisitions. All applicants can be changed to the same status, or you can select the statuses individually. Additional information regarding statuses and dispositions can be found in the Applicant Statuses and Dispositions job aid.

   a. To change a status, choose the applicants that you would like to change by selecting the checkbox to the left of their name.
b. Choose the Change Status button.

c. Choose the new status by changing the Change all status to at the top or for each individual candidate under the New Status column. Press Save when finished (or cancel to not make any changes). NOTE: One of the statuses below is Closed which will require a disposition to be assigned.

d. If you wish to remove one of the selected candidates when you are changing the status, just choose the X at the end of the row that you would like to remove. This does not remove the candidate from the requisition, you just won’t be changing their status.

e. After saving, you will return to the Manage Candidates page and can see the new statuses. If you do not see the applicant that you dispositioned, you may need to change your filter to view all candidates (not just active).
f. Notice that the Offer Letter status has a suggested next action which is to Create Offer Letter. This will take you to the Applicant Profile page to create an offer letter. Refer to the Applicant Profile and Offer Letter job aids for further information.

View Profile:

1. You have the ability to view one or more candidates’ profiles through the Manage Candidates page by selecting the checkbox beside the applicant names and selecting View Profile. At least one candidate must be selected to use View Profile.

2. This page is called the Applicant Carousel. This allows a user to review multiple applicants’ information and documents easily and comments can be entered as appropriate.
3. On the left side of the page are the names of the applicants selected. You can change applicants by clicking on their name.

4. The top section of the page lists the demographic information and has a link to send email directly and a link to the Applicant Profile page which is covered in a separate job aid.

5. The next section is Applicant Summary which lists the requisition the applicant applied to, the date applied, their current status, and the source of their application (Public, Internal, Manually Added). There is a link to download the applicant’s application. The application will also contain the resume.
6. The next section is Candidate Messages. This will contain information on any email sent through Manage Candidates along with the history of replies. This will be covered under More Actions later in this document.

7. The next section will have a view of the resume. You can download the resume by selecting the down arrow.

8. Above the resume is Standard View link which will show a parsed view of the applicant data. Faculty positions will not have this link since there is no parsing on the CV/resume.
9. Below the Resume section is a section called Pre-Screening Questions. There is no pre-screening done in Cornerstone; however, this is where additional questions can be added to the application.

```
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a minor (under age eighteen)?</td>
<td>No</td>
</tr>
<tr>
<td>Select the highest grade level you have completed:</td>
<td>3 Year College</td>
</tr>
<tr>
<td>If you have already tested for this classification, would you like to take a retest?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have any relatives (related through blood or marriage) who work for the University of Illinois or who are on the Board of Trustees of the University of Illinois?</td>
<td>No</td>
</tr>
</tbody>
</table>
```

10. Below the Pre-Screening Questions section is a section called Assessments. This section is primary see for Civil Service positions. This is related to feeds between Cornerstone and other systems. This is for central use for troubleshooting purposes. You can ignore this section.

```
Assessments
1
Status   Date Assigned
Error    July 21
```

11. On the right side of the page is a place where comments can be viewed and added. To add a comment, just enter text in the Comments (Optional) box and press Submit.
12. Above the Comments box is another place where you can change an applicant’s status. The three dots (ellipsis) to the left of Change Status are the same as the More menu on the Manage Candidates page. Choose the X in the upper right corner to close the Applicant Carousel page.

More Actions:

1. On the Manage Candidates page, there are additional items that can be taken under the More menus.

2. Add/Move to Requisition – In general this function should not be used. If you need to manually add an applicant to a requisition (for example, as in a search waiver), following the instructions in the Add an Applicant to a Requisition job aid.

3. Request Feedback and Invite to Event are covered in another job aid called Request Feedback, Interviews, and Events.

4. Assign Form – There are no forms that should be assigned using this item.
5. Request Reference Letter – This is where you would go to send a request to a reference to ask them to provide reference contact information. These references will then be emailed to upload reference letters.

   a. Choose a candidate(s) that you would like to request references by checking the box next to their name and choosing More, Request Reference Letter.

   b. Choose Reference Letter Request and press Submit.

   c. The applicants will receive an email with instructions on how to provide reference contact information.

   d. To view the letter that is submitted, click on the applicant's name on the Manage Candidates page. This will take you to the applicant profile page.
e. Click on the Document tab and scroll down until you see the Reference Forms section.

Office Support Associate (TST11111)

<table>
<thead>
<tr>
<th>Applicant Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
</tr>
<tr>
<td>Resume/CV</td>
</tr>
<tr>
<td>Cover Letter</td>
</tr>
<tr>
<td>Other Document</td>
</tr>
</tbody>
</table>

Attachments

<table>
<thead>
<tr>
<th>Reference Status</th>
<th>Title</th>
<th>Upload User</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Letter Request Task</td>
<td>Completed - 7/21/2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Letter Request</td>
<td>Completed - 7/21/2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Letter Request Task</td>
<td>Completed - 7/21/2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Letter Request</td>
<td>Assigned - 7/21/2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

f. Click on View Form. You can see the name, organization/institution, and title of the reference along with a link to download the letter. If you would like a pdf version of this page, you can choose the Print to PDF which gives you a download PDF of this page (not the reference letter).
6. **Send Email** – This is an option you can use to send email to the applicants. Emails will come from your email address and responses to these emails will be sent to your email address and be recorded in Cornerstone.

   a. Choose a candidate(s) that you would like to send an email by checking the box next to their name and choosing More, Send Email.
   b. A screen will appear that will allow you to construct the email. All candidates you chose are listed, but they will be sent individual emails.
c. You can choose to compose your own email or you can choose a template to pre-populate your email. Complete the email as follows:

i. Choose a template. Current options are Applicant Regret Template (No Hire) or Applicant Regret Template (Offer Extended)

ii. Enter or modify the Subject Line

iii. Enter or modify the Message to the Candidate using the formatting tools as desired.

iv. You can enter “Tags” into your email by choosing View Tags. Tags are data from the requisition or the applicant. This is way you can personalize the emails by adding their name to the email. Scroll through the list of tags until you find the one you would like to use. You can then type the tag into the email or use copy/paste.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT.COMMENT.ALL.LIST.HTML</td>
<td>Displays all applicant comments with the name of the user who posted the comment (in HTML format).</td>
</tr>
<tr>
<td>APPLICANT.COMMENT.ALL.LIST.TEXT</td>
<td>Displays all applicant comments with the name of the user who posted the comment (in text format).</td>
</tr>
<tr>
<td>APPLICANT.RATING.ALL.LIST.HTML</td>
<td>Displays all applicant ratings with the name of the user who posted the rating (in HTML format).</td>
</tr>
<tr>
<td>APPLICANT.RATING.ALL.LIST.TEXT</td>
<td>Displays all applicant ratings with the name of the user who posted the rating (in text format).</td>
</tr>
<tr>
<td>APPLICANT.STATUS</td>
<td>Display the applicant status an applicant is in.</td>
</tr>
<tr>
<td>APPLICANT.STATUS.CHANGE.DATE</td>
<td>Display the date the applicant status changed last.</td>
</tr>
<tr>
<td>APPLICATION.DATE</td>
<td>The date the application was submitted.</td>
</tr>
<tr>
<td>APPLICATION.REVIEW.LINK</td>
<td>Link to the Applicant Profile page for a specific application.</td>
</tr>
<tr>
<td>JOB.AD</td>
<td>Displays the Internal or External Job Ad depending on the recipient.</td>
</tr>
<tr>
<td>JOB.COMPENSATION.CURRENCY.SYMBOL</td>
<td>Currency type defined on job requisition form.</td>
</tr>
</tbody>
</table>
v. Below is an example of one of the selected templates which is using the first and last name and job title.

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST:

Thank you for applying for the JOB.TITLE position at the University of Illinois Urbana-Champaign. The search committee has made a decision to close the search without a hire.

We appreciate your interest in this position and wish you the best in your future endeavors.

Sincerely,
vi. You can copy/paste your contact information into the email if you would like.

vii. You can preview the email by choosing the eye in the toolbar. This will open up a popup box with a sample email. Note only the first record will be viewable in the preview; however, all records will be personalized according to their information. The spacing shown in the preview window is not reflective of the actual spacing in the email. Close the preview box and press Send when you are ready to send the email.

viii. After you have sent the email, the applicant can respond to the email and you can respond using your email. You can see the email you sent and all responses in Manage Candidates, View Profile

- Select the message you would like to view.
- A popup window will contain the entire email exchange. You may need to use the scroll menu on the right side of the window to view the entire conversation.

RE: More Information Needed

Dear Duran Duran:

Please provide more information for your application.

Thanks,
Search Coordinator

Duran Duran

Below is the information you requested.

Thanks!!
Duran

On Fri, Oct 7, 2022, 11:19 AM Nancy Neld wrote:

> Dear Duran Duran:
> 
> Please provide more information for your application.
> 
> Thanks,
> Search Coordinator

Nancy Neld

Dear Duran Duran:

Please provide more information for your application.

Thanks,
Search Coordinator