



Cornerstone – Managing Candidates

Cornerstone Managing Candidates Overview:

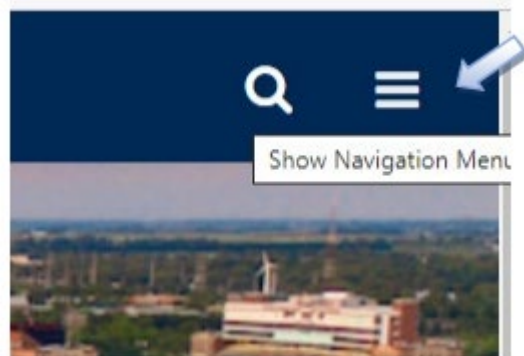
- The Manage Candidates page is where authorized users can see the applicants that have applied to their job postings. This is the main hub for applicant processing.
- In addition to viewing applicants' data and profile, other processing that can be done here is to change statuses, request feedback, 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:

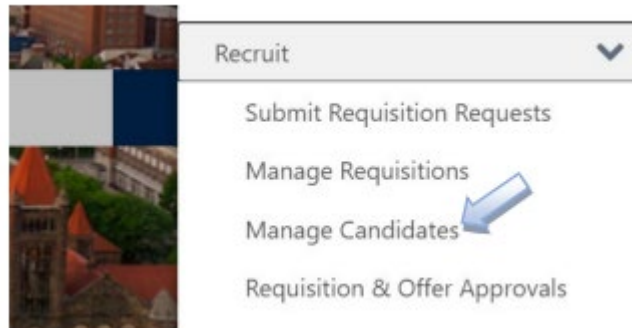
1. Open internet browser and go to: apps.uillinois.edu
2. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

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:

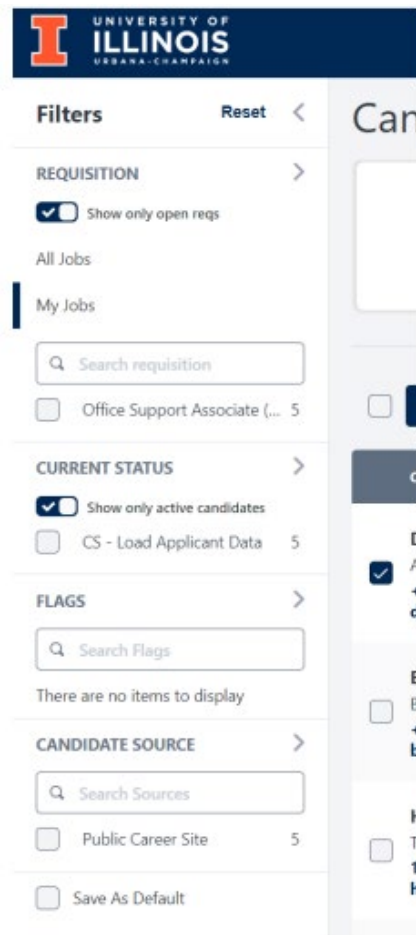


b. Select Recruit, Manage Candidates:



Using Filters on the Manage Candidates Page:

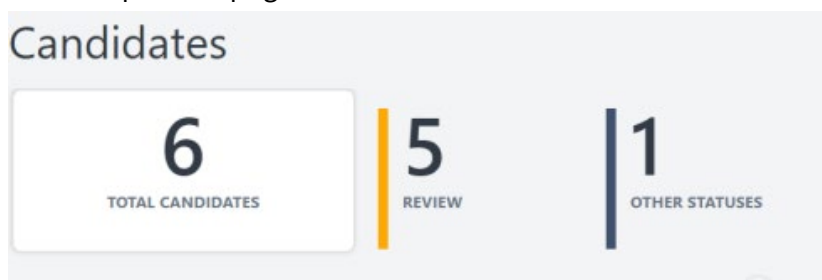
1. On the Manage Candidate page, filters can be selected to find specific candidates. You will only be able to see candidates that applied to requisitions that you have access to in Cornerstone.
2. On the left side of the page are filters that can be used to limit the candidates that you see.



- 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:

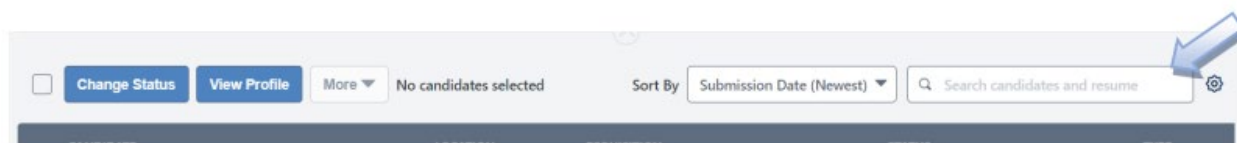
1. At the top of the page is the Candidate Statuses Carousel area.



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:

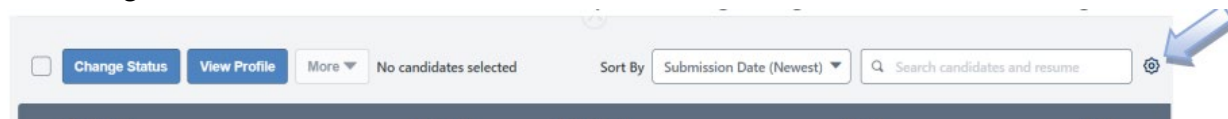
1. You can search for a candidate by name, email address, phone number, and parsed resume keyword. (NOTE: Faculty CVs/resumes are not parsed and would not be searchable here)
2. Enter your search criteria in the Search candidate and resume search box.



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

Select the columns you would like to see in the table. Reset

<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Requisition	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Suggested Action	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Type	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Source	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Flags	<input checked="" type="checkbox"/>
<input type="checkbox"/> Pre-Screening Score	<input type="checkbox"/>

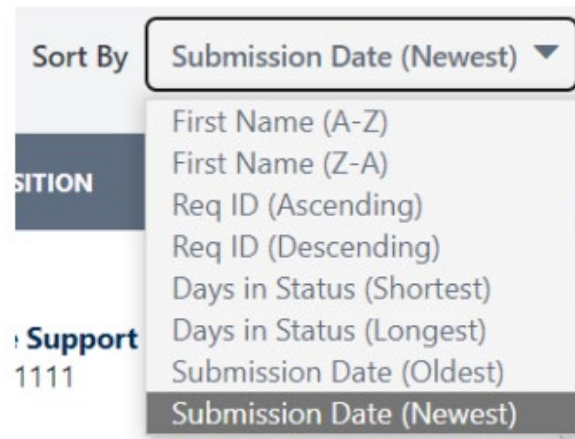
Save As Default Cancel Save

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.

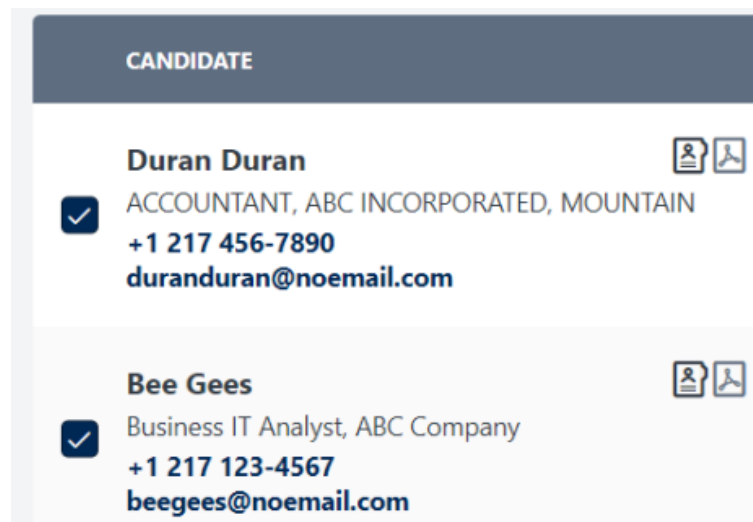
a. Candidate Information:

- 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.

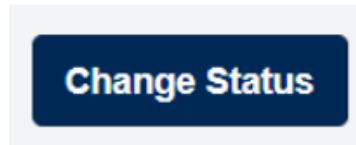
- viii. Requisition – The requisition title and the requisition ID. If you have access to manage the requisition or are the requisition owner, you will see a link that you can select to edit the requisition.
- ix. Status and Suggested Actions – This is the current status for the applicant. Some statuses 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.

Change Status

Change all statuses to

Candidate	Requisition	Status	New Status	
Duran Duran	Office Support Associate TST111111	CS Referral #1	<input type="text" value="Offer Letter"/>	X
Bee Gees	Office Support Associate TST111111	CS Referral #1	<input type="text" value="Closed/"/> <input type="text" value="Other finalist"/>	X

- 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.

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE
<input type="checkbox"/> Duran Duran ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	Office Support Associate TST111111	Offer Letter less than an hour ago <input type="button" value="Create Offer Letter"/>	External
<input type="checkbox"/> Bee Gees Business IT Analyst, ABC Company +1 217 123-4567 beegees@noemail.com	Champaign IL United States	Office Support Associate TST111111	Closed/Dispositioned less than an hour ago <input type="button" value="No Suggested Action"/>	External

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.

CANDIDATE

Duran Duran

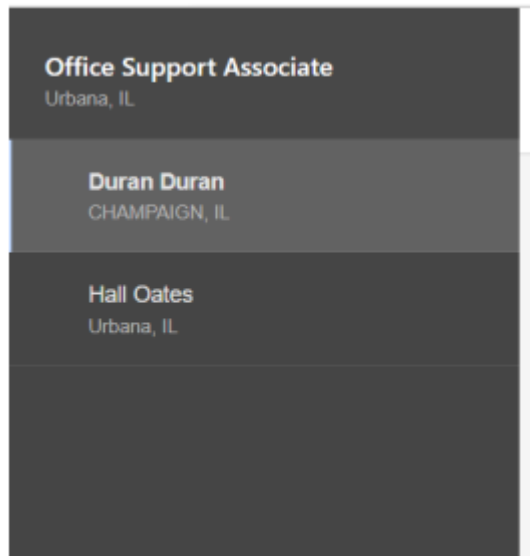
ACCOUNTANT, ABC INCORPORATED, MOU
 +1 217 456-7890
 duranduran@noemail.com

Hall Oates

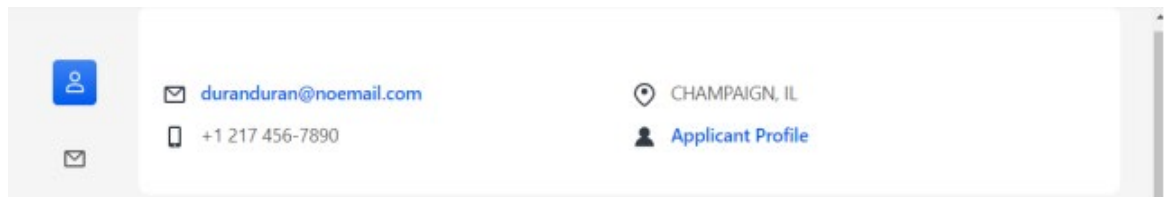
Time management, ABC Accounting, Inc.
 12173331212
 halloates@noemail.com

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.

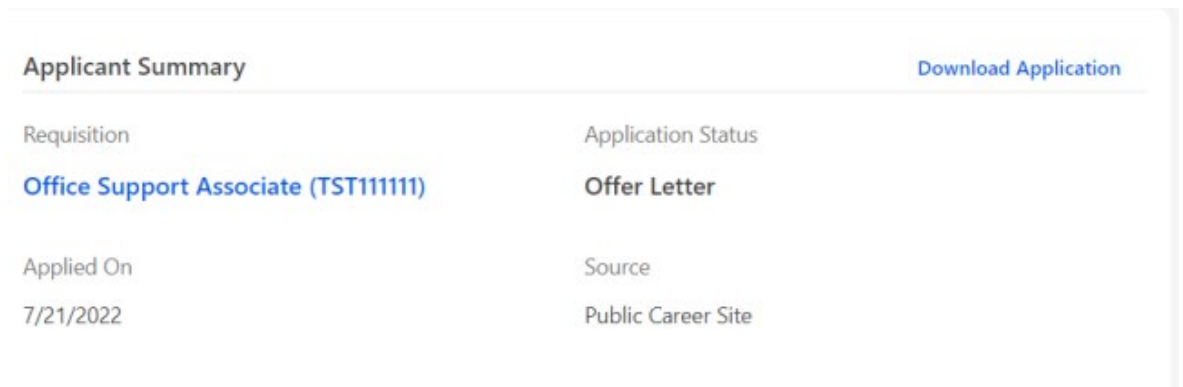
3. On the left side of the page are the names of the applicants selected. You can change applicants by clicking on their name.



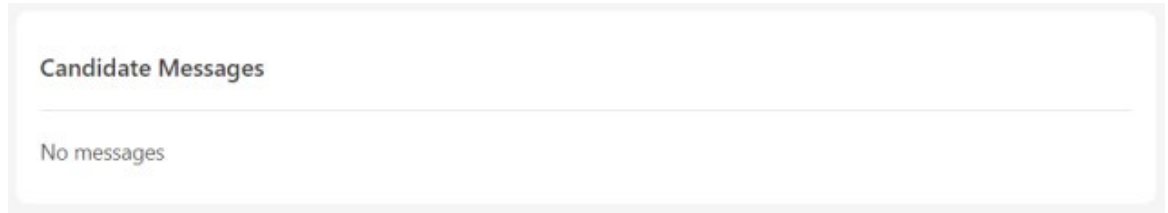
4. The top section of the page lists the demographic information and has a link to send email directly and a link to the Applicant Profile page which is covered in a separate job aid.



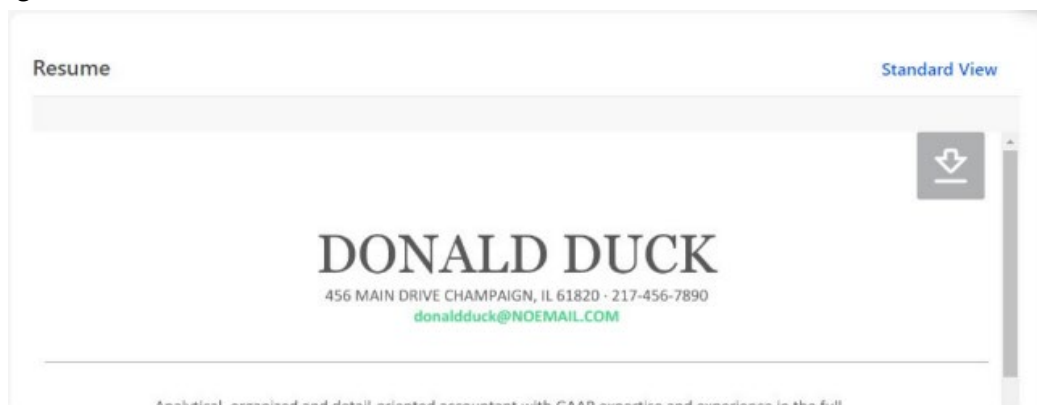
5. The next section is Applicant Summary which lists the requisition the applicant applied to, the date applied, their current status, and the source of their application (Public, Internal, Manually Added). There is a link to download the applicant's application. The application will also contain the resume.



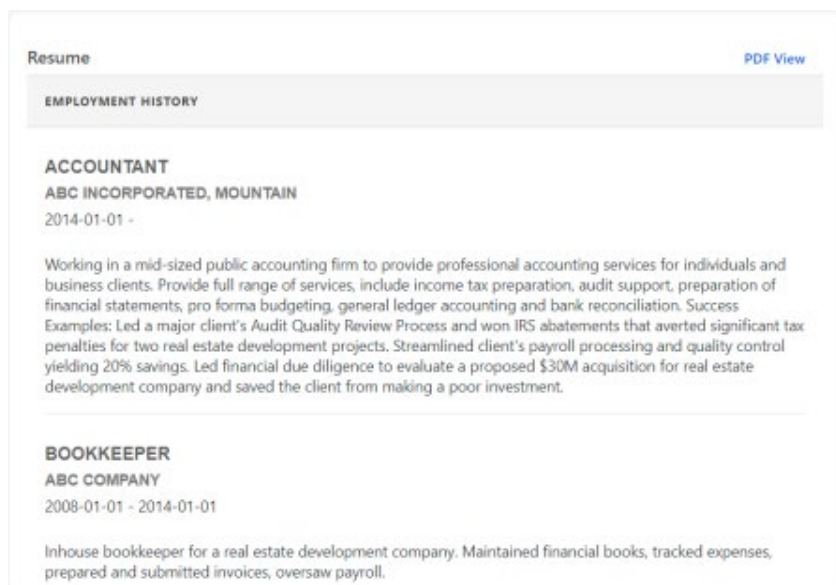
- The next section is Candidate Messages. This will contain information on any email sent through Manage Candidates along with the history of replies. This will be covered under More Actions later in this document.



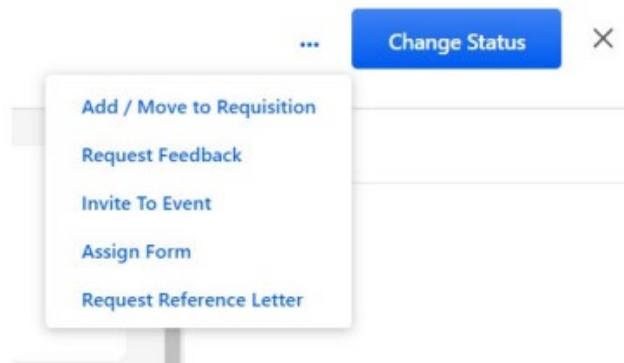
- The next section will have a view of the resume. You can download the resume by selecting the down arrow.



- 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.

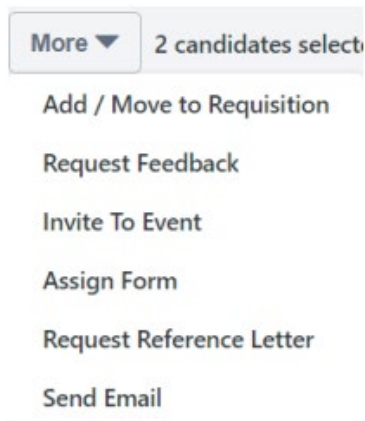


12. Above the Comments box is another place where you can change an applicant's status. The three dots (ellipsis) to the left of Change Status are the same as the More menu on the Manage Candidates page. Choose the X in the upper right corner to close the Applicant Carousel page.



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.

The screenshot shows a web form titled "Recruiting Reference Letter" with a close button (X) in the top right corner. Below the title is the heading "Request a Reference Letter" and a sub-heading "Please choose the form that you would like the references of the selected candidate(s) to complete." Under "Candidates", there are two buttons: "Duran Duran" and "Hall Oates". Below this is a search bar labeled "Search Forms". A section titled "Showing 1 of 1 forms" contains a note: "* Please select a form to request from a candidate's reference". There is a radio button next to "Reference Letter Request" with the instruction "Please complete your contact information below and upload a reference letter for the candidate." At the bottom right of the form is a blue "Submit" button.

- 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.

The screenshot displays the applicant profile for "Hall Oates" on the "ILLINOIS" system. The profile includes a circular profile picture placeholder, a name "Hall Oates", and an "Options" dropdown menu. Contact information listed includes Email (halloates@noemail.com), Phone (12173331212), and Address (123 Main Street, Urbana, IL 61801, United States). Professional details include Position (Time management), Organization (ABC Accounting, Inc.), Type (External), and Language Preference (English [US]). Below this, it shows "Applied for 1 Job(s)" with a card for "Office Support Asso..." with status "CS Referral #1" and application date "11/21/2022". A section for "Office Support Associate (TST111111)" features tabs for Summary, Statuses, Application, Comments, Documents, History, and Email. The "Applicant Summary" section shows the "Current Status" as "CS Referral #1".

- e. Click on the Document tab and scroll down until you see the Reference Forms section.

Office Support Associate (TST111111)

Summary | Statuses | Application | Comments | **Documents** | History | Email

Applicant Documents

Review or upload a Resume/CV, a Cover Letter and up to ten (10) Other Documents for this applicant. It may take several minutes for new attachments to be included in the Application PDF.

Document	Title	Upload User	Upload Date	Options
Resume/CV	Mickey_Mouse_Resume.docx	Hall Gates [hallgates@noemail.com]	7/21/2022	
Cover Letter	Upload Cover Letter			
Other Document	Upload Other Document			

Attachments

+ Add Attachment

Applicant Status	Title	Upload User	Upload Date	Options

Reference Forms

Form Title	Status	Options
Reference Letter Request Task	Completed - 7/21/2022	
Reference Letter Request	Completed - 7/21/2022	View Form
Reference Letter Request Task	Completed - 7/21/2022	
Reference Letter Request	Assigned - 7/21/2022	

- 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).

Reference Letter Request

Please complete your contact information below and upload a reference letter for the candidate.

Name
Sally Jones

Organization/Institution
ABC Company

Title
Director

Reference Letter *

Reference_Letter_Test.docx
56.33 KB

[Print to PDF](#) [Done](#)

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.

Send Email [X]

* To
Susan Taylor David Jones

Select Template Language
English (US) [v]

Choose a Template
Select Template [v]

* Subject
[]

* Message to candidate

[undo] [redo] [visibility] [code] [bold] [italic] [underline] sans-serif [v] 16px [v] [more]

[Send]

- 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.

List of Supported Tags ✕

Please find the list of supported tags below. The tags are case sensitive and will be replaced with actual information when the email is sent.

Tag Name	Description
APPLICANT.COMMENT.ALLLIST.HTML	Displays all applicant comments with the name of the user who posted the comment (in HTML format).
APPLICANT.COMMENT.ALLLIST.TEXT	Displays all applicant comments with the name of the user who posted the comment (in text format).
APPLICANT.RATING.ALLLIST.HTML	Displays all applicant ratings with the name of the user who posted the rating (in HTML format).
APPLICANT.RATING.ALLLIST.TEXT	Displays all applicant ratings with the name of the user who posted the rating (in text format).
APPLICANT.STATUS	Display the applicant status an applicant is in.
APPLICANT.STATUS.CHANGE.DATE	Display the date the applicant status changed last.
APPLICATION.DATE	The date the application was submitted.
APPLICATION.REVIEW.LINK	Link to the Applicant Profile page for a specific application.
JOB.AD	Displays the Internal or External Job Ad depending on the recipient.
JOB.COMPENSATION.CURRENCY.SYMBOL	Currency type defined on job requisition form.

- v. Below is an example of one of the selected templates which is using the first and last name and job title.

Send Email ✕

* To
Susan Taylor David Jones

Select Template Language
English (US) ▾

Choose a Template
Applicant Regret Template (No Hire) ▾

* Subject
JOB.TITLE

* Message to candidate

↶ ↷ 👁 <> **B** *I* U Arial ▾ 16px ▾ ⋮

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,

[Send](#)

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

* Subject

JOB.TITLE

* Message to candidate

← → ↻ <> **B** *I* U Arial 16px **A** ...

Sally Parsons

University of Illinois Urbana-Champaign
Illinois Human Resources
52 E. Gregory Dr. | M/C 562
Champaign, IL 61820
217.244.1212 | ihr@illinois.edu
humanresources.illinois.edu

Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.

- 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.

Candidate Messages		
✉ Department User	More Information Needed Dear Duran Duran: Please provide more information for your application. Thanks, Search Coordinator	
✉ Nancy Neild	RE: More Information Needed Thank you! I'll be in touch soon!! From: Nancy Neild Sent: Friday, October 7, 2022 11:26 AM	10/7/2022

- 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

10/7/2022

Below is the information you requested.

Thanks!!
Duran

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

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

Nancy Neild

10/7/2022

Dear Duran Duran:

Please provide more information for your application.

Thanks,
Search Coordinator

Last Modified: February 8, 2024