Cornerstone – Search Committee Overview
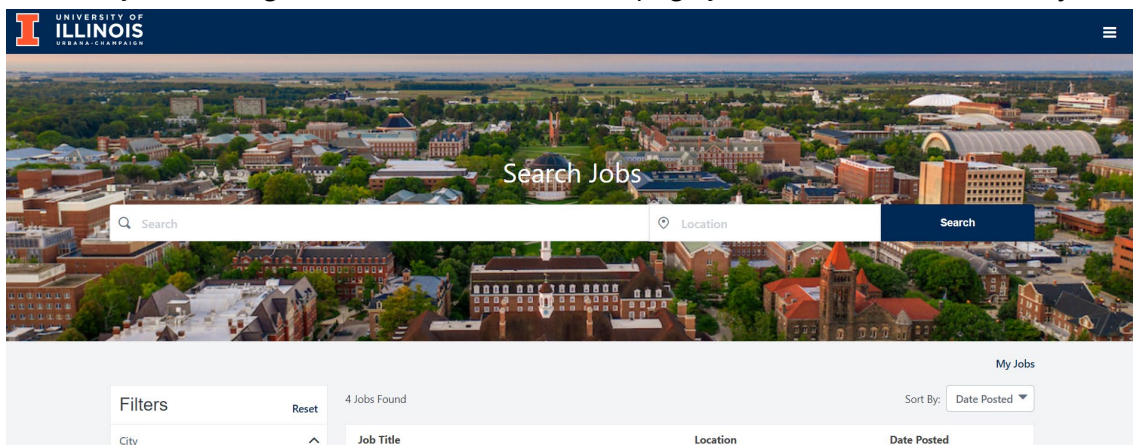
Cornerstone Search Committee Overview:

- Search Committee members that are added as a reviewer to the requisition can see applicants as soon as they apply to a requisition on the job board.

- Search Committee members (Reviewers) do not need any special permission to be a reviewer, they are just added to the requisition. The pages will not be viewable until there is a candidate that has completed the application process.

- Use this job aid to learn how to navigate Cornerstone, view applicants, and view/download attachments.

- 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

Navigating Cornerstone:

1. When you first log into Cornerstone, the first page you will see is the internal job board.

2. To access the main menu in Cornerstone, choose the three lines in the upper right corner of the page.
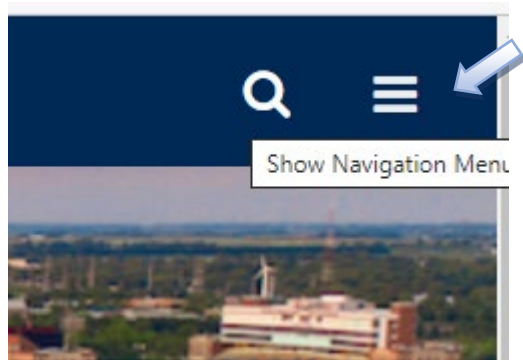
3. If you have been added as a Reviewer (Search Committee) on the Requisition and there are applicants that have completed the application process, you will see a Recruit menu item:
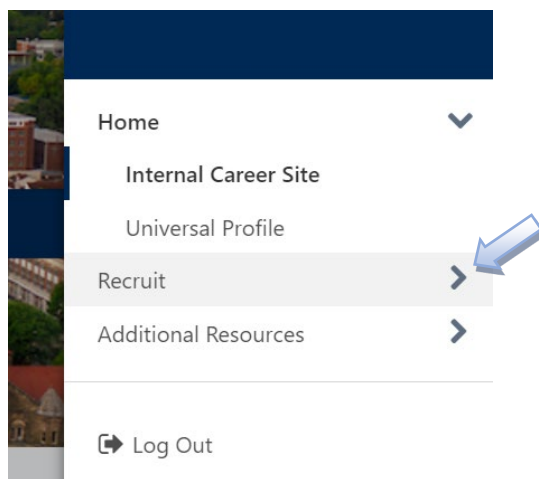
4. Click on Recruit to expand the menu and then click on Review Applicants:
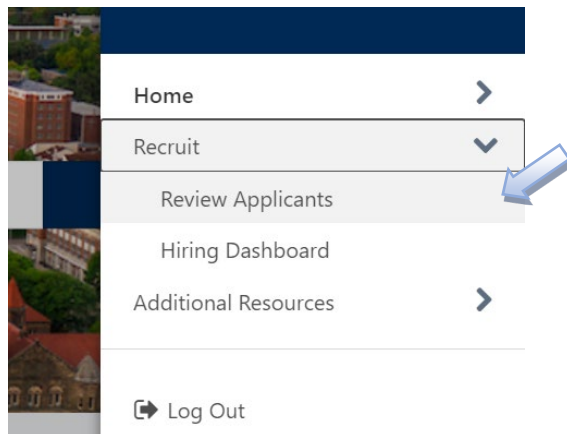
Review Applicants Page:

1. On the review applicants page, you will have a list of requisitions that you have been added as a reviewer.

Review Applicants

| ? Priority ⬍	Job ⬍	Location ⬍	Owner(s)	Date Opened ⬍	Target Hire Date ⬍	Openings ⬍	Applicants ⬍	In Review ⬍
●	Office Support Associate (TST111111)	Urbana IL	Department User	7/20/2022	8/22/2022	1	4	0
●	Tenured/Tenure Track Professors (x2) (C1010060)	Urbana IL	Department User	7/14/2022	7/13/2022	2	3	3

(2 Results)

   a. The columns in the view are as follows:
      i. Priority – This is the priority that the requisition owner has given to the requisition. The possible values are High (red circle), Medium (green circle) and Low (gray circle).

      ii. Job – This is the job title for this requisition.

      iii. Location – This is where the job is located.

      iv. Owner(s) – The name(s) of the owners of the requisition.

      v. Date Opened – The date the requisition was in an open status (this is not the same as when the job was posted).

      vi. Target Hire Date – This date is from the requisition and although it is required to be populated, it does not necessarily indicate the potential hire date. If not changed, it will default to the current date. The date will show as red when it is in the past.

      vii. Openings – This indicates how many openings for this requisition.

      viii. Applicants – This is the number of applicants there are currently for this requisition.

      ix. In Review – This is how many of the applicants are still in the first status (e.g. Application Submitted). It will be common to see applicants in the first status for Faculty and Academic Professional jobs; however, due to Civil Service processing, you will likely never see a count other than 0 in this column for Civil Service jobs.

   b. Columns that have arrows to the right of the name are sortable by clicking the arrows (once for ascending and twice for descending).

   c. Under the Applicants column, you can click on the number to pull up the Manage Applicants page to view the applicant documents.

Manage Applicants Page:

1. The manage applicants page will list all the applicants that you can view.
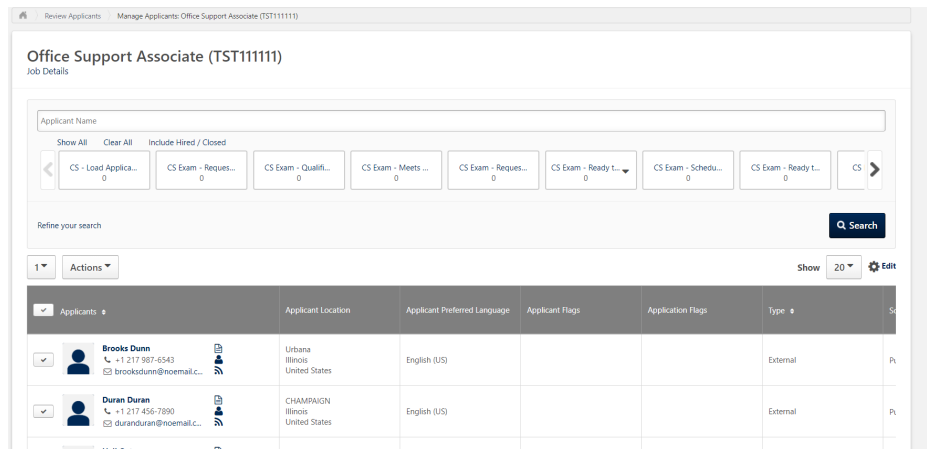
2. At the top of the page under the job title, is a link to Job Details. This will open a window where you can see the description and minimum qualifications on the requisition. This is not the job posting and may not reflect the same description and qualifications in the job posting. You can use the scroll bar to see additional information and you can close the window by pressing the X in the upper right corner.
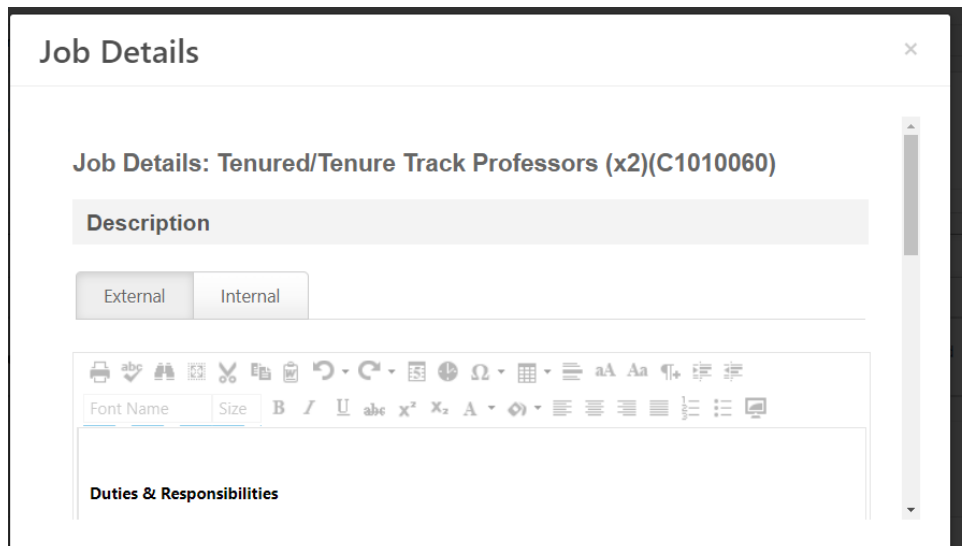
3. The next section of the Manage Applicants page is the ability to search and/or filter your results. You can enter a specific name into the Applicant Name box and press Search to find a specific candidate. You can also pull back candidates in a specific status by selecting the status displayed in one of the boxes (such as Application Submitted). You can choose Show All to show active applicants in any status type or Clear All to clear all selections in the status filter. There is also an option to include hired/closed applicants if desired.

4. At the bottom of the search box is a link to Refine your search. You can search by User Type (Internal/External) or by Source (Public Career Site, Internal Career Site, or Added Manually). The other filters are not currently being used (Select Application Flag, Select Applicant Flag, and Ratings).

5. The bottom of the page contains the list of candidates meeting any search criteria or filters that you entered.

   a. The first column has a checkmark that you can select and unselect to apply an action.

   b. Beside the checkmarks are the applicant's name and contact information. The applicant's name is a hyperlink that will take you to the applicant profile page. This is covered later in this job aid.

   c. There are three icons (or two) beside the contact information.
      i. The top icon 🗎 will download a flattened application. This will show have the candidate's resume, attachments, and application data. In some situations,

this icon will not appear, so the application is not available for download. If an attached document has over 20 pages, on the page where the document should appear will say "This document could not be included. Please refer to the Applicant Profile for this information". NOTE: Using the last icon you can see all documents uploaded.

ii. The middle icon 👤 will download the resume or CV for the applicant.

iii. The last icon 🔊 will show you the history of the applicant. When you click on the icon, a new window will open. From this window you can download and view any documents that an applicant. When finish, you can close the window by clicking the X in the upper right corner or pressing the Close button in the lower right corner.

d. The columns at the top of the candidate list are configurable, so the columns in your view may be different. However, the columns displayed here are as follows:

i. Applicant Location – The town/city, state and country of the applicant's address.

ii. Type – Internal (current employee) or external (did not use an employee account).

iii. Source – Where the applicant applied for the job, typically Public Career Site, Internal Career Site, or manually added.

iv. Submission Date – Date/time the applicant applied to or was added to the requisition.

v. Status – The current status of the applicant and when the applicant was changed to this status.

6. Above the applicant list are additional items that can be used to assist.

a. The 1 drop-down allows you to put the applicants in different groups and perform actions based on the group. Based on the limited actions available, this would typically not be used.

b. Actions – You can select one or more applicants to apply an action.
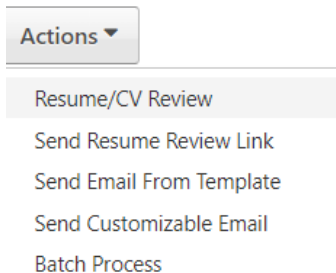
i. Resume/CV Review allows you to view the CVs/resumes and applications of multiple applicants at the same time. You have the option to download the application/resume and print the resume. There is a link to the applicant profile page that we will cover later in this job aid. You also can rate the candidate on this screen by selecting the number of stars you would like to assign for each candidate. You can also choose to rate the candidate on the applicant profile page. To go back, choose the back button in the lower left corner.
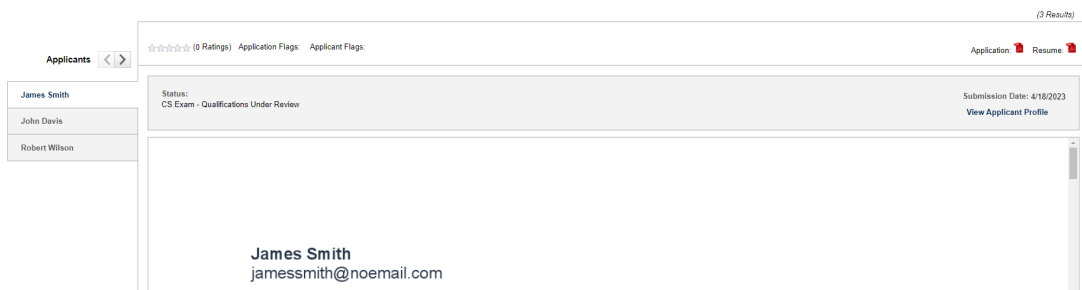
ii. The next option is Send Resume Review Link. This is functionality that is not currently configured and should not be used.

iii. The next two options are Send Email From Template and Send Customizable Email. How to send email to applicants is covered in the Manage Candidates job aid.

iv. The final option in the Actions list is Batch Process. There are not any batch processes configured, so this should not be used.

c. The next drop-down box will allow you to change the number of records that appear on the page.
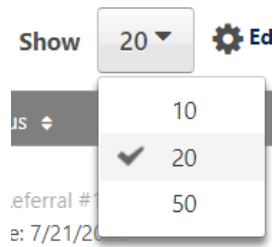
d. The last item is a gearshift ⚙ Edit which allows you to modify which columns you see on this page and change the order of the columns if you wish.

Applicant Profile Page:

1. There are multiple ways that you will be able to get to the Applicant Profile page which are listed above. There is a separate job aid that will detail all the tabs and functionality of this page. We will only focus on how to view documents, how to rate applicants, and how to add comments in this job aid.

2. By clicking on one of the links previously discussed, you will be taken to the Applicant Profile page:
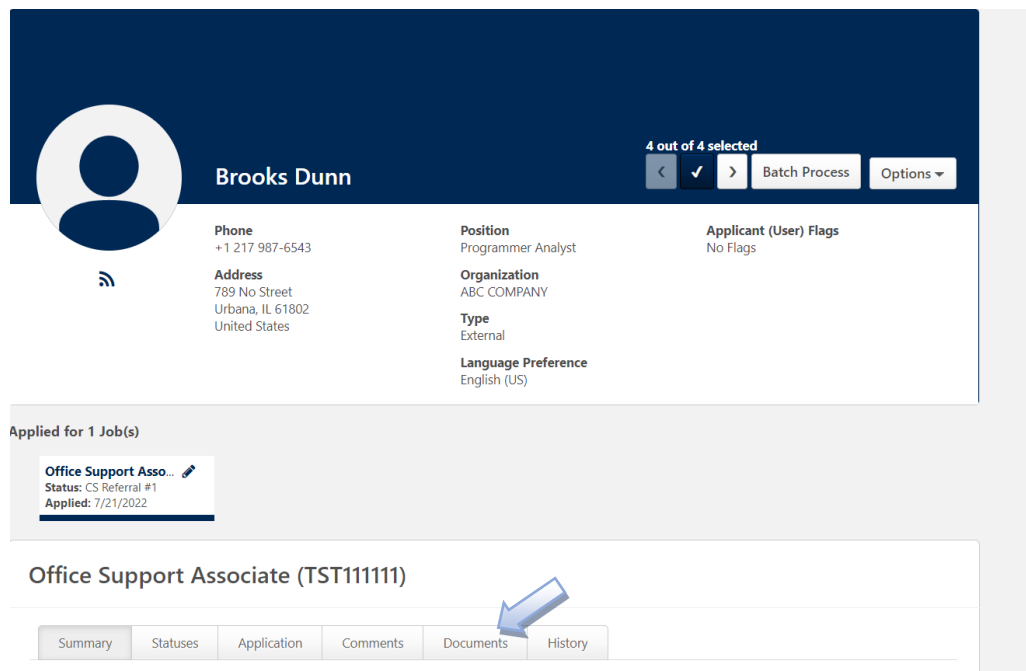
3. To view documents, go to the Documents tab.

Summary	Statuses	Application	Comments	Documents	History

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	Snow_White_Resume.docx	Brooks Dunn [brooksdunn@noemail.com]	7/21/2022	📄
Cover Letter	Upload Cover Letter			
Other Document	Upload Other Document			

a. The first section of the documents tab will list any documents that an applicant has uploaded (or someone has uploaded on their behalf). Select the document icon under Options to download the document.

b. The second section of the documents tab will list any documents that has uploaded by someone other than the applicant. These documents are not viewable by applicants.

Attachments   △

✚ Add Attachment

Applicant Status	Title	Upload User	Upload Date	Options
CS Referral #1	Test Document	Search One [searchone]	7/29/2022	📄

c. The last section of this page is related to reference requests. If the applicant has been asked to have their reference upload a letter, then that letter will be displayed here. Not all jobs use this functionality, so this section may be empty.

Reference Forms   △

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

4. To add comments, go to the Comments tab.

Brooks Dunn

4 out of 4 selected
< ✓ >   Batch Process   Options ▾

Phone +1 217 987-6543	**Position** Programmer Analyst	**Applicant (User) Flags** No Flags
Address 789 No Street Urbana, IL 61802 United States	**Organization** ABC COMPANY	
	Type External	
	Language Preference English (US)	

Applied for 1 Job(s)

Office Support Asso... ✎
Status: CS Referral #1
Applied: 7/21/2022

Office Support Associate (TST111111)

Summary	Statuses	Application	Comments	Documents	History

humanresources.illinois.edu

a. Type your comment into the box and press Post. You can also choose to upload a document here if you would like. A comment is required when uploading a document.

b. Your comment will appear at the bottom of the page. You can choose to delete the comment if you wish by selecting the trash can. If another reviewer has added a comment, you can respond to that reviewer's comment. The status of the applicant when the comment is added appears to the right side of the comment.

5. To rate the applicant, go to the Summary tab.

a. Choose the number of stars you would like to rate this candidate.

b. If there are already ratings or after you rate the applicant, you will see the average number of stars for the rating…not necessarily your rating. It is the average rating from everyone. To validate your rating or to see other ratings, press the link after the stars (below it says 1 Ratings).

c. You will then get a popup window which lists all ratings including yours.

6. To navigate to the next record, you can press the arrow key to the right of the name of the applicant or you can choose the Manage Candidates link at the top of the page.


Hiring Dashboard Page:

1. The other page that you will be able to see as a reviewer on the requisition is Hiring Dashboard.
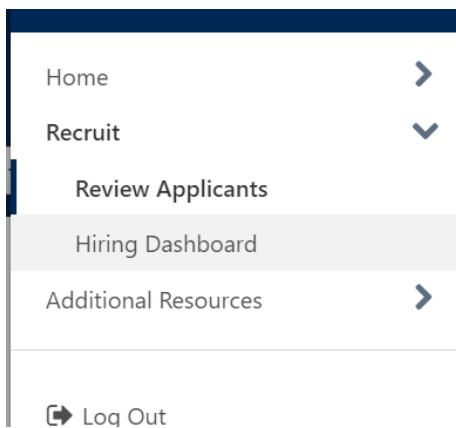
2. This page gives a slightly different view of the requisitions and candidates. At the top of this page is statistical information on the applicants that you have access to. The gear shift in the upper right corner allows you to change your view on this page if desired.
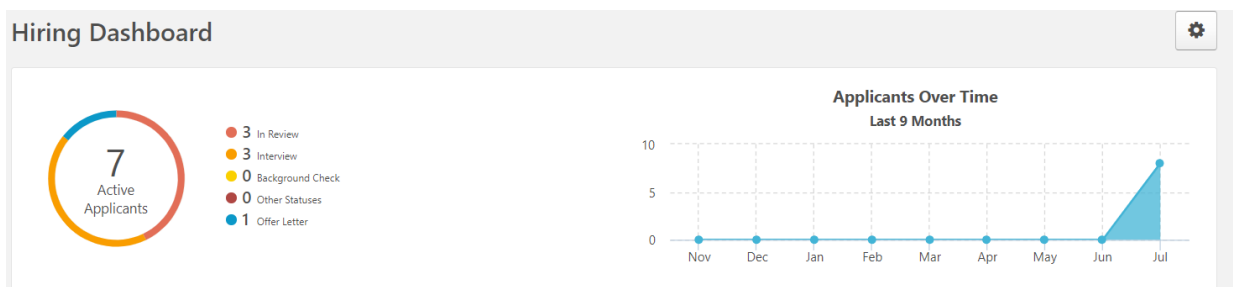
3. The next section of the page displays any requisitions or offer letters that may need your approval on the left side. On the right side is displayed interview information if the interview functionality is being used. This is covered in the Evaluating Applicants job aid

4. The bottom section of the page are the requisitions that you have access to. The numbers of applicants are links that take you to the Manage Applicants page or the Review Resume/CV page, both of which are described earlier in this document.