![Illinois Human Resources — University of Illinois Urbana-Champaign]

Cornerstone – Searching and Retrieving Requisitions

## Cornerstone Searching and Retrieving Requisitions Overview:

- Requisitions in Cornerstone are a collection of information that includes data that has been fed from JDXpert, the hiring team, the job ad, the application, and applicant statuses and related activities.

- Requisitions are created from approved workflows in JDXpert. JDXpert data is retrieved daily at 3:30am, 9:30am, 3:30pm and 9:30pm and Cornerstone is updated at 4:30am, 10:30am, 4:30pm and 10:30pm

- Use this job aid to learn how to search and find a requisition.

- 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 the Manage Requisition Page:

1. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Recruit, Manage Requisitions
   a. Select the menu:
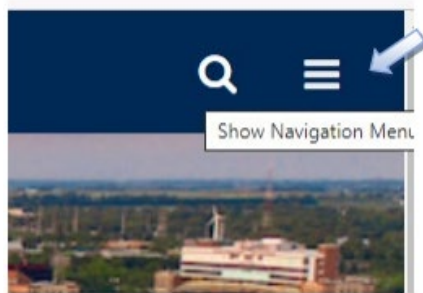
b. Select Recruit, Manage Requisitions:
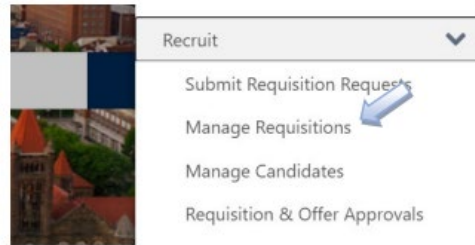
Using Search Criteria on the Manage Requisition Page:

1. On the Manage Requisition page, search criteria can be entered to find a specific requisition. You will only be able to see requisitions that you have access to in Cornerstone.

2. Fields that can be searched are:

    a. Job Title – enter in text to look for a specific title. Wildcard characters are available in the search '%' for many characters and '_' for one character

    b. reqID – This is a unique identifier created for each requisition. This is the same as the Job Code from JDXpert

    c. Include related (under reqID) – This is a function that is not used. No need to check this box, the search results are the same whether checked or not checked

    d. Division – Division in Cornerstone has been populated with the chart (1-Urbana-Champaign; 9-University Administration). Unless you have access to both charts in Cornerstone, there is no reason to enter criteria in this field. Cornerstone – Searching and Retrieving Requisitions 3

e. Include Subordinates (under Division) – No reason to check this field since there aren't any additional divisions under the main Division. The results will be the same whether this is checked or not.

f. Hiring Department – To search for a specific department, click on the at the end of the box. Enter search criteria in the box and press Search. Click on the name of the department to add to the search criteria. You can enter any department into the search box; however, you will only be able to see requisitions that you have access to the department. So, if you enter a department, you do not have access to, you will not get any results.

g. Include Subordinates (under Hiring Department) – Check this box if you have entered a hiring department into the search, and you would like to retrieve requisitions for all the orgs under that hiring department or if you chose a college and you would like to retrieve all hiring departments and orgs under that college.

h. Grade – This field is not used, so no criteria should be entered.

i. Owner – This should remain blank. We are populating the requisition owner on the requisitions; however, this search field is not using this data.

j. Requisition Status – The field to the right of Owner is a drop-down box that allows you to search by requisition status. Initially all requisitions start in the Draft status. Once a requisition is submitted and approved, it enters an open status. This does not mean it is posted to the job boards.
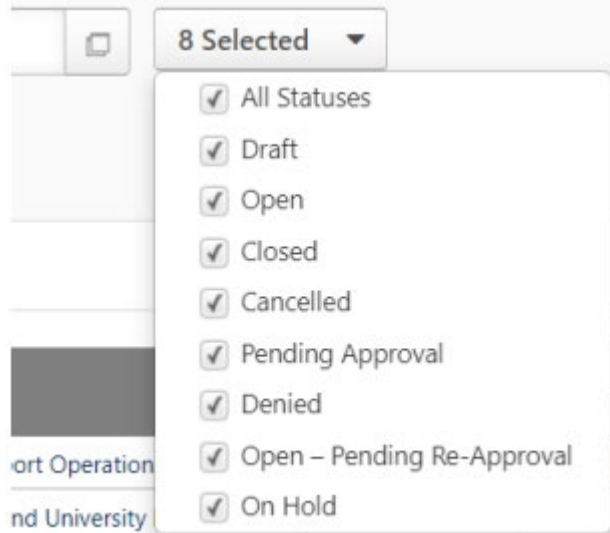
k. Hiring Manager – This should remain blank. You have the option to populate the hiring manager on the requisitions; however, this search is not using this data.

l. Dates – The last two search items are From and To. These are the dates a requisition was created in Cornerstone (the date it fed from JDXpert). Enter a begin and end date if desired. If you populate the start date and not the end date, it will treat the end date as the current date.

Manage Requisition Options/Show Me:

1. In the upper right corner of the Manage Requisitions page, is an Options drop-down
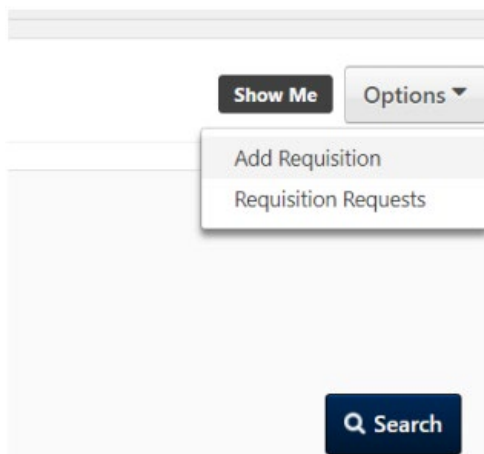
a. Add Requisition – Requisitions are primarily created by the feed between JDXpert and Cornerstone. This should not be used to create requisitions in Cornerstone.

b. Requisition Requests – This functionality is not being used.

2. To the left of the Options button is Show Me. This can be found throughout Cornerstone as helpful hints for that page.

Requisition Results:

1. On the lower part of the page are the requisition results. At the top of results are two tabs—My Jobs and All Jobs. My Jobs are all the jobs where you are listed as a requisition owner. All Jobs are all the jobs that you have access to based on your security regardless of whether you are an owner.
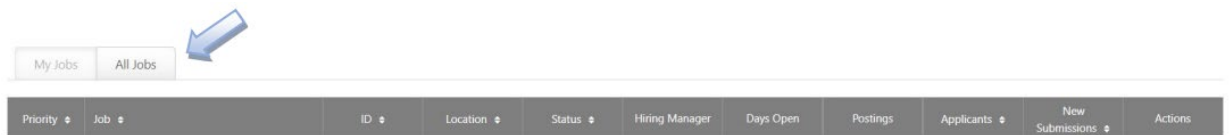
2. The columns under the tabs will display the search results. The fields displayed are as follows:
   a. Priority – Priority is either High 🔴 , Medium 🟢 or Low ⚫. All requisitions that are fed from JDXpert will have a medium priority. The priority indicator may be used for internal purposes to your unit, perhaps to help with sorting the requisitions. They have no impact on processing in Cornerstone or outside of your unit.

   b. Job – This is the job title listed on the requisition. You can edit the requisition by clicking on the job title.

   c. ID – All requisitions have a unique ID. Those that are fed from JDXpert are using the Job Code for the requisition ID.

   d. Location – Location is the same as department in Cornerstone.

   e. Status - This is the current status of the requisition.

   f. Hiring Manager – If there is a hiring manager on the requisition, the name will be listed here.

g. Days Open – This is how many days the requisition has been in an open status. This is not related to how long the job ad has been posted.

h. Postings – This is how many job boards the job is posted on. If there is a 0 here, the job has not been posted, if there is a 1, the job has been posted on 1 board (typically internal jobs), and if there is a 2, then the job has been posted on both the internal and external job board.

i. Applicants – This is the number of applicants for this job. You can click on the number to be taken to the manage candidate's page to view the applicants.

j. New Submissions – This is not used and will always be 0.

3. Note that several of the columns have arrows by the name, these columns can be sorted by selecting the column title to toggle between ascending and descending.

4. The last column under the tabs is Actions. This is a pull-down list of actions that can be done here.
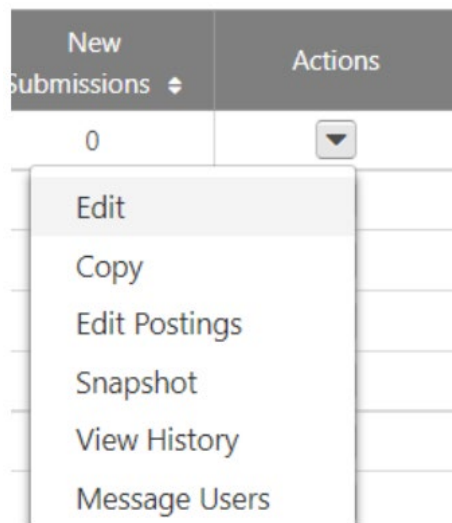
5. The action items can be used as follows:
   a. Edit – This can be used to edit the requisition. You can also just click on the job title to edit the requisition.

   b. Copy – This used to copy a requisition. However, most requisitions will be fed from JDXpert, so there is no need to use this function.

   c. Edit Postings – This is used by IHR to post jobs to the job board.

d. Snapshot – This is another view of the requisition information that is currently used to add an applicant to a requisition. Refer to that job aid for instructions.

e. View History – This will allow you to see the history of the current requisition.

Requisition History

Event	Changed From	Changed To	User	Date and Time
Requisition Change Status	Open	On Hold	Nancy Neild	7/11/2022 9:07:49 AM
Edit Requisition Locations	Urbana-Champaign Campus (Primary)	Test Department (Primary)	Nancy Neild	7/11/2022 9:07:30 AM
Requisition Change Status	On Hold	Open	Nancy Neild	7/11/2022 9:07:30 AM
Requisition Change Status	Open	On Hold	Nancy Neild	7/11/2022 7:37:17 AM
Edit Requisition Priority	Medium	Low	Nancy Neild	7/11/2022 7:36:16 AM

f. Message Users – This will allow you to see the requisition owners and reviewers on a requisition and give you an option to send an email outside of Cornerstone.

Message Users

Select the users you would like to message from the list below.

Available Users

☐ ⊟ **All Owners**
    ☐ Nancy Neild
☐ ⊟ **All Reviewers**
    N/A

Create Email

Last Modified: February 8, 2024