



Cornerstone – Offer Letters, Background Check, and Hiring

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Cornerstone Offer Letters, Background Check, and Hiring Overview:

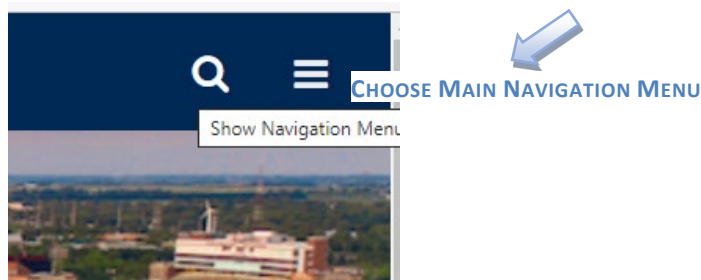
1. Offer letters can be created and sent through Cornerstone.
2. Background checks are processed through Cornerstone by simply changing the applicant status.
3. When hiring an applicant, all other applicants should be dispositioned prior to changing the applicant status to hired and prior to closing the requisition.
4. Use this job aid to learn how to create and send an offer letter, change the applicant status for a background check and how to finalize the requisition by hiring and dispositioning all applicants.
5. If you have any questions, please contact ihr-hrais@illinois.edu.

How to Access the Cornerstone System:

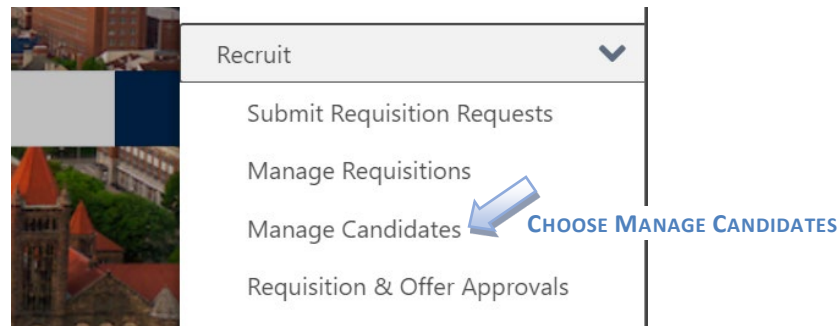
1. Open internet browser and go to: apps.uillinois.edu
2. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

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:



- c. On the Manage Candidates page, enter filters and/or search criteria to find your applicant (refer to the Managing Candidates job aid if needed):

A screenshot of the "Manage Candidates" page in the Cornerstone system. The page is titled "Candidates" and shows a summary of 3 total candidates and 3 reviews. The page includes a "Filters" sidebar on the left with sections for "REQUISITION" (showing 1 open requisition, 4 Office Support Associate roles, and 3 Tenured/Tenure Track Prof roles) and "CURRENT STATUS" (showing 3 active candidates and 3 application submitted). The main content area displays a table of candidates. The first candidate is Duran Duran, an Accountant at ABC Incorporated in Mountain View, Champaign, IL, United States. He is a Tenured/Tenure Track Professor (x2) for requisition C1010060. His status is "Finalist and/or On-Campus..." (4 days ago) and he is an External candidate. A "Schedule Interview" button is visible next to his name. The page also includes a search bar and a "Sort By" dropdown menu set to "Submission Date (Newest)".

Change Applicant Status:

1. Applicants must be in Offer Letter status to access the Offer Letter functionality. To change the status of the applicant, choose the checkbox beside their name and press Change Status.

Change Status View Home more 1 candidate selected Sort By Submission Date (Newest) Search candidates and re

CANDIDATE	LOCATION	REQUISITION	STATUS
<input checked="" type="checkbox"/> Duran Duran ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	HAMPAIGN IL United States	Tenured/Tenure Track Professors (x2) C1010060	Finalist and/or On-Campus... 4 days ago Schedule Interview

2. Change the new status to Offer Letter and press Save and the bottom of the screen.

Change Status

Candidate	Requisition	Status	New Status
Duran Duran	Tenured/Tenure Track Professors (x2) C1010060	Finalist and/or On-Campus l...	Offer Letter

CHOOSE OFFER LETTER STATUS

Cancel Save CHOOSE SAVE

- When you return to the Manage Candidates page, you will now see Create Offer Letter button under the status. Click this button to access the Offer Letter section.

Candidates

3 TOTAL CANDIDATES | 3 REVIEW

Change Status View Profile More No candidates selected Sort By Submission Date (Newest) Search candidates and resume

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	Tenured/Tenure Track Professors (x2) C1010060	Offer Letter less than an hour ago Create Offer Letter	External CHOOSE CREATE OFFER LETTER

Create Offer Letter:

- The Create Offer Letter button will take you to the Applicant Profile page, the Statuses tab:

Duran Duran Options

Email: duranduran@noemail.com
Phone: +1 217 456-7890
Address: 456 MAIN DRIVE, CHAMPAIGN, IL 61820, United States
Position: ACCOUNTANT
Organization: ABC INCORPORATED, MOUNTAIN
Type: External
Language Preference: English (US)
Applicant (User) Flags: No Flags

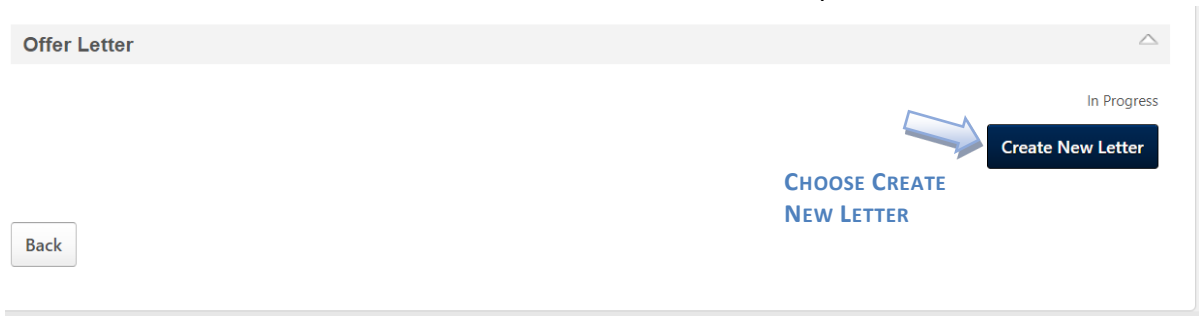
Applied for 1 Job(s)

Tenured/Tenure Trac...
 Status: Offer Letter
 Applied: 8/4/2022

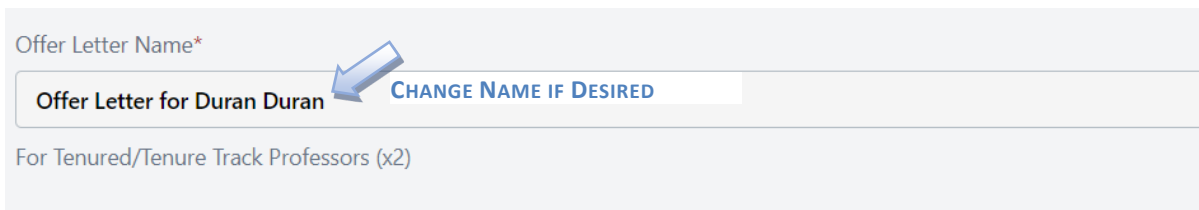
Tenured/Tenure Track Professors (x2) (C1010060)

Summary **Statuses** Applications Comments Documents History Email

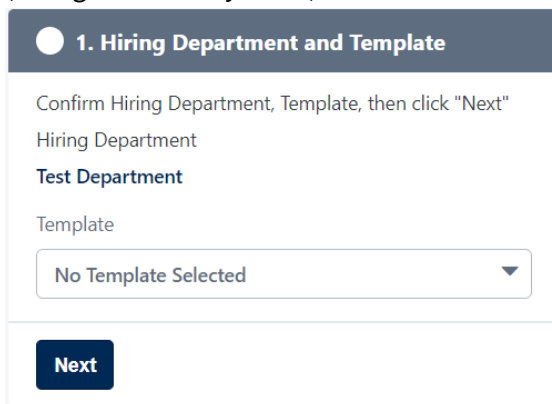
2. Scroll down to the bottom of the page until you see the Create New Letter button under the Offer Letter status. Press this button to access the Offer Letter templates.



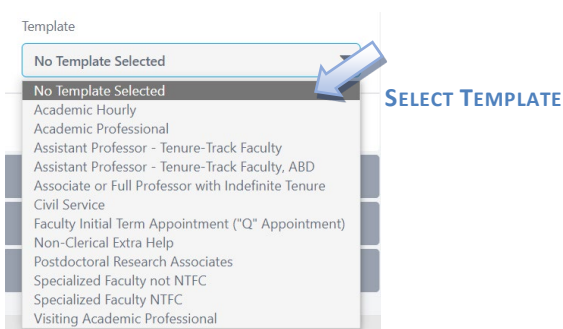
3. At the top of the page is the name of the offer letter. This can be changed if desired. This will be viewable by the applicant either as a link to the offer letter or as the name of the offer letter as an attached document.



4. The first item of the offer letter is the Hiring Department and Template. This Hiring Department is not used in the offer letter, so there is no need to make any modifications (though it's fine if you do).



5. If an offer letter template was assigned at the time of editing the requisition, it will be pre-populated. Whether or not it is pre-populated, you can select the appropriate template to use for this offer.



6. Once you have selected the offer letter, it will be populated on the right side of the page. You can keep changing the offer letter template to see which one is most appropriate as needed. Press the Next button to proceed.

Offer Letter for TESTSean TESTPerson

For TEST Assistant Director of Human Resources - LAS Human Resources

Cancel Preview Letter

1. Hiring Department and Template

Confirm Hiring Department, Template, then click "Next"

Hiring Department
Test Department

Template
Associate or Full Professor with Indefinite Tenure

Next CHOOSE NEXT

Letterhead

UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIGN

OFFER.CUSTOM.LETTERHEAD_DEPT_NAME_BOLD

OFFER.CUSTOM.LETTERHEAD_UNIT_NAME
OFFER.CUSTOM.LETTERHEAD_CAMPUS_ADDRESS
OFFER.CUSTOM.LETTERHEAD_STREET_ADDRESS
OFFER.CUSTOM.LETTERHEAD_CITY_STATE_ZIP

Candidate Address - Name Only
ACTION.DATE

CONFIDENTIAL

7. The next item is Add Sections (optional).

1. Hiring Department and Template

2. Add Sections (optional)

ADD SECTIONS (OPTIONAL)

Select section(s) to add, then complete associated fields.

Letterhead	^	v	
Candidate Address - Name Only	^	v	
Custom Section 1	^	v	
Statement on Academic Freedom an...	^	v	
Custom Section 2	^	v	
Background Check Policy	^	v	
BOT Approval	^	v	
Policy on Consideration of Sexual Mi...	^	v	

Letterhead

UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIGN

OFFER.CUSTOM.LETTERHEAD_DEPT_NAME_BOLD

OFFER.CUSTOM.LETTERHEAD_UNIT_NAME
OFFER.CUSTOM.LETTERHEAD_CAMPUS_ADDRESS
OFFER.CUSTOM.LETTERHEAD_STREET_ADDRESS
OFFER.CUSTOM.LETTERHEAD_CITY_STATE_ZIP

Candidate Address - Name Only
ACTION.DATE

CONFIDENTIAL

PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST
PROFILE.USER.EMAIL

Custom Section 1

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

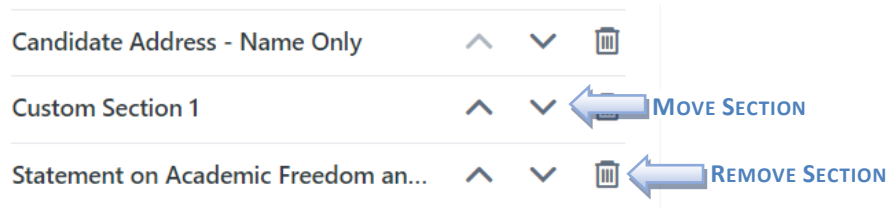
8. Offer letter templates are created by sections. Those that have names (e.g., Candidate Address – Name Only) have been created to be re-usable in multiple templates. Those that do not have names (e.g., Custom Section 1) have been created solely for this template. Regardless of whether the sections are for use in multiple templates or in just this template, they can be modified for this letter provided the section is not locked.

- a. Locked sections are denoted with a lock symbol. This represents required language for this offer letter template. The text may not be modified and the section may not be removed; however, the section may be moved around in the letter.

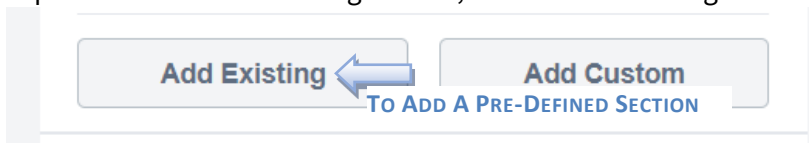
Background Check Policy

^ v LOCKED SECTION

- b. To move sections in the letter, you can choose the up and down indicators in the Add Sections side menu. You may also remove an unneeded section, by selecting the trash can (provided it is not locked).




- c. You can also add an existing section to the letter. Existing sections contain all the reusable sections for templates including those that are used in this template. There are also sections that might be included in some letters such as moving expenses. To add an existing section, Choose Add Existing.



- d. You can add sections by selecting the checkbox beside the name and press add. If you have a specific section, you are looking for you can enter in search criteria.


Select a Section


Section Name  **ENTER SEARCH CRITERIA**

The sections available below are based on the Hiring Department selected

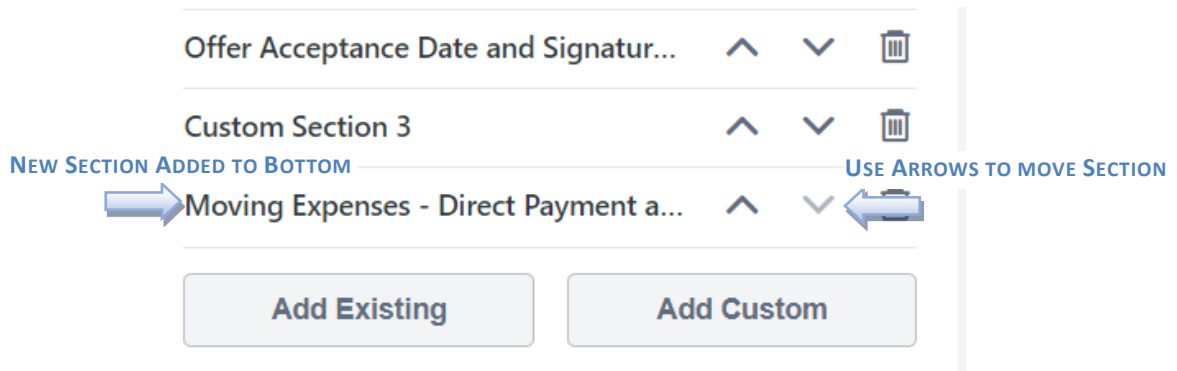
5 Available Sections

- Moving Expenses - Direct Pay to Vendor**
To be used for direct payment to a University of Illinois System-contracted moving vendor for moving expenses.
- Moving Expenses - Direct Payment and One-Time Pay**
To be used for direct payment to a University of Illinois System-contracted moving vendor, then one-time payment to e...
- Moving Expenses - Direct Payment and Reimbursement**
To be used for direct payment to a University of Illinois System-contracted moving vendor, then reimbursement for relo...
- Moving Expenses - One Time Payment to the Employee**
To be used for one-time payment to the employee (only) for moving expenses.
- Moving Expenses - Reimbursement for Relocation**
To be used for relocation expenses incurred to the employee (only) for moving expenses.

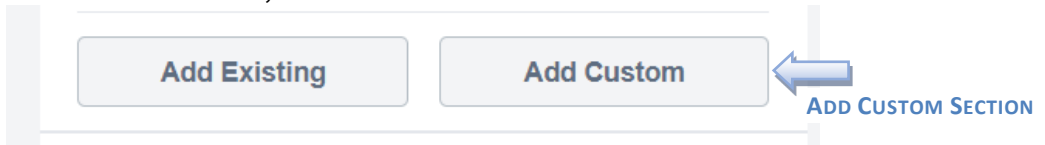
CHOOSE THE SECTION/S 

 **PRESS ADD TO ADD SECTION/S**

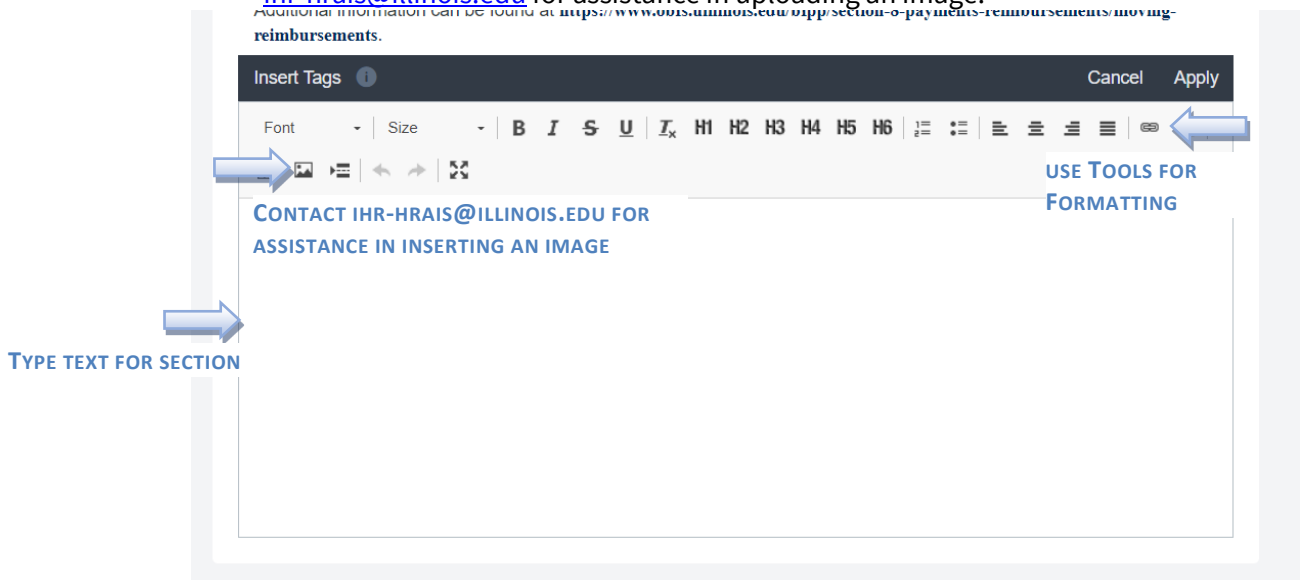
- e. The existing section is added at the bottom of the sections list. Move this by using the arrow keys to be in the location you would like.



- f. To add a new section, choose Add Custom.



- g. This will insert a new section directly into your letter at the bottom. You can add text as desired using the formatting tools that are available. Press Apply when you are finished. You can then move the section to where you would like it in the letter.
- a. NOTE: There is an image button available in the formatting tools; however, the image needs to first be uploaded by a Cornerstone Administrator. A URL will then be provided to you along with instructions. Inserting an image in another way will not render properly in the letter that is sent to the applicant (even though it looks like it will). Send an email to ihr-hrais@illinois.edu for assistance in uploading an image.



- h. To edit an existing section in the letter, hover over the section until you see the tools appear in the upper right corner of the section. Select the pencil tool to edit the section.

Candidate Address - Name Only

ACTION.DATE

CONFIDENTIAL

PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST
PROFILE.USER.EMAIL

Custom Section 1



SELECT PENCIL TO EDIT SECTION

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

I am pleased to offer you a tenured faculty position in the Department of OFFER.CUSTOM.HIRING.DEPARTMENT at the rank of Associate Professor (or Professor). Your appointment will be at OFFER.CUSTOM.APPTPERCENTAGE percent time on an academic year (nine-month) service basis with an annual salary of \$OFFER.SALARY paid over twelve months, with a proposed start date of OFFER.START.DATE. Your appointment will carry indefinite tenure.

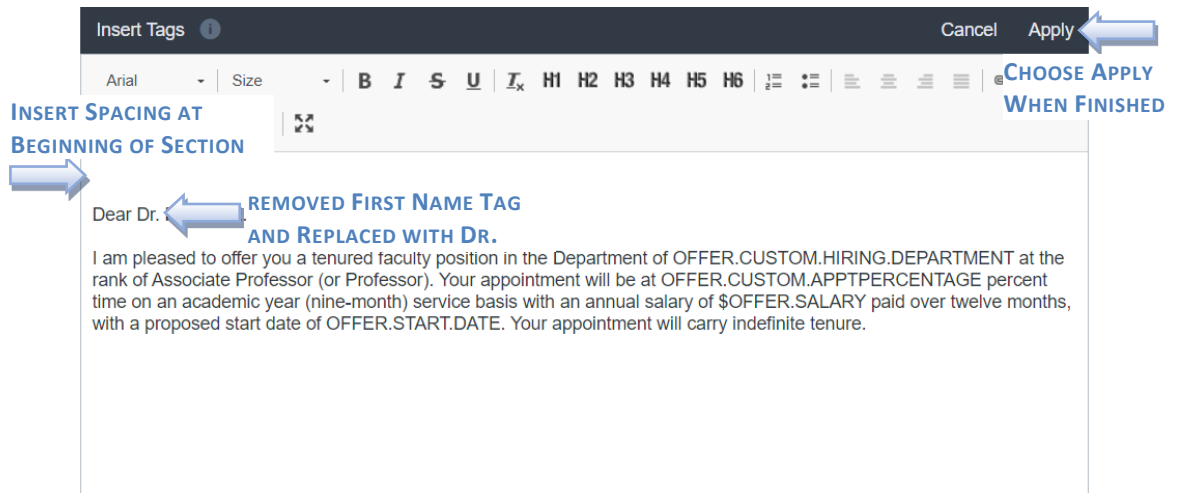
Statement on Academic Freedom and Tenure

- i. You may notice there are “tags” contained in the section. These appear in capital letters typically with a period between the words. For example, PROFILE.USER.NAME.FIRST is the first name of the applicant. If you wanted to replace the first name in the letter below and replace it with Dr., you would need to fully replace the tag name.

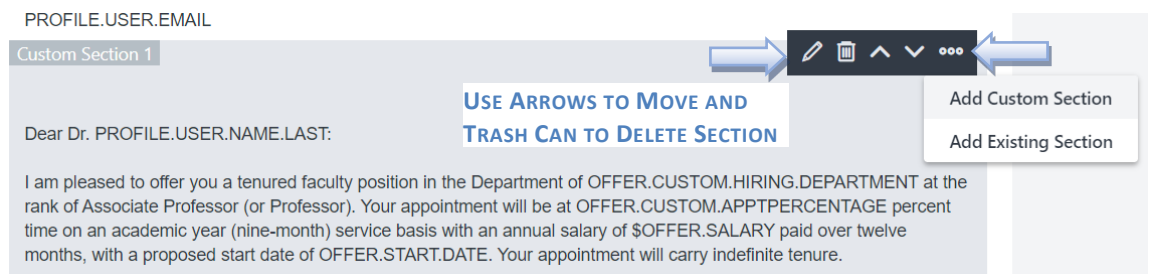
Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST: EXAMPLES OF TAGS

I am pleased to offer you a tenured faculty position in the Department of OFFER.CUSTOM.HIRING.DEPARTMENT at the rank of Associate Professor (or Professor). Your appointment will be at OFFER.CUSTOM.APPTPERCENTAGE percent time on an academic year (nine-month) service basis with an annual salary of \$OFFER.SALARY paid over twelve months, with a proposed start date of OFFER.START.DATE. Your appointment will carry indefinite tenure.

- j. The first name tag has been changed to Dr in the example below. Many of the tags start with the work OFFER and these will be populated in the next tab in the offer letter. Also note that there is space at the top of the paragraph. All sections should have a space at the top to help with the spacing in the letter. If the space is at the bottom, it is often truncated, so be sure to add the space at the top. Once you are finished with your edits press Apply.



- k. Additional options when hovering over a section are the move arrows, delete (for unlocked sections) and adding sections. These work the same as when doing these actions in the left-hand section menu. To access the Add Custom or Existing Section, press the three dots.



- l. When finished editing the sections of the letter, press next to go to the next item, Complete Fields.



9. The next item is Complete Fields. This is where you will populate some of the “tags” that are used in the offer letter. The Notes item is not used but can be populated with information as needed. Tag names are descriptive of their field name. Not all fields are used in every template; however, if you populate a field that is not used, it just doesn’t appear in the letter. If you don’t populate a field that is used, then a space will appear in the letter where the value is supposed to be. There are some required fields that are used in all letters and are denoted with an asterisk (*).

✓ 1. Hiring Department and Template

✓ 2. Add Sections (optional)

○ 3. Complete Fields

Start Date* **REQUIRED FIELD**

1/3/2023 **COMPLETE FIELDS**

Notes

Hiring Department*

Offer Acceptance Deadline*

Contact Name*

2. After you have completed all the appropriate fields, press Next to proceed.

Wage Type

Annual

Hourly

Salary

70,000

Currency

United States Dollar

Next ←
PROCEED TO NEXT STEP

4. Generate Offer Letter

3. Before proceeding to the next step, this is a good time to preview the offer letter. This will allow you to review spacing and to be sure that all the fields are showing correctly. To do this, press the Preview Letter button in the upper right corner of the page.

Offer Letter Name*

Offer Letter for TESTSean TESTPerson

For TEST Assistant Director of Human Resources - LAS Human Resources

Cancel Preview Letter ←

REVIEW LETTER

1. Hiring Department and Template

2. Add Sections (optional)

3. Complete Fields

4. Generate Offer Letter

Click "Generate" to create this offer letter.

Generate Letter

Letterhead

I UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIGN

Candidate Address - Name Only

ACTION.DATE

CONFIDENTIAL

OFFER.CUSTOM.LETTERHEAD_DEPT_NAME_BOLD

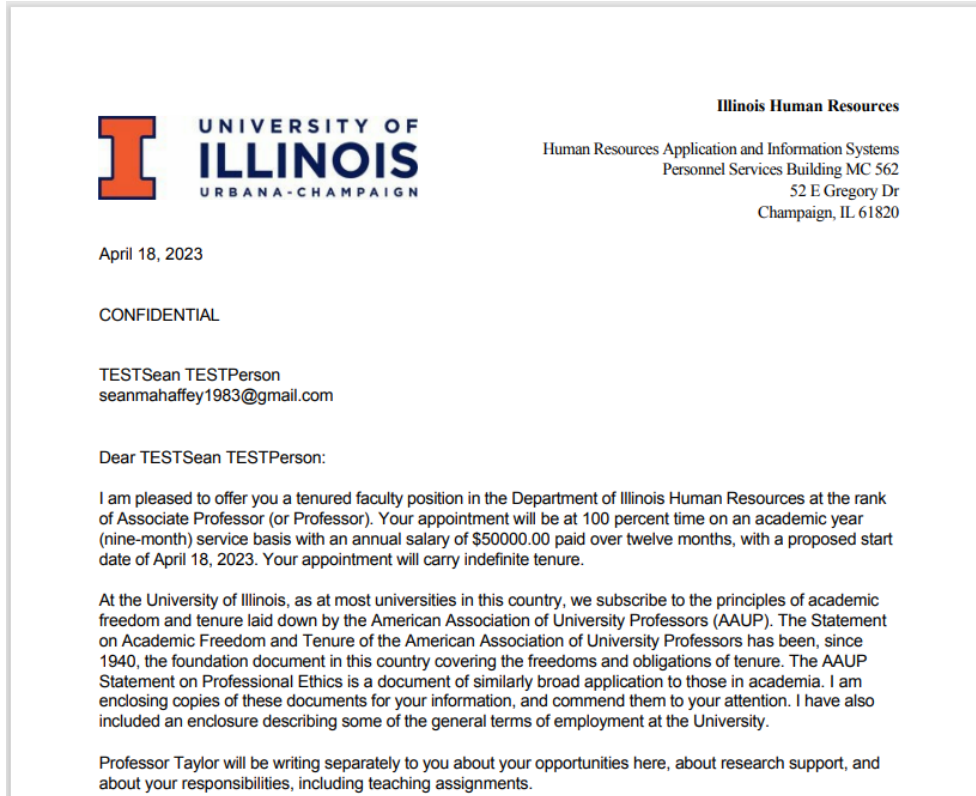
OFFER.CUSTOM.LETTERHEAD_UNIT_NAME

OFFER.CUSTOM.LETTERHEAD_CAMPUS_ADDRESS

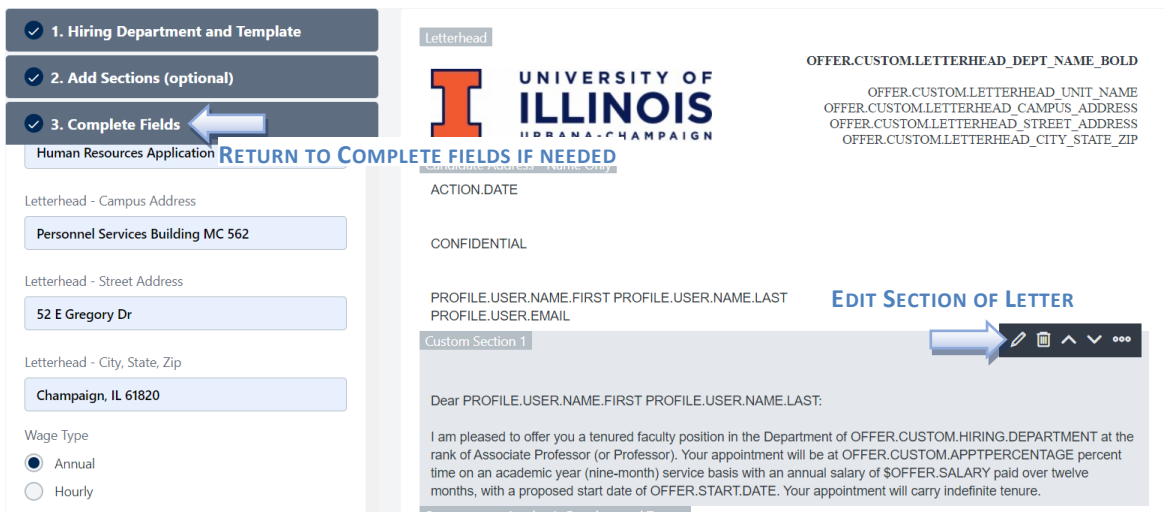
OFFER.CUSTOM.LETTERHEAD_STREET_ADDRESS

OFFER.CUSTOM.LETTERHEAD_CITY_STATE_ZIP

- This will generate a PDF download which you can open to review how this will look. The salary amount may not be formatted correctly (no commas), but it will be in the generated letter. The spacing will reflect accurately. So, if your letter is not displayed as you wish, you can still modify it.



- To make any corrections, return to the offer letter and hover over the section you would like to change and choose the pencil icon. If you want to change the values of one of the “tags” you can return to the Complete Fields tab by clicking on it.



- You can continue to preview and modify the letter as many times as you wish. However, nothing is saved until you press the Generate Letter button. If you wish to save your changes and return later, you should choose Generate Letter. Although it will generate a letter, it is not humanresources.illinois.edu

sending it and it can still be modified. Once you have made any changes you wish, click on the Generate Letter button.

✓ 1. Hiring Department and Template

✓ 2. Add Sections (optional)

✓ 3. Complete Fields

● 4. Generate Offer Letter

Click "Generate" to create this offer letter.

Generate Letter

GENERATE LETTER TO SAVE AND PROCEED

- The letter might take a minute to generate and will return you to the Statuses tab. Typically, it will prompt you to press the Refresh button.

Tenured/Tenure Track Professors (x2) (C1010060)

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

New Submission

Application Submitted

Semi-Finalist (screening/phone interviews/etc)

Finalist and/or On-Campus Interview

Offer Letter **PRESS REFRESH IF YOU DO NOT SEE LETTER**

In Progress

Refresh **Create New Letter**

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1					

This offer letter is currently being processed. Please click the "Refresh" button to get the latest status.

Back

- Once you have selected the Refresh button (if needed), you will be able to see the offer letter information. To view the offer letter, click on the icon under the Offer column.

Tenured/Tenure Track Professors (x2) (C1010060)

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

New Submission

Application Submitted

Semi-Finalist (screening/phone interviews/etc)

Finalist and/or On-Campus Interview

Offer Letter

In Progress

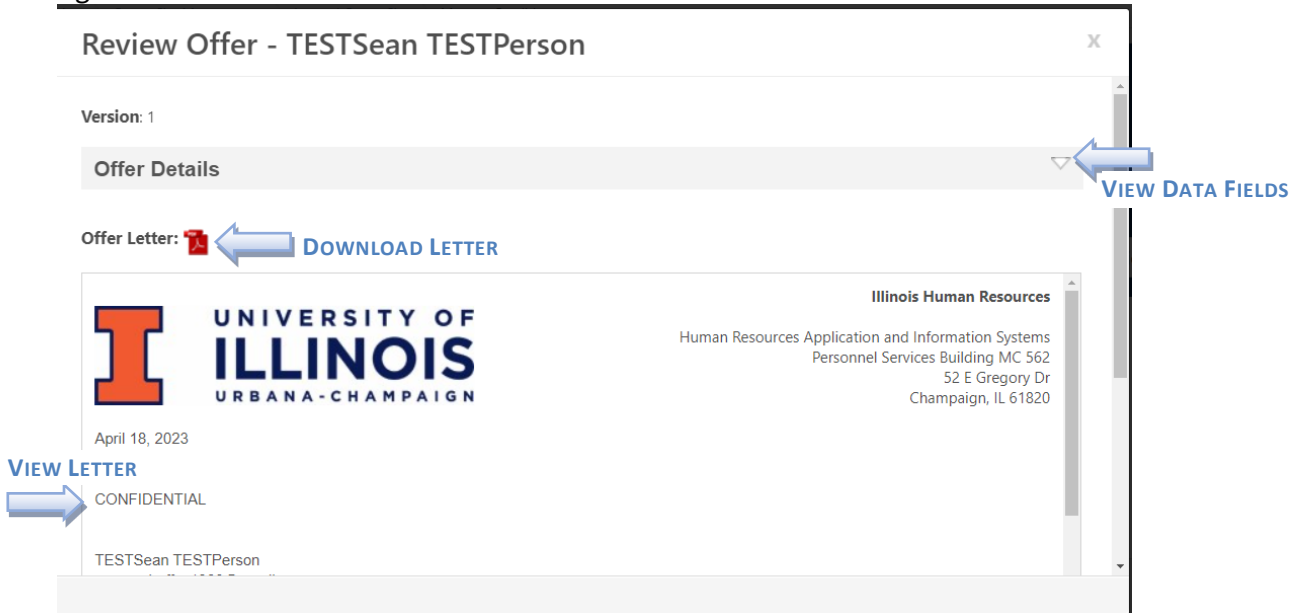
Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
		Submit For Approval View/Edit Approval			

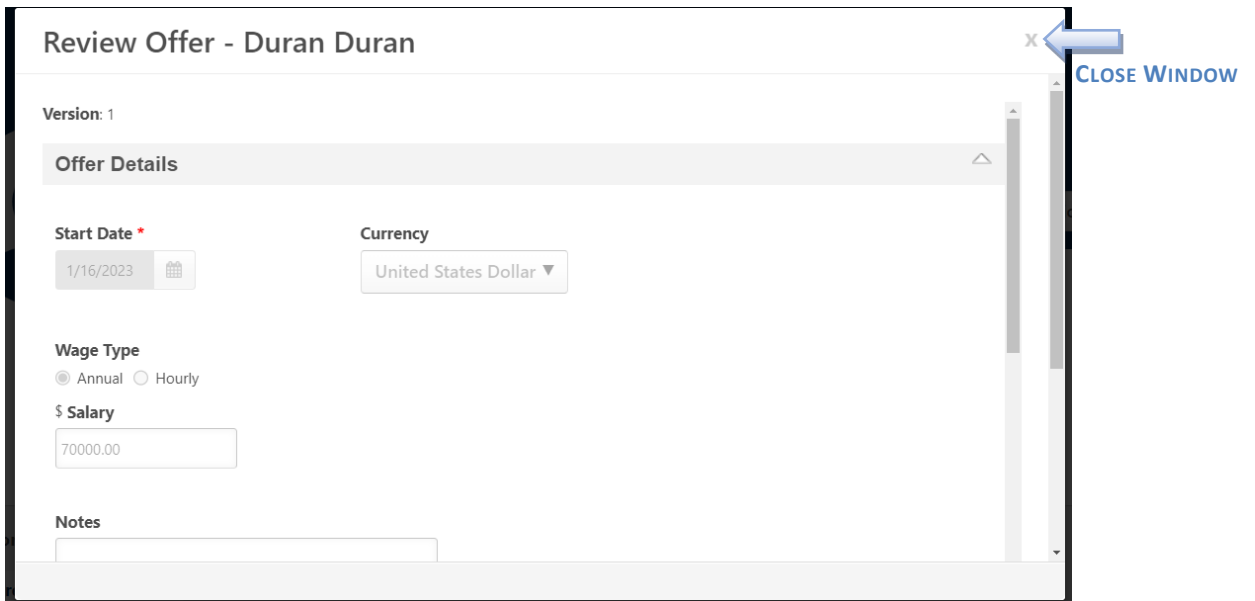
VIEW OFFER LETTER GENERATED

Back

9. A pop-up window will open and display the letter. Notice that the salary is now formatted correctly with commas. You can view the pdf version of the letter by select the red icon beside Offer Letter. If you wish to see the fields that you entered select the down arrow that is to the right of Offer Details.



10. You will not be able to make any changes here but can see all the fields entered regardless of whether they appear in the letter. You can click on the X in the upper right corner to close the window.



Add Approvers to Offer Letter:

1. If you wish to make changes to the letter, you can choose Create New Letter. This will start a new offer letter and will retain all the changes you made and fields that you entered. You will see a new Version once you generate the letter. The applicant will only see the letter that you send to them. If you would like to add approvers to review and approve this letter, press the View/Edit Approval link. Approvers will not be able to edit the letter, they can only approve/deny and add comments.

Offer Letter

In Progress

Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		Submit For Approval View/Edit Approval			

Back

ADD APPROVERS (OPTIONAL)

CREATE NEW LETTER TO MAKE CHANGES

2. In the popup window, click the Add Approval link to add approvers. If you added Offer Letter approvers on the requisition, these will already be populated here.

View/Edit Approvals

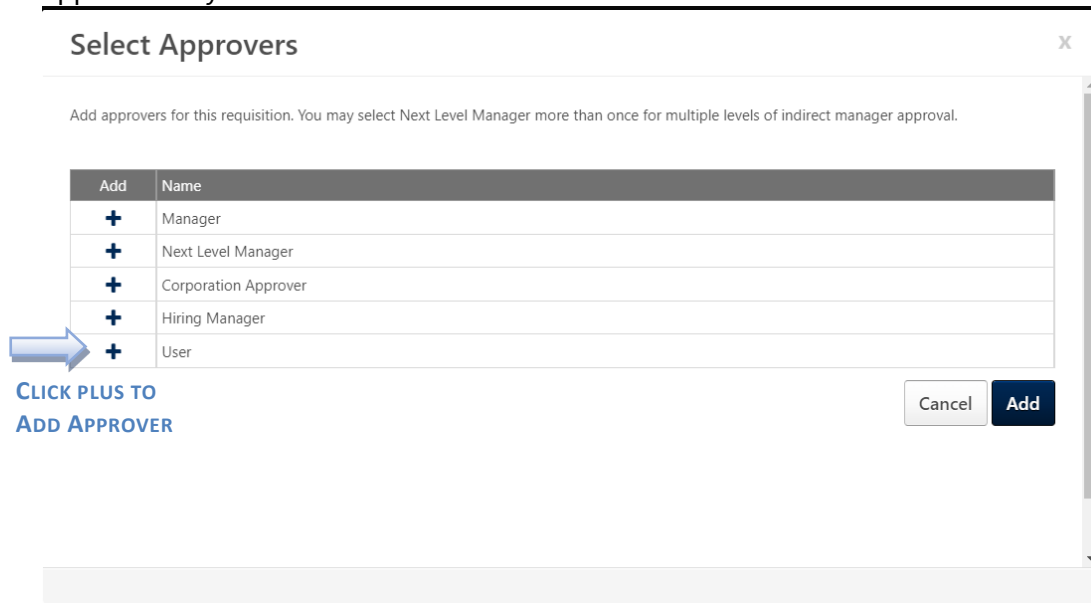
Define the approval workflow for this offer. Indicate if the approval workflow is sequential or concurrent and if the approval steps are required or notification only.

+ Add Approval

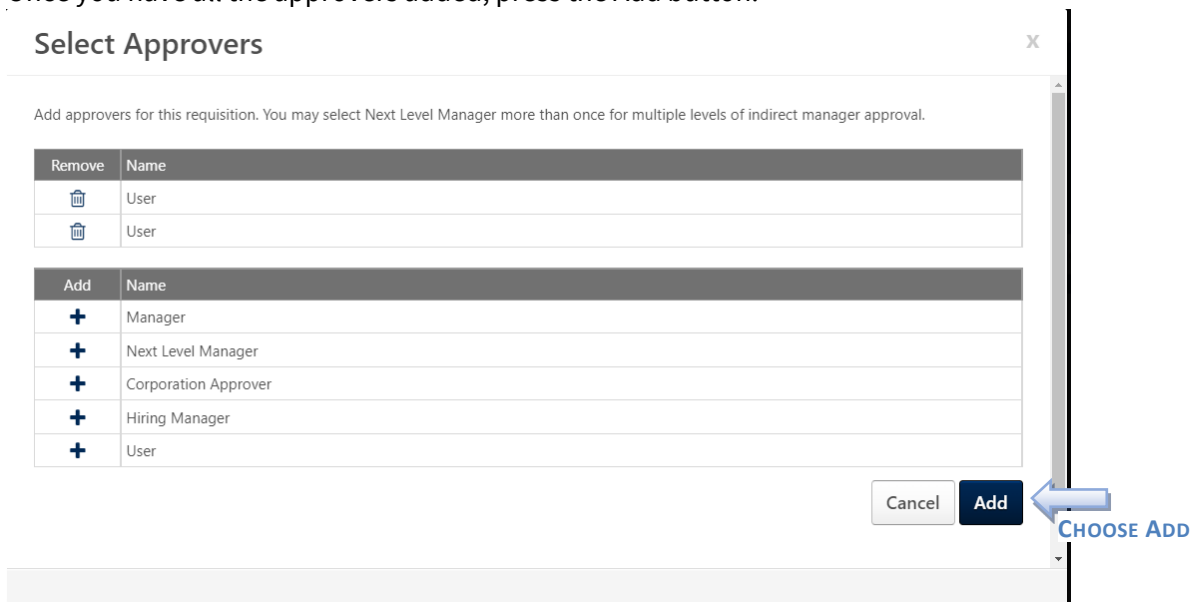
ADD APPROVERS

Reset to Default Save

3. Choose the plus sign beside the user type you would like to add. The only options that are currently used are Hiring Manager or User. When choosing User you will be able to select any employee. You may add multiple approvers by choose the plus sign beside User for as many approvers as you would like to add.



4. Once you have all the approvers added, press the Add button.



5. There are several options on the adding approvals window.
 - a. Add approval link will allow you to add additional approvers.
 - b. The trash can will allow you to remove an approver.
 - c. The plus sign at the end of the approver box will allow you to add an alternate approver.
 - d. Below each approver is the option for Approval Required and Notification Only. If you want this user to approve the letter, then you will choose Approval Required. If you only want to allow them access and to be notified the letter is generated, you will choose Notification Only.

e. To add an approver, click in the User box.

View/Edit Approvals X

Define the approval workflow for this offer. Indicate if the approval workflow is sequential or concurrent and if the approval steps are required or not.

A. ADD APPROVERS

+ Add Approval

1 User User **E. TO ADD APPROVER NAME**

Approval Required Notification Only **D. CHOOSE APPROVAL OR NOTIFICATION**

2 User User **C. ADD ALTERNATE APPROVER**

B. REMOVE APPROVERS Approval Required Notification Only

Reset to Default Save

6. Enter search criteria on the boxes as needed to find the approver you would like to add. ID is the UIN and User Name is the NetID (the example below is a test user). Press Search to complete the search. To add the user as an approver, click on the name.

Select User X

Search is limited to 1000 records only

1. ENTER SEARCH CRITERIA First Name ID User Name Manager's Last Name **2. PRESS SEARCH**

king Ruth Search

Name	User ID	User Name	Manager
King, Ruth 3. CLICK ON NAME TO ADD	ruthking	ruthking	

(1 Result)

Cancel

7. Once you have entered all the approvers, press the Save button. The reset to default button will remove all the approvers or default back to the offer letter approvers listed on the requisition.

View/Edit Approvals X

Define the approval workflow for this offer. Indicate if the approval workflow is sequential or concurrent and if the approval steps are required or notification only.

+ Add Approval

1 User ✕ +

Approval Required Notification Only

2 User ✕ +

Approval Required Notification Only

Reset to Default Save

PRESS SAVE

8. Once you have added the approvers that you would like or if you did not have approvers, click on the Submit For Approval button. If you did not have approvers, it will just proceed to the Send to Candidate step.

Offer Letter △

In Progress Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		Submit For Approval <small>View/Edit Approval</small>			

Back

9. While the offer letter is waiting for any approvals, you can see when it was sent and see which approver it is with by select View Details.

Offer Letter △

In Progress Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		Sent 1/5/2023 View Details			

Back

10. In the View Details window, you can see the status of the approvals and any comments that have been entered. You can always choose to cancel the approvals if desired. Choose close to close the window. The requisition owner will receive an email when the offer letter has been approved.

View/Edit Approvals x

Status	User	Decision	Comments
	 Ruth King ruthking@noemail.com	Sent on 1/5/2023	VIEW STATUS
	 Lisa Clark lisaclark@noemail.com		

CLOSE WINDOW

Send Offer Letter to Candidate:

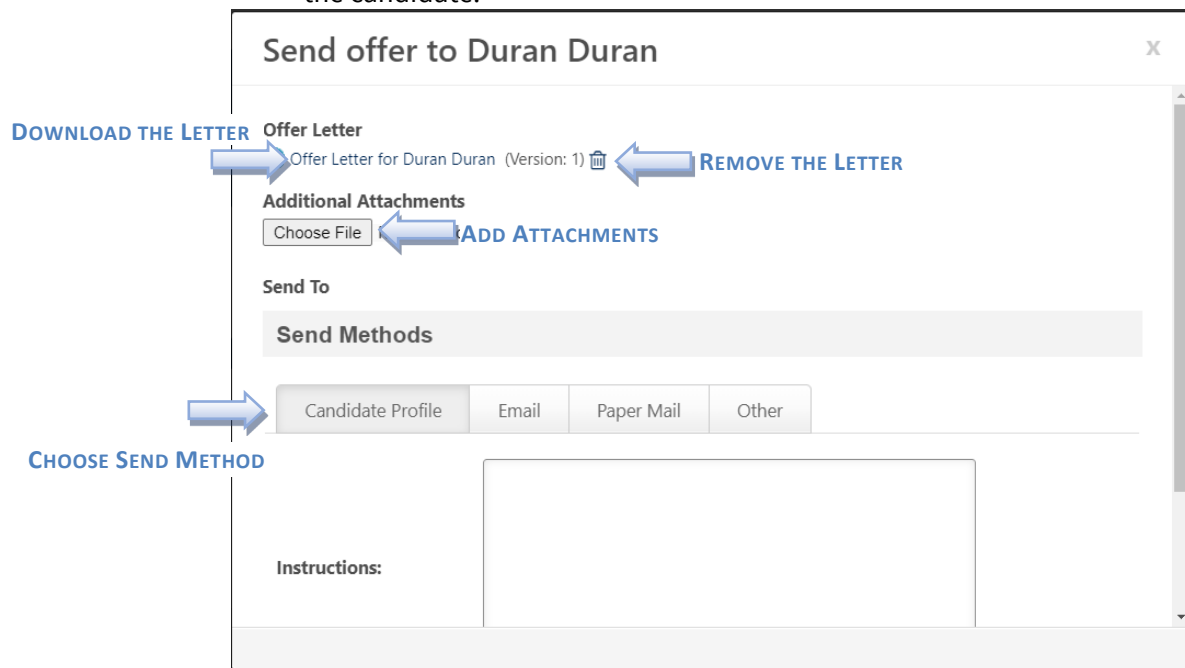
- Once the offer letter has been approved, you can now send the letter to the candidate by choosing Send Offer under the Send to Candidate column.

Offer Letter In Progress

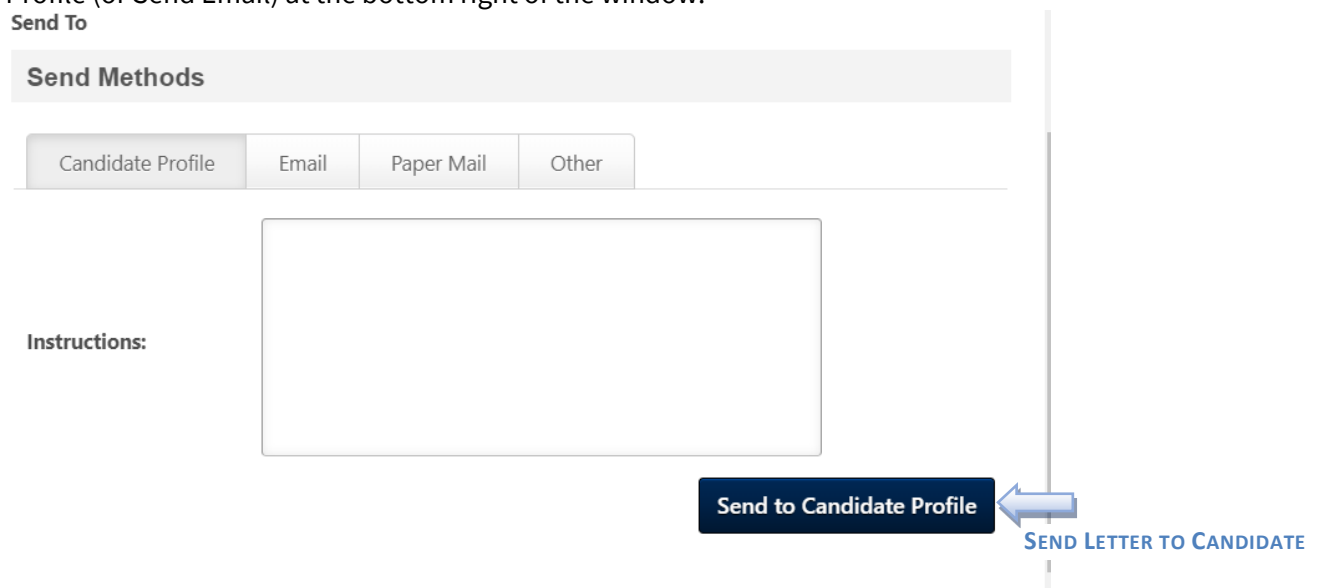
Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		Approved 1/5/2023 View Details	<input type="button" value="Send Offer"/> TO SEND LETTER TO CANDIDATE		

- In the Send Offer window, there are several options:
 - Offer Letter:
 - Click on the document name to download a PDF of the offer letter
 - Choose to delete the offer letter by selecting the trash can icon
 - Additional Attachments:
 - Click Choose File to upload any attachments you would like to send to the candidate. One example is to send a signed letter of the offer letter.
 - Send Methods:
 - Candidate Profile – This will send an email to the candidate to tell them to go to their online profile to review the offer letter and then they can accept or decline the offer letter. The requisition owner will receive an email when they respond.

- ii. Email – This will send an email to the candidate with the offer letter and attachments attached to the email. The candidate will not see this in their profile and will not be able to respond through their profile. Be sure to include how they should respond either in the offer letter or in the instructions.
- iii. Paper Mail and Other – These are used to record information about sending the offer letter outside of Cornerstone.
- iv. Instructions – The instructions section will appear in the email and online (for candidate profile). These can be used to provide additional information to the candidate.



3. Once you are ready to send the offer letter to the candidate, press the Send to Candidate Profile (or Send Email) at the bottom right of the window.



Review or Record Offer Letter Response:

1. If you use the method of Email, Paper Mail, or Other, you can still record the candidate's response by choosing Record Response. This is not necessary if you use Send to Candidate Profile.

Offer Letter In Progress

Create New Letter

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		✓ Approved 1/5/2023 View Details	✓ Sent 1/5/2023 View Details	Record Response	

RECORD RESPONSE IF NOT USING CANDIDATE PROFILE

Back

2. Select the candidate response and press save. The response method will say Candidate Profile, but it's fine to save this response. When you select Accepted, you will be able to upload a final signed letter if desired and add notes. If the response is Declined, you can choose a reason for declining the interview and add notes.

Record Candidate Response

Candidate Response:

Response Method: (Accepted, Declined)

Save

CHOOSE RESPONSE (ADDITIONAL QUESTIONS WILL BE DISPLAYED BASED ON RESPONSE)

PRESS SAVE WHEN FINISHED

3. If the candidate is reviewing the offer letter in their profile, they will have the option of accepting and then be prompted for a signature. If the candidate declines, they will be given a list of reasons to choose from and an opportunity to add notes. The screenshot below is an applicant view of the offer letter response page in their profile page.

Offer Letter for Duran Duran

Instructions
As we discussed.

Offer Letter
 Offer Letter for Duran Duran

Response*

Message
By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter.

Full Name*

Email*

Password*


[Forgot password?](#)

4. Once the applicant has responded through their profile page, you will be able to see their response in their applicant profile page. To view their response (and comments/reason if declined), choose View Details under Candidate Response. To view the electronically signed offer letter, click on the icon under the Final column.

Offer Letter △

In Progress

[Create New Letter](#)

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		✓ Approved 1/5/2023 View Details	✓ Sent 1/5/2023 View Details	✓ Accepted 1/5/2023 View Details	

[VIEW CANDIDATE RESPONSE](#)

[VIEW ELECTRONICALLY SIGNED LETTER](#)

[Back](#)

Background Check:

1. Once a candidate has accepted an offer, the next step would be to place the candidate in a background check status. There is nothing else that needs to be done during this process other than changing the status. The requisition owner will be notified when the background check has been complete, and the status of the applicant will be changed by IHR to Background Check Complete. To change the status to Background Check, go to the main menu, Recruit, Manage Candidates. Use the filters and search to find the candidate. Check the box beside the candidate and choose Change Status

The screenshot shows a web interface for managing candidates. On the left, there are filter panels for 'REQUISITION' (with 'Show only open reqs' checked), 'CURRENT STATUS', 'FLAGS', and 'CANDIDATE SOURCE'. The main area is titled 'Candidates' and displays two summary cards: '1 TOTAL CANDIDATES' and '1 OFFER LETTER'. Below these is a search bar with the text '2. CHANGE STATUS' and a search result for 'Duran Duran'. A 'Change Status' button is highlighted with a blue arrow. Below the search results is a table with columns: CANDIDATE, LOCATION, REQUISITION, STATUS, and TYPE. The table contains one entry for 'Duran Duran' with a checked checkbox, a 'View Response' button, and a status of 'Offer Letter 76 days ago'. A blue arrow labeled '1. CHOOSE CANDIDATE' points to the checkbox.

2. Choose the New Status of Background Check and then press Save. The Background Check will then process this record. No further action is needed at this time.

The screenshot shows a 'Change Status' dialog box. It contains a table with the following data:

Candidate	Requisition	Status	New Status
Duran Duran	Tenured/Tenure Track Professors (x2) C1010060	Offer Letter	Background Check

A blue arrow labeled 'CHANGE TO BACKGROUND CHECK' points to the 'Background Check' dropdown menu. At the bottom of the dialog, there are 'Cancel' and 'Save' buttons. A blue arrow labeled 'PRESS SAVE' points to the 'Save' button.

Completing the Hire and Closing the Requisition:

1. Once the background check has been completed for all hires for this requisition and all appropriate required forms have been completed, it is now time to close out the requisition. Return to the Manage Candidate page enter in filters to pull in all open candidates for this requisition. Check the box beside the candidates that are not being hired with this requisition. Choose Change Status.

The screenshot shows the 'Candidates' management page. On the left, there are filter options for 'REQUISITION' (showing only open reqs for requisition C1010060) and 'CUR' (showing only active candidates). The main area displays a table of candidates with columns for Candidate, Location, Requisition, Status, and Type. Two candidates are listed: Jason Brown (Internal) and Duran Duran (External). Jason Brown's status is 'Finalist and/or On-Campus Interview' and Duran Duran's is 'Background Check'. A 'Change Status' button is visible above the table, and a '1 candidate selected' indicator is present. Blue arrows point to the 'Change Status' button and the checkbox for Jason Brown.

2. Choose the New status of Closed/Dispositioned

The 'Change Status' dialog box is shown, listing the candidate Jason Brown and his current status 'Finalist and/or On-Campus Interview'. A dropdown menu is open, showing various status options. The option 'Closed/Dispositioned' is highlighted, and a blue arrow points to it. Below the dropdown, the text 'CHOOSE CLOSED/DISPOSITIONED STATUS' is displayed.

- Then choose the appropriate disposition reason. For the most recent list of dispositions and their usage, please review the [Cornerstone - Applicant Statuses and Dispositions](#) job aid. Press Save when finished.

Change Status

Candidate	Requisition	Status	New Status
Jason Brown	Tenured/Tenure Track Professors (x2) C1010060	Finalist and/or On-Campus I...	Closed/ <input type="button" value="Please select a disposit..."/>

Please select a disposition

- Failed Pre-Screening
- Candidate not well prepared for interview
- CS Exam Cancel, No Show, Reschedule Limit Reached
- CS Exam Cancelled By HR - No Penalty
- CS Exam For Position Already In Progress
- CS Exam Taken Limit Reached
- Declined offer
- Did not confirm qualifications on application
- Incompatible area of interest/expertise
- Information not available
- Lacks min qualifications experience/skills
- Lacks min training, licenses or certifications
- Lacks preferred educational requirements
- Lacks preferred qualifications experience/skills
- Lacks preferred training/licenses/certifications
- Late submission
- Less relevant experience (1st round)
- Missing documents/incomplete application
- Moved to another requisition

PRESS SAVE

- For the candidate/s you are hiring with this requisition, check the box beside their name and chose the Change Status button.

Filters Reset < **Candidates**

2
1
1

TOTAL CANDIDATES INTERVIEW OTHER STATUSES

REQUISITION

Show only open reqs

All Jobs

My Jobs

Q C1010060 ✕ **2. CHANGE STATUS**

Tenured/Tenure Track Prof... 1 candidate selected

Sort By: Submission Date (Newest)

CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE
<input type="checkbox"/> Jason Brown Jason Brown (Documents) Internal 2173330000 iasonbrown@noemail.com		Tenured/Tenure Track Professors (x2) C1010060	Closed/Dispositioned less than an hour ago No Suggested Action	Internal
<input checked="" type="checkbox"/> Duran Duran (Documents) ACCOUNTANT, ABC INCORPORATED, MOUNTAIN +1 217 456-7890 duranduran@noemail.com	CHAMPAIGN IL United States	Tenured/Tenure Track Professors (x2) C1010060	Background Check less than an hour ago <input type="button" value="Assign Background Check"/>	External

There are no items to display

CANDIDATE SOURCE >

5. The new status that you will now choose is Hired and then press Save.

Change Status

Candidate	Requisition	Status	New Status
Duran Duran	Tenured/Tenure Track Professors (x2) C1010060	Background Check	<div style="border: 1px solid black; padding: 2px;"><p>Hired</p><p>Application Submitted</p><p>Semi-Finalist (screening/phone interviews/etc)</p><p>Finalist and/or On-Campus Interview</p><p>Offer Letter</p><p>Background Check</p><p>Closed/Dispositioned</p><p>Hired</p></div>

CHOOSE HIRED STATUS



Cancel Save

SAVE CHANGES



6. If the number of candidates in a hired status equals the number of vacancies, the requisition will close automatically. If you decide to close the requisition because you will not be making any additional hires (and you have vacancies left) or if you had chosen Ongoing for the number of vacancies, you will need to close the requisition manually. To do this go to Manage Requisitions under the Recruit menu and then search for your requisition. Once you have found it, edit the requisition. If the requisition is already in a closed status, you will not be able to make any changes. At the bottom of the first page (general tab) of the requisition, change the status to Closed and then press Submit. Other options are Cancelled (typically used when you have decided not to proceed with this requisition prior to it being in an open status) and On Hold (removes it from an open status but you can re-open later if desired. Press Submit when you have the status changed. If you still have active candidates (not in a hired or closed status), you will be prompted to close the applicant records.

The screenshot shows a web form titled "REQUISITION" with the following fields and values:

- Requisition ID: C1010060
- Priority: Medium
- Openings: 2, with an "On Going" checkbox.
- Target Hire Date: 7/13/2022, with a calendar icon and "(Target hire date of first opening)".
- Requisition Status: Open (dropdown menu is open showing "Please Select", "Open", "Closed", and "Cancelled").
- Do Not Allow to Apply: (checkbox)

At the bottom of the form, there are four buttons: "Cancel", "Submit", "Save and Manage Postings", and "Next". A blue arrow points from the "Submit" button to the text "SAVE THE CHANGE". Another blue arrow points from the "Closed" option in the status dropdown to the text "CHANGE STATUS TO CLOSED".

For more information, contact ihr-hrais@illinois.edu

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