Cornerstone - Add Applicant to a Requisition

Cornerstone Add Applicant to Requisition Overview:

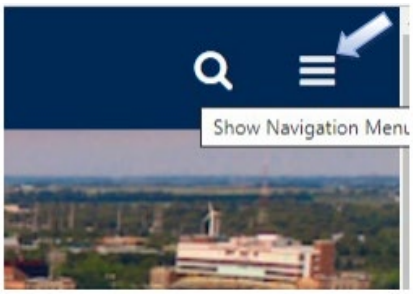
- Various employment transactions don't currently require a search, so applicants do not apply directly to a requisition.
- Transactions typically include Academic Hourly, Search Waivers, and Non-Clerical Extra Help
- Use this job aid to learn how to attach a person to a requisition, whether they are a current applicant, employee, or someone that is not currently in Cornerstone and how to attach a CV/Resume for the applicant.
- Requisitions for these employment scenarios will feed from JDXpert and will be completed and submitted as described in the Editing a Requisition job aid.
- 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

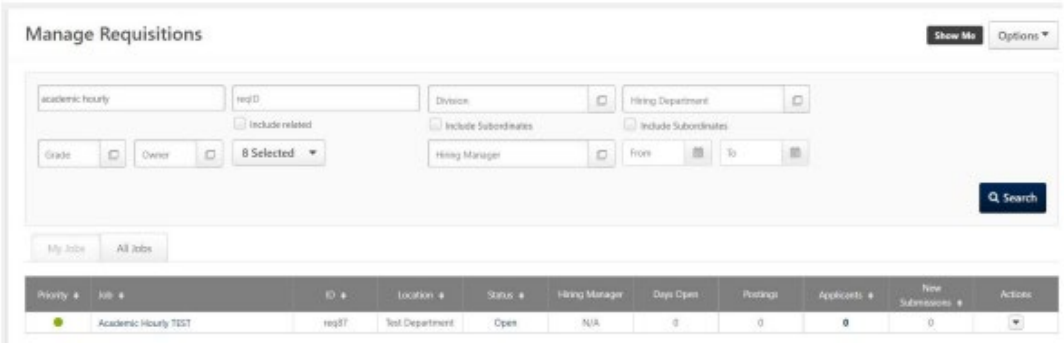
Access the Requisition:

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:



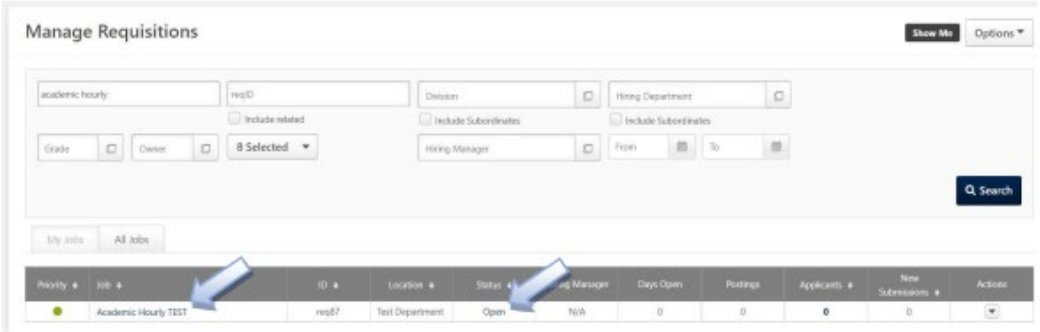
b. Select Recruit, Manage Requisitions:

c. On the Manage Requisition page, enter search criteria to find your requisition:

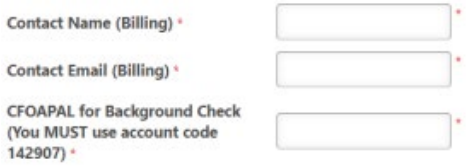


Open the Requisition:

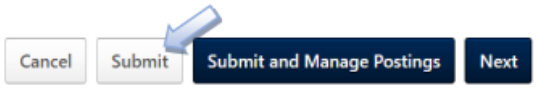
1. Requisitions must be in an Open status to be able to add an applicant. If the status is not Open, click on the name of the requisition under the Job column.



2. The first page of the requisition is the general tab. On this tab, you may complete as much information as needed (see Editing a Requisition job aid for assistance); however, be sure to complete the information for the background check.

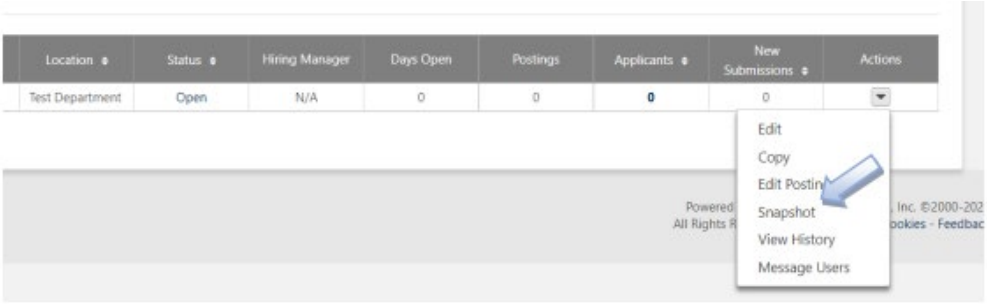


3. If this a requisition that is not being posted on the job board, you can press Submit at the bottom of the general tab page. If this is a position that will be posted, refer to the Editing a Requisition job aid for further assistance in completing the requisition.



Access the Requisition Snapshot:

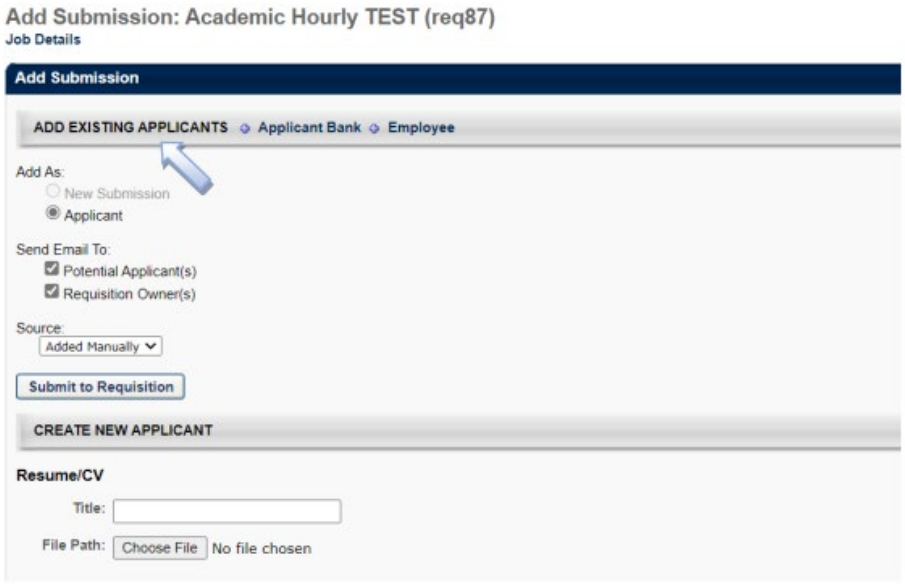
1. From the Manage Requisitions page, under the Actions column, use the pull-down menu to find Snapshot and then click on Snapshot:



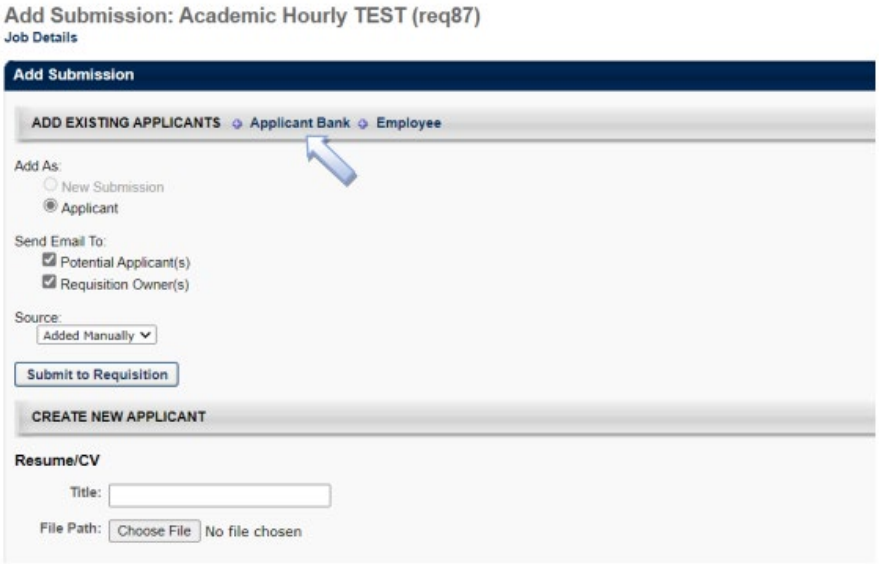
2. From the Requisition Snapshot Page, choose Add Submission. If you do not have an Add Submission link, your requisition is not in an Open status. Please refer to earlier instructions on how to open a requisition.

Add a Current Employee or Applicant to the Requisition:

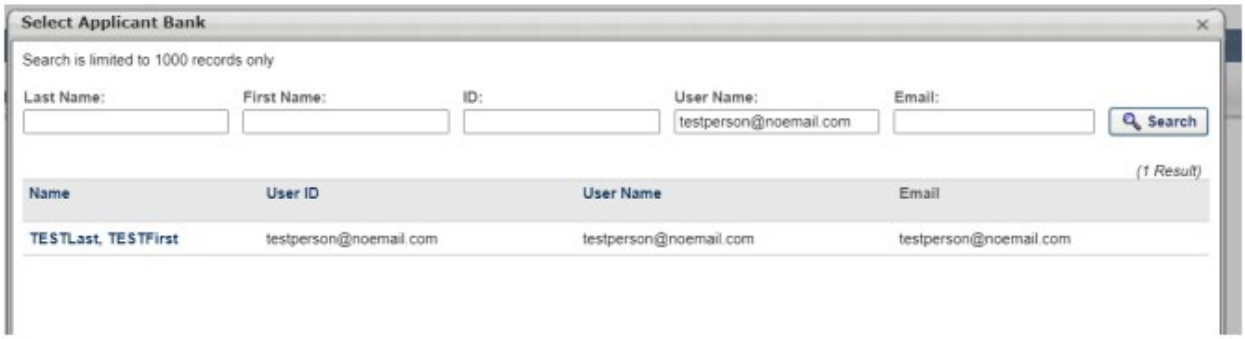
1. The first section of the Add Submission page is to Add Existing Applicants:



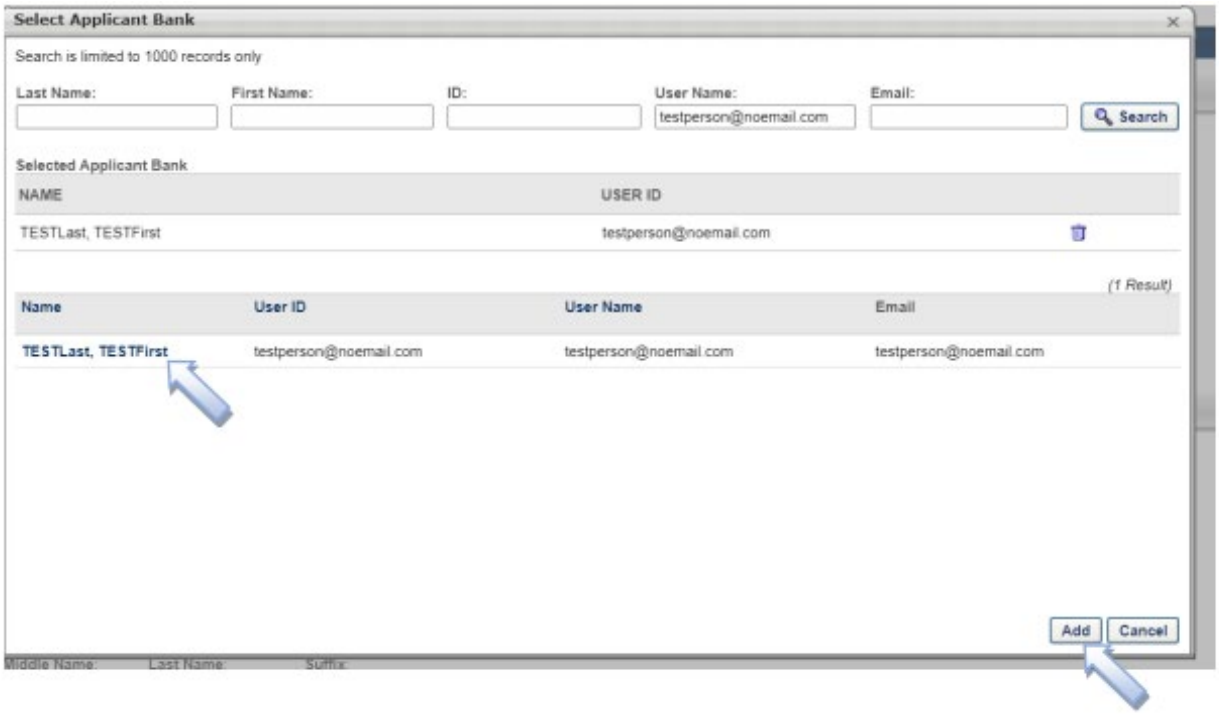
2. If the person you are going to add is a current employee, then choose the current employee link. If they are potentially an applicant in the Cornerstone, choose Applicant Bank.



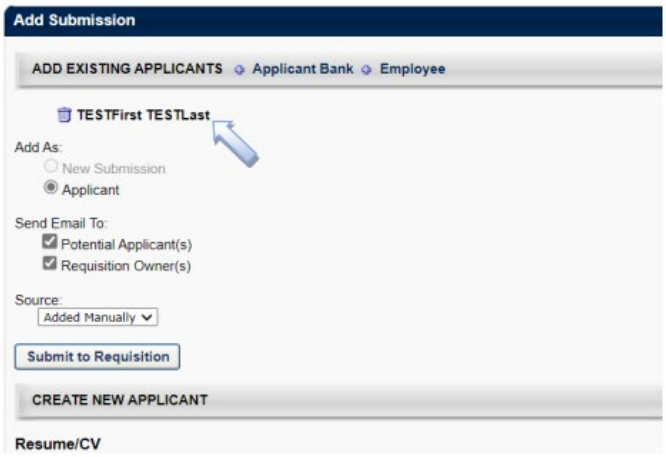
3. Enter in Search criteria to look for your applicant or employee. For employees, the ID field is their UIN and the Username field is their netid. For applicants, their Username and ID is usually their email address they used to create an account.



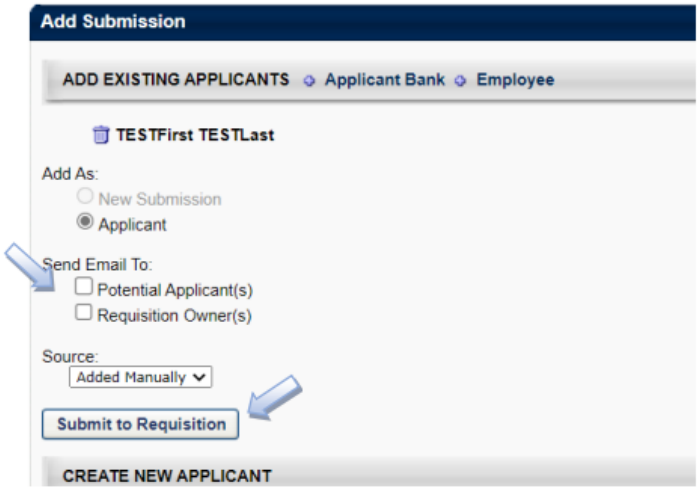
4. Click on the name of the applicant or employee if you find them in the search. Then press Add. Note, you can add multiple applicants by continuing to search if that is applicable for the scenario.



5. The application or employee name(s) will now appear at the top of the section.

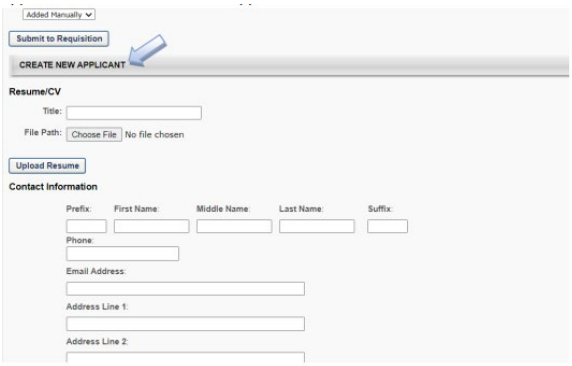


6. Uncheck the Send Email to: Potential Applicant(s) and Requisition Owner(s). The Source should remain as Added Manually, then Press Submit to Requisition.

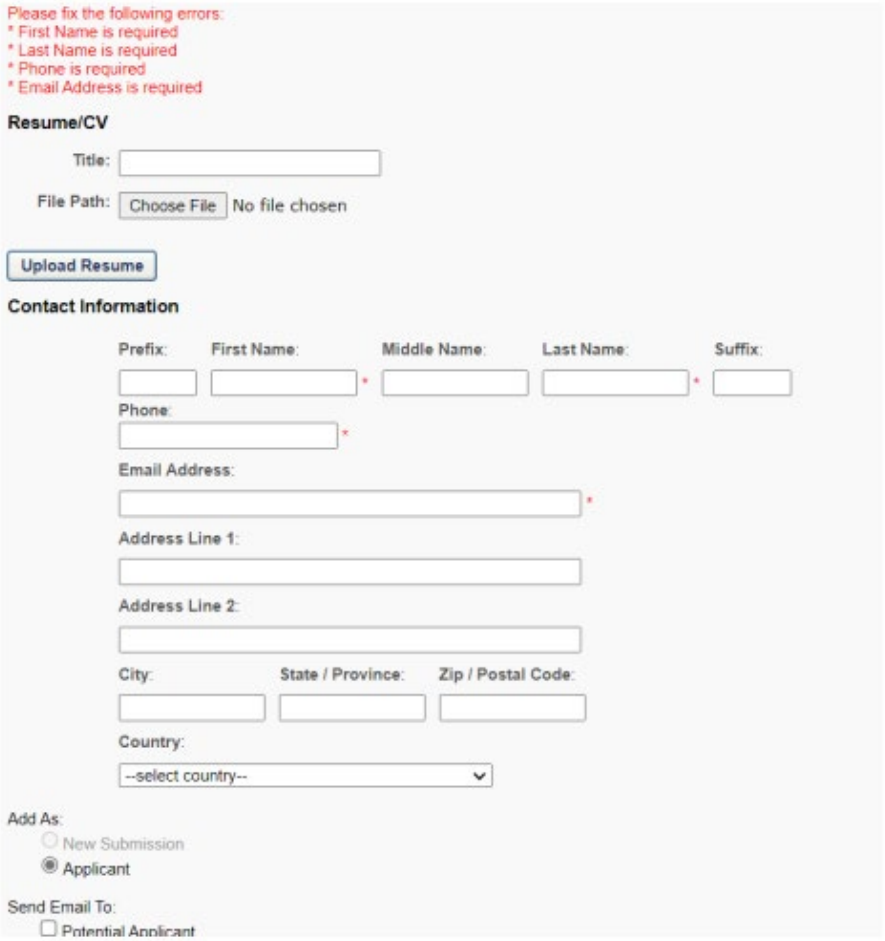


Add a New Applicant to the Requisition:

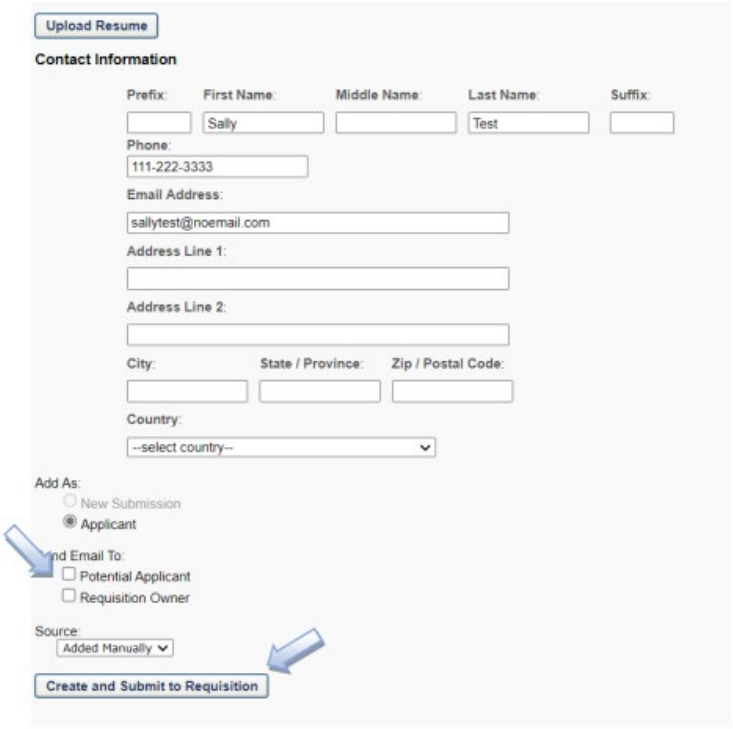
1. If the person was not found in the applicant or employee search, you will need to manually add the applicant under the Create New Applicant section.



2. Field that are required to add an applicant are First Name, Last Name, Phone, and Email Address. Other information can be entered if desired; it is recommended to attach the resume/CV at this time, though it can be attached later. NOTE: all email addresses must be unique in Cornerstone. An error will be received if the email address is already in use by another candidate.

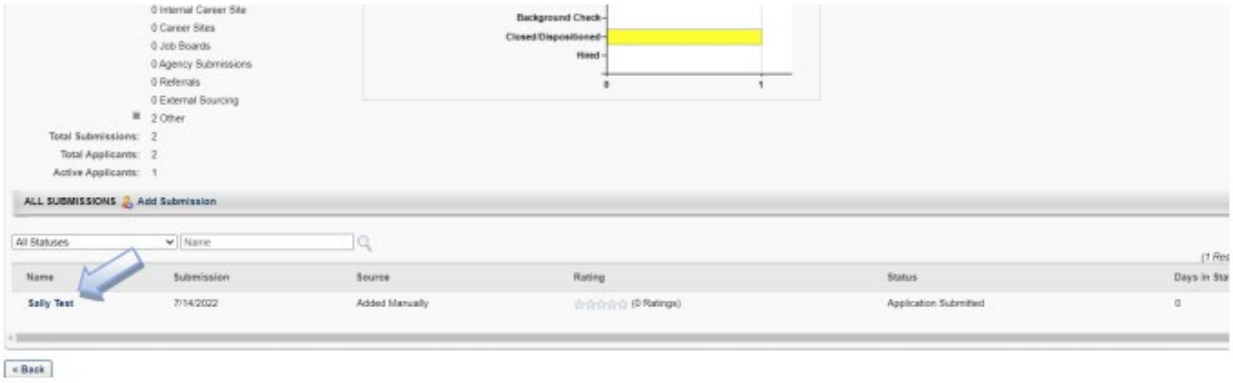


3. Once the information is entered, uncheck the Send Email to: Potential Applicant and Requisition Owner. Leave Source as Added Manually. Then choose the Create and Submit to Requisition button.

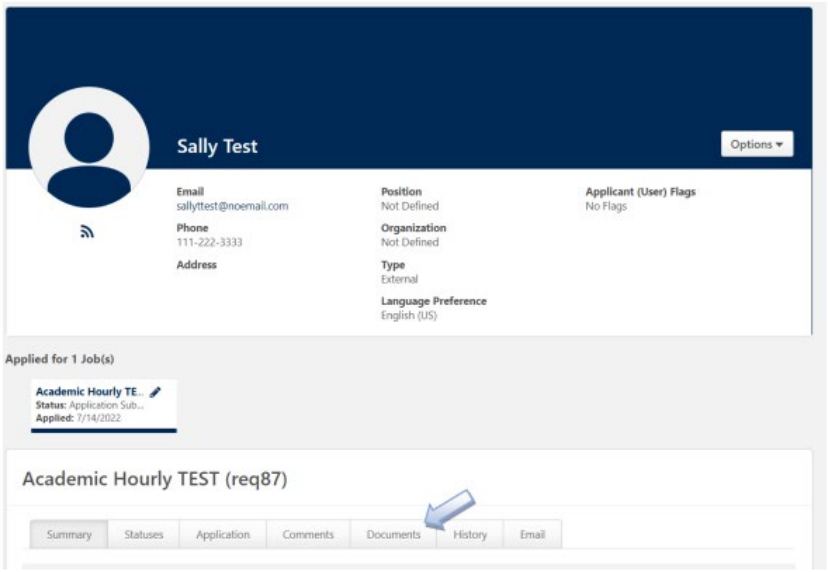


Adding Documentation:

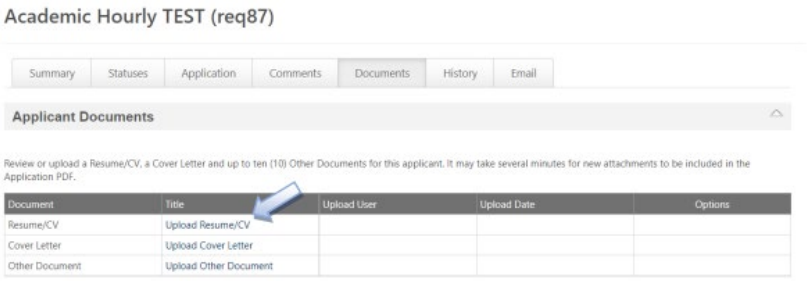
1. After adding the applicant to the requisition, you will be returned to the Requisition Snapshot page where you can see the added applicant(s). Click on the applicant's name to go to the Applicant Profile page.



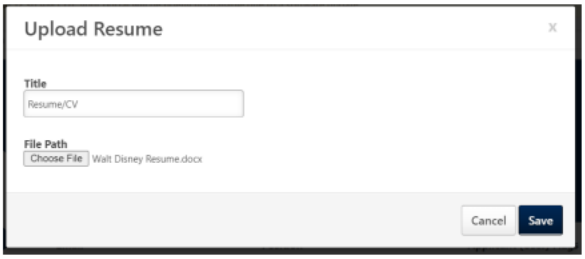
2. On the Applicant Profile page, you will select the Documents tab.



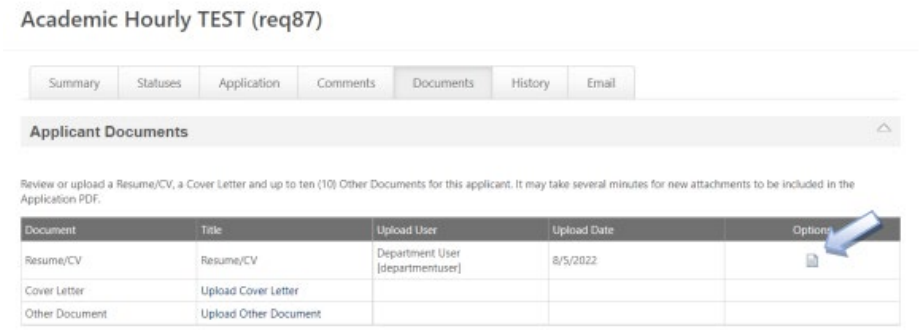
3. If you did not upload a resume/cv and this is a new applicant, you can upload a resume using the Upload Resume/CV link.



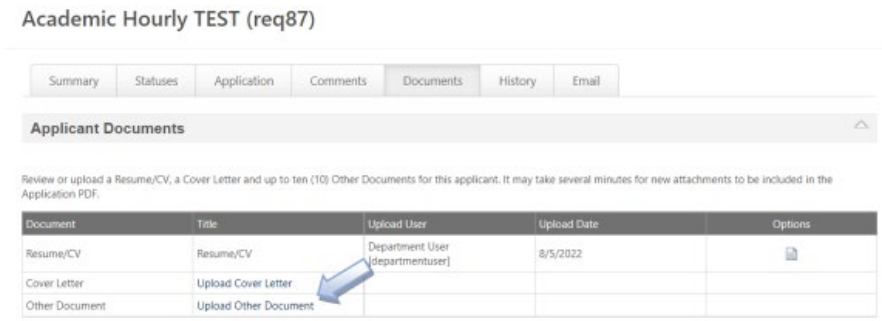
4. A window will open where you will give the document a name and choose the file to upload. Press Save when Finished.



5. The resume/CV will now appear in the documents section.

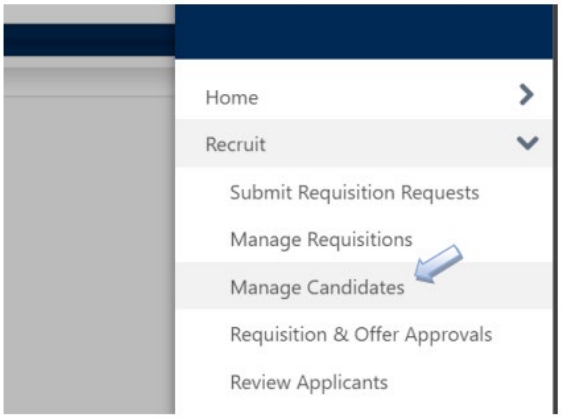


6. For current employees or current applicants, the resume/cv will be populated either from the last job they applied to, or it will create a resume with some employee data. To upload a new resume, follow the same steps as adding a Resume/CV, except choose Upload Other Document.

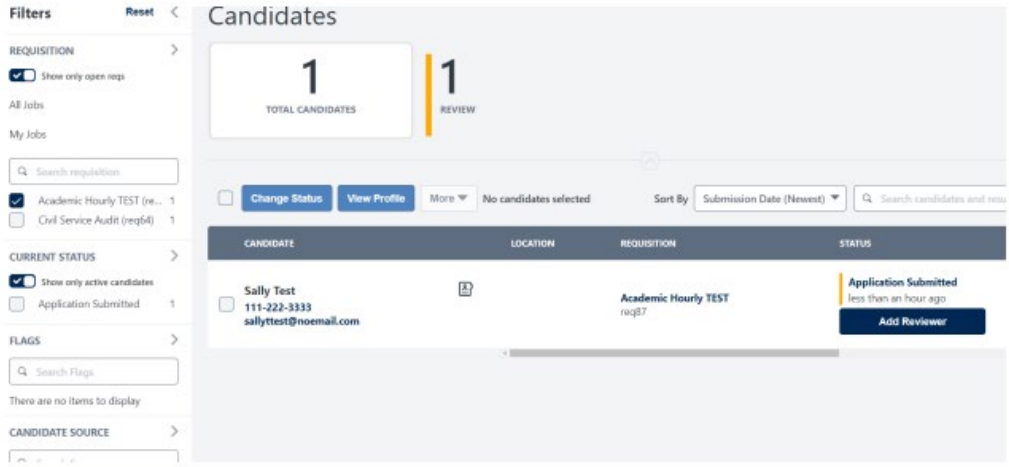


Finishing the Transaction:

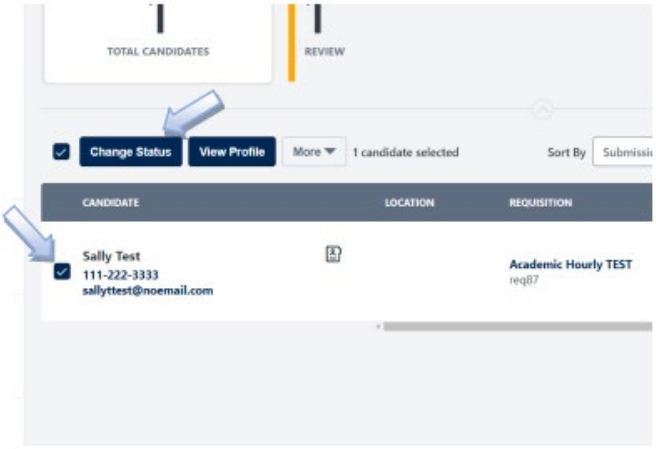
1. After adding the applicant to the requisition and uploading the resume/CV, you will now go to the Manage Candidates to finish the transaction. To navigate to this page, go to the Main Menu, Recruit, Manage Candidates:



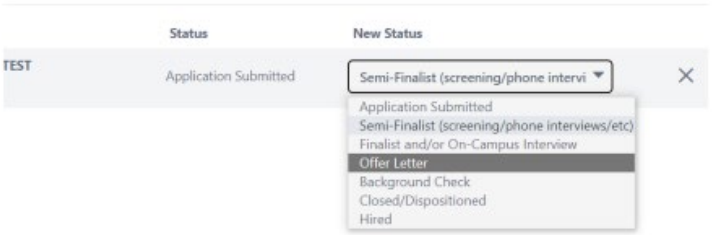
2. Filter your applicants to find the applicant(s) that you just added by using the filter on the side or the candidate search by name:



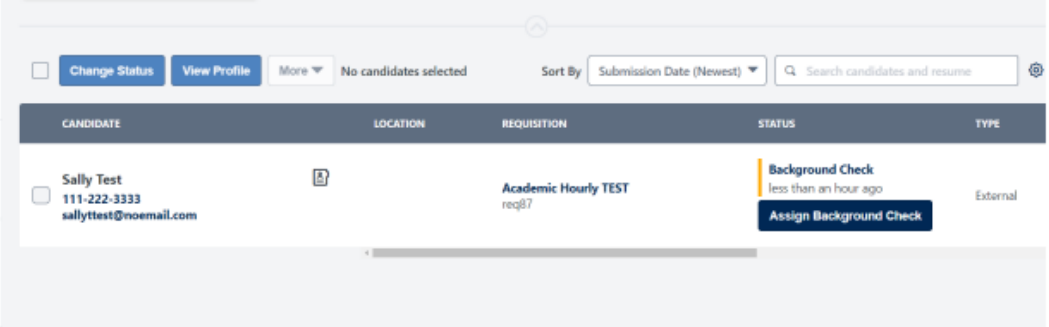
3. Typically, the next step would be to change the status of the applicant to Offer Letter or to Background Check as appropriate. To change the status, choose the checkbox beside the applicant and choose Change Status.



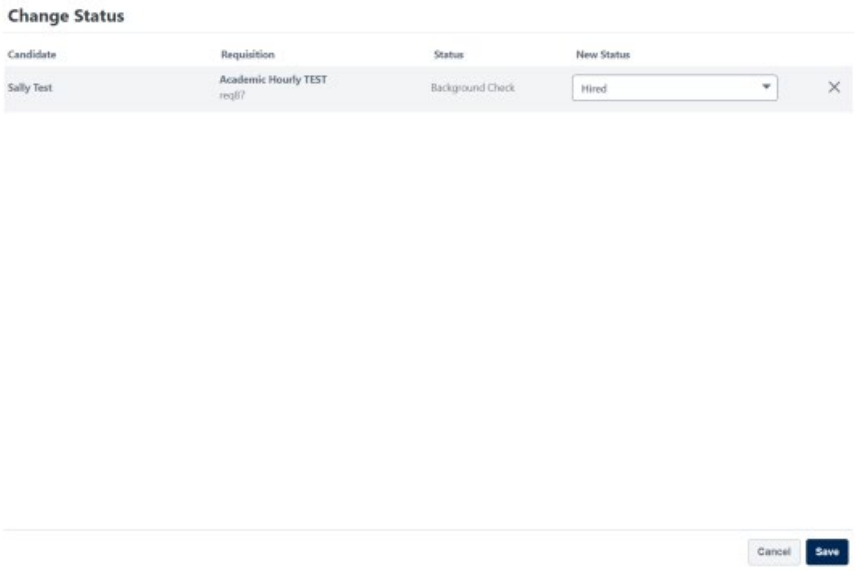
4. Choose the appropriate status and press Save. If the next step is offer letter, please refer to the offer letter job aid, webinar, or video training (as available).



5. If you choose Background Check as the next status, you will see that status on the Manage Candidates page:



6. IHR will then process the background check and notify you when it is complete. At the point, you can then change the status of the applicant(s) to Hired. If the number of applicants added equals the number of openings on the requisition will close.



Last Modified: May 8, 2023