

Creating a Requisition:

1. To access the Cornerstone system, login to your uLink account, navigate to the Human Resources block of your employee tab, and click on the Cornerstone link, which will automatically direct you into the system.
2. Click the Menu (3 horizontal line) Icon at the top right of your screen:



3. From the drop down menu, select Recruitment, then Click create new requisition:

Requisition Requests

+ Create New Request

Job Title All Statuses

Fill in the requisition with following info:

- a. **Job Title:** Select the appropriate Banner position number from the first field, job title. This will be provided to the hiring managers by HR. For recently occupied positions, you can also find from your Universal Profile, accessed through Home Tab->Universal Profile.

You can also select the correct position number by searching for title or position (ID) number (recommended). Once the proper pos # is identified, then click the job title, which will populate this field in the Req request:

Search Position

Title: ID:

Title	ID	Parent
<u>999655 Sr Hr Specialist-Talent Acquisition</u>	999655	12346 Sr Hr Specialist

- For new positions, search for “New”, and select the generic new position number.

Search Position		
Title:	ID:	
<input type="text" value="new position"/>	<input type="text"/>	

Title	ID	Pa
**New Position	**New Position	U

****Finance/comptroller's office will assign new position numbers at the end of the requisition approval process if approved***

- b. **Requisition Template:** Do NOT edit. Leave as *Default Requisition Template*.
- c. **Display job title:** Official job title. Deleted default "Enter Official Job Title" placeholder, and complete for the official job title for this position/line.
- d. **Location:** Do NOT edit
- e. **Address:** Do NOT edit
- f. **Cost Center:** Assigned Dept (must be selected from menu, and searchable by name or Dept Number, i.e. 6400: Human Resources)
- g. **Contact Phone:** for Hiring Manager
- h. **Employment type:** Classified, Unclassified, Faculty, or Emergency temporary
- i. **Compensation:** Annual or Hourly
- j. **Range:** Hiring range (salary range)
- k. **Funding Source:** Enter Fund-Org Account info for position budget. Indicate percentage if split. Additional funding can be broken down in the Comments section below.
- l. **Position Incumbent ID:** ULID or CLID of incumbent, or n/a for new. If unknown, contact HR to help identify this data.
- m. **Comments/Justification=** required field. This is where you should indicate how long vacancy should be posted (2 weeks, until filled, etc.). This field can also be used for additional breakdown of funding and justification for request.
- n. **Posting location:** indicate internal (UL Laf employees only), external candidates, or both. Recommended to select *Both*.
- o. **FLSA status** completed by HR
- p. **SOC Code** completed by HR
- q. **EEO Skill code:** completed by HR
- r. **Description** Enter info on External tab, include job responsibilities, any relevant departmental information, etc. This data can be copied and pasted from previous vacancy announcement forms.
- s. **Qualifications** complete on Minimum tab, identify required and preferred qualifications. Also, include any special application document requirements (Ex: Attach cover letter, 3 references, samples of work/portfolio, etc.)
- t. **Owners** Leave this field blank. Owners have have full access to requisitions, and should default to only Dr. Savoie and Arlene Hoag in the Comptroller's office. All others will be removed.

- u. **Hiring Manager:** Select from Menu to the right of blank field.
 - v. **Reviewers:** analogous to search committee. Will have access to view applicant documents in read only status.
 - w. **Interviewers** NOT required, however, you can indicate potential interviewers if known at the point you're submitting Req. Request. This can be amended at the point interviews are scheduled.
 - x. **Attachments-** an Org chart will be required for all requests (excluding faculty), unless a revision of a previous request. For replacement positions, resignation letter of incumbent should be attached. Additional justification for request (prior EEO paperwork) can be attached to support the requisition request. Limit of 10 attachments.
 - y. **Priority** Select low, medium, or high urgency of request.
 - z. **Openings-** We will require unique req's for each position, so this should **always be "1"**.
 - aa. **Target Hire date:** proposed hire date for this position, this does not set the official start date for a hire, only a projection for approvers to be aware of during the req approval process.
- Once all fields are completed, click Next through subsequent pages ***without editing***, because this is pre-formatted for career site. Just click Submit

General	Job Ad	Applicatio
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External Site
Internal Site
Mobile

View Tags

Position Title: JOB.TITLE

Department: QU.DIVISION

Responsibilities:
JOB.DESCRPTION

DO NOT EDIT. Just click
Submit

- Human Resources will receive after you've submitted, and vet to ensure all required data is completed, and edited accordingly before forwarding to the approval cue.