

## Applicant Review & Hiring

1. Human Resources will receive the applications first, to review for EEO Compliance.
2. New applicants are labeled **new submissions**. Once HR Has reviewed, candidate status will change to “in review”.
3. Hiring managers/reviewers will then receive notifications that they have new applicants.
4. 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.
5. Click the Menu (3 horizontal line) Icon at the top right of your screen:

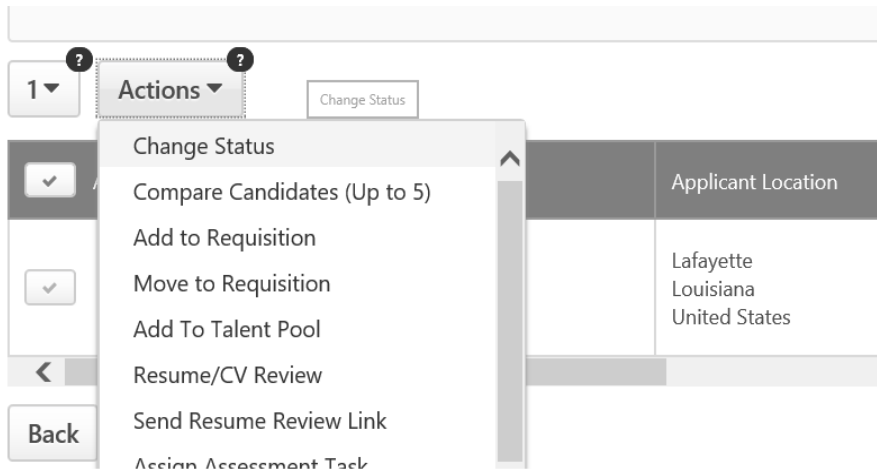


6. To review apps go to Recruit from this dropdown menu, then click Hiring Dashboard. Scroll down to view requisitions with respective applicants. You can also located applicants from the “Manage Requisition” tab, and click, “My Jobs”
7. Once in applicant review section, Managers will see the below snap shot:

**1** REQUISITIONS 5 Selected ▼ | 5 Rows ▼ | [New Requisition](#)

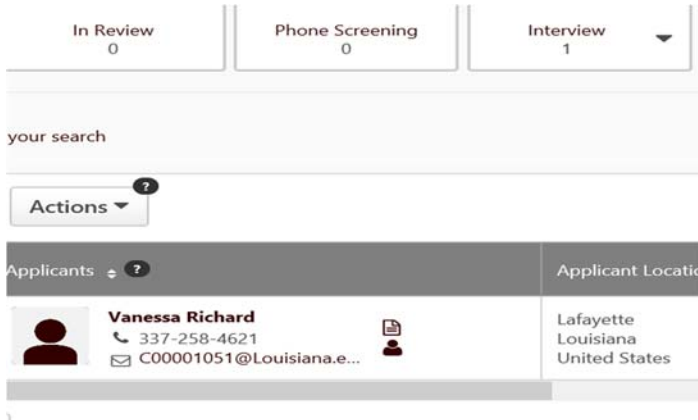
<b>Sr HR Specialist</b> Openings: 1 of 1 unfilled ID: req16 Hiring Manager: Corey Faul Location: Main Campus Status: Open	<b>0</b> New Submissions	<b>1</b> In Review	<b>0</b> Interview	<b>0</b> Background Check	<b>0</b> Other Statuses	<b>0</b> Offer Letter	<b>1</b> Active Applicants
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8. To move candidates to next status (Interviews/ Preemploy screening/offer letter), click Active applicants, which will bring up a listing of all “in review” candidates. Select the checkbox next to their name, then Options, change Status, and select appropriate step.



## Interviews:

To document an Interview, click the “Interview” tab, then click the name of the candidate you wish to schedule.



- Once in the Applicant Summary page, click “statuses” Tab, then scroll down to “Schedule Interview button. Then click the “click to Add Interviewers” + link .
- Select Interviewer, then document the interview details accordingly. There are separate buttons to send an event reminder to the interviewer and candidate. This does not automatically occur and must be selected in order to send.
- ❖ Cornerstone also has the capability for you to create Interview Sessions and allow applicants to self-register, cutting down on the back-and-forth coordination and correspondence between your staff and candidates. (See **Creating an Interview Event Session** Doc on your Welcome page or our HR Site’s Hiring Procedures tab.)

## Background checks:

Once potential candidates are identified for hire, Hiring manager can change the status of a candidate to the Background Check, which will initiate background screening via an automated email:

**New Background Check Request**

From: talentmanagement@louisiana.edu  
To: talentmanagement@louisiana.edu  
Reply To: humanresources@louisiana.edu

(First Name): Corey  
(Last Name): Faul  
(Email Address): cjf9468@louisiana.edu

(Job Title): Sr HR Specialist  
(Req ID): req16  
(Hiring Manager): Corey Faul

## Confidential Reference checks:

Cornerstone has the capability for you to request references confidentially and directly to references, without having them submitted through your candidate (See: **Confidential Reference Requests Process** on our HR Site's Hiring Procedures tab for more details.)

## Hiring & Offer Letters:

Electronic offers are only processed/approved on NEW Unclassified STAFF hires (**effective 4/12/21**) within the Cornerstone system. To approve *Faculty and Classified hires, as well as job change hiring actions for current employees, please complete a PAF form and email to humanresources@louisiana.edu to initiate hiring processes.*

For **New Unclassified Staff**, Hiring committees/managers will change the applicant's status to Offer Letter to initiate the hiring approvals. HR will receive notice of this status change, and coordinate salary prospective date of hire with Hiring Manager. *Verbal "soft offers" may be made with candidate prior to the offer status to determine acceptability of offer and potential start date availability determined.*

Once the necessary offer details are received, and prior pre-screening completed (Background, qualification checks). HR will create the electronic offer within Cornerstone, and submit into the pre-aligned Job Offer approval queue, where all required e-signatures will be obtained from University Administrators in the Recruiting Approvals page.

You are currently logged in as Finance Approver - Comptroller

Recruiting Approvals

Requisitions (61)	Requisition Approvals
Offer Letters (1)	Pending (61) Past
	Requisition Name Owner Search

Offers are approved utilizing the same check mark or decline circle icons, which also have drop down options to provide comments if necessary, which are viewable in routing queue much like the requisition approval functionality.

Once all approvals are attained, HR will submit the offer letter along with a brief new hire data form to the candidate (to gather identification data). After completion, HR marks the candidate as hired, which triggers a data-feed from Cornerstone to our HR System, Banner, creating the new employee, populating their job record, and completing the hiring process.

## Summary of the Process Workflow

