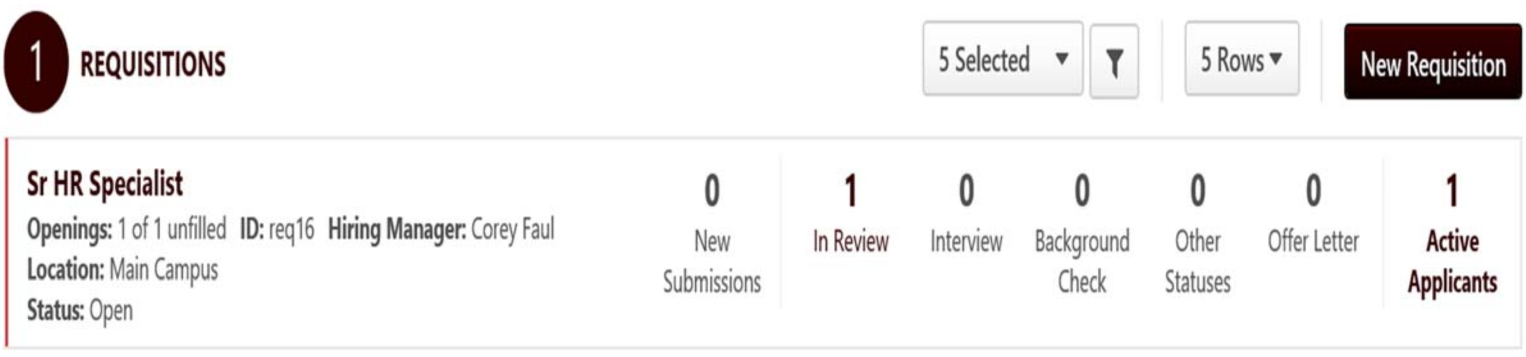
Applicant Review & Hiring

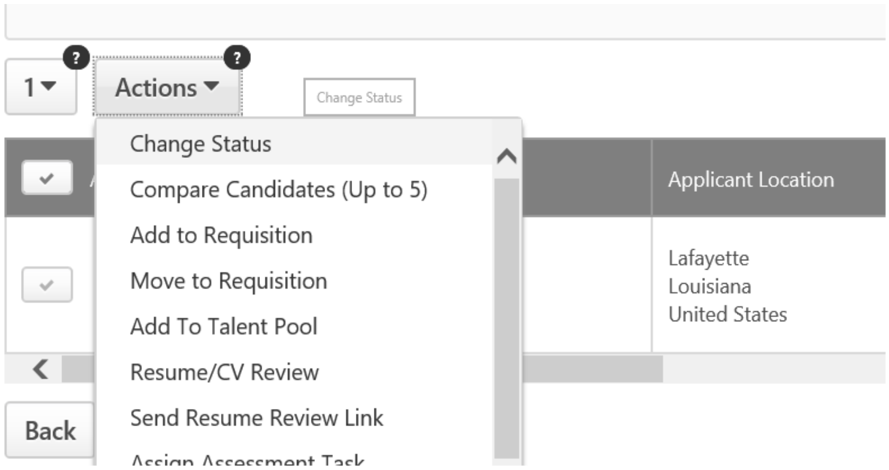
1. Human Resources will receive the applications first, to review for EEO Compliance.
2. New applicants are labeled **<u>new submissions</u>.** Once HR Has reviewed, candidate status will change to “in review”.
3. Hiring managers/reviewers will then receive notifications that they have new applicants.
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:

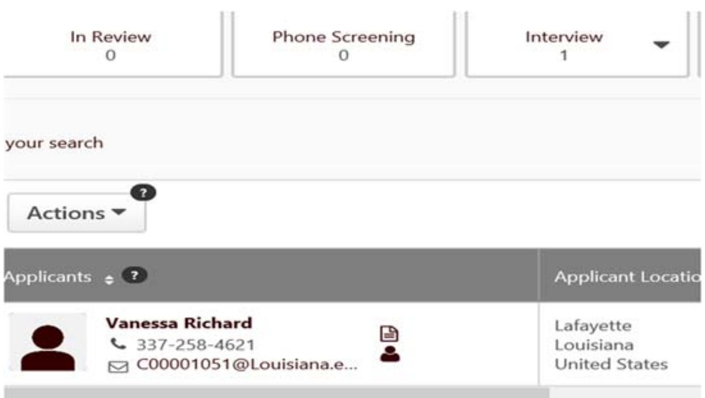


8. To move candidates to next status (Interviews/ Preemploy screening/offer letter), click Active applicants, which will bring up a listing of all “in review” candidates. Select the checkbox next to their name, then Options, change Status, and select appropriate step.



Interviews:

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

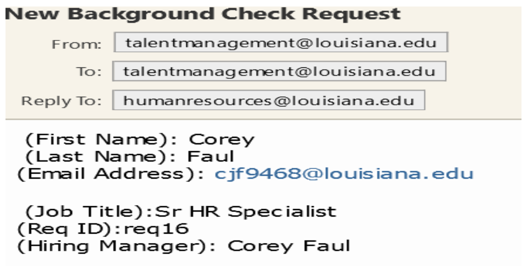


- Once in the Applicant Summary page, click "statuses" Tab, then scroll down to "Schedule Interview button. Then click the "click to Add Interviewers" + link .
- Select Interviewer, then document the interview details accordingly. There are separate buttons to send an event reminder to the interviewer 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 a candidate is identified for hire, Hiring manager must change status of candidate to the Background check step (pre-employ screening), this will auto-generate the background check email to our general HR mailbox, pulling the first/last name & email address utilized for the submission to GIS.


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

Once complete, HR will notify the hiring manager of clear background and instruct them to change candidate status to Offer letter, which ends the hiring managers interaction in the system.

Confidential Reference checks:

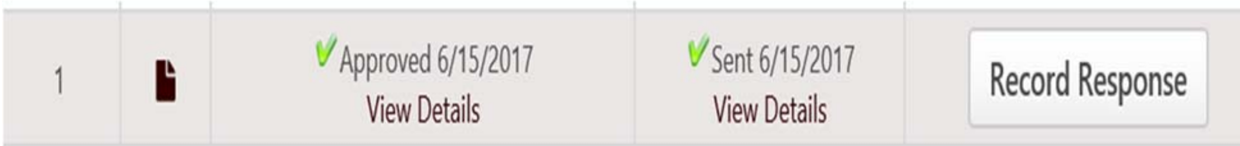
Cornerstone has the capability for you to request references confidentially, without having them submitted through your candidate (See: **Confidential Reference Requests Process** Doc on your Welcome page or our HR Site's Hiring Procedures tab.)

Offer Letters:

HR will receive notice of the offer letter status. Will do EEO Check at this point (TBD), and if satisfactory, coordinate salary prospective date of hire with HM. Verbal offer will be made with candidate, official start date availability determined. If accepted, HR will follow offer letter process:

1. Click the Name of selected candidate in Offer Letter status, then "statuses" tab , filling in the required variables (start date, Official Job title, salary info, etc.). Then "Save & Create letter", which will show you a preview of offer letter. Click Save and Create again, then click Generate letter, scroll down to Approval section, click submit for approval button.
2. Offer letter will go through Finance to approve. Upon their approval action, HR will receive email notification to formally send offer.
3. Return to Offer letter section, click name of candidate, then statuses, scroll down and click send offer button.
4. Our office has option to generate email in Career site system or I generate email from the system to the candidate through the Career site, which has e-signature and auto-documents on requisition once approved.

5. Once the offer letter is accepted in Career site by candidate, should auto-update on the requisition. To manually document return to offer letter status screen and click Record response.



6. AT the point that an offer letter decision is documented, hiring manager receives notification that an offer has been accepted, and directing them to submit an e-PAF.
7. Once e-PAF Approved/applied by our office, Our team will return to system, pull up applicable requisition, and return to offer letter section, select check mark next to candidate name, then change status from dropdown menu, and select hire. This will close out the requisition, formalizing the hire in system, and send a notification of completion to selected areas (President/ VP/ Finance/etc.)