

## Talent Management Overview

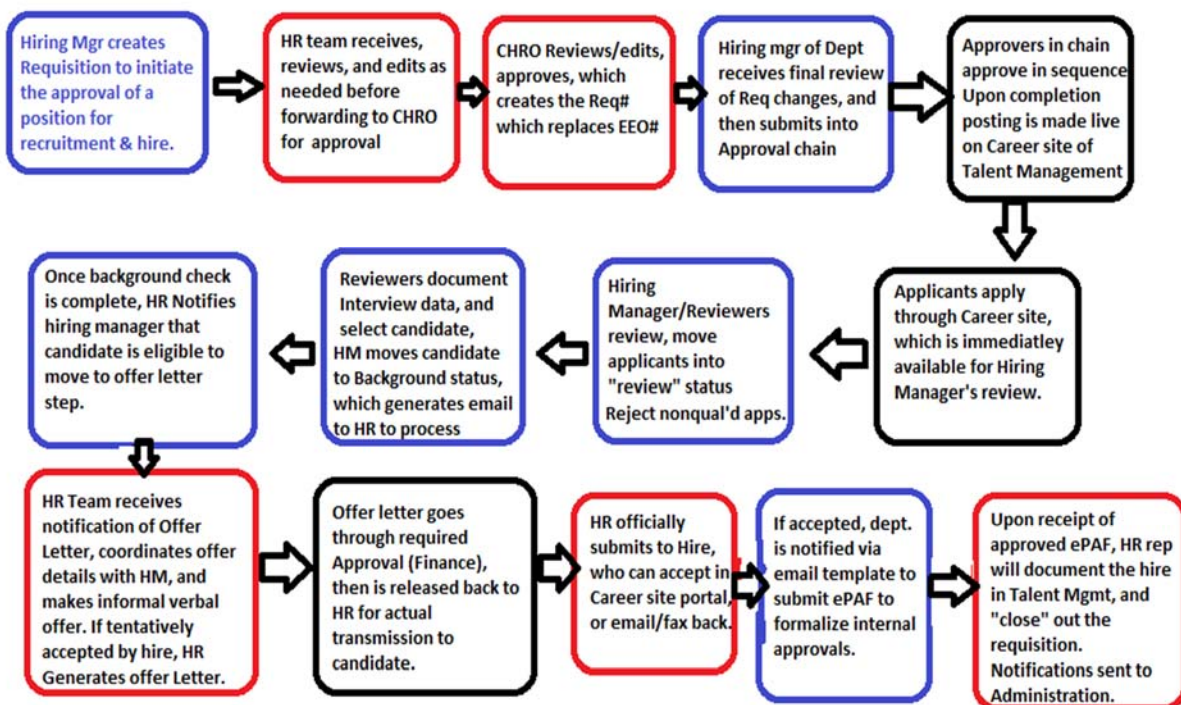
Our new product, Cornerstone Talent Management will automate several processes for office including the following:

- The approval of all regular positions: Classified, Unclassified faculty and staff, and Emergency position approvals (currently done via the position request form –PRF).
- The tracking of position approvals
- The posting of Unclassified Faculty and Staff positions
- EEO demographic reporting for Unclassified hires
- Initiation of Background checks
- Job offers to Unclassified Staff

The following processes will not be managed in this system:

- Job postings for Classified employees, which will remain in LA Careers
- Approvals of any Personnel Action done on the PAF. This process will be done through ePAFs.

Before getting into the system itself, below is a brief workflow of how the system operates for full recruitment.



## Important terms:

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**Requisition**- This term technically means a vacancy or unique position request. A number called the Requisition number will be associated with each vacancy, similar to EEO#'s we've used in the past. Requisition requests will take the place of PRF Forms.

**Hiring Manager**- Typically the person who is submitting the position, and will also be the owner/supervisor of this vacancy's hire.

**Manager** – This person is the next level supervisor above the Hiring Manager. Typically only operates as an approver during the Req request approval, but can also be the hiring manager if they directly manage the requisition's position.

**Approver**- Someone who approves the requisition prior to the posting going live. This person can review the requisition, but cannot make any changes. They can deny the requisition with comments for the hiring manager to make amendments.

**Owner**- For our purposes, this should be analogous to the Hiring Manager. This person has access to edit all the requisition attributes, employee statuses, and move applicants through the process. They can also check on the status of a request's approvals.

**Reviewer** – Can review applicants, but cannot change statuses, or edit the requisition.

**Administrators**- As HR team members, we will all have full access to edit requisition attributes, move candidates through status changes, and document hires.

**Career site**- The webpage that will display all current Unclassified vacancies approved through Talent Mgmt, and allows candidates to apply. Talent Management will allow for internal only career postings that are not available to external candidates.

**Job Ad**- The job posting that is attached to the requisition request, and will appear on the career site once the vacancy is approved. This will take the place of the vacancy announcements we currently post manually to our UL Lafayette webpage.

**CSOD**- Cornerstone on Demand, the company that created the Talent Mgmt product.

**Hiring Dashboard**- Viewed by Hiring Manager shows all details for approvals & applicants.

**Recruit Dashboard** is a snapshot "big picture" data for Depts with metrics provided.

**Manage Requisitions**- Tab where HR. Page can view all requisitions where most HR work will be performed.

## Important Links/Information

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### **HOW TO LOG-IN?**

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 dropdown Menu (3 horizontal line) Icon at the top right of your screen:



From this menu, you select the various modules and sub-pages you wish to visit.

### **Direct Links to Know:**

CSOD Portal Pilot:

<https://louisiana-pilot.csod.com/>

Your username is your ULID. First time users have a default temp password: **P4ssw0rd**

CSOD Portal Production (PROD):

<https://louisiana.csod.com/>

PROD is accessible via Ulink Single sign-on link (Under Human Resources section in portal)

Mobile app login Pilot:

**Portal:** pilot/louisiana

**Username:** Your ULID

**Password:** Your pilot login password

Mobile app login PROD:

**Portal:** louisiana

**Username:** Your ULID

**Password:** Your pilot login password

Career Sites will be linked from the main HR Webpage: <https://Humanresources.louisiana.edu>

The direct link to the Career site is

<https://louisiana.csod.com/ats/careersite/search.aspx?site=1&c=louisiana>