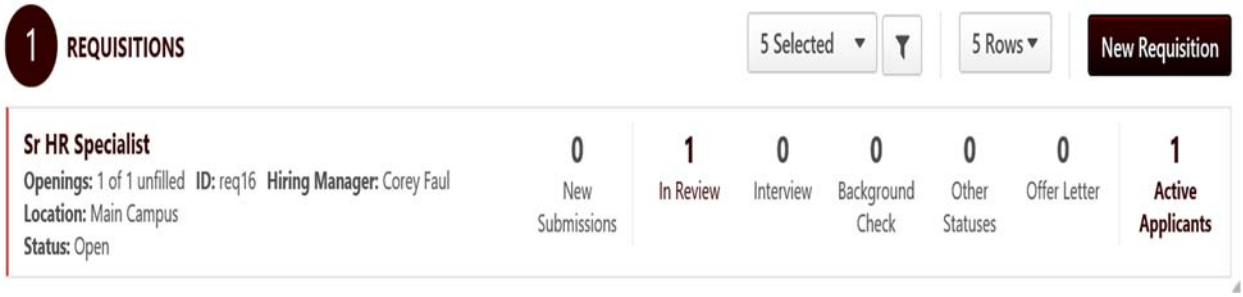
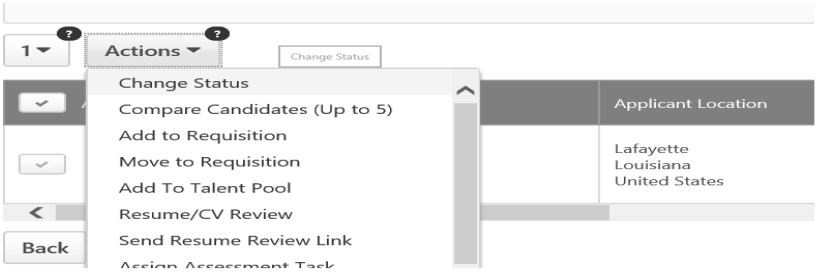
Applicant Review & Hiring

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. They can log-in to system and review accordingly. To review apps go to Recruit->Hiring Dashboard, then scroll down to view requisitions with respective applicants. You can also located applicants from the "Manage Requisition" tab, and click, "My Jobs"
4. Once in applicant review section, Managers will see the below snap shot:

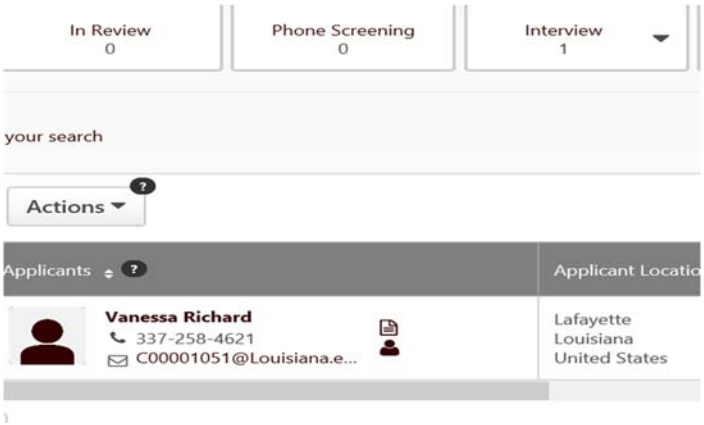


5. To move candidates to next status (Interviews/ Preemploy screening/offer letter), click Active applicants, which will bring up a listing of all "in review" candidates. Select the checkbox next to their name, then Options, change Status, and select appropriate step.



Interviews:

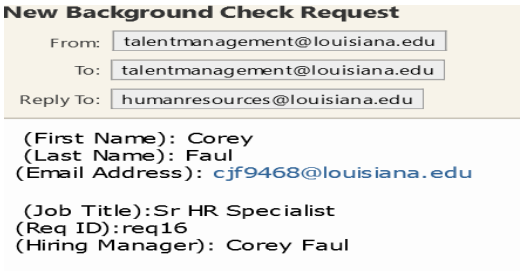
To document an Interview, click the "Interview" tab, then click the name of the candidate you wish to schedule.



- 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.

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.



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.

Offer Letters:

1. Hiring Managers should continue to negotiate starting salary with their candidates, and can also discuss potential start dates. When they are ready to submit said candidate for hire, they'll Change applicant status to "Offer Letter and submit". This does not send the offer letter to candidate.

2. HR will receive a notification that an applicant has been moved to the offer letter status, and will coordinate salary & prospective date of hire with Hiring Dept. HR will then make verbal offer with candidate and submit the formal offer through Cornerstone. Candidates are able to electronically accept.

3. Once they've accepted, Cornerstone will trigger an email to the designated hiring Manager, directing them to submit an a PAF, which will route via your current approval chain.

3.Once the PAF is fully approved/documented by our HR, our staff will return to Cornerstone to finalize/close-out your requisition, ending the recruitment process for that particular position.