

# Cornerstone – LAS Search Committee Overview

## How to Access the Cornerstone System:

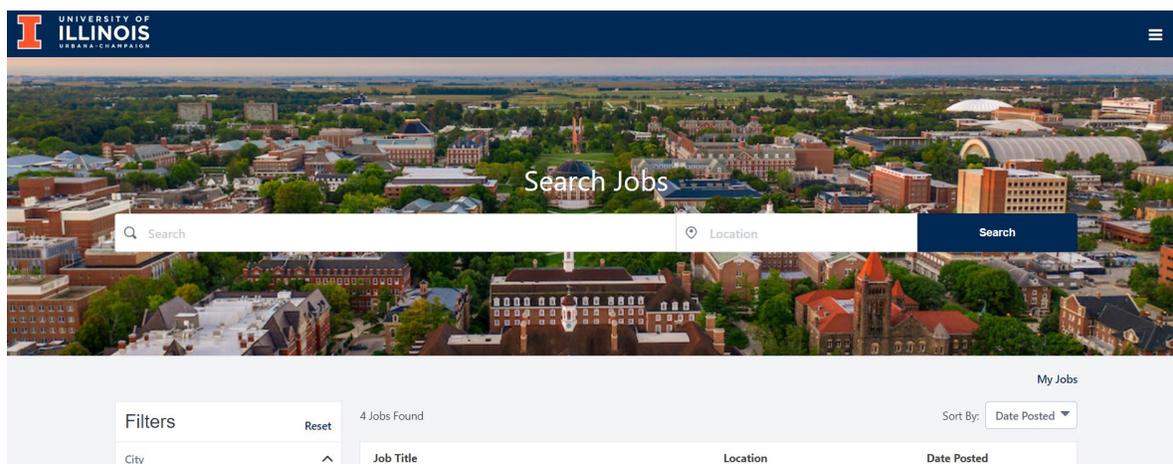
1. Open internet browser and go to: apps.uillinois.edu
2. Select [Cornerstone - Urbana](#) (found on the Human Resources 'card')
3. Log in to Cornerstone using your net ID and password

## Cornerstone Search Committee Overview:

- Search Committee members that are added as a reviewer to the requisition can see applicants as soon as they apply to a requisition on the job board.
- Search Committee members (Reviewers) do not need any special permission to be a reviewer, they are just added to the requisition. The pages will not be viewable until there is a candidate that has completed the application process.
- Use this job aid to learn how to navigate Cornerstone, view applicants, and view/download attachments.

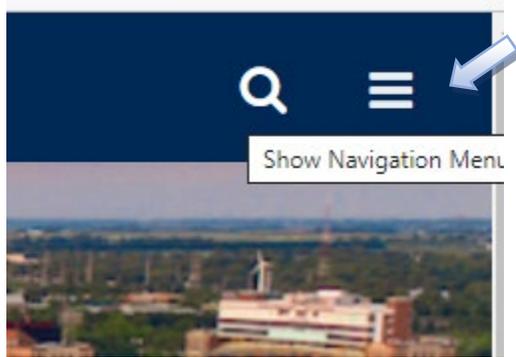
## Navigating Cornerstone:

1. When you first log into Cornerstone, the first page you will see is the internal job board.

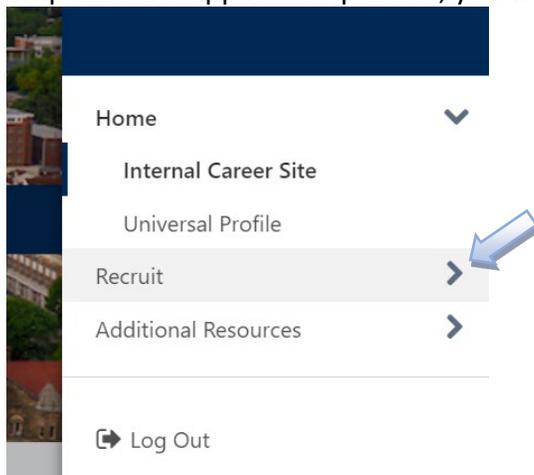


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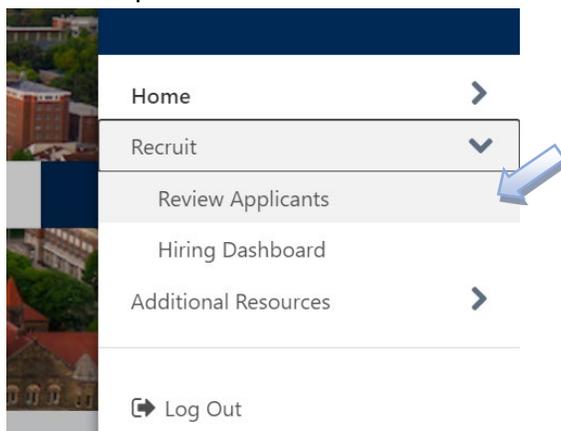
2. To access the main menu in Cornerstone, choose the three lines in the upper right corner of the page.



3. If you have been added as a Reviewer (Search Committee) on the Requisition and there are applicants that have completed the application process, you will see a Recruit menu item:



4. Click on Recruit to expand the menu and then click on Review Applicants:



# Cornerstone – Search Committee Overview

## Review Applicants Page:

5. On the review applicants page, you will have a list of requisitions that you have been added as a reviewer, but NOT the actual applications. To review applications: go to the **Applicants column and click on the number** to pull up the Manage Applicants page to view the applicant documents.

### Review Applicants



Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
	Office Support Associate (TST111111)	Urbana IL	Department User	7/20/2022	8/22/2022	1	4	0
	Tenured/Tenure Track Professors (x2) (C1010060)	Urbana IL	Department User	7/14/2022	7/13/2022	2	3	3

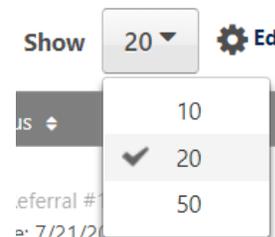
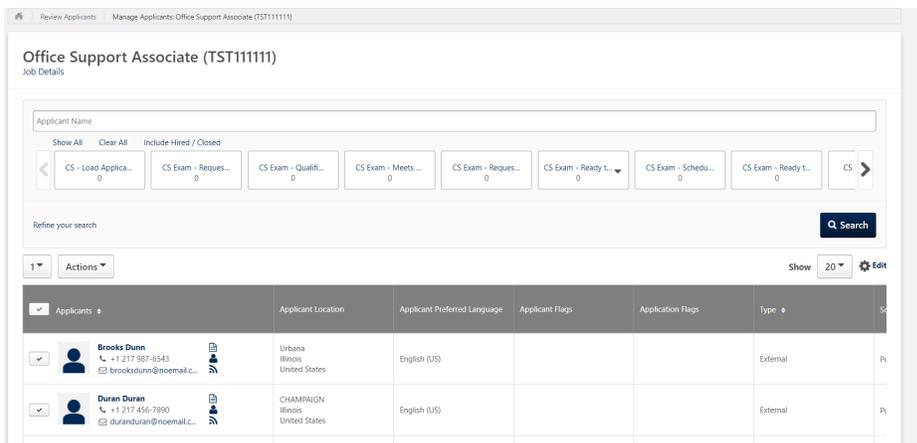
(2 Results)

- a. The columns in the view are as follows:
- Priority – do not worry about this column as it does not control anything in the review
  - Job – This is the job title for this requisition.
  - Location – This is where the job is located.
  - Owner(s) – The name(s) of the owners of the requisition.
  - Date Opened – The date the requisition was in an open status (this is not the same as when the job was posted).
  - Target Hire Date – This date is from the requisition and although it is required to be populated, it does not necessarily indicate the potential hire date. If not changed, it will default to the current date. The date will show as red when it is in the past.
  - Openings – This indicates how many openings for this requisition.
  - Applicants – This is the number of applicants there are currently for this requisition.
  - In Review – This is how many of the applicants are still in the first status (e.g. Application Submitted). It will be common to see applicants in the first status for Faculty and Academic Professional jobs; however, due to Civil Service processing, you will likely never see a count other than 0 in this column for Civil Service jobs.
- b. Columns that have arrows to the right of the name are sortable by clicking the arrows (once for ascending and twice for descending).
- c. **To review applications:** go to the Applicants column and **click on the number** to pull up the Manage Applicants page to view the applicant documents.

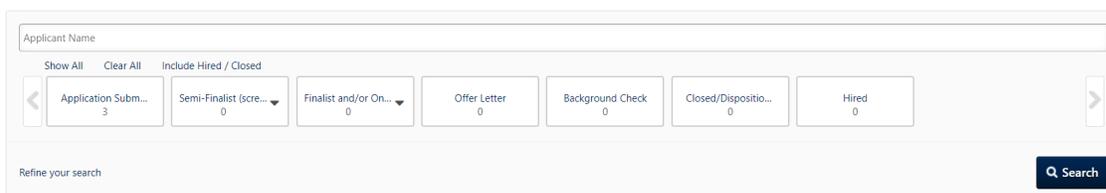
# Cornerstone – Search Committee Overview

## Reviewing Applications

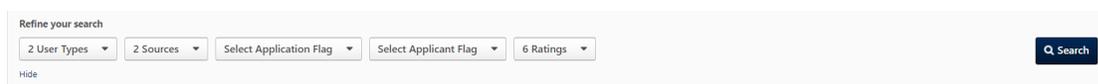
1. The manage applicants page will list all the applicants that you can view. In the upper right corner, you can increase the number of applicants shown.



2. The next section of the Manage Applicants page is the ability to search and/or filter your results. You can enter a specific name into the Applicant Name box and press Search to find a specific candidate. You can also pull back candidates in a specific status by selecting the status displayed in one of the boxes (such as Application Submitted). You can choose Show All to show active applicants in any status type or Clear All to clear all selections in the status filter. There is also an option to include hired/closed applicants if desired.



3. At the bottom of the search box is a link to Refine your search. You can search by User Type (Internal/External) or by Source (Public Career Site, Internal Career Site, or Added Manually). The other filters are not currently being used (Select Application Flag, Select Applicant Flag, and Ratings).



4. The columns at the top of the candidate list are configurable, so the columns in your view may be different. However, the columns displayed here are as follows:
  - i. Applicant Location – The town/city, state and country of the applicant’s address.
  - ii. Type – Internal (current employee) or external (did not use an employee account).
  - iii. Source – Where the applicant applied for the job, typically Public Career Site, Internal Career Site, or manually added.
  - iv. Submission Date – Date/time the applicant applied to or was added to the requisition.
  - v. Status – The current status of the applicant and when the applicant was changed to this status.

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Applicants	Applicant Location	Type	Source	Submission Date	Status
<input type="checkbox"/> <b>Brooks Dunn</b> +1 217 987-6543 brooksdunn@noemail.c...	Urbana Illinois United States	External	Public Career Site	7/21/2022 12:53 PM	CS Referral #1 Since: 7/21/2022
<input type="checkbox"/> <b>Duran Duran</b> +1 217 456-7890 duranduran@noemail.c...	CHAMPAIGN Illinois United States	External	Public Career Site	7/21/2022 1:27 PM	Offer Letter Since: 7/21/2022
<input type="checkbox"/> <b>Hall Oates</b> 12173331212 halloates@noemail.co...	Urbana Illinois United States	External	Public Career Site	7/21/2022 12:56 PM	CS Referral #1 Since: 7/21/2022
<input type="checkbox"/> <b>Walker Hayes</b> +1 217 555-0100 walkerhayes@noemail...	Chico Illinois United States	External	Public Career Site	7/21/2022 11:52 AM	CS Referral #1 Since: 7/21/2022

5. The bottom of the page contains the list of applicant meeting any search criteria or filters that you entered. There are 2 ways to view application documents.

**The first way is via the icons next to the applicant names:**

- a. Beside the checkmarks are the applicant’s name and contact information. The applicant’s name is a hyperlink that will take you to the applicant profile page. This is covered later in this job aid.
- b. There are three icons (or two) beside the contact information.
  - i. The top icon will download a flattened application. This will have the candidate’s resume, attachments, and application data. In some situations, this icon will not appear, so the application is not available for download. If an attached document has over 10 pages, on the page where the document should appear will say “This document could not be included. Please refer to the Applicant Profile for this information”. NOTE: Using the last icon you can see all documents uploaded.
  - ii. The middle icon will download the resume or CV for the applicant.
  - iii. The last icon will show you the history of the applicant. When you click on the icon, a new window will open. From this window you can download and view any documents that an applicant. When finish, you can close the window by clicking the X in the upper right corner or pressing the Close button in the lower right corner.

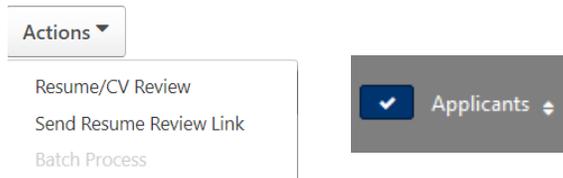
Action From	Requisition	Type	Details	Date and Time
Nancy Neild	Office Support Associate (TS1111111)	Document Attached	Converted Resume - Title: 88-210380242_cr	7/28/2022 3:35:46 PM
Nancy Neild	Office Support Associate (TS1111111)	Document Attached	Title: TEST	7/28/2022 3:35:35 PM
Nancy Neild	Office Support Associate (TS1111111)	Document Deleted	Resume/CV - Title: Donald_Duck_Resume.docx Reason: test	7/28/2022 3:35:20 PM
Nancy Neild	Office Support Associate (TS1111111)	Document Deleted	Converted Resume - Title: 88-210380242_cr Reason: test	7/28/2022 3:35:20 PM
Search One	Office Support Associate (TS1111111)	Document Attached	CV - TEST	7/28/2022 3:33:22 PM
Nancy Neild	Office Support Associate (TS1111111)	Document Attached	Attachment - Title: Test Attachment on referral	7/28/2022 3:27:56 PM
Nancy Neild	Office Support Associate (TS1111111)	Document Attached	Attachment - Title: Offer Letter Sample	7/28/2022 3:27:22 PM

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6. **The second way to review application information is via the Actions drop down box.** Above the applicant list are the following: The "1" drop-down is typically not be used.



Actions – You can select one or more applicants to apply an action. Click the box next to Applicants to make all boxes next to each applicant dark blue.



In the Actions drop down, choose Resume/CV Review. Resume/CV Review allows you to view the CVs/Resumes and applications of multiple applicants at the same time (along the left side of the screen). Click on Application (upper right corner) to download the full application. If an attached document has over 10 pages, on the page where the document should appear will say “This document could not be included. Please refer to the Applicant Profile for this information”.

Application: 

Only 10 names will appear on the left side at a time. To view more applicants, click on the number boxes in the upper right corner.

(20 Results) **1** 2 > >>



You also have the option to print the resume. There is a link to the applicant profile page that we will cover later in this job aid. To go back, choose the back button in the lower left corner.

Please do not change the Status of the applicant during your review-

Status updates would only be done after search committee reviews and consultation with unit HR staff.

# Cornerstone – Search Committee Overview

## Applicant Profile Page:

By clicking on one of the links previously discussed, you will be taken to the Applicant Profile page. This will be used if applicant documents are larger than 10 pages and therefore not downloaded using one of the 2 methods explained above.

**Brooks Dunn** 4 out of 4 selected

**Phone**  
+1 217 987-6543

**Address**  
789 No Street  
Urbana, IL 61802  
United States

**Position**  
Programmer Analyst

**Organization**  
ABC COMPANY

**Type**  
External

**Language Preference**  
English (US)

**Applicant (User) Flags**  
No Flags

Applied for 1 Job(s)

**Office Support Asso...**  
Status: CS Referral #1  
Applied: 7/21/2022

**Office Support Associate (TST111111)**

Summary | Statuses | Application | Comments | **Documents** | History

To view documents, go to the Documents tab.

Summary | Statuses | Application | Comments | **Documents** | History

**Applicant Documents**

Review or upload a Resume/CV, a Cover Letter and up to ten (10) Other Documents for this applicant. It may take several minutes for new attachments to be included in the Application PDF.

Document	Title	Upload User	Upload Date	Options
Resume/CV	Snow_White_Resume.docx	Brooks Dunn [brooksduinn@noemail.com]	7/21/2022	
Cover Letter	Upload Cover Letter			
Other Document	Upload Other Document			

- The first section of the documents tab will list any documents that an applicant has uploaded (or someone has uploaded on their behalf). Select the document icon under Options to download the document.
- The second section of the documents tab will list any documents that were uploaded by someone other than the applicant. These documents are not viewable by applicants.

**Attachments**

+ Add Attachment

Applicant Status	Title	Upload User	Upload Date	Options
CS Referral #1	Test Document	Search One [searchone]	7/29/2022	

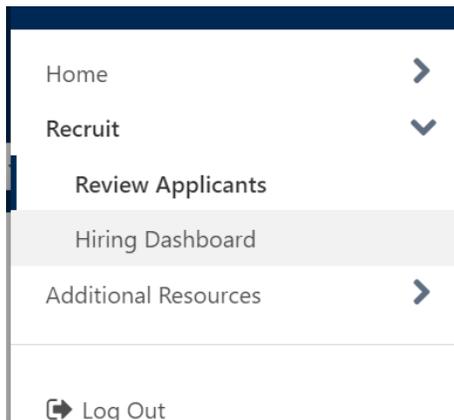
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- c. The last section of this page is related to reference requests. If the applicant has been asked to have their reference upload a letter, then that letter will be displayed here.

Reference Forms <span style="float: right;">▲</span>		
Form Title	Status	Options
Reference Letter Request Task	Assigned - 7/21/2022	

### Hiring Dashboard Page:

1. The other page that you will be able to see as a reviewer on the requisition is Hiring Dashboard.



At this time, we are not using this function.