

## Cornerstone – Editing Requisitions

### Cornerstone Editing Requisitions Overview:

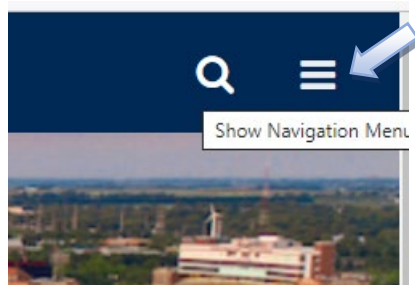
- Requisitions in Cornerstone are a collection of information that includes data that has been fed from JDXpert, the hiring team, the job ad, the application, and applicant statuses and related activities.
- Requisitions are created from approved workflows in JDXpert. JDXpert data is retrieved daily at 3:30am, 9:30am, 3:30pm and 9:30pm and Cornerstone is updated at 4:30am, 10:30am, 4:30pm and 10:30pm.
- For more information on recruiting and hiring, please review the Recruitment and Hiring Guidelines.
- Use this job aid to learn how to edit a requisition.
- If you have any questions, please contact [ihr-hrais@illinois.edu](mailto:ihr-hrais@illinois.edu).

### How to Access the Cornerstone System:

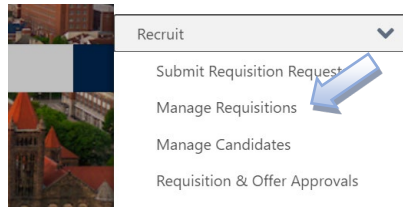
1. Open internet browser and go to: [apps.uillinois.edu](https://apps.uillinois.edu)
2. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

### Retrieve the Requisition:

1. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Recruit, Manage Requisitions.
  - a. Select the menu:



b. Select Recruit, Manage Requisitions:



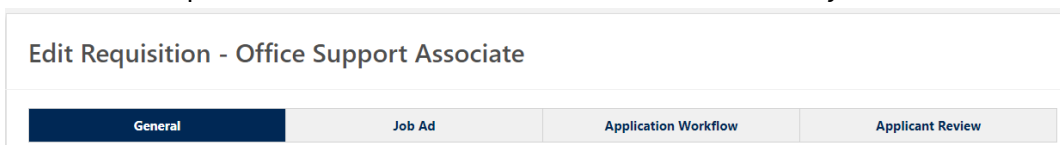
2. Select your requisition by clicking on the title under the Job column or select Edit Requisition from the Actions pull-down menu on the right.

- a. For additional assistance in searching and finding your requisition, review the [Searching and Retrieving a Requisition job aid](#).

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	New Submissions	Actions
●	Office Support Associate	TST111111	Test Department	Draft	N/A	0	0	0	0	Edit Copy Edit Postings Snapshot View History Message Users

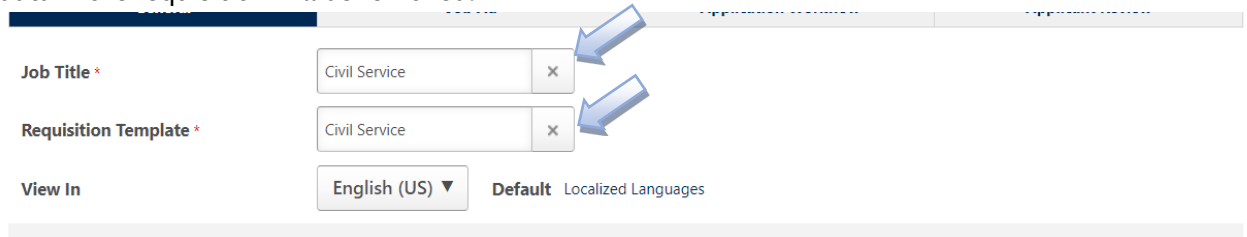
## General Overview of Requisition Layout:

1. When you open the requisition, you will notice that there are four tabs across the top.
  - a. General – On this page you will find data from JDXpert, the hiring team, attachments, approvals, and general requisition information.
  - b. Job Ad – This tab is where you can view and edit the job ad if needed.
  - c. Application Workflow – This tab displays the application that an applicant will complete.
  - d. Applicant Review – This page lists the statuses that an applicant may have with this requisition. Some statuses have additional functionality that can be added.



## General Tab:

1. The first two fields of the general tab, Job Title and Requisition Title are pre-populated in the feed from JDxpert. These fields should not be changed. If you remove these fields, the data in the requisition will be removed.



Job Title \* Civil Service x

Requisition Template \* Civil Service x

View In English (US) ▼ Default Localized Languages

2. The third item View In indicates which language the requisition should be viewed in. This is pre-populated with English and should not be changed.



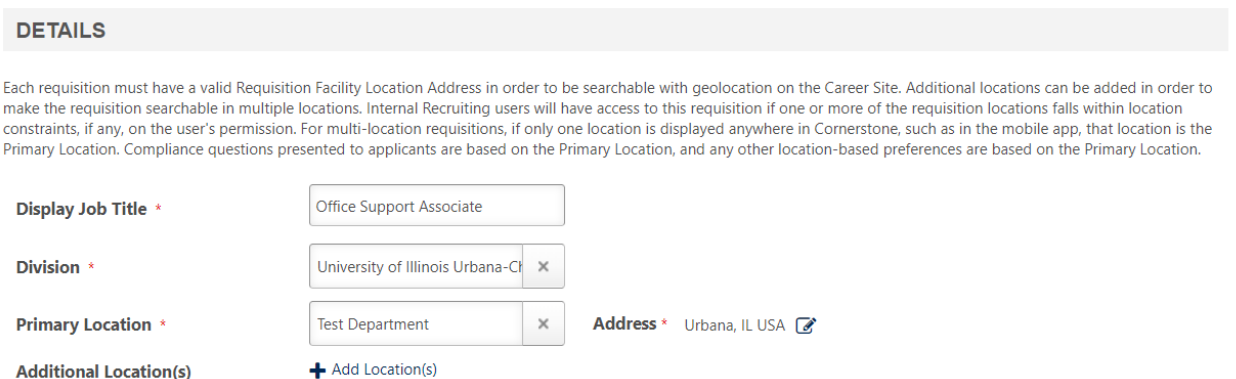
View In English (US) ▼ Defau

DETAILS

English (UK)

English (US)

3. Under the Details section of the general tab, you will find a lot of data that has been transferred from JDxpert. Below are listed the different fields that you will find in this section.



**DETAILS**

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Additional locations can be added in order to make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requisition locations falls within location constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such as in the mobile app, that location is the Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferences are based on the Primary Location.

Display Job Title \* Office Support Associate

Division \* University of Illinois Urbana-Champaign x

Primary Location \* Test Department x Address \* Urbana, IL USA

Additional Location(s) + Add Location(s)

- a. Display Job Title – This job title feeds over from JDxpert. It is possible that you might need to modify this if this is a multi-level position. You could also add your department to the title so that applicants can see which department this position belongs to at a glance on the job board. This field is limited to 100 characters.
- b. Division – This is populated with the chart that a requisition is associated with in JDxpert. No need to change this field as all divisions should feed appropriately.
- c. Primary Location – The primary location field is being used for the hiring department in Cornerstone. You can change the hiring department for this job by clicking on the department name.

- i. You can search for a department using the Title or ID search boxes (ID is the department code).
- ii. You will only be able to add departments that you have access to. This test account only has access to one department.
- iii. To add the department to the requisition, click on the department name.

**Search Primary Location** [X]

Title  ID  Q Search

Title	ID	Parent
Test Department	1-TSTDPT	University of Illinois, Urbana-Champaign

(1 Result)

Cancel

- d. **Primary Location Address** – If an address was entered into JDXpert, this will be pre-populated; otherwise, it will typically be Urbana, IL USA. This address can be edited; however, all required fields must be completed first. Complete the address if desired and press the Save button in the pop-up window when finished.

**Facility Location** [X]

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. The map provider will use the information entered here to approximate the location. More accurate results can be achieved when complete address information is provided.

Country

Address #1

Address #2

City

State/Province

Postal Code

Cancel Save

- e. **Additional Location(s)** – You can add multiple departments to the requisition by choosing the +Add Location. Follow the same steps as Primary Location to add an additional department. Again, you can only add departments that you have access to.

- f. The next two fields, Grade and Cost Center are not used, so they should remain blank.

<b>Grade</b>	<input type="text" value="Grade"/>
<b>Cost Center</b>	<input type="text" value="Cost Center"/>

- g. The next four fields are populated from either JDXpert data or in creating the requisition. Fields may be updated as needed to reflect the position.

<b>Contact Phone</b>	<input type="text"/>
<b>Employment Type *</b>	<input type="button" value="Non-Exempt"/> <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time
<b>Currency *</b>	<input type="button" value="United States Dollar"/>
<b>Compensation *</b>	<input type="button" value="Annual Salary"/>

- h. The next fields are fed as appropriate from JDXpert. If a change is needed to any of these fields, contact IHR for assistance.

<b>Classification Title</b>	0846 - Office Support Associate
<b>Position Class Code *</b>	08467
<b>County</b>	
<b>Appointment Type *</b>	Permanent
<b>Full Time Equivalent *</b>	1.0
<b>Employee Group *</b>	C - Civil Service Web/Dpt Tm Entry
<b>Employee Class *</b>	CA - CS 75Hr/pay N/E Ben Elig
<b>Proposed Hours Per Week</b>	

- i. The next set of fields, including Department Display Name, Job Category, Shift, and Work Schedule all feed from JDXpert and can be modified if needed. Required fields are denoted with a red asterisk. Type of position will need to be selected. Values are faculty, staff or temporary.

<b>Department Display Name *</b>	<input type="text" value="Test Department"/>
<b>Job Category *</b>	<input type="button" value="Administrative Support"/>
<b>Shift</b>	<input type="text" value="Days"/>
<b>Type of Position *</b>	<input type="button" value="Select"/>
<b>Work Schedule</b>	<input type="text" value="M-F 8:30-5:00 pm"/>

- j. Contact Name and Email for Billing and CFOAPAL for Background Check will need to be completed for all requisitions as these are required fields.

Contact Name (Billing) \*

Contact Email (Billing) \*

CFOAPAL for Background Check  
(You MUST use account code  
142907) \*

- k. The next question is required to be answered for all requisitions, though this only applies to positions that are posted. This is asking the question about whether to include the posting on the diversity inclusion email.

**Do you want this position to be  
advertised through the Higher  
Education Jobs Email for a \$61 fee?**

☐ Yes

☐ No

\*

- l. All remaining questions are gathering information related to the search. If this requisition is not going to result in a search, all these fields may remain blank.

Is this search being conducted to  
facilitate permanent residence  
sponsorship?

☐ Yes

☐ No

Diversity Advocate Name

Diversity Advocate Title

Diversity Advocate Email

Search Chair Name

Search Chair Title

Search Chair Email

Does the search committee include  
members with diverse  
backgrounds and perspectives?

Select ▼

If no, please provide a brief  
explanation of your attempts to  
diversify the committee.

Are you requesting an internal  
search (i.e. limited to current UIUC  
employees)?

☐ Yes

☐ No

If yes, please state if the search will  
be internal to campus, unit, or  
campus relocation program.

Select ▼

Please explain why this is being  
requested and include your plans  
for recruiting diverse candidates.

Requested Job Posting End Date

4. The next section on the Details page is Description and Qualifications. These fields will populate from the data from JDXpert. If this requisition is not going to result in a search, then you do not need to modify this section (though you may if you wish).
  - a. Description – This is populated from the duties and responsibilities field in JDXpert. Faculty positions do not populate this field, so there will be minimal data for Faculty; however, it is a required field. This field is not pulled into the faculty job ad on the next page, so leaving it as is will be fine. This description will automatically be part of the job ad (except for Faculty positions), so you should modify the text or formatting here if needed.

External	Internal
<p><b>Description *</b></p> <ul style="list-style-type: none"> <li>Reviews department/unit incoming mail and packages, responding to routine items and distributing remainder to appropriate staff; coordinates and schedules package/freight shipments.</li> <li>Tracks, orders, receives and distributes office supplies and orders dry ice and liquid nitrogen as needed for research</li> <li>Creates, updates, revises and retrieves files, records and department contacts/LISTSERVs, which may involve indexing and cross filling; responsible for maintaining adequate, accurate and accessible information, including confidential materials</li> <li>Assists with periodic inventory checks and /or updates</li> <li>Monitors theme website pages and notifies communications or any needed changes</li> <li>Performs duties listed in lower level of this classification series</li> <li>Performs other related duties as assigned</li> </ul>	

- i. The top two tabs of the box are external and internal representing the external and internal job boards. On the internal tab, there is a Clone External Description checkbox which should remain checked. Even if this is an internal only posting, just update the external description, this does not impact where it is posted.

[illegible]

- ii. At the bottom of the box are two options, Design and HTML. You can use either option to modify the description.

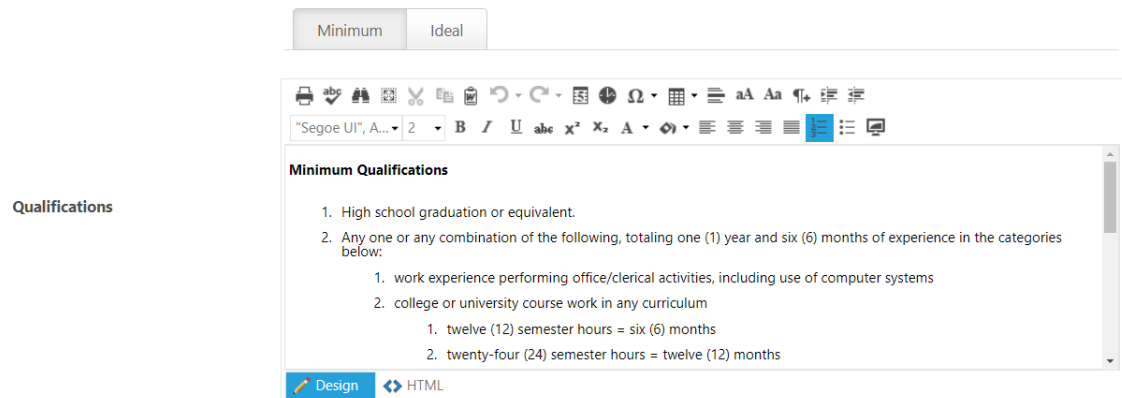
- Performs duties listed in lower level of this
- Performs other related duties as assigned

 Design
  HTML

- iii. If you modify in Design mode, you can use the WYSIWIG editor at the top of the box. Notable options are paste from word (use word to format and paste in the box) and full screen editor which will allow you to edit the description full screen.



- iv. There is a possibility that you see in this field “Description too Large, Unable to load this field’. Although this field does not have a size limit, the feed of data from JDXpert to Cornerstone has a field limit of 3950 characters. If you receive this message, you can go to JDXpert and copy the description field and paste it into the Description field in Cornerstone.
- b. Qualifications – This is populated from Minimum Qualifications, Preferred Qualifications, Specialty Factors, and Knowledge, Skills, and Abilities fields in JDXpert. Qualifications will automatically be part of the job ad, so you should modify the text or formatting here if needed.



- i. The top two tabs of the box are minimum and ideal. All qualifications from JDXpert are fed into the minimum tab. The ideal tab is not used.
- ii. At the bottom of the box are two options, Design and HTML. You can use either option to modify the qualifications.
- iii. If you modify in Design mode, you can use the WYSIWIG editor at the top of the box. Notable options are paste from word (use word to format and paste in the box) and full screen editor which will allow you to edit the description full screen.




- iv. There is a possibility that you see in this field “Description too Large, Unable to load this field’. Although this field does not have a size limit, the feed of data from JDXpert to Cornerstone has a field limit of 3950




- characters. If you receive this message, you can go to JDXpert and copy the qualifications fields and paste it into the Qualification field in Cornerstone.
- c. **Keywords** – Keywords can be entered if desired up to 1000 characters. Keywords should be single words separated by a comma and a space (human, resources). Keywords are a search option for candidates and might help them find your specific job.
5. The next section on the Details page is Hiring Team. This is where you will add the search coordinator, hiring and search committee.
    - a. **Requisition Owner(s)** – These fields list employees who are owners of the requisition. This access will allow them to see the requisition and candidates under the My Job option on the requisition page and the manage candidates page. Also, a requisition owner can modify the details section on the requisition without permission to the department. **NOTE:** access to the department will be required to modify the requisition description, qualifications, hiring team, approvals, and job posting.

**HIRING TEAM**

**Requisition Owner(s)**

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approval workflow is based on the Primary Owner. If the Primary Owner is removed, that user becomes an 'Owner'. Use the  icon to remove any 'Owner'.


**Primary Owner \***  

**Owner(s)** [+ Add Owner\(s\)](#)

- i. The Primary Owner is required and pre-populated from JDXpert with the workflow initiator. To change the primary owner, click in the box and a pop-up box will come up to search for a new primary owner. You can only choose primary owners that are a part of the department(s) that you have access to in Cornerstone.

**Select Primary Owner** X

Search is limited to 1000 records only

Last Name	First Name	ID	User Name	Manager's Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Search

Name	User ID	User Name	Manager
User, Department	departmentuser	departmentuser	

(1 Result)

[Cancel](#)

- ii. Search criteria in this pop-up box are Last Name, First Name, ID (UIN), and User Name (NetID). Currently Manager's Last Name in Cornerstone is not populated, so it should remain blank. Once search criteria is entered, press the Search button.
- iii. When you have identified the user you would like to add, click on their name to add them as the primary owner.

- iv. To add additional owners to the requisition, choose the +Add Owners below the Primary Owner box. The same pop-up box will appear where you can search for additional owners. However, you will see all employees regardless of whether you have access to their department. After entering your search criteria and choosing the search button, you will see results. You can add one more owners by clicking on their name. Once all the names that you would like to add appear in the top Selected Select Owner(s) area, you should choose Add to add them to the requisition.

Search is limited to 1000 records only

Last Name First Name ID User Name Manager's Last Name

user

Q Search

**Selected Select Owner(s)**

NAME	USER ID	
User, Department	departmentuser	
User, Reviewer	revieweruser	

Name	User ID	User Name	Manager
User, Basic		basicuser	
User, Department	departmentuser	departmentuser	
User, Instructor		InstructorUser	
User, Reviewer	revieweruser	revieweruser	

(4 Results)

Cancel Add

- b. Applicant Reviewer(s) – These fields list employees who can view applicant information. This role will not grant access to the requisition.

**Applicant Reviewer(s)**

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic role for emails and approvals.

Hiring Manager

User

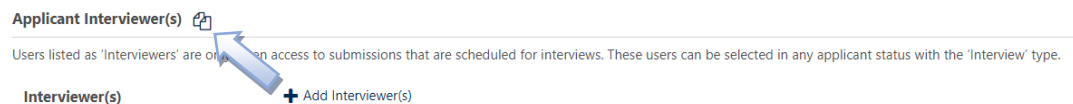
Reviewer(s)

+ Add Reviewer(s)

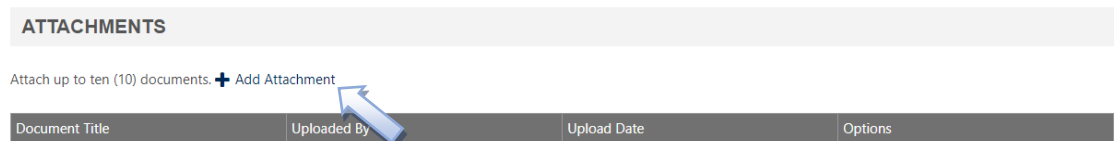
- i. Hiring Manager – A hiring manager is granted access to the Review Applicants and the Hiring Manager pages. This will allow them to see the applicants when they apply. NOTE: these links will not appear until after there is at least one applicant for the requisition. To add a Hiring Manager, click on the box where it says User. Just like Primary Owner, you can only add a Hiring Manager that you have access to their department. The pop-up search box is the same as Primary Owner.
- ii. Reviewers – Reviewers are also granted access to the Review Applicants and the Hiring Manager pages. This will allow them to see all applicants when they apply. As with Hiring Manager, the links will not appear until after there is at least one applicant for the requisition. To add reviewers, click on the box where it says User. Any employee can be added as a reviewer, regardless of whether you have access. The pop-up search box is the same as Additional Owners. It is recommended that the search

committee be added as reviewers to the requisition. These can be added later if needed. If there is an approval workflow added to this requisition, changes to the reviewers will require re-approval.

- iii. Applicant Interviewers – If you are planning to use the interview functionality included in Cornerstone, it is recommended that you add your search committee as interviewers. You will be able to do some preliminary setup for the interviews on the Applicant Review tab of the requisition that will save you time when you are scheduling interviews. Interviewers will have access to the Interview Manager screen in Cornerstone where they can see scheduled interviews and can evaluate candidates.
- iv. You can copy your reviewers to the interviewers by pressing the copy icon. You can also add interviewers by choosing the +Add Interviewer(s). This pop-up box works the same as Adding Reviewers. You can add any employee as an interviewer.



- 6. The next section on the Details page is Attachment. Any attachments that you need to add can be uploaded here. An example of a document that you may need to upload is the Recruitment Plan.
  - a. To upload an attachment, select the +Add Attachment link.



- b. In the pop-up box, enter a title for the document and select Choose File to select the file.

- c. Press the save button.

- d. You will then see the document you uploaded in the section. You can view the document by select the file icon under Options or you may discard the document by selecting the trash can.

#### ATTACHMENTS


Attach up to ten (10) documents. [+ Add Attachment](#)

Document Title	Uploaded By	Upload Date	Options
test	Department User [departmentuser]	7/20/2022	 

7. The next section on the Details page is Approvals. If you would like to add approvals to your requisition, they can be added here. There are no central approvals that would need added here, so add whatever is required by your department or college.

**Note: Once the requisition is fully approved the first time, requisition approvers listed will be prompted to reapprove the requisition any time a change it made to fields or the job ad on the requisition. If the requisition is posted on the job board, it will remain posted, but any changes made to the requisition will not appear on the job posting until the requisition is fully approved again.**

- a. To add an approver, select the plus sign beside the word Approvals.



Approvals 






Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.  
[View Approval Status](#)

- b. Approvers are added as roles in this pop-up box. The first three roles, Manager, Next Level Manager, Corporation Approver, are not roles that are used, so do not choose these roles. If you added a Hiring Manager to your requisition, you can choose that role by selecting the plus sign beside Hiring Manager. All other approvers will be added with User role. Choose the plus sign beside that role for as many approvers as you have. When you have all the approver roles added, press the Add button.

Select Approvers

Add approvers for this requisition. You may select Next Level Manager more than once for multiple levels of indirect manager approval.

Remove	Name
	User
	User

Add	Name
	Manager
	Next Level Manager
	Corporation Approver
	Hiring Manager
	User

Cancel

Add

- c. For the user roles, you will need to assign names. Click inside the user box to add a name.

### Approvals +

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

[View Approval Status](#)

1

Hiring Manager (User, Department (departmentuser))

2

User

User

+

3

User

User

+

- d. Enter search criteria to find the person you would like to add and then select the link on their name to add them.

### Select User

✕

Search is limited to 1000 records only

Last Name

user

First Name

ID

User Name

Manager's Last Name

Q Search

Name ↕	User ID ↕	User Name ↕	Manager ↕
User, Basic		basicuser	
User, Department	departmentuser	departmentuser	
User, Instructor		InstructorUser	
User, Reviewer	revieweruser	revieweruser	

(4 Results)

Cancel

- e. Repeat this for as many users you have listed as approvers.

- f. If you would like to add an alternate approver, you can choose the plus sign beside the level you would like to add another approver. You can then add the alternative approver by clicking inside the user box. If you decide you don't want to add one after adding the box, you can just leave it blank, and it will be removed upon a save or submit.

**Approvals +**

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or co

[View Approval Status](#)

1	[Trash]	Hiring Manager (User, Department (departmentuser))
2	[Trash]	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User, Department (department</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">×</div> <div style="margin: 0 10px;">or</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">[Copy]</div> </div>
3	[Trash]	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User, Reviewer (revieweruser)</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">×</div> <div style="margin: 0 10px;">+</div> </div>

- g. You can re-order the approvers by changing the numbers on the left or you can remove the approvers by clicking on the trash can.
- h. At a later point, you can come back to this requisition and choose the View Approval Status to see the status of the approvals, including any comments that were left and where it might be in the approval process.


**Approvals +**

Define an approval workflow for the job requisition.

[View Approval Status](#)

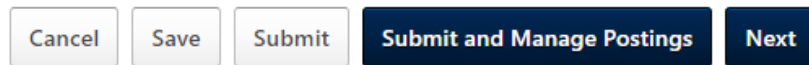
1	[Trash]	Hiring Manager (User, Department (
2	[Trash]	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User, Department (departmen</div> </div>
3	[Trash]	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">User, Reviewer (revieweruser)</div> </div>

8. The last section on the Details page is Requisition. General information regarding the requisition can be found here.

REQUISITION	
Requisition ID	TST111111
Priority *	Medium ▼
Openings *	<input type="text" value="1"/> <input type="checkbox"/> On Going
Target Hire Date	<input type="text" value="8/22/2022"/>  (Target hire date of first opening)
Requisition Status	Draft ▼
Do Not Allow to Apply	<input type="checkbox"/>

- Requisition ID – This is a unique identifier for this requisition. Requisitions that feed from JDXpert use the job code for the requisition ID.
- Priority – All requisitions start with a medium priority. Other options are Low and High. These can be changed as desired for internal use. The priority field does not indicate any change in process outside of the department or college.
- Openings – This is pre-populated from the number of vacancies field in JDXpert. For civil service positions, this field should be changed without consulting with IHR because a change would impact other automatic processes. For other positions, this field can be changed if needed. The openings field is used to determine when a requisition closes. When the number of applicants in a hired status equals the number of openings, the requisition will automatically close. Closed requisitions cannot be re-opened...not even by an administrator.
- On-Going – This field should never be checked for Civil Service positions as it will impact other automatic processes. If this field is checked, then the openings field will be populated with 0. When on-going is checked, the requisition never automatically closes regardless of the number of hires.
- Target Hire Date – This is populated from JDXpert if available; otherwise, it uses the date the requisition was created. This field is used in the job ad, so you can update this as appropriate. However, if it is not correct and you do not change it, be sure to update it in the job ad.
- Requisition Status – All requisitions begin in a Draft status. The only other option at this point is Cancelled. If you have decided this requisition is no longer needed, you can choose a Cancelled status.
- Do Not Allow to Apply – This functionality is not being used, so this should never be checked.

9. Progressing to the next step – in the lower right corner of the page are five buttons that you can choose when you are finished.



- a. Cancel – This will return you to the Manage Requisitions page and it will not save any changes.
- b. Save – This will save your current changes and return you to the Manage Requisitions page. You can return to the requisition later to make modifications if needed. NOTE: you must have all required fields populated before hitting save. Even if you choose a Cancelled requisition status.
- c. Submit – If this is a position that is not being posted, choose Submit to either send the requisition for approval or to Open the requisition. You can also choose this if you are editing a previously submitted posting and only want to make changes to this page.
- d. Submit and Manage Postings – This will do the same as the Submit button but take you to the postings page where no action can be taken. This page is used by IHR to post the jobs. You can return to the Manage Requisitions page through the Main Menu (three lines), Recruit, and Manage Requisitions.
- e. Next – This will navigate you to the next page in the requisition. All required fields will need to be complete. This is not a save. If you navigate to the next page and then leave the page, all your changes will be lost. It is recommended to first do a save and then return to the requisition and press next so that your changes to the first page are not lost.

## Job Ad:

1. If this is a position that will not be posted, no changes are needed on this page, just choose the Next button to proceed.
2. On the Job Ad page, you will notice that there are three tabs on the page.



- a. External Site – This page will be pre-populated with a job ad as it will appear on the external job board.
- b. Internal Site – This page will be pre-populated with a job ad as it will appear on the internal job board. However, the ads should primarily be the same. So, the first thing that should be done is to go to the Internal Site tab and check the box labeled



Clone External Site. This will be sure that both ads are the same. You should do this even if this is an internal job only. If this is not a job that will be posted, you don't need to do this step.

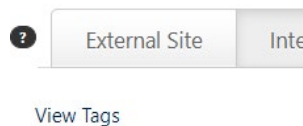


- c. Mobile – This tab is used only for Cornerstone customers who are using non-mobile friendly sites. Our sites are mobile-friendly, so this page does not need to be completed.

3. At the bottom left of the page are three options, Design, HTML, and Preview. The Design tab allows you to edit the job ad using WYSIWIG tools, the HTML tab allows you to modify the job ad using HTML, and the Preview tab will let you view how the ad will appear to the applicant; however, you cannot edit in preview mode.



4. There is a View Tags link in the top left corner under the External Site tab. This link will pull up available 'tags' that can be used in the job ad. These are fields that are typically found on the general page. There is no need to add tags however, as the ones typically pertaining to the job ad have already been added for you.



5. The WYSIWIG editor can be found at the top of the box for the design tab. This is close to the same editor that is used on the description and qualifications boxes on the general tab.



6. In the job ad, you will notice that a template has been used to pre-populate the ad. Items that appear in all capitals with dots in between words are the tags that are being used. To view the content of these tags, you can view the ad using the Preview tab.



- a. If there is content that you do not want to use that is contained in a tag, you can remove that tag just by deleting the words. So, if you did not want physical

demands to appear in your job ad, you would remove  
CUSTOM.PHYSICAL\_DEMANDS.

- b. There are a couple of blanks in the Application Procedures & Deadline Information that should be completed just by removing the underlines and entering the appropriate data.
- c. All text should be reviewed to be sure that it is correct for your position. So, if this is a 9-month position and it states it is a 12-month position in the ad, please make the modification prior to submitting the requisition.
- d. NOTE: If you would like a link to appear in your requisition, but you do not want to use HTML to add it, you can put the link in word and then use the copy from word icon to paste it into the job ad. Please be aware that you will not be able to add an email link. This is functionality that is not available in the job ad section.
- e. At the bottom of the job ad are requirements that need to be added to every job posting. Please do not modify anything below the first horizontal line.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, COVID-19 vaccination requirement, and employment eligibility review through [E-Verify](#).

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing [accessibility@illinois.edu](mailto:accessibility@illinois.edu).

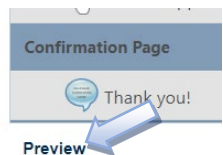
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**Requisition ID:** REQUISITION.ID  
**Job Category:** CUSTOM.JOB\_CATEGORY  
**Apply at:** <https://jobs.illinois.edu>

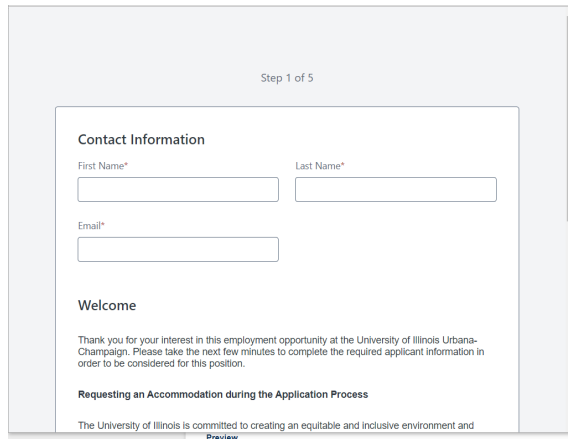
7. When you are finished, press the Save button in the lower right corner, the Next button, or the Submit button. If you choose Cancel all changes that have not been saved on this page or the general page will be lost. You can choose Back to return to the previous page, and it will remember your changes on this page, but you must choose save or submit while the requisition is being modified in order for all your changes to be saved.

## Application Workflow:

1. This page is the application that an applicant will complete for this position. In general, there are no changes that need to be done to this page.
  - a. There are a few exceptions that will allow for a change to this page and the impacted users are aware. If you are one of these impacted users, be sure to make the change to both the External Applicant and Internal Applicant tabs (or choose Clone External Applicant Workflow on the Internal Applicant tab).
2. In the bottom left corner of the page is a Preview.



- a. This will open a window so you can see what the applicant will see when completing the application. You can click through all the pages without completing anything, this is just intended to give you a view.



The screenshot shows a web browser window displaying a form titled "Step 1 of 5". The form is titled "Contact Information" and contains three input fields: "First Name\*", "Last Name\*", and "Email\*". Below the input fields, there is a "Welcome" section with a paragraph of text: "Thank you for your interest in this employment opportunity at the University of Illinois Urbana-Champaign. Please take the next few minutes to complete the required applicant information in order to be considered for this position." Below this, there is a section titled "Requesting an Accommodation during the Application Process" with a paragraph of text: "The University of Illinois is committed to creating an equitable and inclusive environment and". At the bottom of the form, there is a "Preview" button.

- b. Just select the X in the upper right corner of the window when you are finished.
- c. When you are finished, press the Save button in the lower right corner, the Next button, or the Submit button. If you choose Cancel all changes that have not been saved on all pages will be lost. You can choose Back to return to the previous page, but you must choose save or submit while the requisition is being modified in order for all your changes to be saved.

## Applicant Review:

1. This page lists all the statuses that an applicant can have with this requisition. It would be highly unlikely that an applicant would have all the statuses. Each position will have different statuses which are described in the **Applicant Statuses** job aid. Each status as a type that is at the end of the name of the status. For example, below the status is CS-Load Applicant Data and the Type is Review. We will be looking at the Interview status type and the Offer Letter status type. If these statuses are not applicable for your search or you do not plan to use Cornerstone functionality for Interviews or Offer Letter, you can proceed to the Submitting a Requisition section. Also, the changes we are doing here will make it easier when using interviews or offer letters, but these can be done at that time. If you would like to do these later, proceed to the Submitting a Requisition section.
  - a. Interview type – There are various statuses that will have an interview type; for example, in academic professional or faculty positions, the interview types would be Semi-Finalist and Finalist Interview. For Civil Service positions, we would be modifying the CS Referral #1, CS Referral #2, and CS Referral #3 status. You might notice that there is another status that has an interview type for Civil Service called CS Exam-Ready to Schedule. This is used to schedule civil service exams as needed, so it should never be modified.
    - i.

- ii. For the first Interview type, CS Referral, we are going to add the interviewers that will be participating in the interview.

**CS Referral #1 (Type: Interview)**

Interview Type:

Interview Guide: ☒ Select Guide ☐ Upload Guide ☐ No Guide

Add Interviewer(s) [+](#)

Name

No Interviewers selected.

Status Change Emails: 0

**CS Referral #2 (Type: Interview)**

Interview Type:

Interview Guide: ☒ Select Guide ☐ Upload Guide ☐ No Guide

Add Interviewer(s) [+](#)

Name

No Interviewers selected.

Status Change Emails: 0

**CS Referral #3 (Type: Interview)**

Interview Type:

- iii. The first item, Interview Type, the options are Scheduled Interview and On Demand Video Interview. You should always choose Scheduled Interview. On Demand Video Interview is related to a software package that we are not using.

**CS Referral #1 (Type: Interview)**

Interview Type:

Interview Guide: ☒ Select Guide ☐ Upload Guide ☐ No Guide

- iv. Interview guide is the guide that the interviewers should use when evaluating candidates. Select Guide is to choose a pre-made guide in Cornerstone. There is one called Staff Guide that is available for use. Upload Guide means that you will upload a document that will be sent via email to the interviewers. No Guide means that no Cornerstone guide will be used, and you will not be uploading a guide.

**Interview Guide:** ☒ Select Guide ☐ Upload Guide ☐ No Guide

- v. To add Interviewers, choose the Add Interviewer(s)+ link.

Add Interviewer(s) +

- vi. There will be pop-up box that displays the interviewers that you added on the general tab of the requisition. Click the plus sign beside all the interviewers that you would like to add to this status.



- vii. Press Done when finished.



- viii. Depending on the interview guide option chosen, the view will be slightly different. If you chose Select guide, you can now choose a guide. If you chose Upload guide, you will be able to attach a guide.



- ix. Repeat this process for all statuses as appropriate.
- b. Offer Letter type – Most requisitions will have an offer letter type. If you an offer letter is not applicable to your positions, if you plan to choose your offer later, or if you don't plan to use the offer letter functionality in Cornerstone, then you can proceed to the Submitting a Requisition section.

- i. Offer Template – The first item allows you to choose an offer letter template. You would choose the one that is most appropriate for your position. This can be changed later if needed.

Offer Letter (Type: Offer Letter)

Offer Template: Please Select

Offer Approval: Please Select

Define an approval workflow: Please Select

Add approvers: Please Select

Status Change: Please Select

Background: Please Select

1. After choosing a template, you can view the text in the letter by selecting the eye icon after the template selection. It will not be formatted appropriately and will be missing information that would be specific to the offer letter and search, but the general text will be available for review.

Preview Template

Offer Letter Template:

ACTION DATE

CONFIDENTIAL

PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST

PROFILE.USER.ADDRESS.1 PROFILE.USER.ADDRESS.2

PROFILE.USER.CITY, PROFILE.USER.STATE PROFILE.USER.POSTAL.CODE

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST:

I am pleased to offer you an appointment as an academic hourly employee in OFFER.CUSTOM.HIRING.DEPARTMENT at an hourly salary of \$OFFER.HOURLY.RATE.

University of Illinois faculty, staff, and students are required to be fully vaccinated against COVID-19. This employment offer is contingent on your timely submission of proof of your vaccination. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.


Close

2. A window will open that allows you to preview the text. You can select the Adobe symbol in the upper right-hand corner to download the letter if desired. Press close or the X to exit the window.
- ii. Offer Approval – Offer letters just like requisitions have the option of having approval on the offer letter. Just like requisitions, these approvals are whatever is required by your department or college. Central offices should not be added as approvers.

1. If your offer approvers are the same as your requisition approvers, you can choose the copy icon.

**Offer Letter (Type: Offer Letter)**


Offer Template: Academic Hourly

**Offer Approvals** + 



Define an approval workflow for offer letters. Indicate if the approval is required by choosing Approval Required or if they just need to be able to view the letter by choosing Notification Only. Add approvers manually or copy from Requisition Approvals.

Status Change Emails: 0


2. You can also choose the + sign to add different or additional approvers using the same process as adding a requisition approver.
3. Once your approvers are added, you will indicate whether approval is required by choosing Approval Required or if they just need to be able to view the letter by choosing Notification Only. Notification Only will make the offer letter available for them to view, but no action is required, and the letter will proceed to the next step. This can be changed when creating an offer letter if needed.

**Offer Approvals** + 

Define an approval workflow for offer letters. Indicate if the approval is required by choosing Approval Required or if they just need to be able to view the letter by choosing Notification Only. Add approvers manually or copy from Requisition Approvals.

1 User User, Department (departmentuser)  

☒ Approval Required ☐ Notification Only

2 Hiring Manager (Department User) 

☒ Approval Required ☐ Notification Only

Status Change Emails: 0

4. You can also add an alternate approver by pressing the plus button, you can remove an approver by selecting the trash can and you can change the order of the approvers by changing the number in front of their name.

## Submitting a Requisition:


1. At the bottom of the Applicant Review page is where you submit your requisition to the next step.

2. You should choose the Submit button. If you add approvers to the requisition, the requisition will have a status of Pending Approval. The approver will receive an email that they have a requisition to approve. Once all approvers have reviewed and approved the

requisition it will have an open status. Also, if there are no approvers, upon submit the requisition will have an open status. This does not mean posted. IHR will be notified that a requisition is now in an open status and ready to be posted (as appropriate).

- a. If an approver denies the requisition, the requisition will have a denied status. To edit and resubmit the requisition, edit the requisition and change the requisition status to Draft and press save. This will return you to the Manage Requisitions page. You will notice that the requisition is in a draft status, and you can retrieve and edit the requisition as you have done previously.
- b. You will know when a requisition is posted when you see a 1 or 2 under the Postings column on the Manage Requisitions page.

Status ▾	Hiring Manager	Days Open	Postings	Applicants
Draft	N/A	0	0	0
Open	Department Us...	0	2	0



3. If you accidentally choose the Submit and Manage Postings button, it will take you to a page that no action can be taken. This page is used by IHR to post the jobs. You can return to the Manage Requisitions page through the Main Menu (three lines), Recruit, and Manage Requisitions.
4. If this is a requisition that is not a search, once the requisition is in an open status, you can follow the instructions to Add an Applicant to a Requisition job aid.

*Last Modified: May 9, 2023*