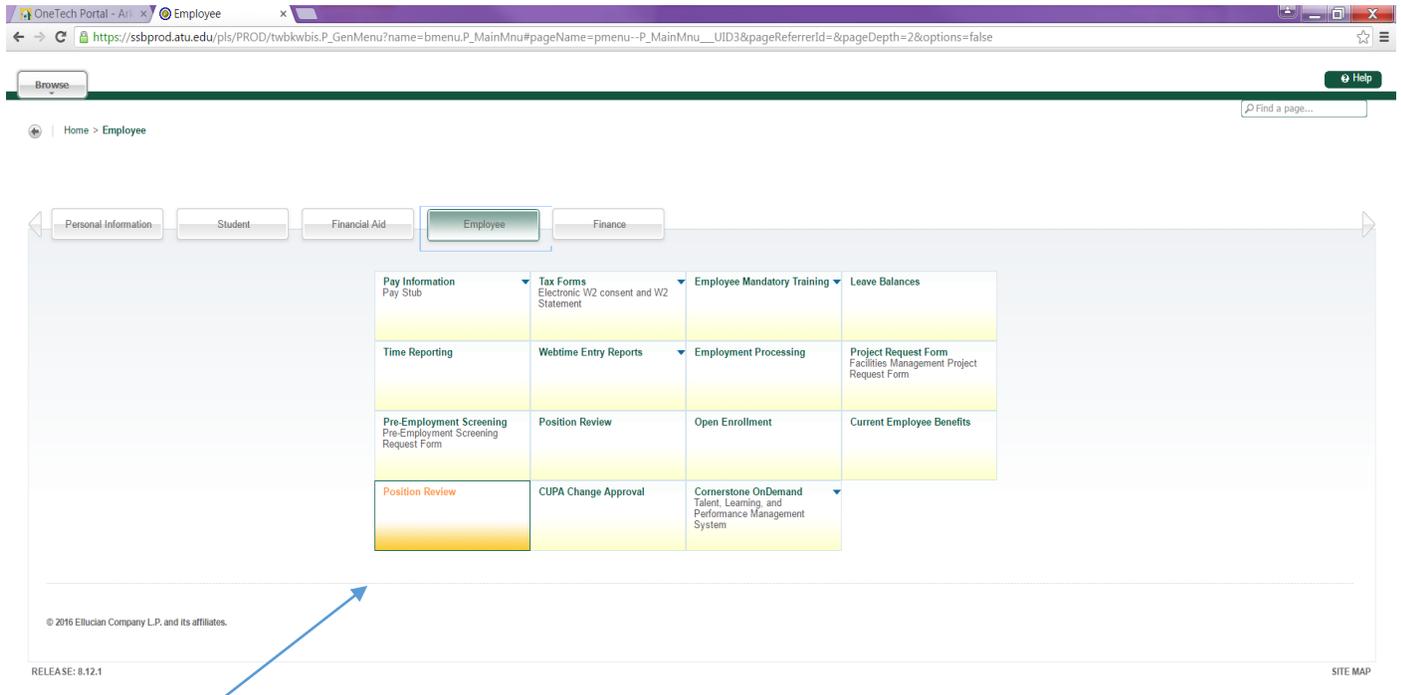


# CORNERSTONE HIRING MANAGER PROCEDURES

**Thank you for working with the Human Resources office through this new Applicant Tracking System process. Our staff will be available to correspond in person with each department to help assist with walking through the steps on how to post, review and track a vacancy announcement. Please contact the Human Resources office for additional questions or concerns at 479-968-0396.**

1. The Hiring Manager will log into OneTech to review the vacant position description before advertising. To review a position description click the following:
  - Banner Self-Service
  - Employee
  - Position Review
  - Position



Please make any necessary changes to a position description here. This will send a change notification. The HR staff will update the position description in ATS.

**Note: If you are unable to locate your position description in Banner Self-Service please contact HR for further assistance.**

2. Once a position description has been verified in OneTech you will now enter the Cornerstone system to submit a requisition request for a vacancy announcement by the following steps:

A. ATU employees will access the CSOD (Cornerstone on Demand) recruiting system via a link in OneTech. To access Cornerstone on Demand click the following:

- Banner Self-Service
- Employee
- Cornerstone

The screenshot shows the OneTech Portal Employee page. At the top, there is a navigation bar with a 'Browse' button and a 'Help' button. Below the navigation bar, there is a breadcrumb trail: 'Home > Employee'. The main content area features a horizontal menu with tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. The 'Employee' tab is selected. Below the tabs is a grid of service links. A blue arrow points to the 'Cornerstone OnDemand Talent, Learning, and Performance Management System' link in the bottom-right cell of the grid.

Pay Information Pay Stub	Tax Forms Electronic W2 consent and W2 Statement	Employee Mandatory Training	Leave Balances
Time Reporting	Webtime Entry Reports	Employment Processing	Project Request Form Facilities Management Project Request Form
Pre-Employment Screening Pre-Employment Screening Request Form	Position Review	Open Enrollment	Current Employee Benefits
Position Review	CUPA Change Approval	Cornerstone OnDemand Talent, Learning, and Performance Management System	

- Once CSOD has been accessed, the Hiring Manager will begin the process to request for a requisition to be advertised by clicking the “Recruit” tab followed by selecting Requisition Request.

Arkansas Tech University

Home Recruit Employee Career Center My Team Reports Admin Succession

Welcome, Michelle.

June 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	1	2
3	4	5	6	7	8	9

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[https://atu.csod.com/LMS/catalog/Main.aspx?tab\\_page\\_id=-67&tab\\_id=-1](https://atu.csod.com/LMS/catalog/Main.aspx?tab_page_id=-67&tab_id=-1)

Arkansas Tech University

Home Recruit Employee Career Center My Team Reports Admin Succession

Welcome,

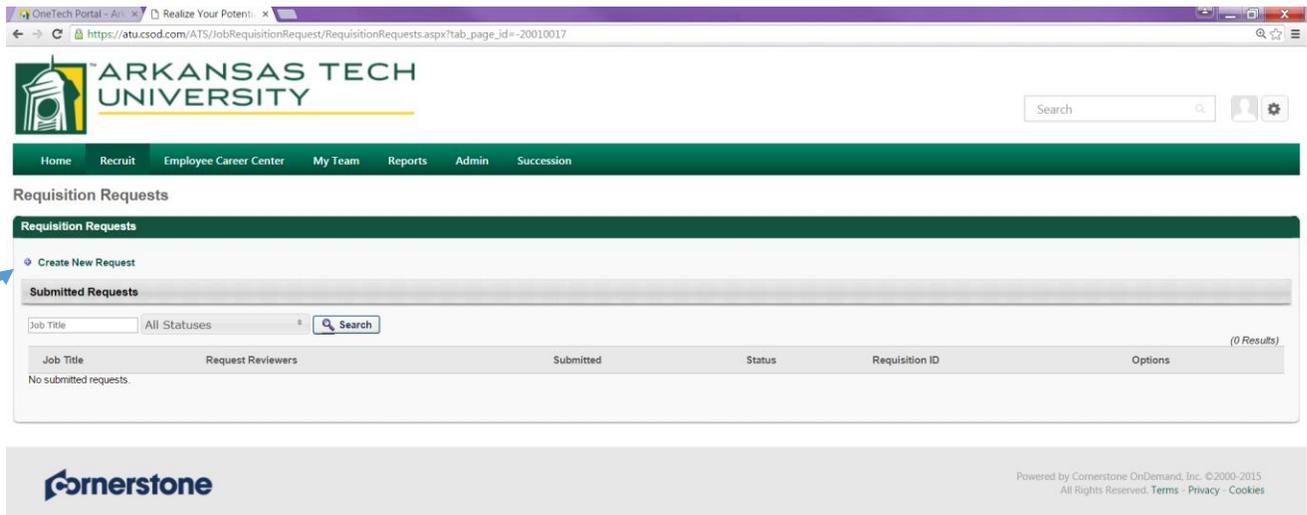
- Manage Requisition
- Recruiting Approvals
- Search Candidates
- Review Applicants
- Agency Portal
- Interview Manager
- Requisition Requests
- Recruiting Dashboard
- Candidate Search Query
- Form Management - Recruiting Forms

June 2016						
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3	4	5	6	7	8	9

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[https://atu.csod.com/ATS/JobRequisitionRequest/RequisitionRequests.aspx?tab\\_page\\_id=-20010017](https://atu.csod.com/ATS/JobRequisitionRequest/RequisitionRequests.aspx?tab_page_id=-20010017)

## A. Click “Create New Request”



The screenshot shows the Arkansas Tech University website's Requisition Requests page. The page has a green header with the university logo and a search bar. Below the header is a navigation menu with links for Home, Recruit, Employee Career Center, My Team, Reports, Admin, and Succession. The main content area is titled 'Requisition Requests' and contains a sub-section 'Submitted Requests'. A blue arrow points to the 'Create New Request' link in the left sidebar.

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B. A page will then appear that will contain the position details that will need to be selected by clicking the blue box in each field. This will then populate a search box to then select your specific position. **Note: To simplify your search enter the position number in the “ID” box.**

- a. Job Title: Position Number (Contract/Appropriated Title)
- b. Display Job Title: Working Title ( Title that will be displayed in the Job Ad)
- c. Division: Index Code
- d. Location: Campus Location
- e. Contact Phone: Department Number
- f. Employment Type: Select Faculty/Staff; Full-Time, Part-Time
- g. Compensation: Salary Range
- h. Justification for Hire: New/Replacement
- i. Job Ad Posting Preferences: list publications advertised outside of the ATU website
- j. Job Ad Closing Date: Projected Closing Date
- k. Proxy: person responsible for data entry
- l. Hiring Manger: Person responsible for hiring decision
- m. Reviewers: Search Committee member (must have one member that reports outside of the VP the position falls under)
- n. Target Hire Date: projected hire date

OneTech Portal - AR... x Realize Your Potenti... x  
 https://atu.csod.com/ATS/jobRequisitionRequest/JobRequisitionRequest.aspx?new=1

Requisition Requests >

### Create Requisition Request

**General**

Upon receipt of approved vacancy request: Open new requisition for each position, assign permissions to hiring official and committee members, and forward to Human Resources for final approval.  
 \*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by MapQuest.

Job Title:

Display Job Title:

Division:

Location:

Address: No Address

Contact Phone:

Employment Type:   Full Time  Part Time

Compensation: Range:  To:

Justification for Hire:  New Position  Replacement

If Replacement, for whom:

Justification for New Position:

Job Ad Posting Preferences (aside from www.atu.edu/hr, HigherEdJobs.com, Insightintodiversity.com):

Job Ad Closing Date (Must be open 10 business days at minimum):

Proxy (If applicable - person responsible for data entry):

**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:

Reviewer(s):  Add Reviewer(s)

Target Hire Date:  (Target hire date of first opening)

Once all fields have been completed click on submit request. This request will be sent to HR for review.

After HR completes the requisition request review, HR will generate a requisition template with the full position description to be sent back to the Hiring Manager for further review prior to the approval chain process.

- The Hiring Manager will receive an email notifying them that a requisition approval is pending their review.

OneTech Portal - AR... x Welcome - Realize... x  
 https://atu.csod.com/LMS/catalog/Welcome.aspx?tab\_page\_id=67

Arkansas Tech University

Home Recruit Employee Career Center My Team Reports Admin Succession

Welcome,

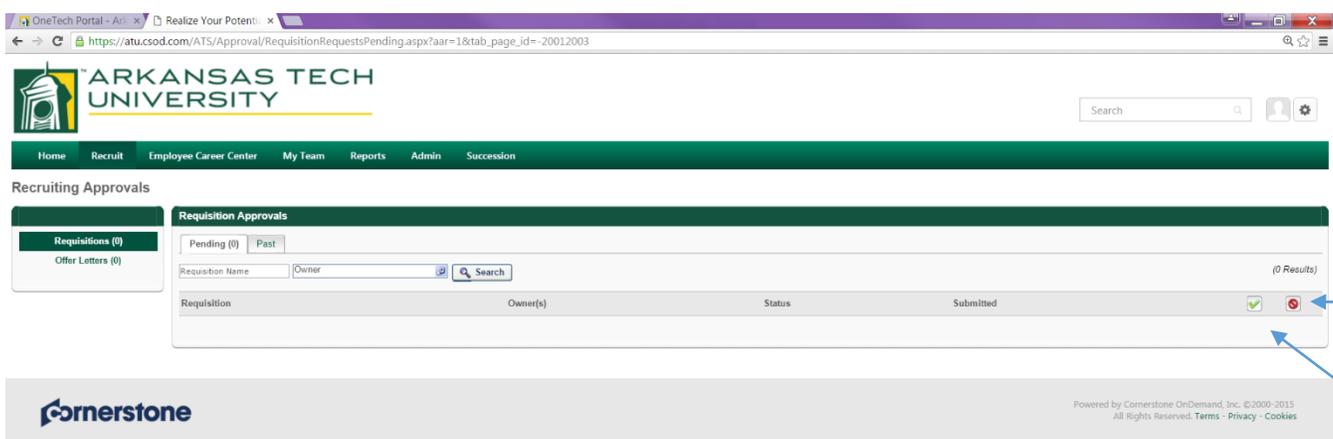
- Manage Requisition
- Recruiting Approvals
- Search Candidates
- Review Applicants
- Agency Portal
- Interview Manager
- Requisition Requests
- Recruiting Dashboard
- Candidate Search Query
- Form Management - Recruiting Forms

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26	27	28	29	30	1	2	
3	4	5	6	7	8	9	

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- A. Go to the “Recruit” tab and click on “Recruiting Approvals”
- B. Any pending requests to be reviewed will appear on the “pending” tab.
- C. Click on the position name to review the pages for the full position description
- D. To approve a requisition click the green submit check mark followed by clicking the submit button on the pending tab
- E. To decline due to a revision needed please click the red circle followed by clicking the submit button placing a comment with what revision you would like to make.

**Note: Approved requisitions will continue the approval chain process; Declined requisitions will be sent back to HR for revisions prior to the approval chain process.**



When a requisition has completed the final approval process, the position will automatically be posted to the Cornerstone Career Site. An email will be generated to the Hiring Manager notifying them their position has been posted.

A separate email will be sent to the Hiring Manager and Search Committee Members that contains the Screening Form that will be used when reviewing applicants.

OneTech Portal - AR | Welcome - Realize Your Potential

https://atu.csod.com/LMS/catalog/Welcome.aspx?tab\_page\_id=-67



Search

Home Recruit Employee Career Center My Team Reports Admin Succession

Welcome,

- Manage Requisition
- Recruiting Approvals
- Search Candidates
- Review Applicants
- Agency Portal
- Interview Manager
- Requisition Requests
- Recruiting Dashboard
- Candidate Search Query
- Form Management - Recruiting Forms



May	June 2016						Jul
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29	30	31	1	2	3	4	
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26	27	28	29	30	1	2	
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Cornerstone

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https://atu.csod.com/phnx/driver.aspx?routename=ATS/RecruitingManagement/ManageRequisitions&tab\_page\_id=-200159034

Pickup

Debbie Enni -> Amber Tenni

Pickup Ignore

5. As applicants apply to requisitions the Hiring Manager along with the Search Committee Members will receive notification that they have applicants to review. To review applicants as they come in complete the following:

- Go to the “Recruit” tab and click on “review applicants”
- Find the appropriate requisition ID and click on the **number** located in the “Applicants” column to review the applicant(s) that have applied for a position.

OneTech Portal - AR | Realize Your Potential

https://atu.csod.com/ATS/JobRequisition/ReviewCandidates.aspx?tab\_page\_id=-20010012



Search

Home Recruit Employee Career Center My Team Reports Admin Succession

Review Applicants

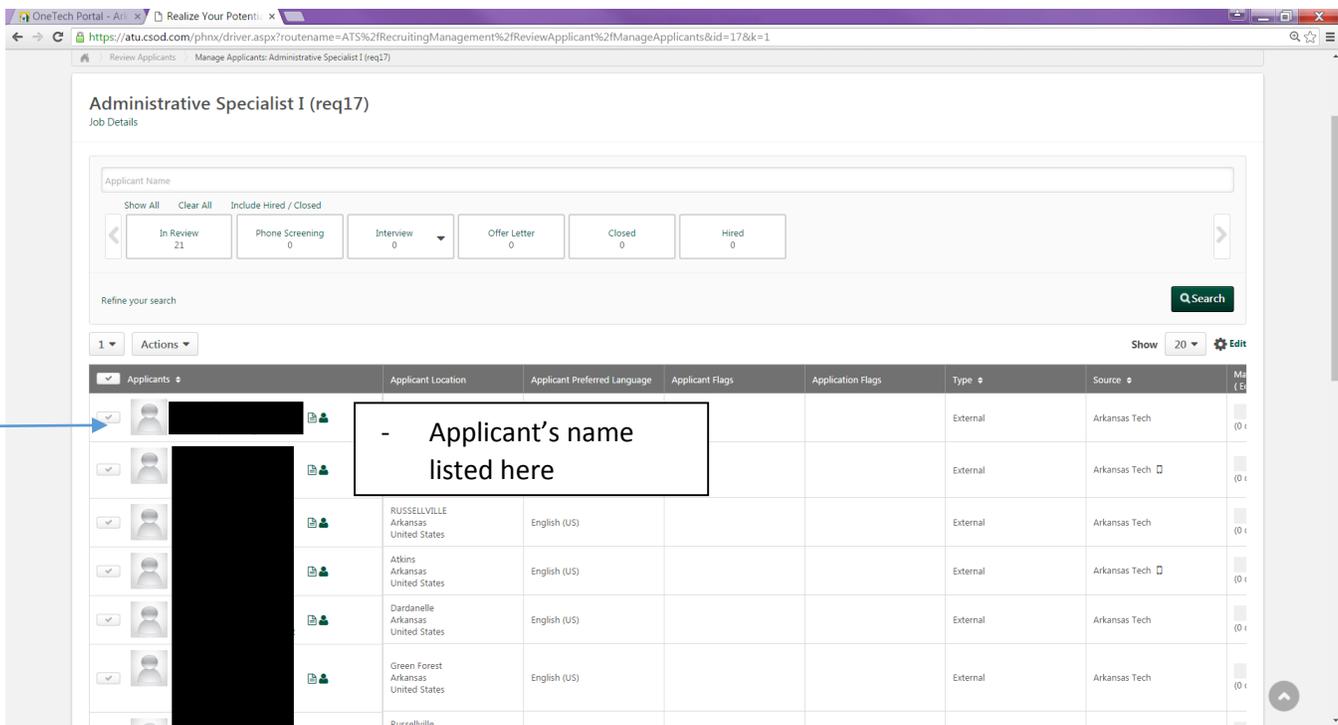
Open Positions

My Interviews (0)

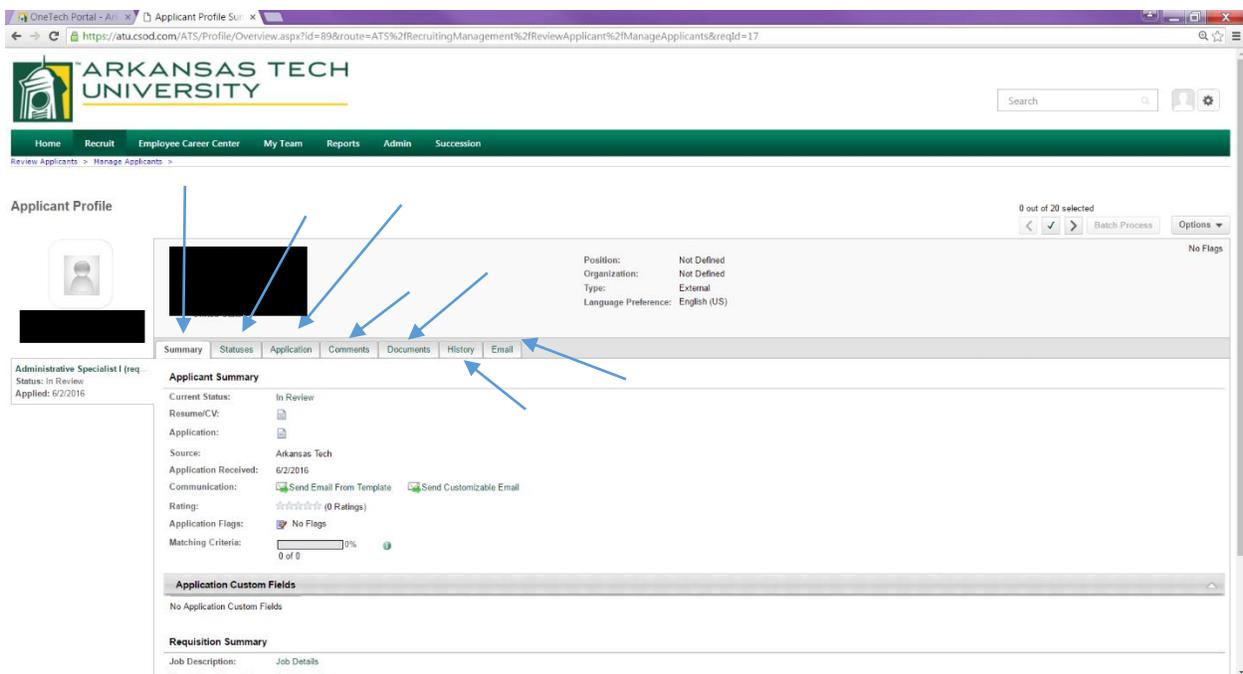
Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review	(f Result)
●	Administrative Specialist I (req17)	Russellville AR	Michelle Bishop	5/26/2016	6/27/2016	1	21	1	

Cornerstone

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- C. To review each applicants profile click on the name of each applicant which will enabled you to the following tabs located in the applicant's profile:
- Summary: Overall summary on Applicant
  - Statuses: What status the applicant is currently in
  - Application: Employment History; Education; References
  - Comments: HR will place a comment only on the applicants that did not meet minimum requirements. This will notify the Hiring Manager and Search Committee for additional review if necessary. Hiring Manager/proxy will use the comment feature to only identify those that they wish to interview.
  - Documents: Cover letter, Resume, Vitae, and any additional attachments
  - History: any submission history made regarding an applicant's profile.

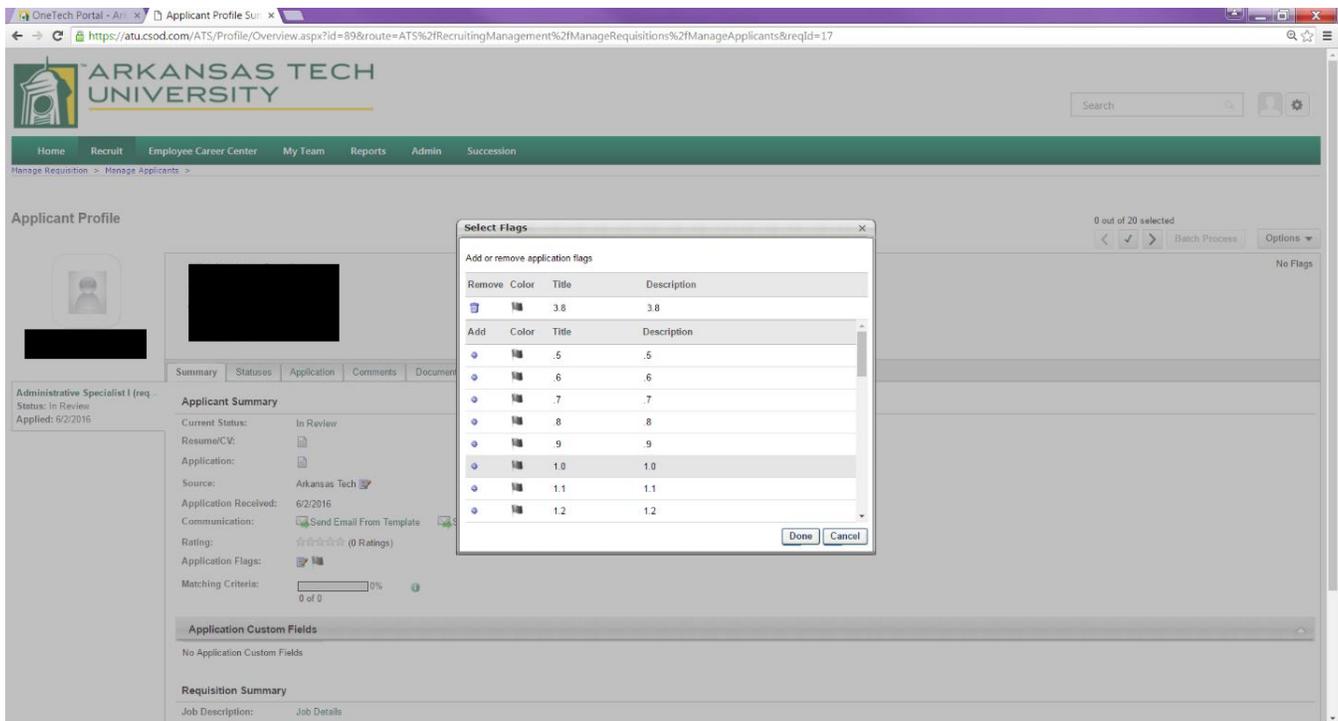


6. After the position has closed the Hiring Manager and Search Committee Members will meet as a group to discuss the overall score that will be given to each applicant that meets minimum requirements. Ultimately, the committee should produce one score/flag that will be placed on the Summary tab in the applicant profile by the Hiring Manager/Proxy.

The screenshot displays the Applicant Profile page for an Administrative Specialist I (req) at Arkansas Tech University. The page is titled "Applicant Profile" and shows the following details:

- Administrative Specialist I (req)**  
Status: In Review  
Applied: 6/2/2016
- Current Status:** In Review
- Resume/CV:** [Icon]
- Application:** [Icon]
- Source:** Arkansas Tech
- Application Received:** 6/2/2016
- Communication:** [Send Email From Template] [Send Customizable Email]
- Rating:** 0 Ratings
- Application Flags:** No Flags (indicated by a blue arrow)
- Matching Criteria:** 0% (0 of 0)
- Application Custom Fields:** No Application Custom Fields
- Requisition Summary:** Job Description: Job Details

The page also includes a navigation menu with options like Home, Recruit, Employee Career Center, My Team, Reports, Admin, and Succession. The URL in the browser is <https://atu.csod.com/ATS/Profile/Overview.aspx?id=89&route=ATS%2FRecruitingManagement%2FReviewApplicant%2FManageApplicants&reqid=17>.



Once the review process has been completed please notify HR to begin the interim data review process. When completed HR will notify the Hiring Manager to continue with the scheduling of interviews along with attaching the Candidate Rating Form that will be used for each applicant being interviewed.

**Note: Please remember to only identify those that you wish to interview by using the comments tab in the applicant's profile.**

After the Human Resources office has approved the interviewee selection the Hiring Officials will be notified via email when they can move forward with interviews. The email will contain a candidate rating form to be used during interviews. Scores from the candidate rating form should be placed on the applicant's profile with a second flag after interviews have been conducted and the committee has met to decide on a final score for each candidate.

Once the interviews are done and a second set of scores have been placed the Hiring Manager will need to notify the HR office of their recommendation to hire.

**Note: Please remember that an offer cannot be made without prior approval from the HR office.**

After approval of the recommendation to hire the Hiring Manager will initiate the background screening request.