Human Resources

Talent@VCU Recruiting
HR User Access Training September 2021

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The production Career site address: https://vcu.csod.com/ux/ats/careersite/1/home?c=vcu

How to Access Talent@VCU Recruiting and Support

To access the training system please log-in to the pilot site: vcu-pilot.csod.com
To access the live website on 9/15: go.vcu.edu/talentatvcu

If you do not have access to the recruiting module in the pilot system for testing and training, please contact dyejm@vcu.edu and/or jmccann@vcu.edu.

You must complete all three parts of the Talent@VCU Recruiting training in order to gain access to the live website. This can be a combination of attending webinar training sessions and/or watching webinar recordings.

Please note these user guide instructions will migrate to the HR Wiki. We will communicate the links when they are available.

In order to create staff requisitions in Cornerstone, you must be assigned the appropriate security role and access. You will only be able to create and view requisitions for jobs within your MBU.

*If you do not have access to the recruiting module or you don't have access to the correct MBUs, please contact dyejm@vcu.edu and/or jmccann@vcu.edu. Please note, in the pilot system testers will have university-wide access. This is different from the live website.

Support Options

HR Service and Support tool: For most support inquiries please submit a ticket at go.vcu.edu/hrsupport.

- ➔ Submit a Request
- ➔ Talent@VCU Recruiting

Talent@VCU Recruiting Office Hours sign up:

- ➔ https://vcu.csod.com/LMS/ILT/event_sessions_list_main.aspx?eventId=9b82a6f4-de0f-416a-a623-6341f581e689

Email:

- ➔ James Dye - dyejm@vcu.edu
- ➔ John McCann - jmccann@vcu.edu

Helpful Definitions

Requisition	Requisitions are jobs and the building block of postings in Talent@VCU Recruiting. Multiple positions can be recruited into one requisition. Applicants apply to requisitions (jobs) on career sites.
ReqID	ID associated with each requisition. ReqIDs are how you can search for requisitions in the system. Always starts with characters "Req." The ReqID will also be required information when submitting tickets or emailing for help with questions.
Template	Templates are the building block of a requisition. All requisitions are created from templates. For faculty requisitions, there will be generic templates and the default requisition template. Templates allow us to predefine requisition fields, job descriptions, and tailor the applicant experience.

Talent@VCU Recruiting Process Overview

Creating a requisition and posting a job	
HR User	Creates a requisition and job ad from a job code template.
HR User	Submits the requisition for approval using the department's pre-defined internal approval workflow.
Approvers	Receive an email that they have a new requisition to approve. Log-in to Talent@VCU and approve/deny requisition. If the requisition is denied, they add a note explaining why it was denied and the HR User who submitted the requisition is notified via email that they need to make changes to the requisition. Once the requisition is approved by all approvers it is posted to the career site.
Manage candidates, interviews, reference checks	
HR User/Hiring Manager	Review applicants and select which ones can move forward to the candidate pool.
HR User/Department Admin	Schedules interviews outside of Talent@VCU Recruiting.
HR User/Department Admin	Share candidate documents with the Interview Panel.
Interview Panel	Provides interview notes back to HR User for upload into each candidate's documents section.
HR User/Hiring Manager	Executes reference checks for the finalist(s). Uploads reference check documents to the documents tab of the candidate record.
Hiring Manager	Selects a final candidate to offer the job.
Pay assessor, offer letters, and background check	
HR User	Fills out pay assessor (Google/Excel sheet until the online pay assessor tool is launched) and submits to the department's pre-defined internal approval workflow for approval.
Approvers	Approve and sign pay assessor.
HR User	Fills out offer letter fields with job offer information. Submits offer letter for approval using departments pre-defined internal workflow.
Approvers	Receives email notification they have a new offer letter to approve. Approve or deny the offer letter. If the offer letter is denied, Approver can add a note explaining why it was denied and the HR User who submitted the offer letter is notified via email that they need to make changes to the requisition. Once the offer letter is approved by all approvers it is sent electronically to the final candidate.

Candidate	Receives email notification that they have an offer letter to sign. Logs into the system and signs the offer letter.
HR User	Initiates Hireright background check in Talent@VCU Recruiting using Hireright integration.
HR User/Hiring Manager	HR user/Hiring Manager dispositions the candidates who were not offered the position.
Finalizing applicant data and Banner datafeed	
HR User	Once the offer is accepted and the background check is complete, the hire can be finalized. The last step in the hire process is filling out the applicant fields necessary for the datafeed from Banner. Creates a person record in Banner. Calls employees to confirm SSN and DOB because those are not captured in application.
HR User	Moves final candidate to hired status.
HR Ops/Datafeed	Until the datafeed is up and running, HR Operations will key the necessary position and applicant data into Banner (replacing the current ePAF/PAF process.) Once the datafeed is up and running, the data will be fed into Banner when an employee is newly set to the hired status.

Users and Roles in Talent@VCU Recruiting

Role	Talent@VCU or VCU Term	Definition
HR Associate	VCU	HR user who creates requisitions, manages candidates, and creates offer letters. For most staff positions, HR Associates do not approve requisitions or offer letters. For some non-benefited positions, HRAs are able to approve requisitions and offer letters. If you are unsure of your department's approval workflow, please contact your HR Professional/HR Business Partner. HR Associates who create requisitions are normally listed as the Requisition Primary Owner.
HR Professional/HR Business Partner	VCU	HR user who creates or approves requisitions, manages candidates, and creates offer letters. Delegated HR Professionals can approve requisitions and offer letters for most staff and faculty positions. HR Professionals/HR Business Partners are normally listed as either the Requisition Primary Owner or Requisition Owner.
Search Committee Member	VCU	Individuals who work for VCU or outside VCU who manage the recruiting process for some senior staff positions. Information specific to Faculty Search Committees can be found in the Talent@VCU Faculty Recruiting instructions. If a search committee member does not have a Talent@VCU account, you can submit a request for a guest user account in the HR ticketing system at go.vcu.edu/hrsupport >

		Make a Request > Talent@VCU Recruiting > Guest User
Hiring Manager	Both	Hiring managers are identified on the requisition. The hiring manager can view requisitions and applicants for jobs for which the user is listed as a Hiring Manager. As soon as a user is listed as a hiring manager, permissions to access that requisition are automatically assigned.
Requisition Primary Owner	Talent@VCU	By default, this field is populated with the requisition creator. The primary owner can be changed by selecting a different user. This will usually be an HR user.
Requisition Owner	Talent@VCU	In addition to a primary owner there can be multiple requisition owners. They can edit the requisition and manage candidates. This will usually be an HR user. It is best practice to have an additional requisition owner, in case the primary owner is out of the office.
Reviewer	Talent@VCU	Reviewers can manage candidates for this requisition. Search committee members should be added as reviewers. When someone is listed as a reviewer on a requisition they are automatically assigned the necessary permissions

Talent@VCU Recruiting to eJobs Comparison

Cornerstone	eJobs	What's the same?	What's different?
Users	User Groups	The same users who have access in eJobs will have access in Talent@VCU.	In eJobs, depending on what role you execute in the recruiting process, you may be lumped into a particular user group which feeds into the approval workflow. In Cornerstone, individual users are assigned roles based on the particular requisition.
Guest Users	Guest Users	If someone who needs to participate in the recruiting process doesn't have access to the system, a guest user account can be created.	Anyone with a Talent@VCU account can have access to Talent@VCU recruiting if assigned a role in the recruiting process. Guest user accounts do not need to be created for hiring managers if they are VCU employees. Guest user access is only necessary for individuals who do not have Talent@VCU user accounts and therefore, many fewer guest user accounts will need to be created. If someone outside Talent@VCU needs to be given access you can submit a ticket to request access using the Cherwell HR Support tool. Go.vcu.edu/hrsupport >Submit a request>Talent@VCU Recruiting>Guest Users>Add a guest user.
Create a requisition	Establish a position	Most of the same fields currently required to establish a position are included in the requisition.	Requisitions are created from pre-established templates. For faculty, we will have a handful of generic templates to capture general approval workflows. This template includes default job summary information. The fields necessary to create a requisition have been pared down to include only the absolutely critical information necessary to approve a new job. There is also the opportunity to add job specific summary information to the

			requisition.
Adding requisition reviewers	Adding Search Committee Members	Search committee members can be added before the job is posted.	In Cornerstone, search committee members are added at the time that the requisition is created. They can also be added later on in the process after the job is posted. In order to give access to Search Committee members to all applicants and materials, they are added in the requisition reviewer role. Any Talent@VCU user can be added as a search committee member. If someone outside Talent@VCU needs to be given access you can submit a ticket to request access using the Cherwell HR Support tool. Go.vcu.edu/hrsupport >Submit a request>Talent@VCU Recruiting>Guest Users>Add a guest user.
Adding supplemental questions	Posting Specific Questions	Pre-defined supplemental questions have been added to Talent@VCU Recruiting already and categorized by question type. Users are able to create new supplemental questions and add them to the question bank.	Questions will be audited on an annual basis for usage, grammar, relevance, etc.
Create a job ad	Create a posting	The position/requisition is the building block for the job posting. Postings will not be published until it completes the approval workflow.	In eJobs, positions are established and then additional fields are filled out when the user creates a posting. In Talent@VCU Recruiting, all the fields required to build a requisition are pulled into the posting. No additional information needs to be added.
Preview the job ad	Review the posting	HR Users can preview the job ad language before publishing the posting.	In eJobs, users are able to preview the entire posting, how it will look on the VCU jobs site, etc. In Talent@VCU Recruiting, they can preview the posting text but cannot preview the posting in its entirety.
Approve a requisition	Approve a position	The approval workflow for faculty is coded into the template but the req owner can tailor it for their specific requisition. Whoever is responsible now for approving positions MUST approve requisitions in Cornerstone.	Faculty requisitions are not linked to job codes the way staff are, so we can capture generic approval workflows in the requisition template that can be edited by the req owner. When adding approvers to a

		If you have a question about who should approve a requisition, please contact your HR Professional/HR Business Partner.	requisition, users will be able to choose anyone with an active Talent@VCU account. You can add multiple approvers at each level in case someone is out of the office.
Manage candidates	Changing applicant statuses	HR Users and Hiring Managers can review applicants in the system and decide which ones should advance to the interview phase.	
Interviews	Interviews	Interviews are scheduled outside the system. Once the interview is complete, panels return their notes to the HRA for upload as an attachment.	
Reference Checks	Reference Checks	Reference checks are handled outside the system. Once the reference checks are complete, the HRA collects reference information for upload as an attachment.	
Pay Assessor	Hiring Proposal	Hire and Pay approvals do need to follow each department's pre-established internal approval workflow.	There is not a hiring proposal functionality in Cornerstone. However the current Google/Excel version of the pay assessor should be executed to receive approval for salary information and routed through the department's pre-established internal approval workflow.
Offer Letters	Offer Letters	Offer letters need to be approved/signed by the same individuals responsible for reviewing/signing them now.	Instead of an offer letter being sent via email attachment or docusign, offer letters are sent electronically through the Cornerstone system. The finalist receives an email letting them know that they have an offer letter to approve. They log-in to the system and sign the offer letter.
Background check	Background check	Background checks must be executed as they are currently.	You can launch and track the Hireright background check directly from the Talent@VCU Recruiting module instead of logging in to Hireright.
Dispositioning Candidates	Dispositioning Candidates	All candidates who were not selected for the position can be dispositioned by the HR User or Hiring manager. They will be sent an email from the	

		system notifying them that they were not selected for the position.	

How to create a requisition

Follow the below steps to create and post a requisition

Creating Requisitions

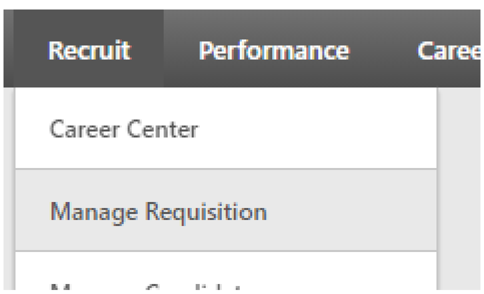
In order to create requisitions in Cornerstone, you must be assigned the appropriate security role and access. You will only be able to create and view requisitions for jobs within your MBU.

Follow the below steps to create and post a requisition

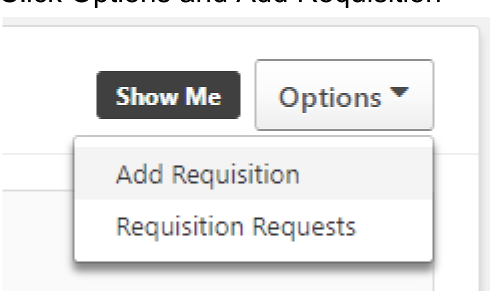
Requisitions: General Information

1. Log into Cornerstone here: https://vcu.csod.com

2. From the home task bar, hover over Recruit and then click Manage Requisition

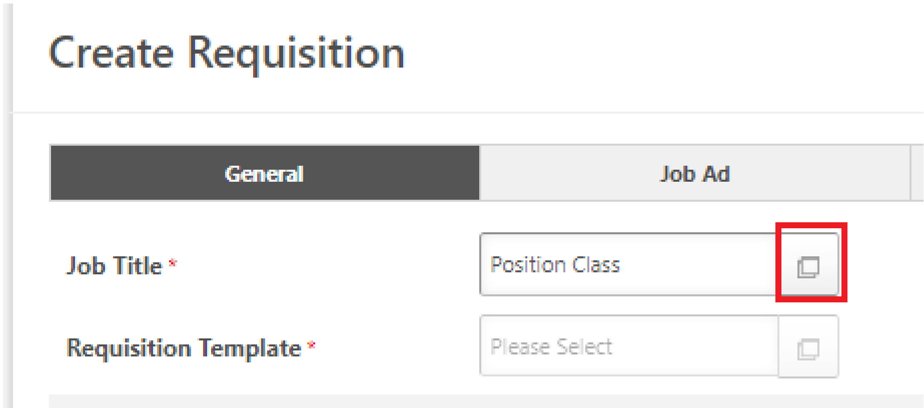


3. Click Options and Add Requisition

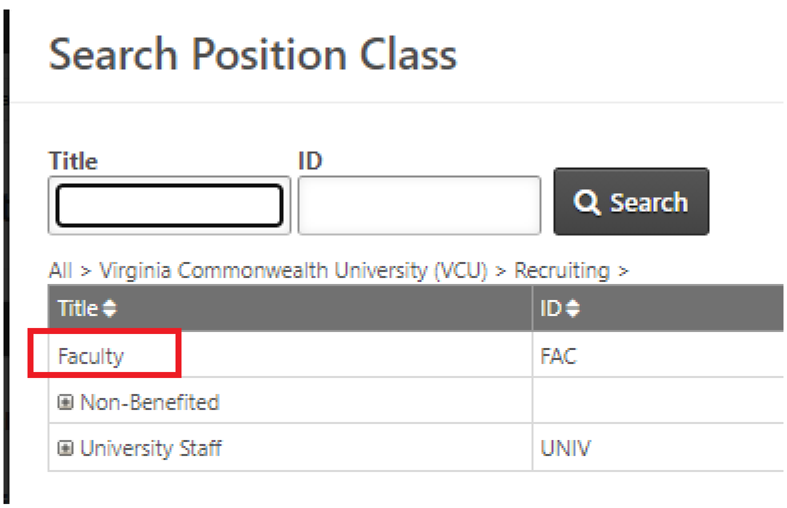


   a. This will open a blank requisition and you will need to select the corresponding Position Class. You will want to select a faculty position class.
   b. All required fields have a red asterisk next to them

4. Click the button next to Position Class to search for the Faculty Position Class.

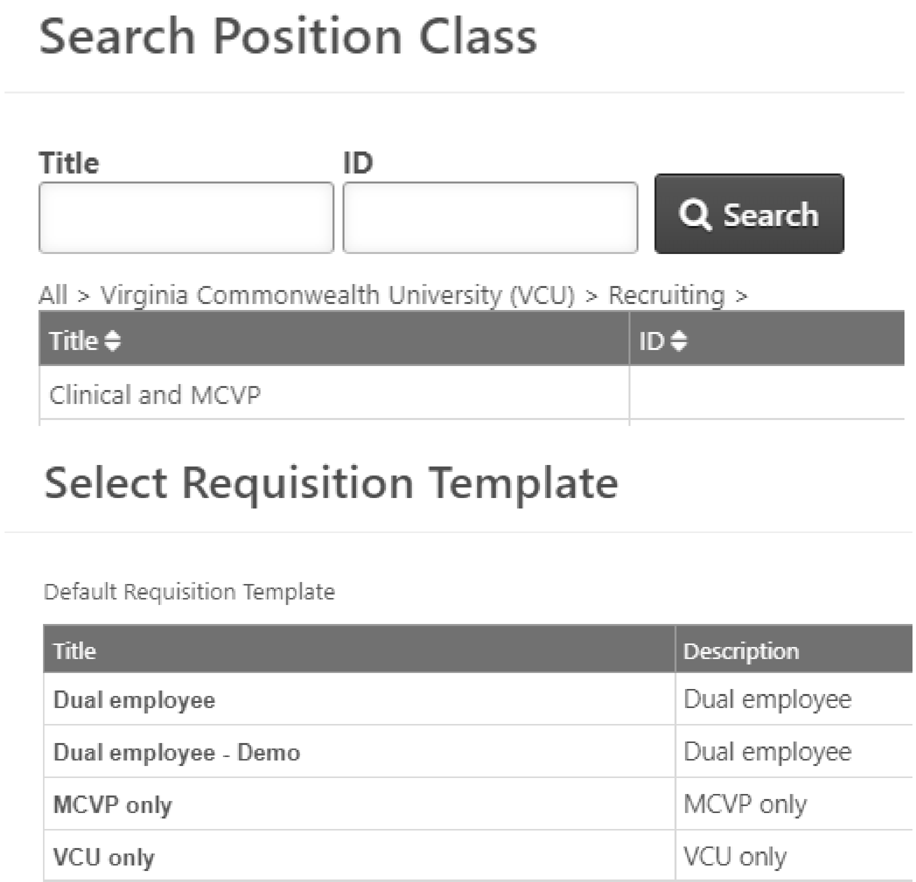


5. Select the **Faculty** Position Class. We have a default faculty template followed by MBU-specific faculty templates. The default faculty template is listed first as “1. Default Template.” The MBU-specific templates are specific in terms of approval workflow for that unit.



   a. After selecting **Faculty** you will be prompted to select the corresponding faculty requisition template. *As we build more templates you will see more MBUs in the hierarchy.*

b. **Note for Clinical/MCV Positions:** When selecting the position class, be sure to select **Clinical and MCVP** from the Recruiting drop-down. Only after you select this position class will you see the available requisition templates for clinical and dually-employed faculty.



Search Position Class

Title ID Search

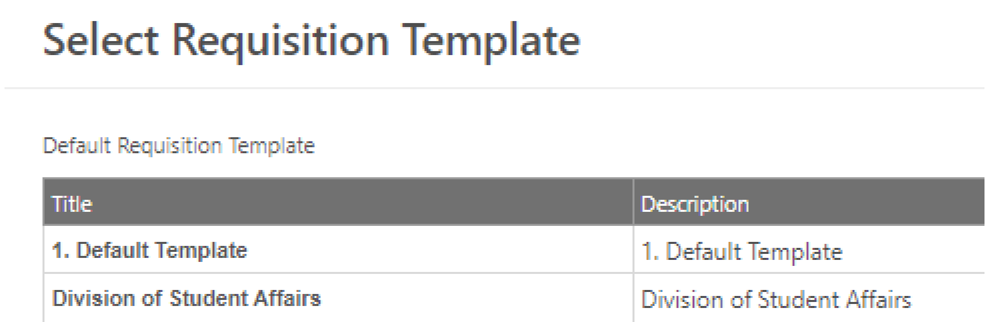
All > Virginia Commonwealth University (VCU) > Recruiting >

Title	ID
Clinical and MCVP	

Select Requisition Template

Default Requisition Template

Title	Description
Dual employee	Dual employee
Dual employee - Demo	Dual employee
MCVP only	MCVP only
VCU only	VCU only



Select Requisition Template

Default Requisition Template

Title	Description
1. Default Template	1. Default Template
Division of Student Affairs	Division of Student Affairs

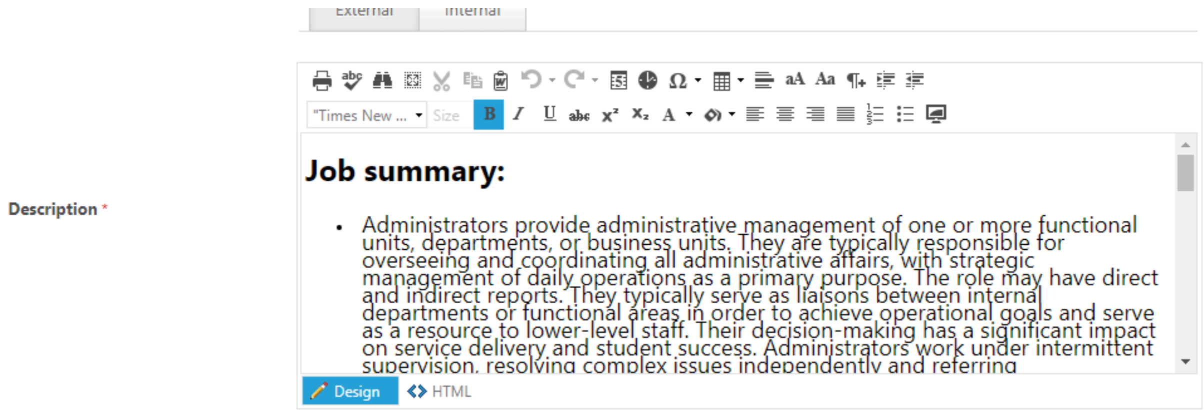
6. Selecting the requisition template will automatically populate basic information and you will need to **fill in the blank sections**
    a. **Note:** When filling out an “Assistant Professor” requisition, please include the department or Unit for which the assistant professor will be hired. For instance,

"Assistant Professor - School of Engineering." That way, when our jobs are scraped to other job boards, the titles will be more descriptive.

7. Location: Please continue to select **VCU** for the location, but **please update the address** as needed for the requisition you are posting.

8. **MBU:** Clinical and MCVP positions have their own MBU called **Clinical and MCVP**. This MBU selection is tied to the Requisition Template, so be sure to select the appropriate template to ensure that the correct MBU populates on the requisition.

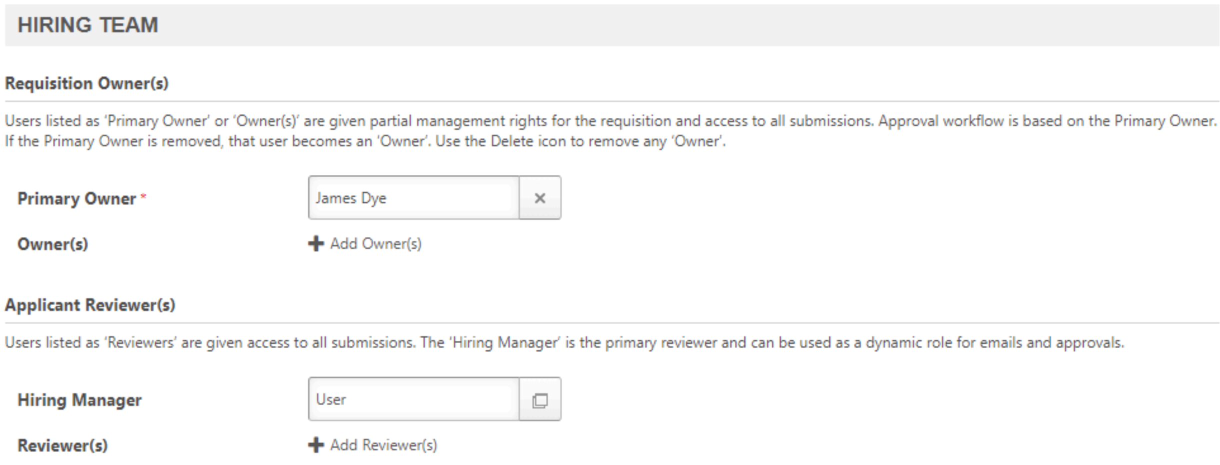
9. The description section can be updated or filled out to meet the posting requirements. This section feeds into what the applicant will see, so be careful to make sure that everything is filled out according to the department's specifications.



   a. Please include the **University Job Title** (e.g., "IT Analyst/Sr. IT Analyst") in the Description so that applicants can view it. This is important in case someone who is in a layoff status is applying because they will be able to see the title and level they are applying to.

10. Note on Position Numbers:
    a. To **create a new faculty position number**, please complete this google form. This is the same position number creation process for new faculty positions that exists currently.
11. The hiring team section is where you select owners and reviewers.
    Owners can view applicants and also this req template
    Reviewers can view and share applicant data. This role will be given to any search committee members on the posting.

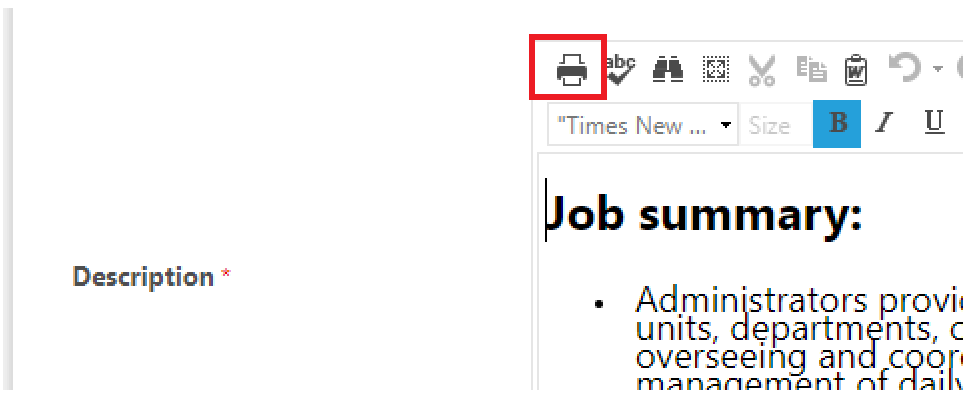
The **Hiring Manager** will be able to view applicants and share their data with others on the hiring team.



Sharing the Job Ad with the Hiring Manager

To share the job description with the hiring manager **without adding the hiring manager to the approval workflow**, follow these steps to print the description as a PDF:

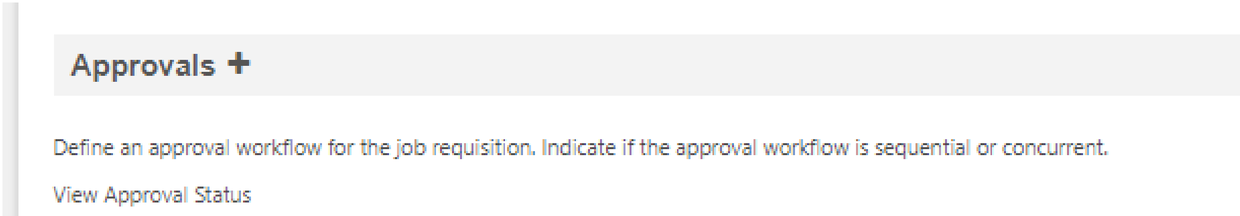
1. Click the Print icon to save the description as PDF



2. Save the PDF and email it to the hiring manager to review.

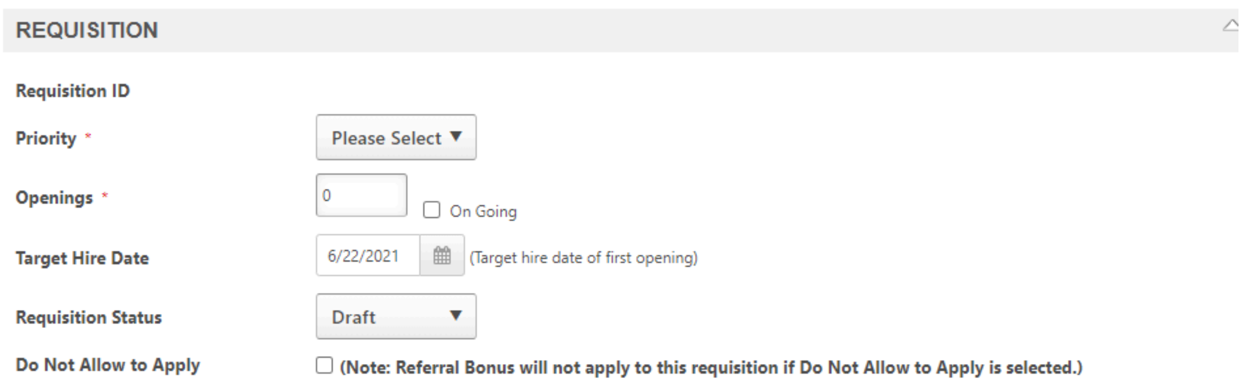
12. Attachments - add the justification for the requisition or any other documents you need tied to the requisition in cornerstone. These are not required, but if you need any documents indicating approval attached to the requisition, you will add those here.

13. **Approvals**:



   a. The Default Template does not have a predefined approval workflow. If you use this template, you will need to manually enter the Users who need to approve the requisition.
   b. The Division (MBU) specific templates **have predefined approval workflows** based on information we received from each unit. This approval workflow is editable so if you need to change it or add other approvers, you can.

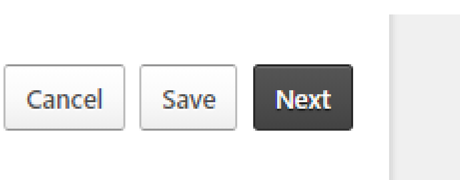
14. Requisition - select the priority, number of openings and hire date. Click Next



Enter the priority based on your department's needs. The priority will determine the color-coding on the Manage Requisitions Page. It will not impact the Manage Candidates Page view.

Note: The "openings" field drives the status of the requisition and, by extension, the posting. So, if you enter "2" in that field and then later move to applicants on this requisition to a "hired" status, the requisition will automatically close. If any changes need to be made, the requisition owner will need to login to cornerstone and reactivate it.

Note: Talent will time you out if you are inactive on the screen for a few minutes. If you have data entered on the requisition and have not clicked **Save** then your changes will be lost and you will need to start over.

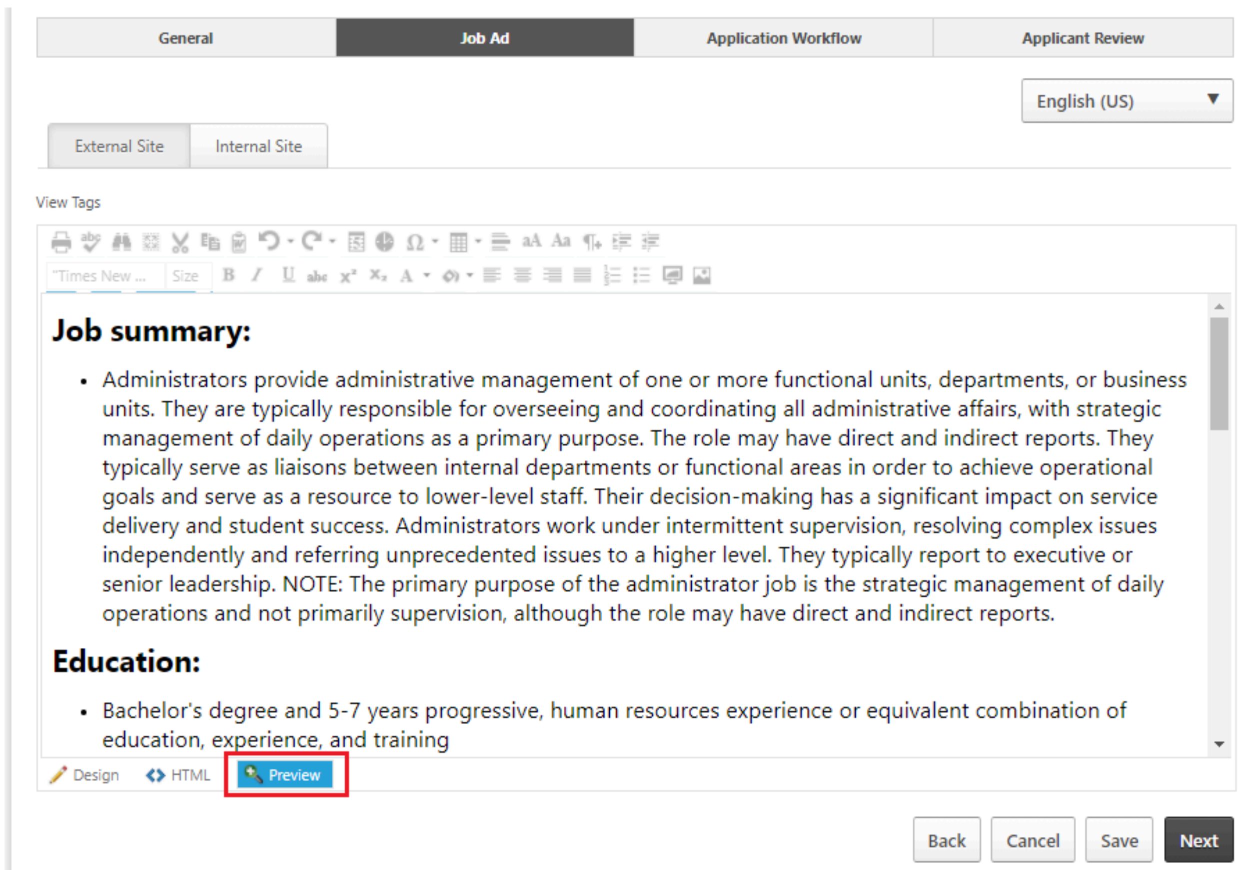


Requisitions: Job Ad

This determines what the applicant will see. This section uses tags to pull other information from the req into the Job Ad (posting). For instance, the CUSTOM.DEPARTMENT tag pulls in the Department entered on the requisition.

Click the Preview button to temporarily have the same view as the applicant and make sure all tags are populating correctly.

You can delete anything on this page that you do not want the applicant to see in the Description section of the Requisition - General tab.

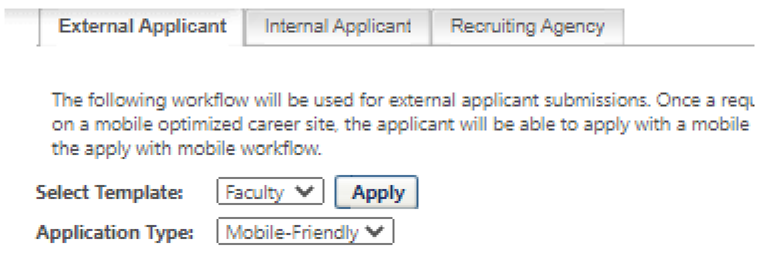


Click Next on the bottom right

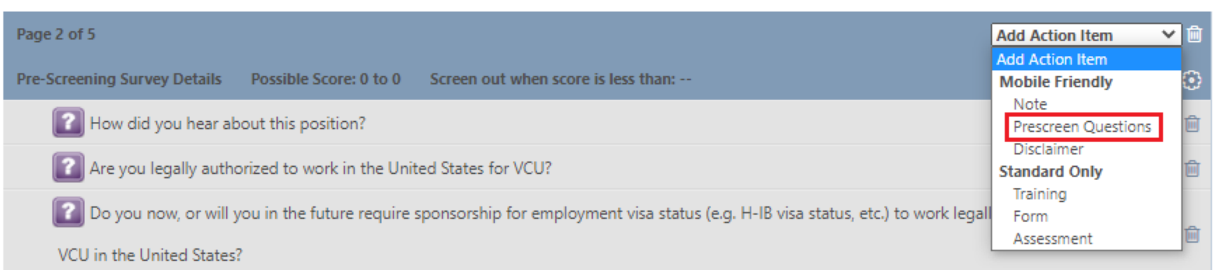
Requisitions: Application Workflow

The Application Workflow defines the steps that each applicant takes to submit their application. These steps are displayed in the section where you can edit them if needed.

1. The Application workflow will be defaulted to the faculty workflow.



2. Each Page of the workflow is a different section the applicant will need to complete in order to submit their application. **The only section you should be editing is the prescreening questions.**
    a. To add a prescreening question to the section, click the dropdown and select prescreening question



    b. Click the type of question and then fill out the question. **Set the category as HRP created.** This will help keep the questions organized. After you create the question, you can move the question around by dragging it. You can also add a follow up question if needed.
    c. User-created pre-screening questions **will not be approved by HR** before being added to the pre-screening question bank. If a user has the permissions to create a requisition they also have permission to create new supplemental questions. All

user created supplemental questions will be reviewed annually for usage, style, grammar and duplicates.

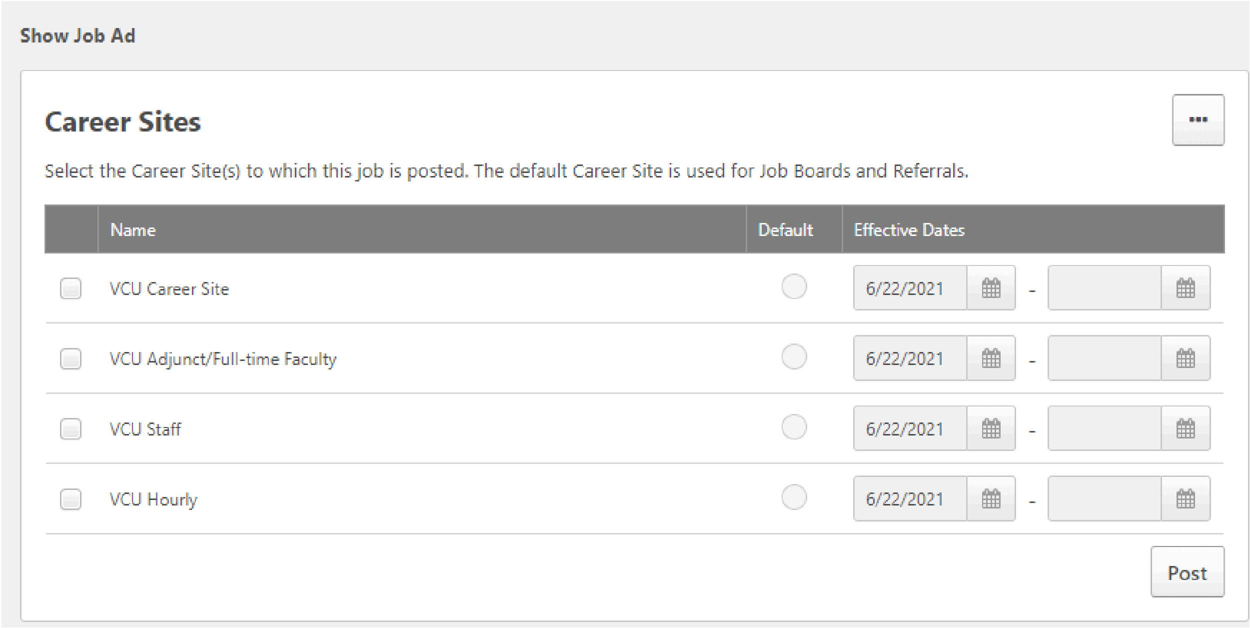
d. Also, you can remove questions by clicking the trashcan on the far right.

Click **Preview** to view the application or click next.

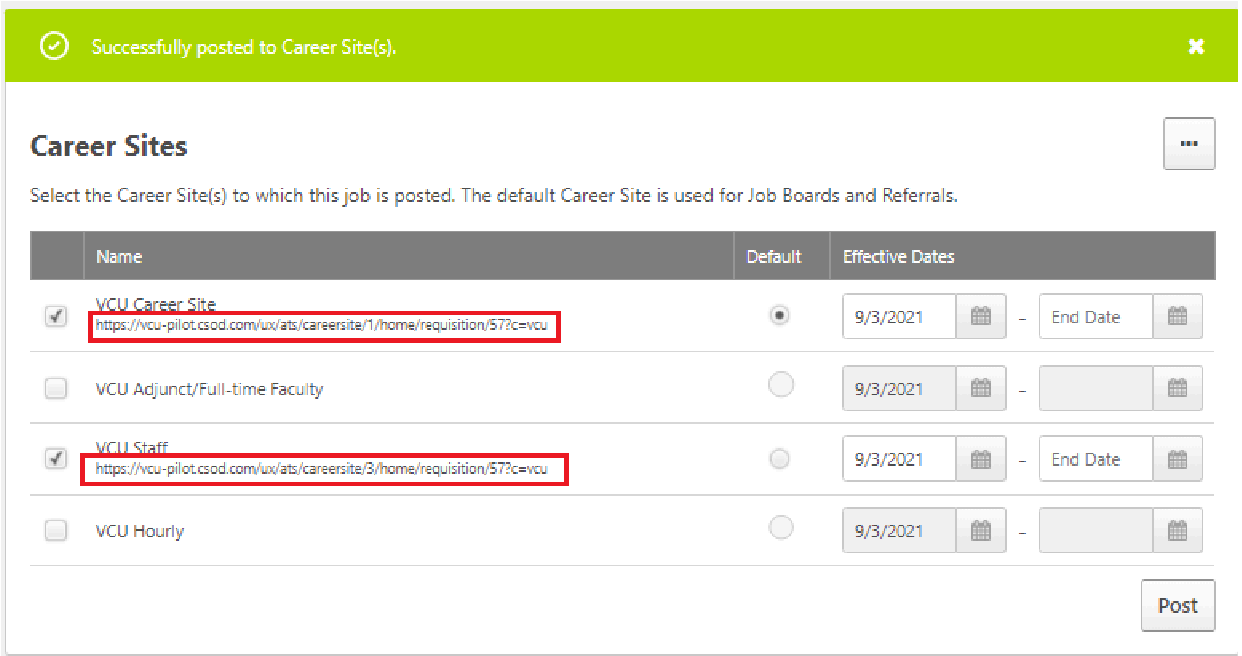
The Applicant Review tab gives you an overview of the req. Click **Submit and Manage Postings**

Requisitions: Submit and Manage Postings

1. Click the check box next to the VCU Career Site **and** appropriate additional career site.
2. Set the effective dates if desired and click **post**



15. The requisition **will not be visible** to applicants until the approver has approved but if no approver is needed then the job will be posted. A link to the posting will be proved under the site name after posting.



Note: Sometimes it takes a few minutes for the approved requisition to become visible to applicants on the career site. Use the link provided below the career site to verify the req's visibility after it has been approved.

Note: The VCU career site for pilot is located at https://vcu-pilot.csod.com/ux/ats/careersite/1/home?c=vcu

Note: the VCU career site for **production** is located at: https://vcu.csod.com/ux/ats/careersite/1/home?c=vcu

Direct Appointments

For direct appointments, you will follow all of the steps listed above to create and post a requisition. The only differences are that instead of posting to the VCU Career Site or VCU Faculty career site you will post to the Direct Appointment Career Site and take the link to the posting (see screenshot above) and send it to the candidate so they can apply.

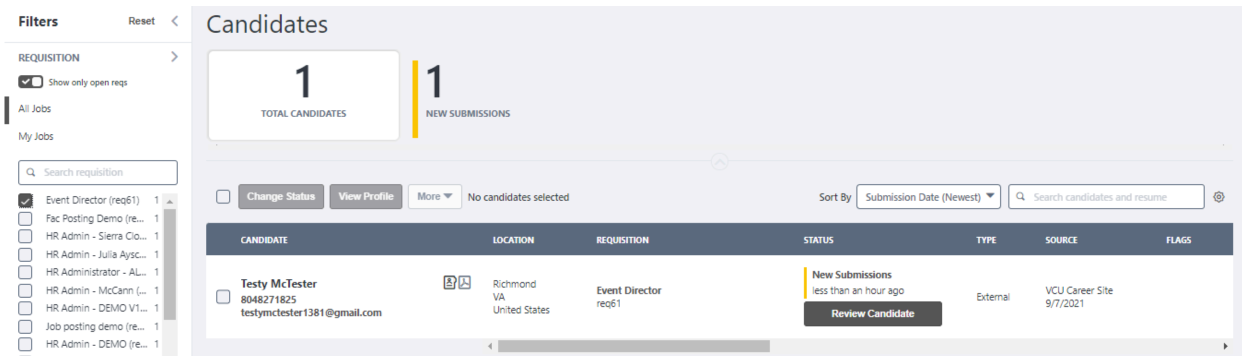
Requisition Approving

1. After you select a requisition approver then navigate to the the approval section of talent by going to the Requisition approval under Recruit.
2. The Requisition is listed and can be selected to view and download the justification. Select approve or deny.
3. Deny will send it back to the Creator for review and resubmission

Managing Candidates

When applicants have applied to your requisition, you can view their information from the Manage Candidates page. Login to Talent and go to Recruiting → Manage Candidates.

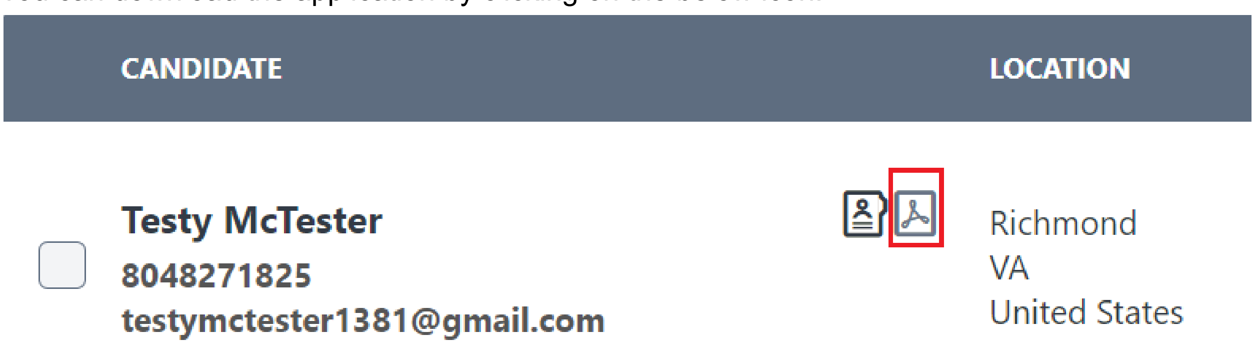
You will see a screen similar to the below:



You can use the filters on the left to see only certain requisitions or applicants in a certain status.

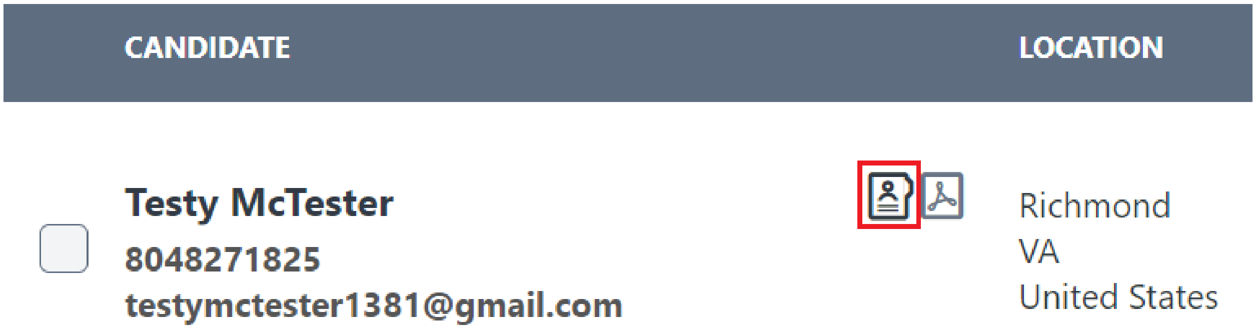
Viewing Applicant Data and the Applicant Profile

You can download the application by clicking on the below icon:



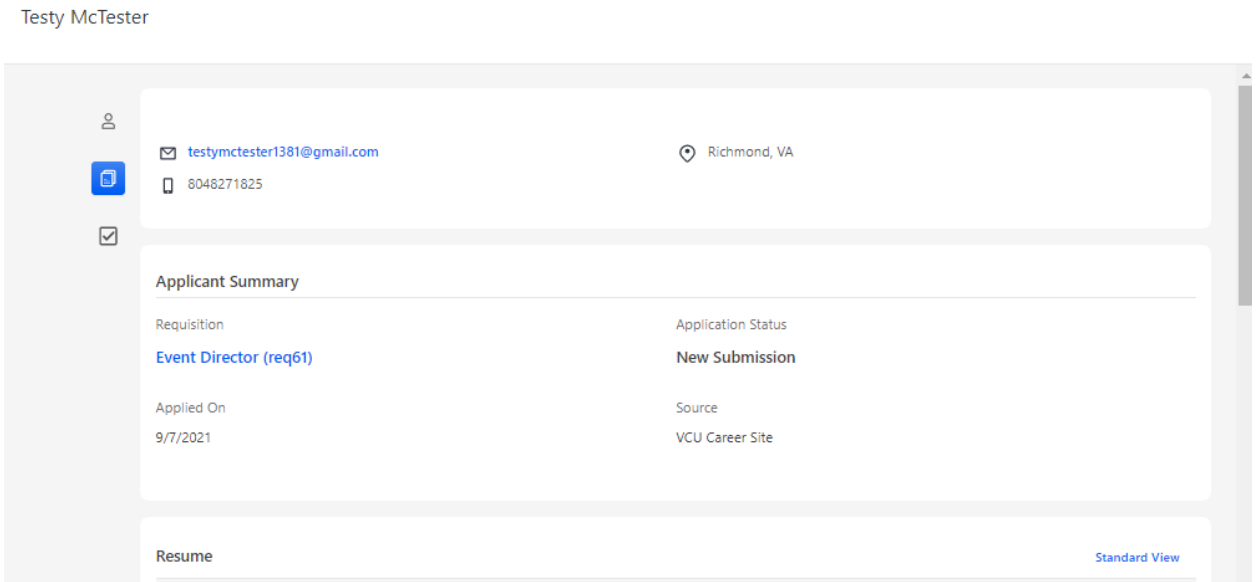
This will download the applicant's documents and responses to pre-screening questions.

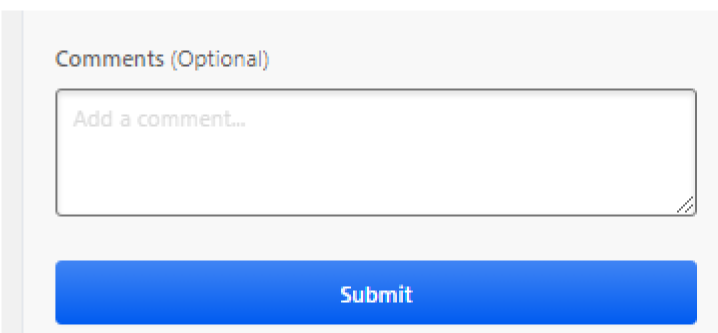
To download the resume, click on the below icon:



This will download the resume only

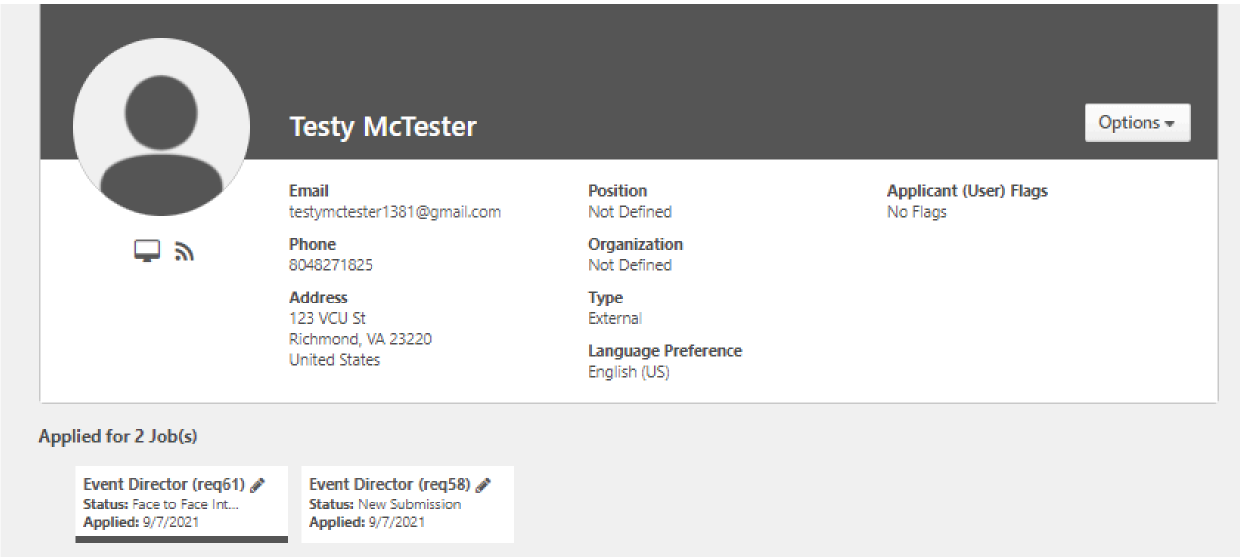
You can also click the checkbox next to the applicant's name and select **View Profile**. Doing so will bring up this screen where you can see the application data and a comments box for the hiring team to add comments to if needed.



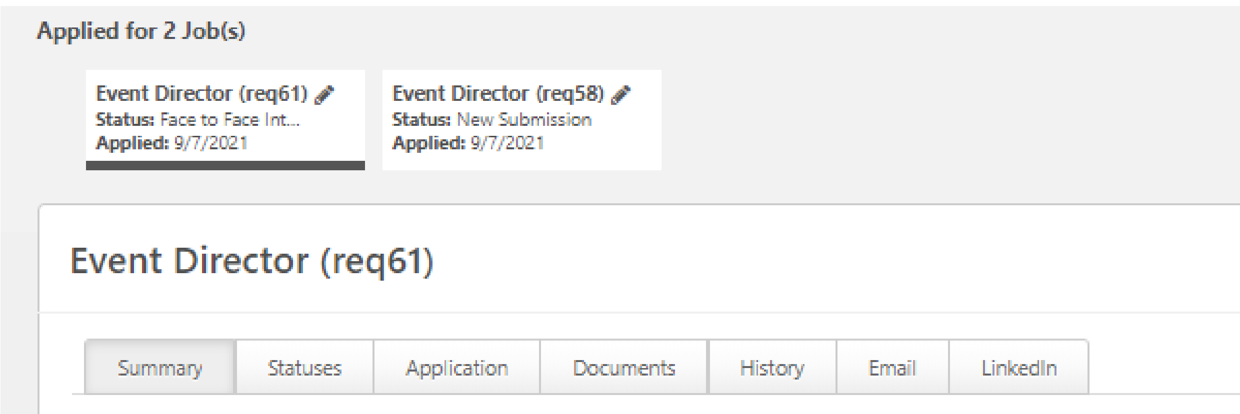


Applicant Profile

The applicant profile provides a summary of the applicant information and displays the requisitions that the applicant has applied to. From Manage Candidates, click on the applicant's name to view their profile. **Note:** You will only be able to see requisitions within your MBU, so if the applicant has applied to a requisition outside of your MBU, you will not see it in the **Applied for** section of the applicant profile.



Whichever requisition is selected (underlined) will have information displayed below.



The summary tab provides an application summary. The statuses tab breaks down when the application entered each status and who the reviewers are. The application provides the applicant's response to pre-screening and compliance questions as well as their CV/Resume, previous experience and education information. **Note:** hiring managers will **not** have access to compliance question responses.

The documents tab houses the applicants provided documents, and this is where the hiring team can add documents to the applicant's record. This would include interview notes or any other documents you need to add to the applicant record. This process is covered under Managing Candidates below.

The history tab provides a timeline of when the status on the application was changed and when the documents were attached. It also lists the user who attached the documents or made the status change.

The email tab allows you to send an email to the applicant from the Cornerstone system.

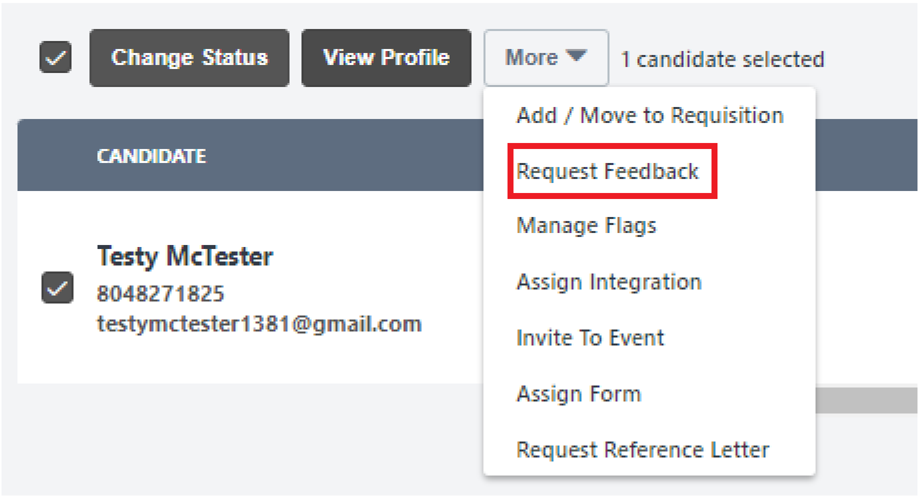
Sharing Applicant Data

There are two types of sharing available. One, sharing applicant data with another HR user in the system; and, two, sharing data with users outside of the system.

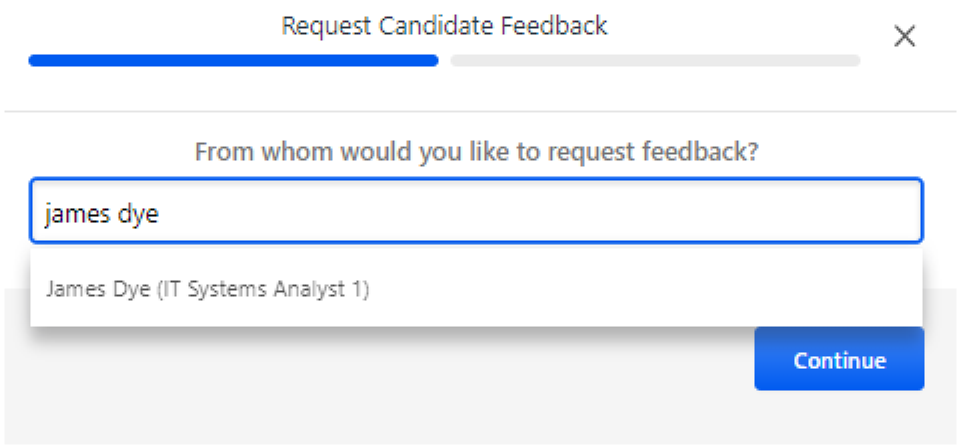
To share applicant data with users **outside** of the system, just download the resume or application and email it as needed. This is how you should share the data with someone on an interview panel who doesn't have access to Talent@VCU.

To share applicant data with users within Talent, follow the below steps:

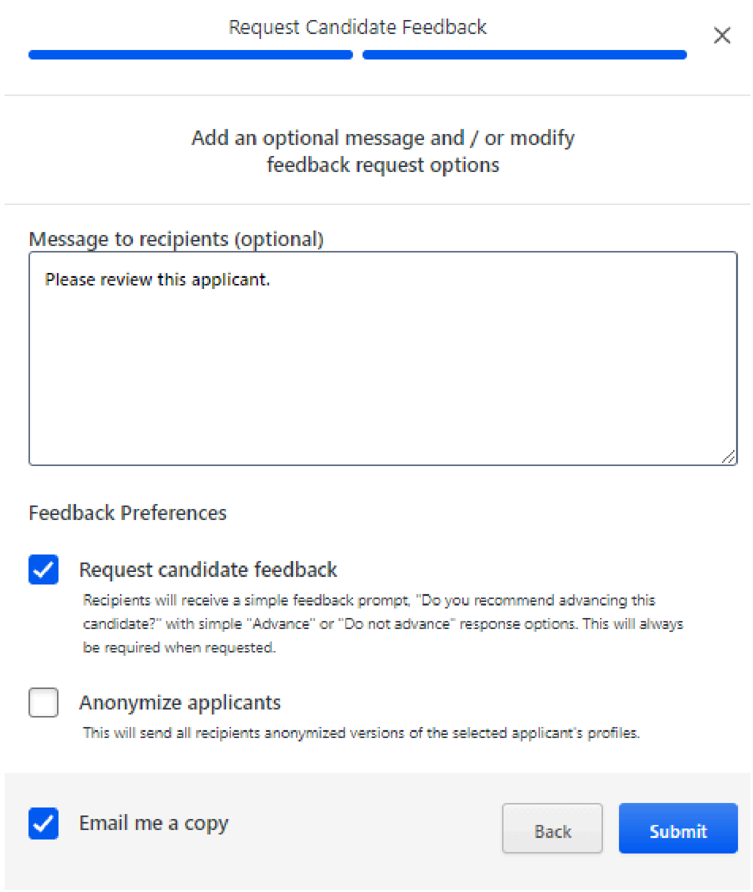
1. Find the candidate you need to share and select Request Feedback



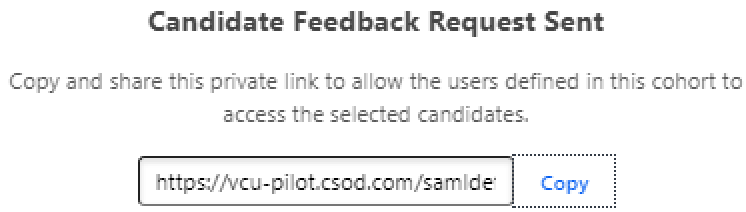
2. This screen will appear. Search and select the person or people with whom you need to share the applicant and click **Continue**. **Note:** You can share multiple applicants with multiple people at once.



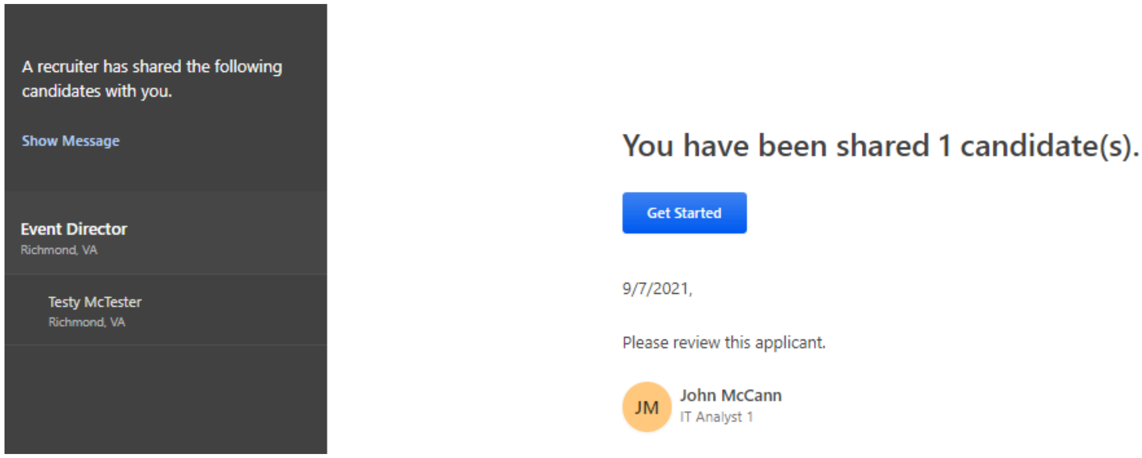
3. Fill out the following screen as needed and make sure to have **Email Me a Copy** selected so that you will have a copy of the link that the reviewer is receiving. Click **Submit.**



4. You will see the below confirmation once the request for feedback has been sent



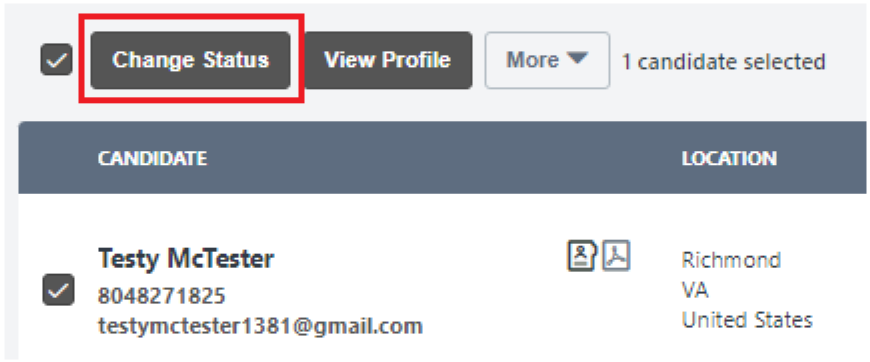
The reviewer will receive an email with this link in it and a request to review the applicant. The reviewer will need to login to Talent with their eID and password to see the feedback screen displayed below:



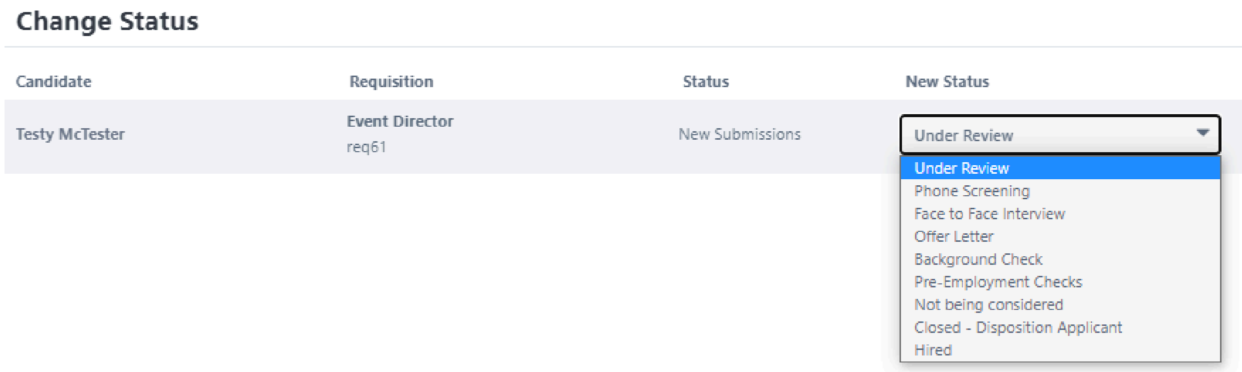
5. Once the reviewer clicks **Get Started** they will be able to review the applicant's application, including the resume and pre-screening questions and be able to provide feedback.

Changing Applicant Statuses

When you want to move an applicant forward or no longer consider in the recruiting process, you need to go to Recruit → Manage Candidates and update the candidate's status.



Select a New Status from the **New Status** dropdown menu



If the candidate is no longer considered, select **Not being considered** as the new status. You will need to move applicants into this status as you go along because applicants **are only dispositioned when another candidate has been hired**. Once a candidate has been identified for hire, accepted the offer and the background check clears, you'll need to revisit the other applicants on the requisition and move them to a **Closed** status. You'll be prompted to select the disposition reason at that time.

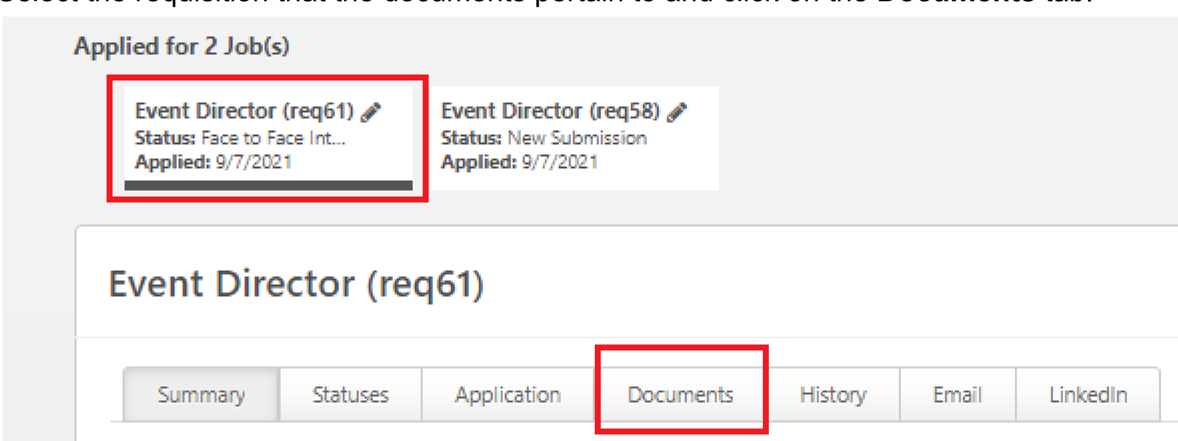
Note on the Background Check Status

If you are unsure as to whether or not the candidate you're hiring needs a background check, please reach out to emprel@vcu.edu to confirm. This question can arise if the candidate is a current VCU employee who may have a background check on file.

Adding Documents to the Applicant's Record

If you have documents, such as interview notes, that you need to add to a candidate's record click on their Name from the Manage Candidates Page and you will be taken to their applicant profile.

Select the requisition that the documents pertain to and click on the **Documents** tab.



You will see a list of the applicant's documents and a section below where you can upload a document.

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	Testy_McTester_Resume.docx	Testy McTester [testymctester1381@gmail.com]	9/7/2021	
Cover Letter	Upload Cover Letter			
Other Document	Diversity Statement - Diversity_Statment_example__1_docx	Testy McTester [testymctester1381@gmail.com]	9/7/2021	
Other Document	Upload Other Document			

Attachments

+ Add Attachment

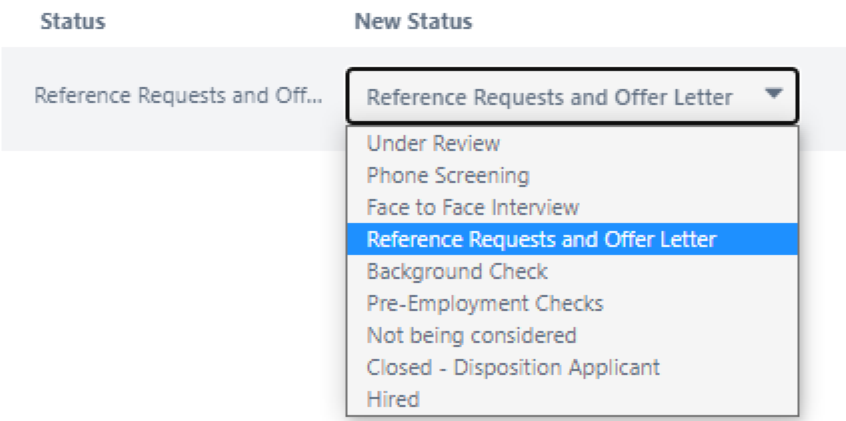
You can add up to 10 documents, but **be very careful because once a document is added to an applicant record we cannot remove it without outside help from the vendor.**

Custom fields update:
After the documents have been attached, please go to the custom fields section on the applicant profile. Update the fields:
Start Date
Eclass
Salary
Faculty Section: Faculty Type, Months, Tenure, Rank, Justification

Faculty:	No
Faculty Type:	Select
Months:	Select
Tenure:	Select
Rank:	Select
Justification for Faculty:	

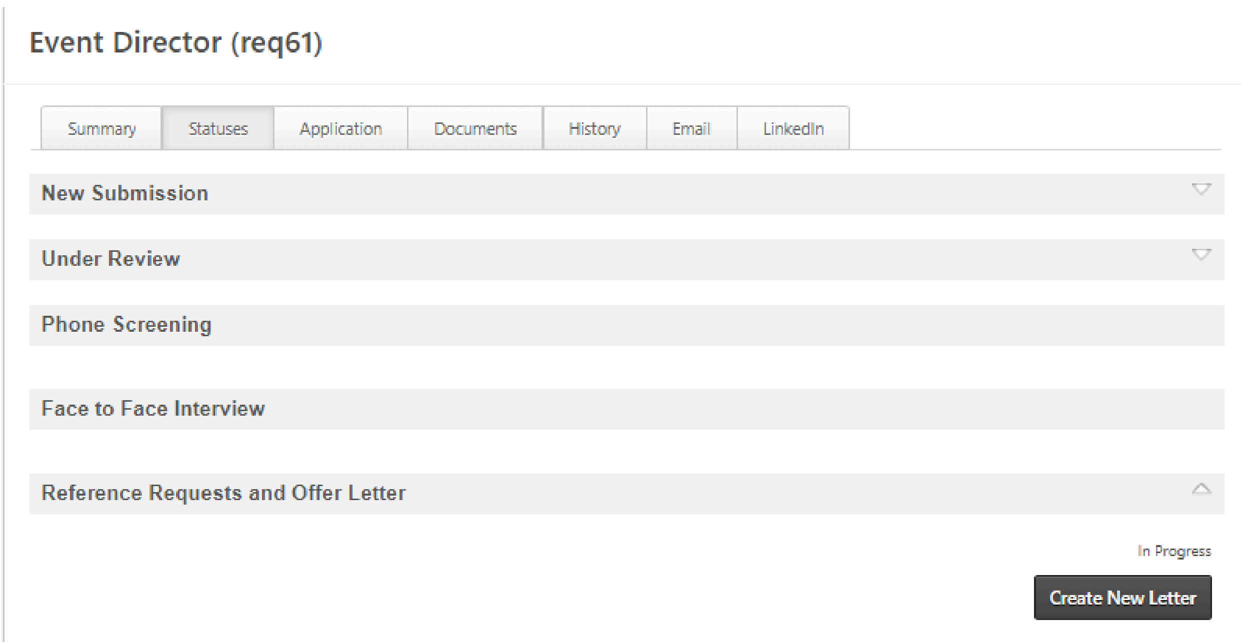
Create and Send an Offer Letter

Once you identify the candidate you want to hire, change their status to **Reference Requests and Offer Letter**.



Reference requests will be handled outside of Cornerstone. Once you have reference documents, navigate to the applicant profile as shown above and attach those documents to the appropriate requisition under the Documents tab.

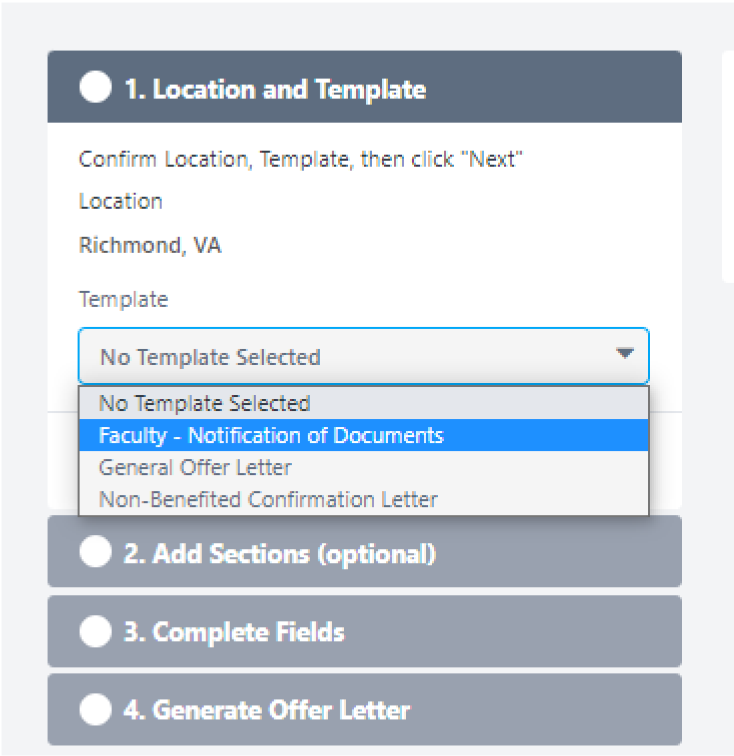
After you click **Save** to change the applicant status, you'll see a button that says **Create Offer Letter**. Click on that to start the process.
You will be taken to the applicant profile where you can click **Create New Letter** from the statuses tab.



You will need to name the Offer Letter and complete the below sections. This includes selecting an Offer Letter template from the dropdown.

For Faculty, you will select the **Notification of Documents** Offer Letter Template. Select that one. Faculty contracts will be handled as they are now, outside of Cornerstone. IT needs some data on this **Notification of Documents** Template to feed into Banner, so we need you to complete this in Cornerstone.

This template just notifies the candidate that they will be receiving more documents about the position.



Go through each section and fill out the fields in each. This is an important step because we are going to feed the data input here into Banner to create the position. Not every field is required and some field types are only for specific position types. However we need the data you can provide here so that the data feed will be able to load that information into Banner.

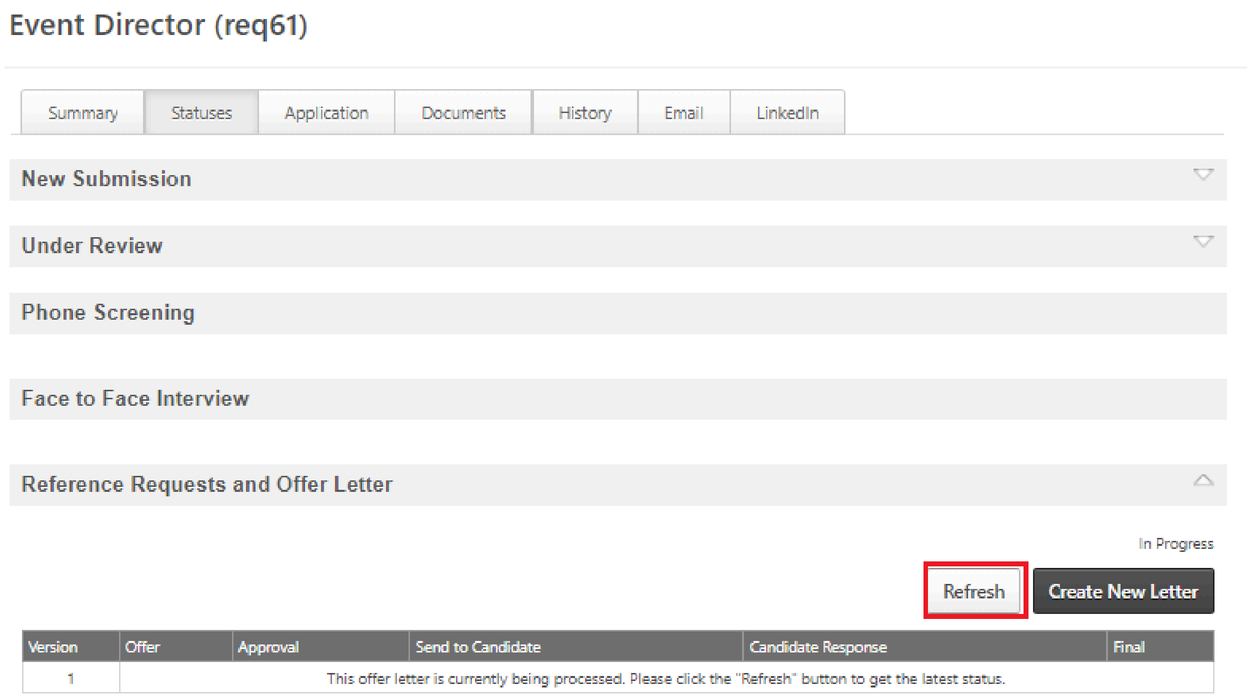
2. Add Sections

This part of the offer letter contains sections of boilerplate language on a range of items including probationary period, ORP Eligibility and more. Not all of these sections are included in the General Offer Letter Template but can be manually added by clicking on the “Add Existing” option and selecting the section you need to include. Then, rearrange the order that this section appears in the offer letter by clicking the arrow (carrot) icons on the section itself.

You can preview the offer letter by clicking **Preview Letter** in the upper right.

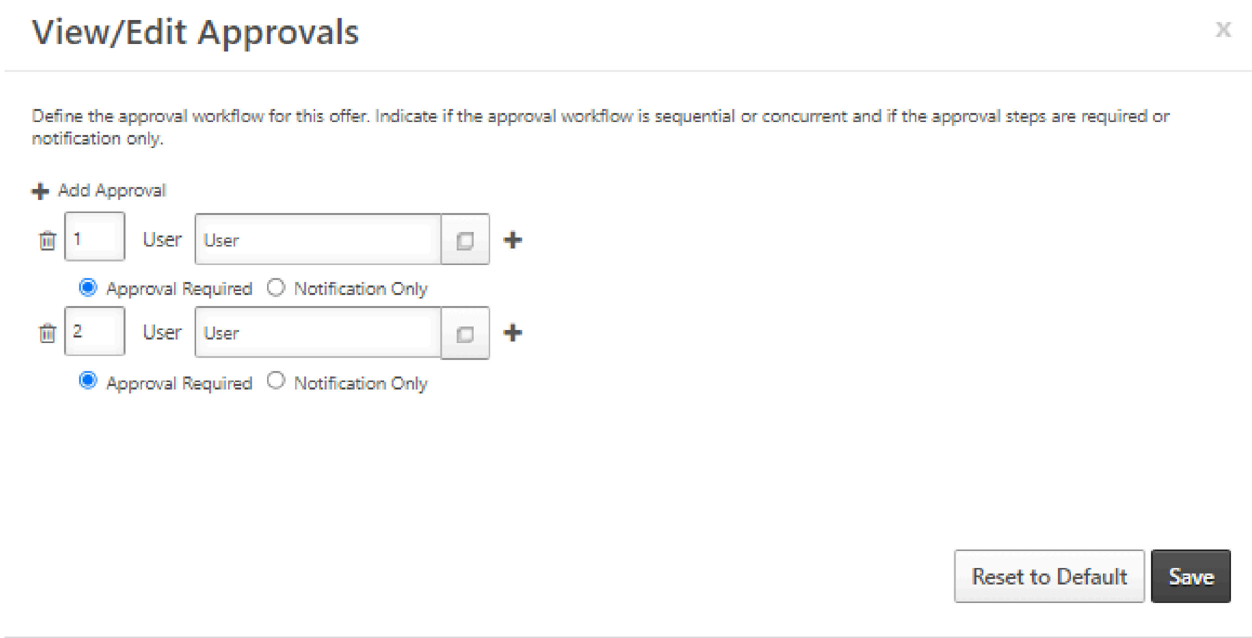
When you have entered all the information, click **Generate Offer Letter**.

You will be redirected to the applicant profile where you need to scroll down and click **Refresh**



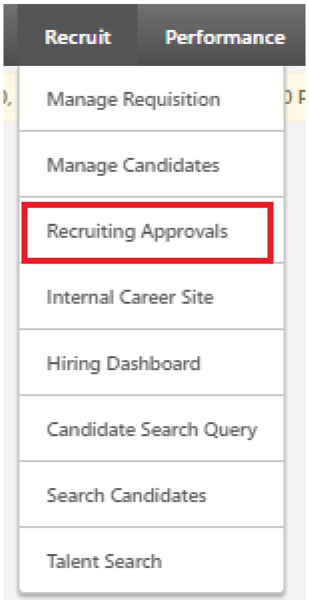
Click **View/Edit Approval** to add an approval workflow. If no approval workflow is added then the offer letter will be moved directly to approved and you can send it to the candidate.

Select however many **Users** you need to approve the Offer Letter and click **Add.** Then, search and select the individuals who need to approve the letter.Click **Save** when finished.



Once the approval workflow is entered and saved, click **Submit for Approval**.

The approvers will login to Talent and go to Recruit → Recruiting Approvals to view any offer letters pending their approval.

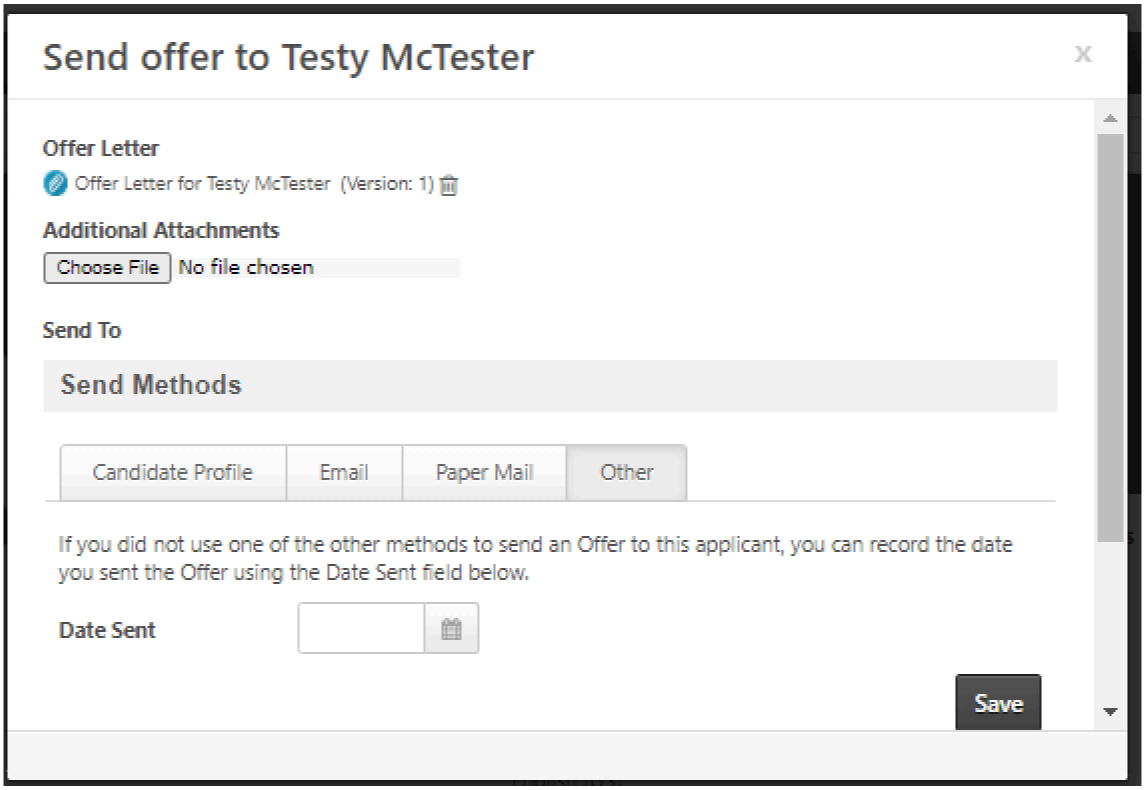


Once approved, you're able to select how the offer letter is delivered to the candidate for signature. For Faculty, you will select "Other" and note the date you sent the Notification of Documents. Outside of Cornerstone, you'll communicate with the candidate and collect the signed Notification of Documents as well as the faculty contract.

You will then need to **Record a Response** and attach those documents to the applicant profile.

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		Approved 9/9/2021 View Details	Send Offer		

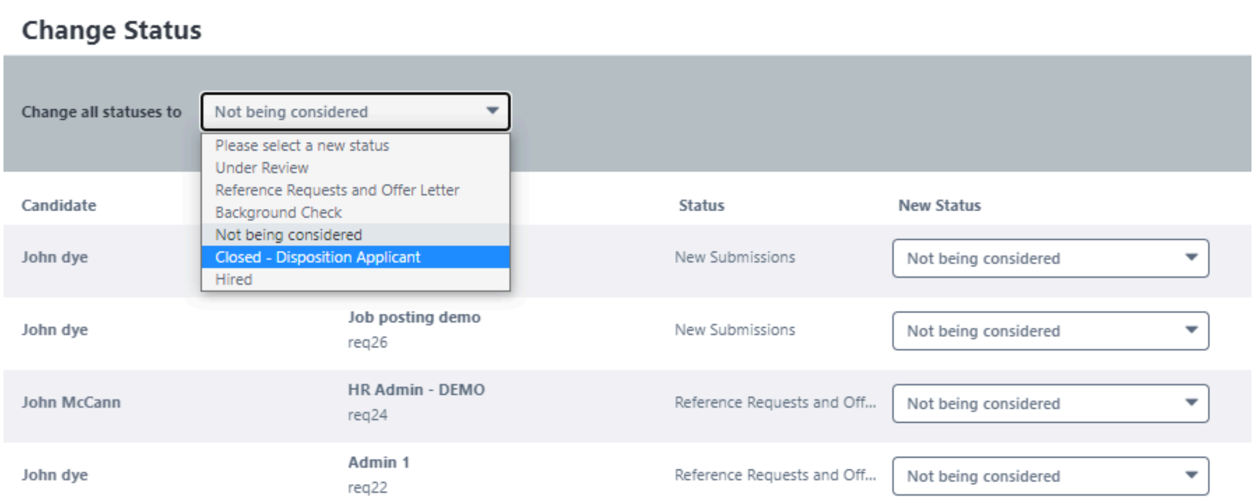
You have the option of adding additional attachments to the offer letter before it's sent. Selecting the Candidate Profile will notify the candidate via email that they have an offer letter to sign in Cornerstone and the system will collect an electronic signature. Selecting email will send them the offer letter in a PDF format to their email address they have in the system.



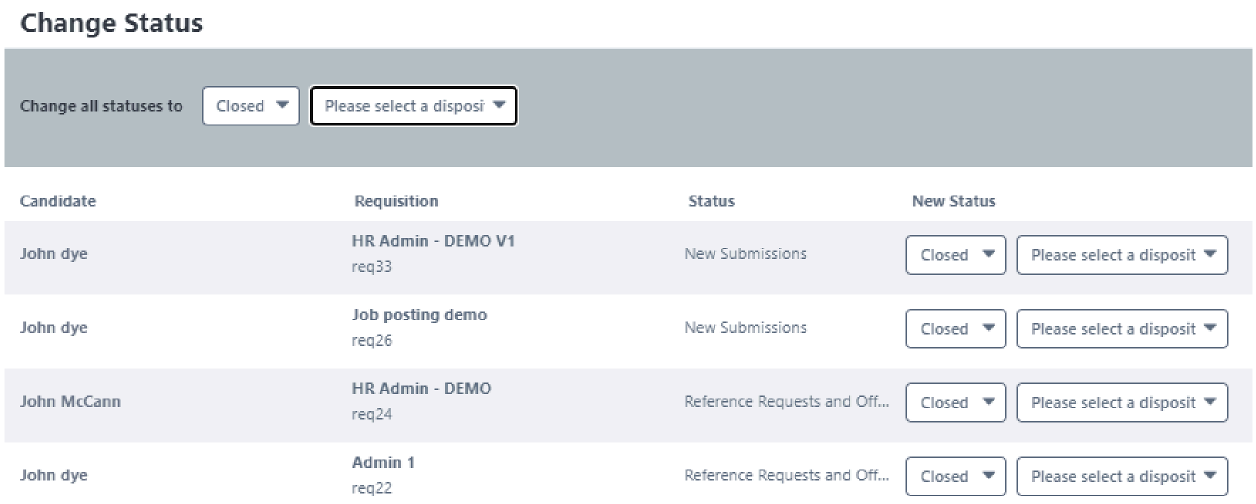
Dispositioning Applicants

When a candidate accepts the offer letter, the requisition owner needs to disposition the applicants that were place in a **Not Being Considered** status. Go to Recruit → Manage Candidates and select the candidates you need to disposition. Once the candidates are selected, click **Change Status**.

Move all status to **Closed - Disposition Applicant**

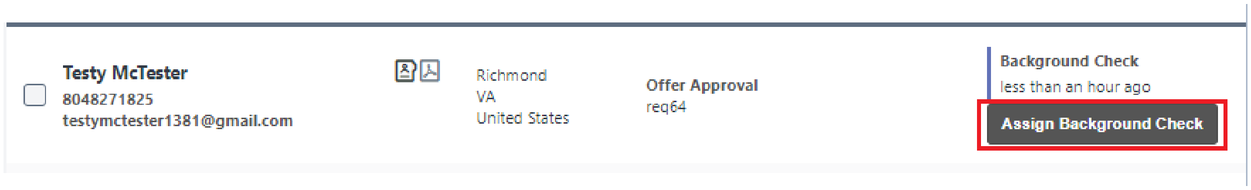


Select a corresponding disposition reason for each applicant. If all applicants have the same disposition reason you can use the dropdown menu at the top. If not, change the disposition reason one by one. Click **Save** when finished.



Background Check

Once the offer letter is signed, move the candidate to the **Background Check** status. Once they are in this status, you can launch the background check from Cornerstone. We implemented a background check integration that allows us to assign background checks in HireRight from Cornerstone. **Do not assign a background check until the system is live and you have someone who is being hired**. The integration is live now, so we do not want to assign any background checks before we need them.



Note: The I-9 is still done outside of the system, so that process is not changing.

You will be notified as you are today when the background check process is complete.

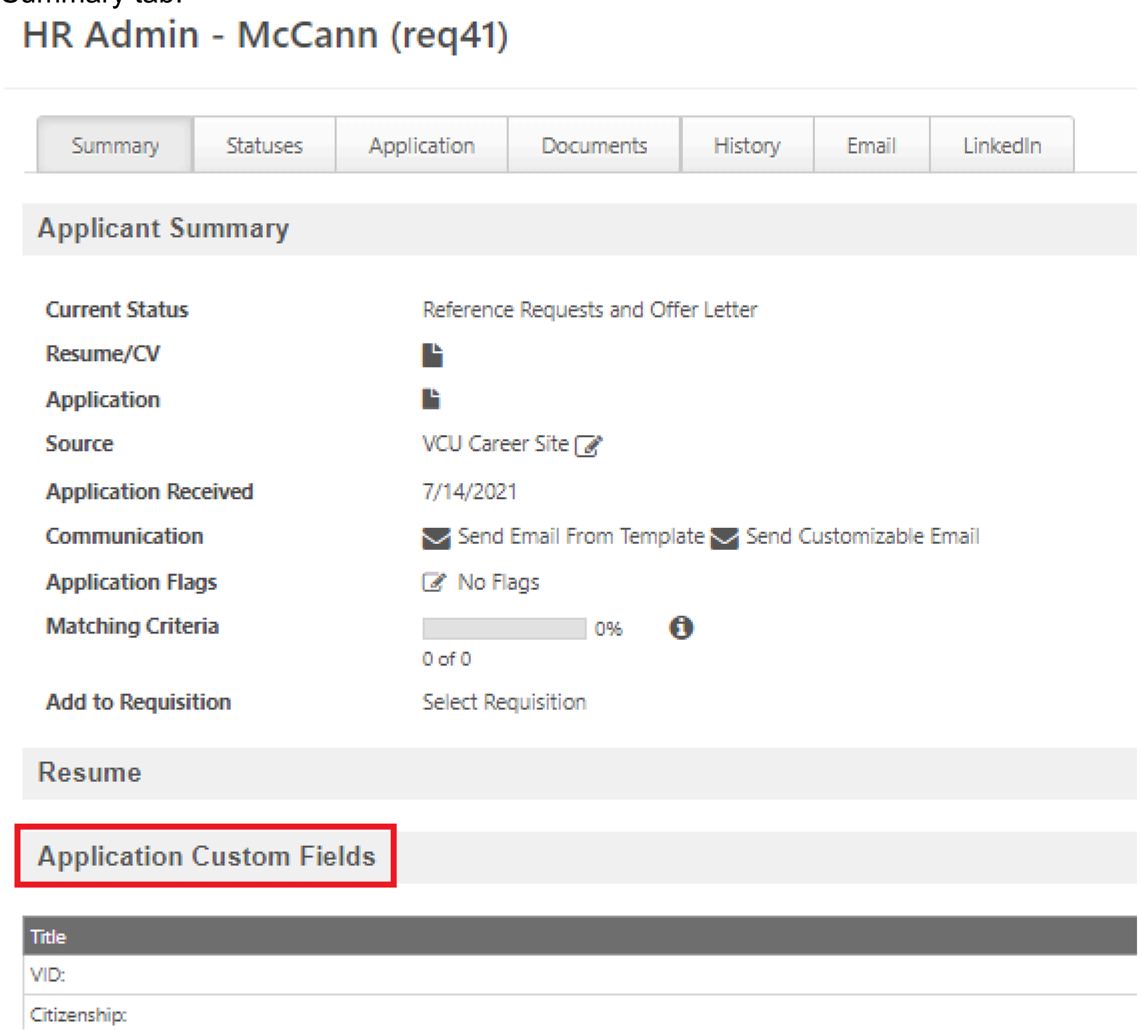
Application Custom Fields

When you have the signed offer letter and completed background check, the final step in the Cornerstone hiring process is to complete the Application Custom Fields.

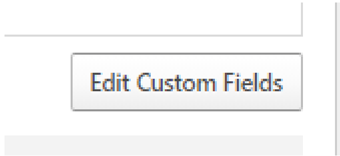
This step will provide us with additional information we need to load into Banner.

Before you complete these fields, it is **essential** that you call the candidate to get their SSN and DOB so that you can complete Express Hire in Banner. You will need the Banner VID to enter in Cornerstone.

Once the Express Hire process is completed, login to Cornerstone and go to Recruit → Manage Candidates. Select the candidate you're hiring and navigate to their applicant profile. Select the requisition they're being hired into and scroll down to the Application Custom fields in the Summary tab.



Click **Edit Custom Fields**.



Enter all the information in the fields provided and click **Save Custom Fields** when done.

We migrated the custom fields from the offer letter to the custom fields section on the applicant profile.

The custom fields section has been reorganized and section breaks are added. The section breaks are designated by a check box.

After entering the custom fields, **please print the applicant profile screen and send this to HR ops**.

Application Custom Fields

Title	Value
VID:	
Citizenship:	Select
Supervisor VID:	
Job Change Reason:	Select
Job Info:	☐
Position Title:	
New Position Ind:	Yes
POSN Number:	
Job Code:	
SOC:	
State Role:	
Budget Org:	
Index1:	
Percent1:	
Index2:	
Percent2:	
Index3:	
Percent3:	
Start Date:	
Eclass:	Select

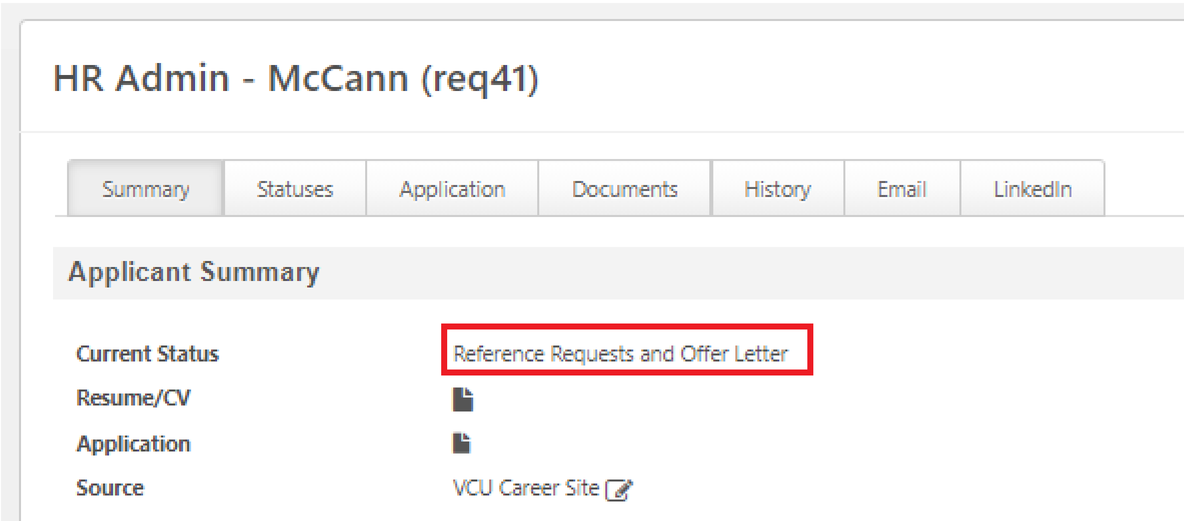
The approval process remains the same where the offer letter approval workflow is used as the mechanism for replacing a hiring proposal. Since the offer letter fields are moving to the custom fields then they are to be updated in that section prior to submitting the letter for approval.

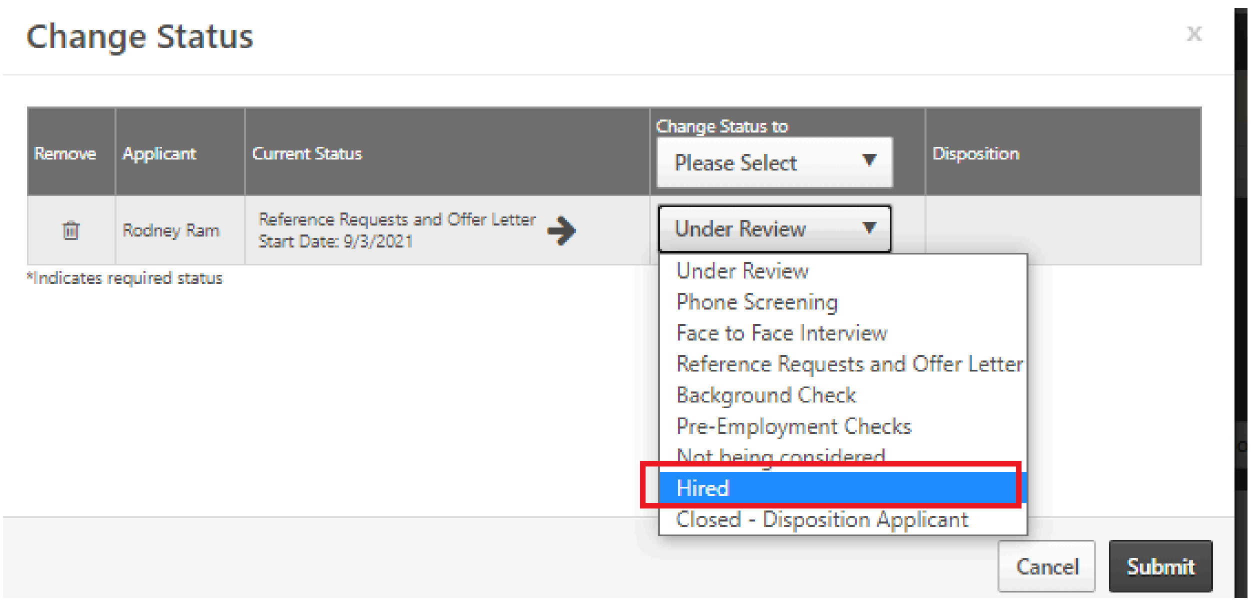
Fields required to be entered prior to submission:

- Start Date
- Eclass
- Salary
- Faculty Section: Faculty Type, Months, Tenure, Rank, Justification

The final update of the custom fields is still required before you place the applicant in hired status. Also, **send a pdf print page of the applicant profile to HR ops**.

After all the custom fields are entered, change the candidate's status to **Hired.** You can change the status by clicking on status displayed in the applicant summary or go back to Manage Candidates.





Click **Submit** to save the change.

The Banner datafeed will pick up all candidates in a **Hired** status and feed the Offer Letter fields and Application Custom Fields into Banner, which is why having the correct VID in Cornerstone is important.