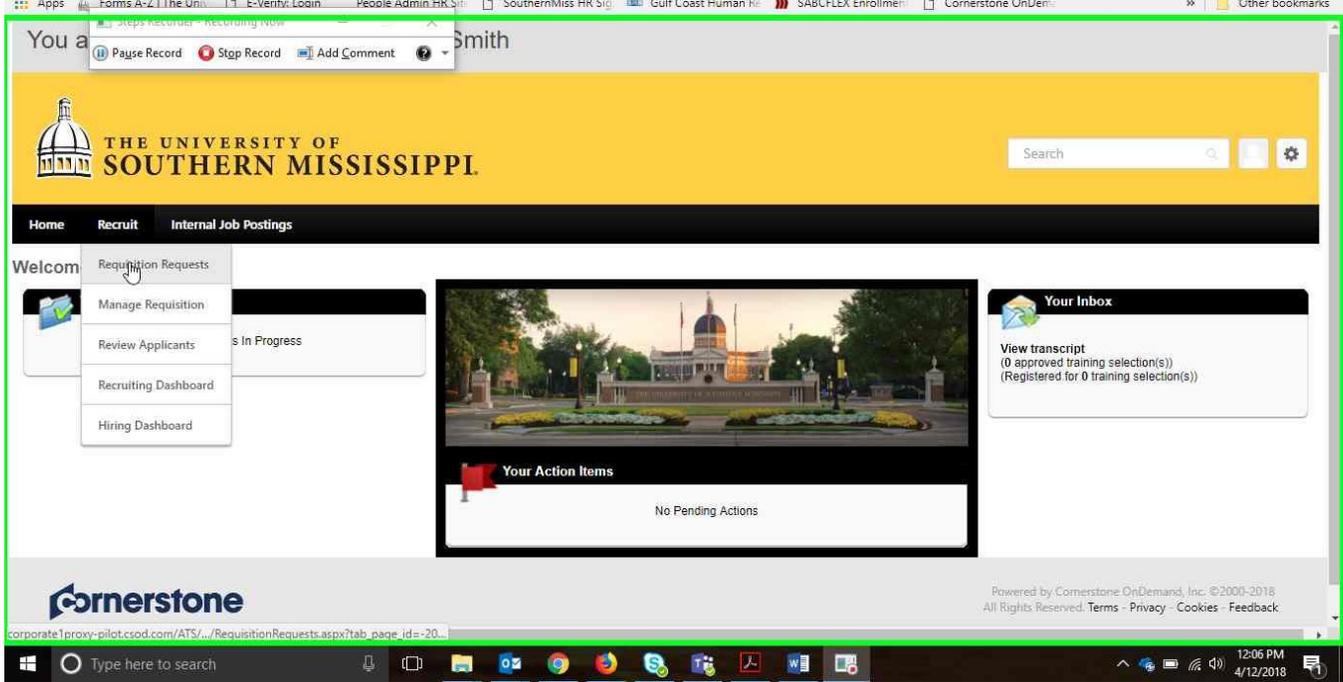
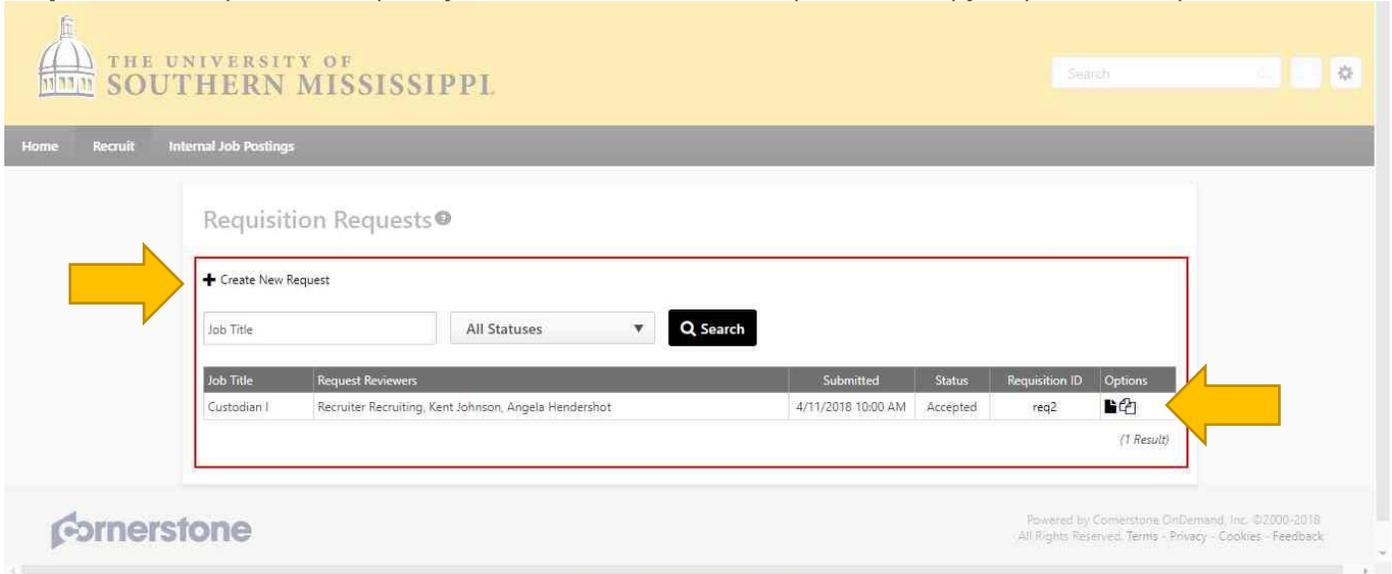


# Cornerstone Requisition Requests Steps

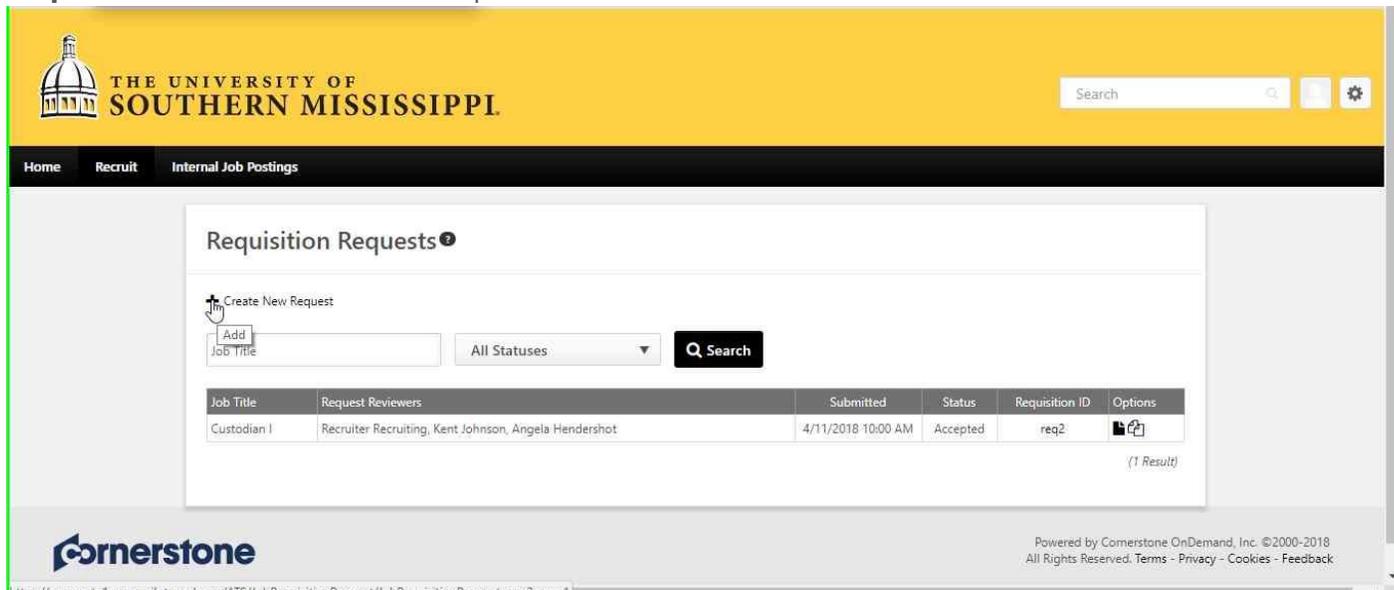
## Step 1: From Login screen hover over Recruit and select Requisition Request



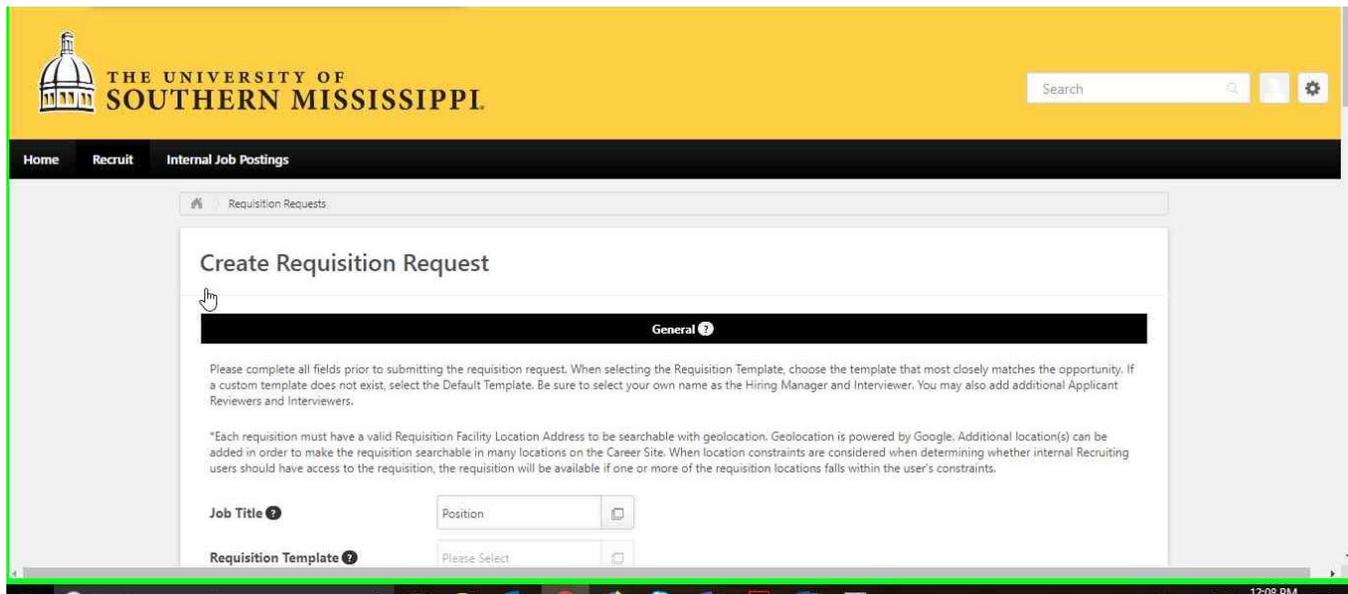
## Step 2: From Requisition Request you can "+ Create New Request" or "copy" a previous request.



**Step 3:** Here we will Create New Request



**Step 4:** Create Requisition Request page appears. Click on the notepad next to "Position" to select job title.



Steps Recorder - Recording View

requestion request. When selecting the Requisition Template, choose the template that most closely matches the opportunity. If default Template. Be sure to select your own name as the Hiring Manager and Interviewer. You may also add additional Applicant reviewers and interviewers.

\*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

**Job Title**

**Requisition Template**

**Display Job Title**

**Division**

**Location**

**Address**

**Contact Phone**

**Employment Type**   Full Time  Part Time

**Compensation**

**Range**  To

**Budget Position Number(E&G only)**

**Step 5:** Search for desired position title from list provided. You will be able to adjust the "Display Title" in the Requisition Request. If the desired title is not found in the position directory contact your HR Partner.

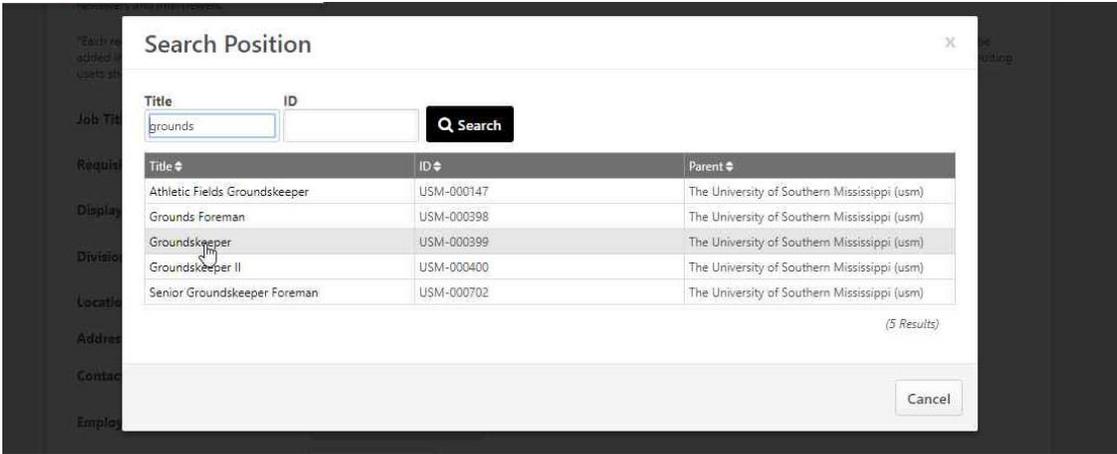
**Search Position**

Title  ID

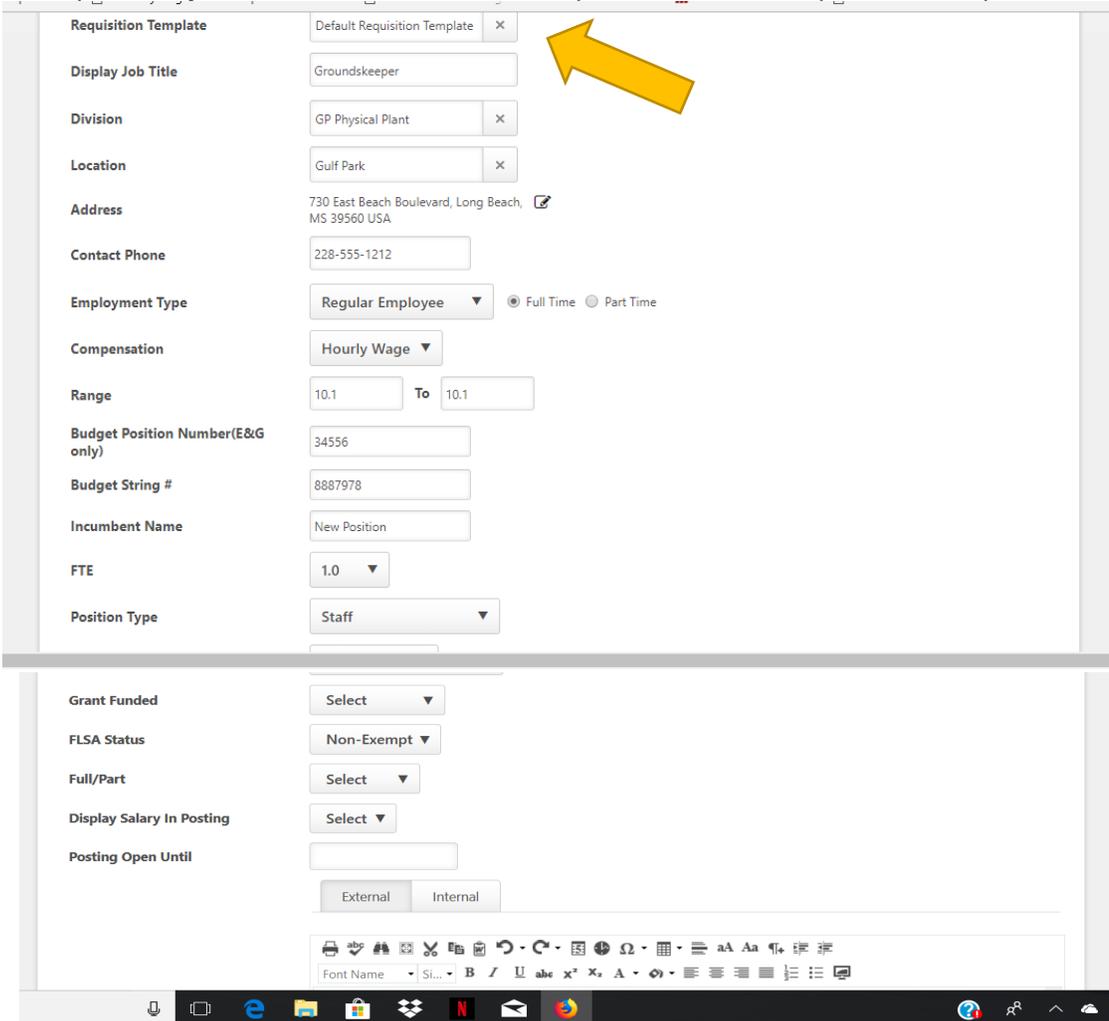
Title	ID	Parent
AA/EEO Director	USM-000001	The University of Southern Mississippi (usm)
Academic & Training Coordinator	USM-000002	The University of Southern Mississippi (usm)
Academic Advising Coordinator	USM-000003	The University of Southern Mississippi (usm)
Academic Advisor	USM-000004	The University of Southern Mississippi (usm)
Academic Counselor - Athletics	USM-000005	The University of Southern Mississippi (usm)
Academic Program Liaison	USM-000006	The University of Southern Mississippi (usm)
Academic Services Coordinator	USM-000007	The University of Southern Mississippi (usm)
Academic Support & Advising Sp	USM-000008	The University of Southern Mississippi (usm)
Academic Tech Support	USM-000009	The University of Southern Mississippi (usm)
Academic Tutor	USM-000010	The University of Southern Mississippi (usm)

(871 Results) 1 2 3 4 5

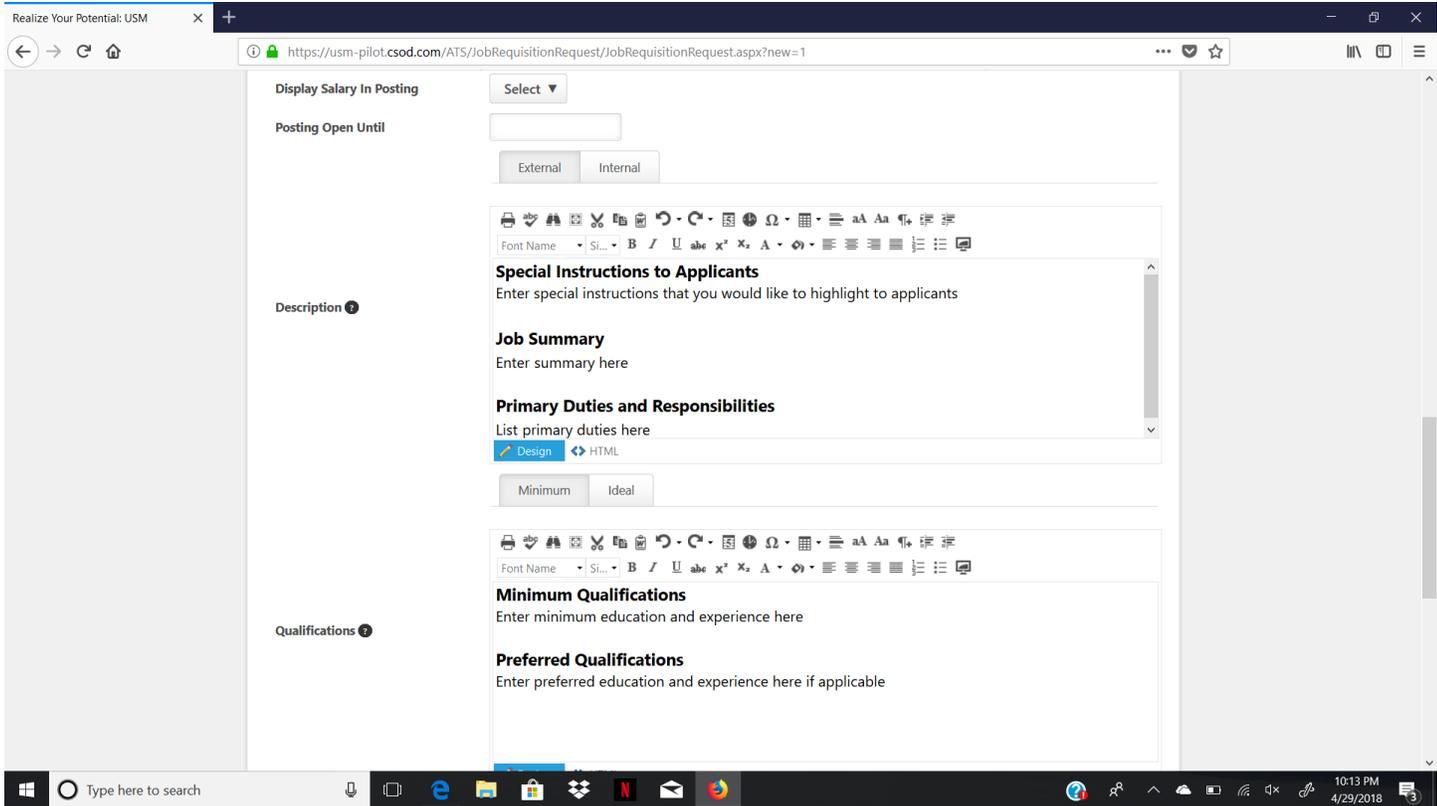
**Step 6:** Click to select desired position title.



**Step 7:** Example shown is with "Default Requisition Template" meaning that the specific position description is not loaded for this job title. Add Requisition Details to the page. See Supplemental Step 8 if the position you selected does not come up with "Default Requisition Template".



**Step 8:** In the “Default Requisition Template” you will need to add the specific position description for this job requisition and posting. The shell or layout is provided to keep a standard format for all University job postings. Use Font Name **Segoe UI** and **size 3** to make text uniform. Click the icon “Paste from Word” to strip the formatting from your job description and paste under each heading – Job Summary, Primary Duties & Responsibilities in the Description box, and Minimum Qualifications and Preferred Qualifications in the Qualifications box. Please leave these headings as they are (Preferred Qualifications can be removed if not applicable). This information will be joined with other position details when the Requisition is posted. Use the heading “Special Instructions to Applicant” to highlight important details to applicants such as scheduled hours or additional attachments to include with application. This heading is not required.



**Step 9:** Add Hiring Manager & Reviewers that need to have access to move candidates through the requisition/hiring process. Please note that if your committee members need to participate in the candidate review they will also need to be added here as Reviewers.

Design ↔ HTML

**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)**

**Applicant Interviewer(s)** ⓘ ⓘ  
 Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any applicant status with the 'Interview' type.

**Interviewer(s)**

**Openings**   On Going

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

**Step 10:** Add # of openings, target hire date and then submit request.

**Supplemental Step 8:** When you select a position that has a specific Requisition Template some position details will be set to a default setting and the job description will be populated for you. You can still make minor edits to the job description here. If significant changes are needed you should consult your HR Partner.

**Create Requisition Request**

**General** ⓘ

Please complete all fields prior to submitting the requisition request. When selecting the Requisition Template, choose the template that most closely matches the opportunity. If a custom template does not exist, select the Default Template. Be sure to select your own name as the Hiring Manager and Interviewer. You may also add additional Applicant Reviewers and Interviewers.

\*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

**Job Title** ⓘ

**Requisition Template** ⓘ

**Display Job Title**

**Division**

**Location**

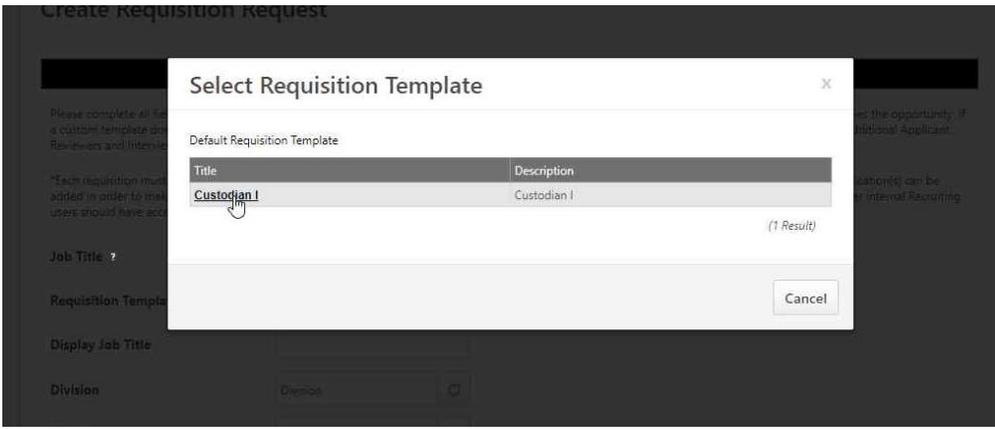
**Address**

**Contact Phone**

**Employment Type**   Full Time  Part Time

**Compensation**

Steps Recorder - Recording



**Supplemental Step 8 cont:** Review and complete requisition details that pulled up based on the Requisition Template.

**Create Requisition Request**

**General**

Please complete all fields prior to submitting the requisition request. When selecting the Requisition Template, choose the template that most closely matches the opportunity. If a custom template does not exist, select the Default Template. Be sure to select your own name as the Hiring Manager and Interviewer. You may also add additional Applicant Reviewers and Interviewers.

\*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

**Job Title**

**Requisition Template**

**Display Job Title**

**Division**

**Location**

**Address** USA

**Contact Phone**

**Employment Type**   Full Time  Part Time

**Compensation**

Steps Recorder - Recording Now  
 Pause Record Stop Record

## Supplemental Step 8 cont: Job Description loaded from Requisition Template review for accuracy.

The screenshot displays a web-based interface for reviewing a job description. The browser's address bar shows several tabs, including 'E-Verify: Login', 'People Admin HR Site', 'SouthernMiss HR Site', 'Gulf Coast Human Resources', 'SABCFLEX Enrollment', and 'Cornerstone OnDemand'. The main content area is divided into two sections: 'Description' and 'Qualifications'. The 'Description' section contains a 'Job Summary' and 'Primary Job Duties & Responsibilities'. The 'Qualifications' section contains 'Minimum Qualifications' and 'Preferred Qualifications'. A 'Steps Recorder' window is visible in the bottom right corner, indicating that the process is being recorded.

**Description** ?

**Job Summary**  
Performs manual cleaning of the assigned building using proper methods and materials in cleaning and care for the building area and equipment. Participates in the care, cleaning, and general housekeeping of University buildings and grounds and participates in other areas of Physical Plant operations or special events as assigned.

**Primary Job Duties & Responsibilities**  
Adheres to University and department policies, procedures, and regulations.

Design HTML

Minimum Ideal

**Qualifications** ?

**Minimum Qualifications**  
HS Diploma or general education degree & one year of custodial or related experience.

**Preferred Qualifications**  
HS Diploma or general education degree & three years of custodial or related experience.

Design HTML

Steps Recorder - Recording Now  
Pause Record Stop Record

Go back to Step 9 above on page 5 of this document.