Hiring Manager Dashboard & Requisition Management

Hover over Recruit in the black ribbon and select either "Review Applicants" or "Hiring Dashboard."
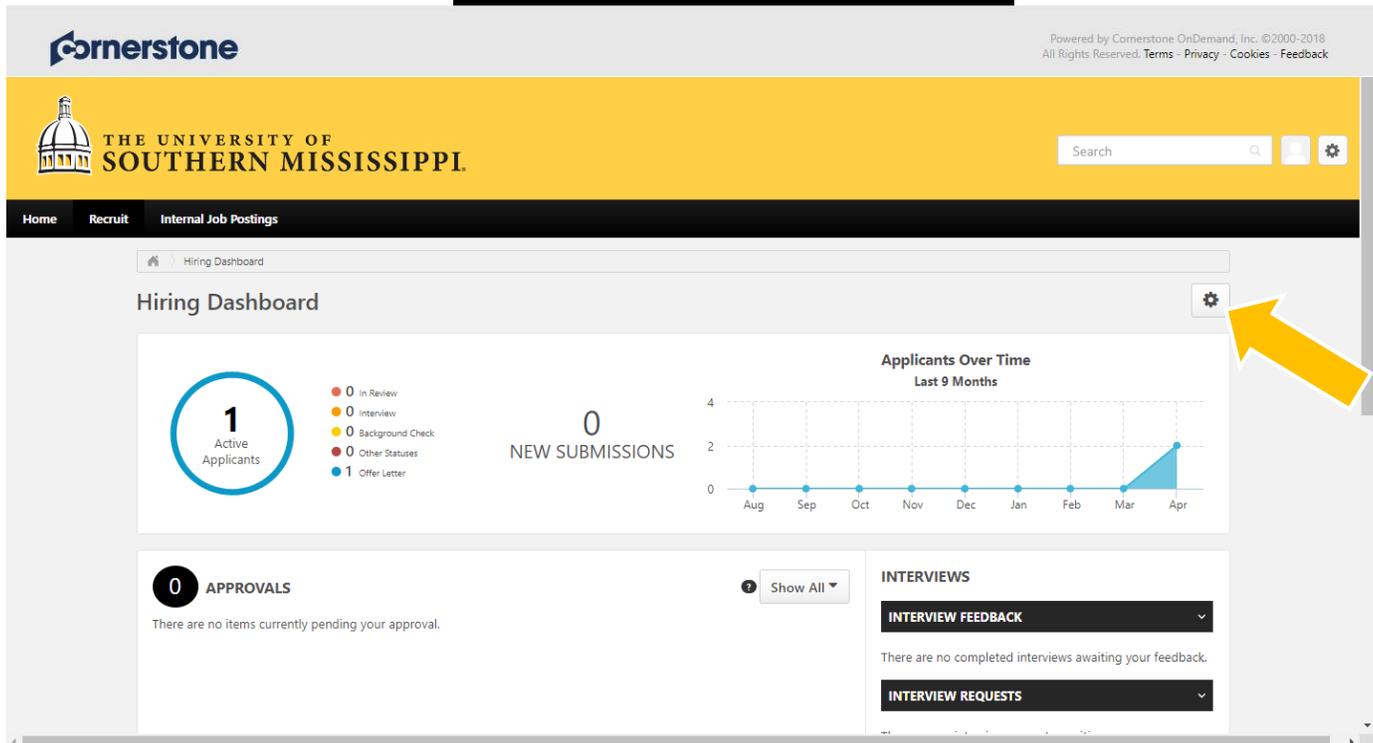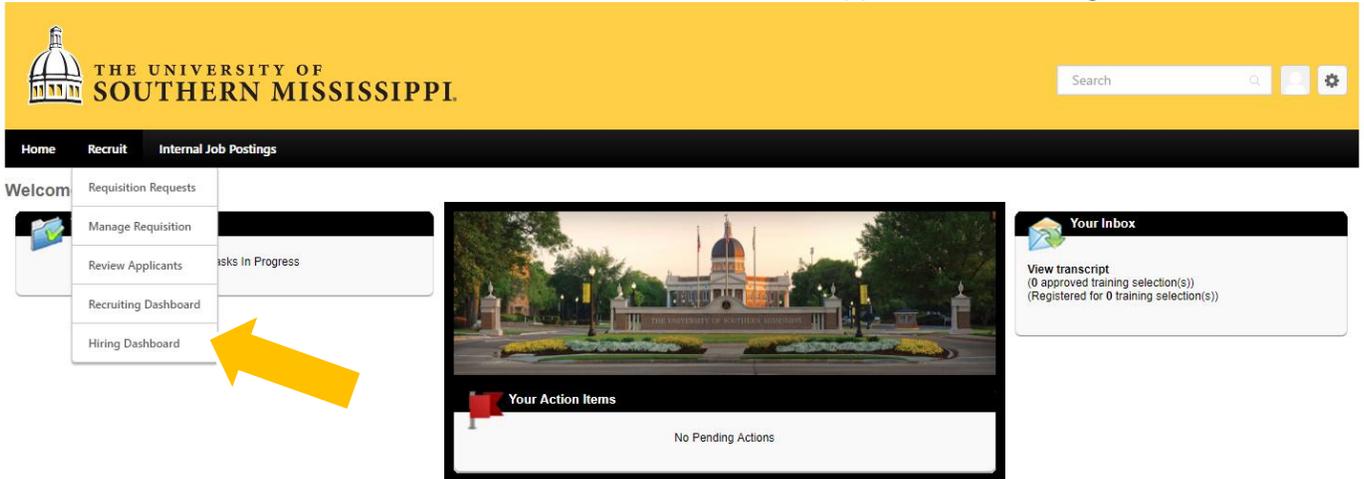
Your dashboard view is customizable by clicking on the gear in the upper right hand corner.

To review candidates click on "Active Applicants." Clicking on the job title will take you to the requisition details.

This takes you into the Manage Applicants dashboard. Again, this is customizable by clicking on the gear to the right. You can filter applicants by status by clicking on the status box and hitting search. You can also select multiple status to filter here. Click on the applicant's name to view their application details and resume. From this view you can select the check mark next to a candidate name and click the drop down box "Actions" to change the status of 1 or multiple candidates.

Clicking on an applicant's name will take you to the Candidate Profile. From this page you can see contact information, other jobs that the candidate has applied for and their status within those other requisitions. The Candidate Profile Tabs pertain to the current application and materials for the requisition shown.

From the summary page you can click on the resume or application to pull up their materials or it can be viewed from the Application tab. To change the status of an applicant for this page you click on the current status

One of the advanced features that Cornerstone offers are the ability to schedule and invite candidates and interviewers to interviews through the portal. When a candidate is in the status of "Interview" you can schedule interviews from the status tab.

Interview Scheduler View

Resume/CV Review

Click on the √ icon to select all applicants, once you have done that you will go to the Actions button and a drop down menu will appear. Select Resume/CV Review for the ability to quickly move through your candidates. You will be able to view resumes and attatchments, change candidate's status, or copy names in groups of 10 for building your excel screening matrix.

Applicant Flow & Status

All Applicants should be dispositioned as they go through the hiring process.

🔵 In Review- All applicants who meet the minimum qualifications must receive consideration. Consideration does not mean that they must be interviewed; however, they must stay in "in review" status until the screening process is complete. Refer to Hiring Toolkit (Screening Candidates)

🔵 Phone Screening- If you select an applicant for a phone screen they will have to be moved into this status. Refer to Hiring Toolkit (Phone Screens/Skype Interviews)

🔴 Interview- If an applicant should be selected for an interview you would place the applicant under Interview status until they have completed their interview and a decision is made. Refer to Hiring Toolkit (On-site Interviews)

🟢 Offer Letter-If an applicant is selected for the position they should be placed under Offer Letter status and the offer letter process should be followed. Refer to Hiring Toolkit (Offer Letter)

🟣 Background Check- Once the applicant has accepted the Offer Letter you would move the applicant into Background check status where they will remain until the results are received.

🟣 Not Hired- Any applicant who does not meet minimum qualifications can be immediately moved to "not hired" and should not receive consideration. As well as any applicant who was not selected after going through any of the processes.

🟡 Hired- Once the applicant has completed every step of the Hiring Process you can move them to Hired. Please ensure that every applicant is dispositioned before you move your selected applicant to Hired as this will close the requisition.

Select candidate, click on the Actions button. A drop down menu will appear and you will select Change Status.

This will allow you to change your applicant's status as they go through the hiring process.

If an applicant is moved to "Not Hired" you will be prompted to select a disposition for the applicant. You would select a disposition that applies. (All applicants that will not be hired must have a disposition before moving your selected applicant to Hired).