Cornerstone Requisition Requests Steps

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

![Requisition Request Step 1](image1.png)

**Step 2:** From Requisition Request you can “+ Create New Request” or “copy” a previous request.

![Requisition Request Step 2](image2.png)
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.
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.
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.
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
Supplemental Step 8 cont: Review and complete requisition details that pulled up based on the Requisition Template.
Supplemental Step 8 cont: Job Description loaded from Requisition Template review for accuracy.

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.

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.

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