Step 1: 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.

Step 2: To review candidates click on “Active Applicants.” Clicking on the job title will take you to the requisition details.
Step 3: 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.
Step 4: From this page you can see contact information, other jobs that the candidate has applied for and their status (the same status available to the candidate on their profile dashboard), and application tabs that pertain to the current requisition.

Step 5: 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.
Step 6: Some of the advanced features that Cornerstone offers are the ability to schedule and invite candidates and interviewers to interviews through the portal and to extend offer letters. When a candidate is in the status of “Interview” you can schedule interviews from the status tab.
Step 7: Interview Scheduler View

Step 8: When the applicant’s status is changed to “Offer” you can generate an offer letter and send it to the candidate through the portal. From the status tab you will enter the offer details that are applicable to the position you are offering. If the field is not applicable to your position leave it blank. Once you have entered the appropriate offer details you will “Save and Create New Offer Letter”.

Offer Letter

Please select and confirm the OU that should apply to this offer letter.

Location:

Hattiesburg

Offer Details

Start Date: 4/16/2018

Hiring Manager: Milly Howard

Compensation:

Annual Salary

Currency: United States Dollar

Source: USM Career Site

Division: Office of Admissions
Step 9: If an offer letter template does not automatically populate you can select the appropriate offer type by clicking on the edit pencil next to template. The offer will populate with the details you supplied on the previous screen. You will be able to make minor edits to the template but these should not make any changes to the terms or conditions of employment or benefits. If you make edits in the template please route to your HR Partner for approval prior to sending to the candidate.

Step 10: Once the offer letter is generated you can send it around for approvals by clicking “View/Edit Approval.” Offer letters should be reviewed by at least one approver before submitting to a candidate. This can be the Hiring Manager if offer is generated by an Office Manager/Admin Specialist or can be sent to the HR Partner. It is your discretion on who the approver is for this situation.
Step 11: Click the + Add Approval

Step 12: Define the type of approver you will be selecting. “User” is recommended to search for the approver by name. Using a predefined role as Manager or Next Level Manager may come up as undefined based on active users in Cornerstone.
Select Approvers

Add approvers for this requisition. You may select Next Level Manager more than once for multiple levels of indirect manager approval.

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Manager</td>
</tr>
<tr>
<td>+</td>
<td>Next Level Manager</td>
</tr>
<tr>
<td>+</td>
<td>Corporation Approver</td>
</tr>
<tr>
<td>+</td>
<td>Hiring Manager</td>
</tr>
</tbody>
</table>

View/Edit Approvals

Define the approval workflow for this offer. Indicate if the approval workflow is sequential or concurrent and if the approval steps are required or notification only.

Add Approval

| 1 | User | User | + |

- Approval Required
- Notification Only

Reset to Default  Save
Step 13: Submit Offer Letter for Approval. You will get a notice when the offer letter has been approved and is ready to be sent to the candidate.
Step 14: Offer letters can be sent via email or to the candidate profile through Cornerstone. Either way will require you to acquire an acceptance. If you send via email it will ask you to upload the signed copy of the offer letter. If you send it through the candidate portal the candidate's acceptance will automatically be updated. See FAQ's for recommended wording for offer instructions.
**Step 15:** After the offer is accepted submit your request for background check to University Human Resources and change the status of the candidate to “Background Check.” Once your background check has cleared and a start date has been confirmed you should make sure that all other applicants have been moved to a status of “Not Hired” and given the appropriate disposition. Then move your selected candidate to the status of “Hired.” Once the number of Hired candidates meets the number of openings indicated on the requisition details the requisition will automatically close.
Please see the Frequently Asked Questions document located under the Employment – Search & Hiring Process link on the HR Website and consult your HR Partner for any questions or problems with Cornerstone.

https://www.usm.edu/employment-hr/usm-administrators-only

Phase 2 Implementation of Cornerstone will include a true internal job posting portal and online onboarding integration feature to ease some of the paper generated during the hiring process. More details and training on these features will come over the next several months.