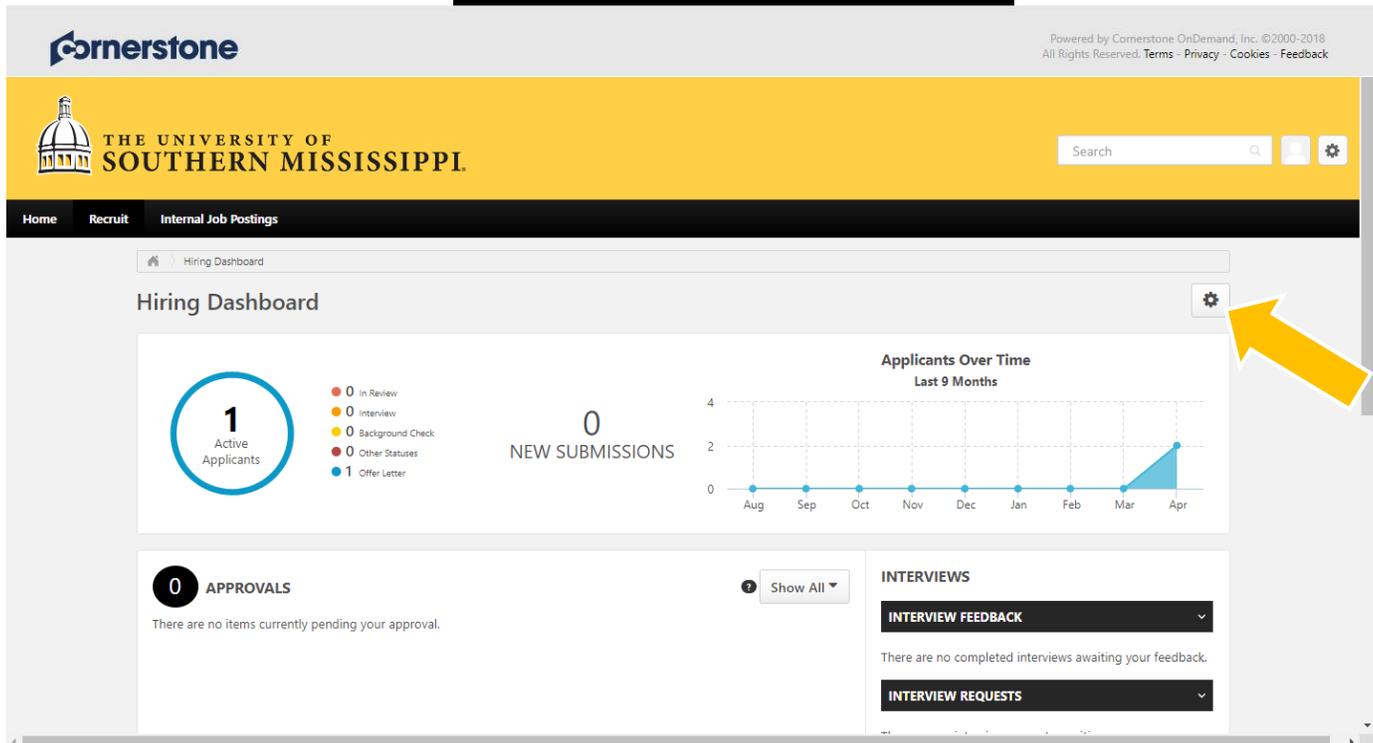
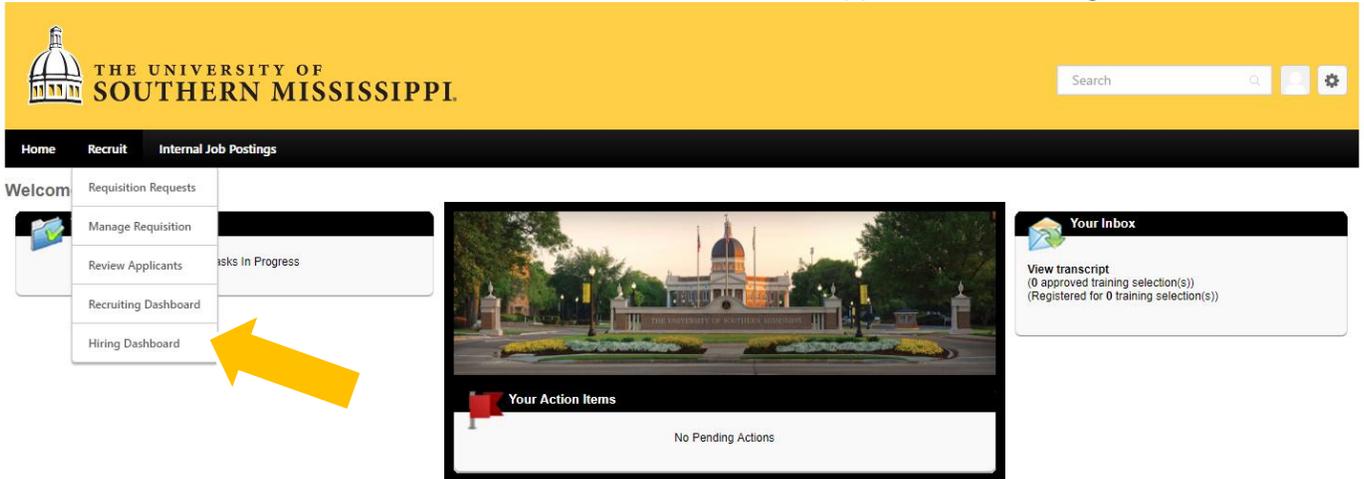


# Hiring Manager Dashboard & Requisition Management

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.

### APPROVALS

There are no items currently pending your approval.

**INTERVIEW FEEDBACK** ▼

There are no completed interviews awaiting your feedback.

**INTERVIEW REQUESTS** ▼

There are no interview requests awaiting your response.

**UPCOMING INTERVIEWS** ▼

There are no upcoming interviews for any of your requisitions.

---

## 2 REQUISITIONS

Select Status ▼ 5 Rows ▼ New Requisition Request

Requisition Details	New Submissions	In Review	Interview	Background Check	Other Statuses	Offer Letter	Active Applicants
<b>Custodian I</b> Openings: 5 of 5 unfilled ID: req2 Hiring Manager: Pamela Smith Location: Gulf Park Status: Open	0	0	0	0	0	1	1
<b>Groundskeeper</b> Openings: 1 of 1 unfilled ID: req5 Hiring Manager: Pamela Smith Location: Gulf Park Status: Open – Pending Re-Approval	0	0	0	0	0	0	0

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.

### Admissions Counselor (req3)

Job Details

Show All Clear All Include Hired / Closed

In Review 4
Phone Screening 0
Interview 1 ▼
Offer Letter 0
Background Check 0
Not Hired 0
Hired 0

Refine your search
Search

1 ▼
Actions ▼
Edit

Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type
<input type="checkbox"/> <b>Angela Hendershot</b> <small>📞 📧</small>		English (US)			Internal
<input type="checkbox"/> <b>Jessica Sample</b> <small>📞 228-999-9999 📧 sample@gmail.com</small>	Sample Mississippi United States	English (US)			External
<input type="checkbox"/> <b>Quentisha Jones</b> <small>📞 6017843747 📧 qjones@gmail.com</small>	Taylorsville Mississippi United States	English (US)			External

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.

**Sally Test** 0 out of 5 selected

Phone: 6145551212  
Address: 4321 Long St, Long Beach, MS 39560, United States  
Position: Not Defined  
Organization: Not Defined  
Type: External  
Language Preference: English (US)  
Applicant (User) Flags: No Flags

Applied for 4 Job(s)

- Groundskeeper (req5) Status: In Review Applied: 4/13/2018
- Administrative Assis... Status: In Review Applied: 4/13/2018
- Admissions Counsel... Status: In Review Applied: 4/13/2018**
- Custodian I (req2) Status: Hired Applied: 4/11/2018

Admissions Counselor (req3)

Summary Statuses Application Comments Documents History

Applicant Summary

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

Admissions Counselor (req3)

Summary Statuses Application **Application** Comments Documents History

Applicant Summary

Current Status: Interview  
Resume/CV: [Icon]  
Application: [Icon]  
Source: USM Career Site  
Application Received: 4/15/2018  
Rating: ☆☆☆☆☆ (0 Ratings)  
Application Flags: No Flags  
Matching Criteria: 0% 0 of 0 ⓘ  
Add to Requisition  
Resume [Dropdown]  
Application Custom Fields [Dropdown]

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.

The screenshot shows the 'Admissions Counselor (req3)' status tab. At the top, there are four job requisition cards: 'Groundskeeper (req5)', 'Admissions Counselor...', 'Admissions & Event ...', and 'Administrative Assis...'. Below these is a navigation bar with tabs for 'Summary', 'Statuses', 'Application', 'Comments', 'Documents', and 'History'. The 'Statuses' tab is active, showing a list of status categories: 'New Submission', 'In Review', 'Phone Screening', and 'Interview'. The 'Interview' category is expanded, showing 'Interview Type: Scheduled Interview' and three buttons: 'Schedule Interview(s)', 'Send Notification to Applicant', and 'Invite to Event'.

## Interview Scheduler View

The screenshot shows the 'Interview Scheduler View' for 'Jessica Sample'. On the left, there is a sidebar with 'Available Interviewers' and a 'Back' button. The main area is titled 'Interview Scheduler: Jessica Sample' and contains a list of interviewers: 'Milly Howard', 'Russell Anderson', and 'Rosaria Guastella', each with a 'Please Select' dropdown for the 'Interview Guide'. Below the list is a dashed box with the text 'Drag another Interviewer Here or Click to add Interviewer(s)'. The main scheduling area includes a 'Type' selector (radio buttons for 'In Person' and 'Phone'), a 'Date' field with a calendar icon, 'Start Time' and 'End Time' dropdowns (both set to '12:00 PM'), a 'Time Zone' dropdown (set to '(UTC-06:00) Central Time (US & Canada)'), a 'Location' dropdown (set to 'Please Select (Optional)'), and a 'Comments' text area. At the bottom right of this area are two buttons: 'Preview in Outlook' and 'Save and Send to Interviewer(s)'. Below the scheduling area is another dashed box with the text 'Drag Interviewer(s) Here or Click to add Interviewer(s) or Click to Schedule Event'.

## 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 attachments, change candidate's status, or copy names in groups of 10 for building your excel screening matrix.

The screenshot shows the top section of the applicant management interface. At the top, there is a search bar for 'Applicant Name' and a row of filters: 'Show All', 'Clear All', and 'Include Hired / Closed'. Below these are several status buttons: 'In Review' (0), 'Phone Screening' (0), 'Interview' (0), 'Offer Letter' (0), 'Background Check' (1), 'Not Hired' (0), and 'Hired' (0). A 'Refine your search' button and a 'Search' button are also present.

Below the filters is an 'Actions' dropdown menu. The main table has columns for 'Applicant Name', 'Applicant Location', 'Applicant Preferred Language', 'Applicant Flags', 'Application Flags', and 'Type'. A yellow arrow points to the 'Applicant Name' column header.

Applicant Name	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type
<b>Mary Rose</b> 2289999999 rose@yahoo.com	Sample Mississippi United States	English (US)			Internal

This screenshot is similar to the previous one, but the 'Actions' dropdown menu is open. The menu items are: 'Change Status', 'Compare Candidates (Up to 5)', 'Add to Requisition', 'Move to Requisition', 'Resume/CV Review', 'Send Resume Review Link', and 'Assign Assessment Task'. A yellow arrow points to the 'Resume/CV Review' option.

### Resume/CV Review: Media Circulation Specialist (req6 / 3)

Job Details

The screenshot shows the 'Resume/CV Review' page for the job 'Media Circulation Specialist (req6 / 3)'. It features a list of applicants on the left and a detailed view of the selected applicant, 'alex morgan', on the right.

**Applicants List:**

- alex morgan
- Angel Doe
- Angela Hendershot
- App Licant
- Cammie Lowe
- Charlie Brown
- Jessica Smith
- Kaci Blake
- Sara Fairley
- Tony Fowler

**Applicant Details for alex morgan:**

Status: (\*Indicates required status) Background Check  Submission Date: 3/12/2019 [View Applicant Profile](#)

alex morgan  
 222-444-1111  
 alexmorgan@usa.gov  
 1 Goal Pl.  
 Orlando  
 FL  
 99999  
 United States  
 UC Berkeley  
 Scoring Goals

## Applicant Flow & Status

**Media Circulation Specialist (req673)**  
Job Details

Applicant N

Show All Clear All Include Hired / Closed

In Review 5 Phone Screening 2 Interview 0 Offer Letter 2 Background Check 1 Not Hired 1 Hired 1

Refine your search

1 Actions Show 20 Edit

Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type
alex morgan 222 444-1111 alexmorgan@usa.gov	Orlando Florida United States	English (US)			Internal
Angel Doe 510 666 5100 adoe@nomail.com	Berkeley Canada	English (US)			External
Angela Hendershot 228.865.4581	Long Beach Mississippi	English (US)			Internal

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.

Show All Clear All Include Hired / Closed

In Review 10 Phone Screening 2 Interview 0 Offer Letter 0 Background Check 0 Not Hired 0 Hired 0

Refine your search Search

1 Actions Show 20 Edit

Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type
<input checked="" type="checkbox"/> alex morgan 222 444-1111 alexmorgan@usa.gov	Orlando Florida United States	English (US)			Internal
<input type="checkbox"/> Angel Doe 510 666 5100 adoe@nomain.com	Berkeley Canada	English (US)			External
<input type="checkbox"/> Angela Hendershot 228.865.4581 Angela.Hendershot@usm.edu	Long Beach Mississippi United States	English (US)			Internal
<input type="checkbox"/> App Licant 614 325-3631 applicant@email.com	Long Beach Mississippi United States	English (US)			External

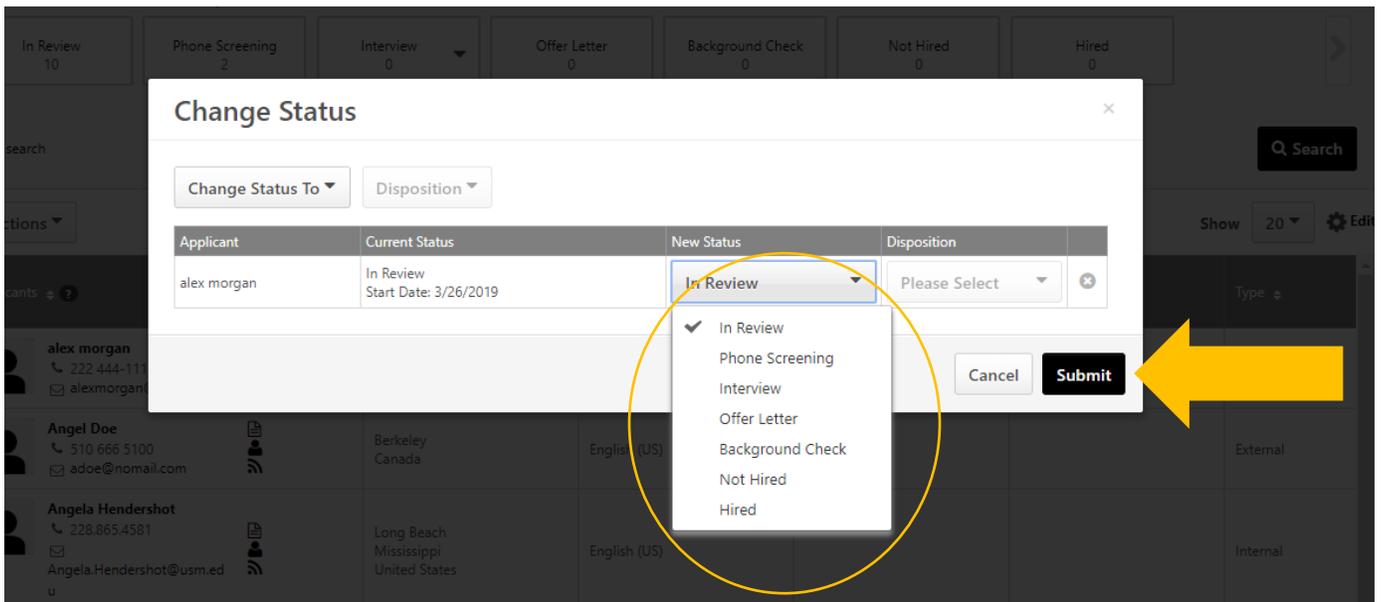
Select candidate, click on the Actions button. A drop down menu will appear and you will select Change Status.

Refine your search Search

1 Actions Show 20 Edit

Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type
<input checked="" type="checkbox"/> alex morgan 222 444-1111 alexmorgan@usa.gov	Orlando Florida United States	English (US)			Internal
<input type="checkbox"/> Angel Doe 510 666 5100 adoe@nomain.com	Berkeley Canada	English (US)			External
<input type="checkbox"/> Angela Hendershot 228.865.4581 Angela.Hendershot@usm.edu	Long Beach Mississippi United States	English (US)			Internal
<input type="checkbox"/> App Licant 614 325-3631 applicant@email.com	Long Beach Mississippi United States	English (US)			External
<input type="checkbox"/> Blake How 999.9999 BH@gmail.com	HATTIESBURG Mississippi United States	English (US)			Internal

- Change Status
- Compare Candidates (Up to 5)
- Add to Requisition
- Move to Requisition
- Resume/CV Review
- Send Resume Review Link
- Assign Assessment Task
- Send Email From Template
- Send Customizable Email
- Invite to Event



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).

