

Hiring Manager Frequently Asked Questions about Cornerstone

1. What is Cornerstone?

Cornerstone is the new Applicant Tracking System (ATS), an online job posting system used by the University to post open positions, manage applicants and monitor data on our recruiting efforts that support our Affirmative Action Plan. It will be replacing the PeopleAdmin system.

2. What will my username and password be in Cornerstone?

Your username and password will be the same as your SOAR username and password.

3. Who will have access to the new Cornerstone system?

During phase 1 of the implementation, access will only be granted to hiring managers (both faculty and staff) who have a need to initiate a posting (and/or a staff member this is delegated to), and managers who are a part of the approval process. If you have questions about your access please contact your HR Partner.

4. How do I get to Cornerstone on 5/1?

The web link will be added to the University HR website under Employment > Applicant Tracking System – Hiring Manager Resources <https://www.usm.edu/employment-hr/applicant-tracking-system-hiring-manager-resources>

5. Will jobs and applicants transfer over from PeopleAdmin to Cornerstone?

No information will be transferred over from the old system (PeopleAdmin) to the new system (Cornerstone). Please refer to the "Implementation Details for the new Applicant Tracking System (Cornerstone) email/memo for details about what is needed for current requisitions in PeopleAdmin.

6. What information can a candidate see about the status of their application within Cornerstone?

They will see "Closed" if they have a not selected disposition or if they failed the prescreening questions. "In Review" is for all steps prior to a final disposition.

Application Status	
All ▾	
Complete	Custodian I Req ID: req2 Last Modified: 4/12/2018 Review Status: Closed
Complete	Admissions Counselor Req ID: req3 Last Modified: 4/12/2018 Review Status: In Review
Complete	Administrative Assistant Req ID: req4 Last Modified: 4/11/2018 Review Status: In Review

7. What are font type and size for the job descriptions to match the Job Ad?

To keep uniformity across all job postings please use **Segoe UI** and **size 3** for the text of a job description within your requisition request.

8. Will candidates get confirmation that they are no longer being considered for the position once we have given them a not selected disposition?

Yes, once you take action to change the candidate status to "Not Hired" and select the corresponding disposition the candidate will receive an email thanking them for their interest but they are no longer being considered for the position.

9. Can I post a position for internal applicants only?

Right now under phase 1 of the implementation of Cornerstone we must treat internal postings in the same manner as we did with PeopleAdmin. We must add a tagline of **Internal Applicants Only** in the job add. This process does not stop external applicants from viewing the posting or applying however, you do not have to consider these applicants if clearly stated otherwise. Phase 2 of our implementation will include an internal portal that will only be accessible to active faculty and staff.

10. Can I post the salary range for the position I am posting?

Yes, the decision to display the salary range in the job ad is at the discretion of the department and hiring manager. Indicate your preference on the general tab of the requisition request for your HR Partner.