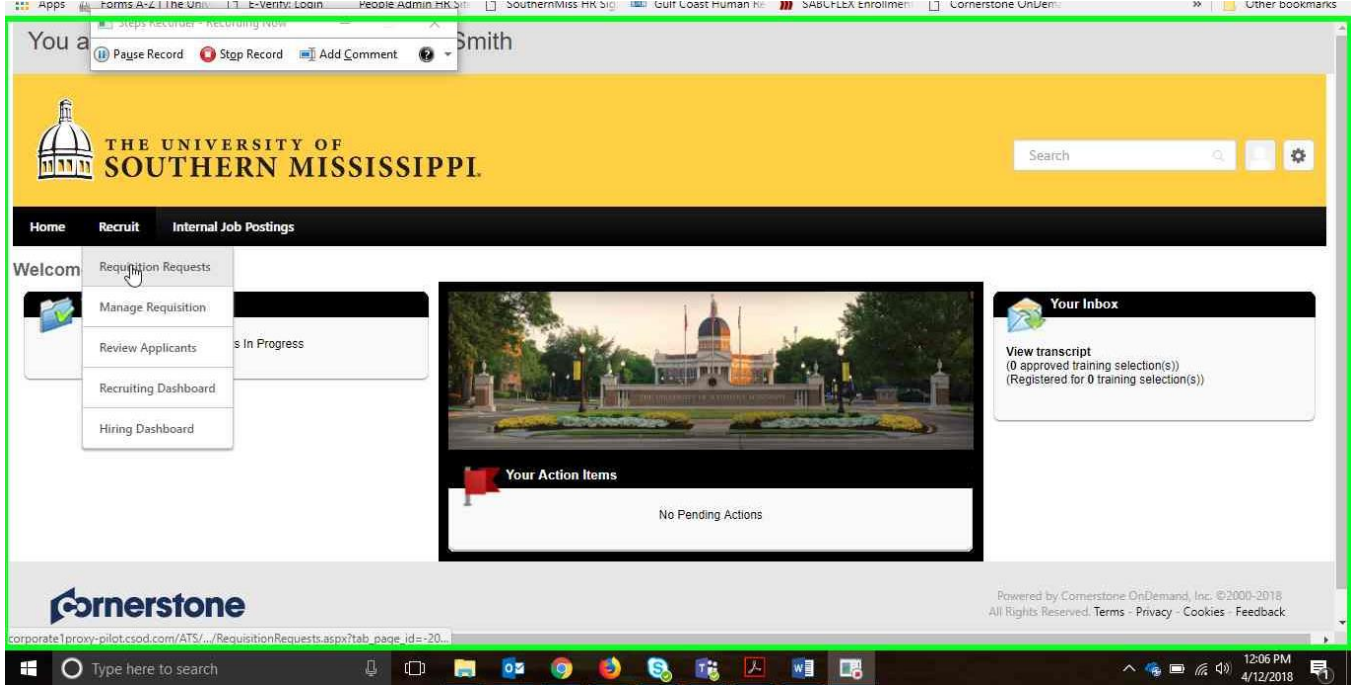
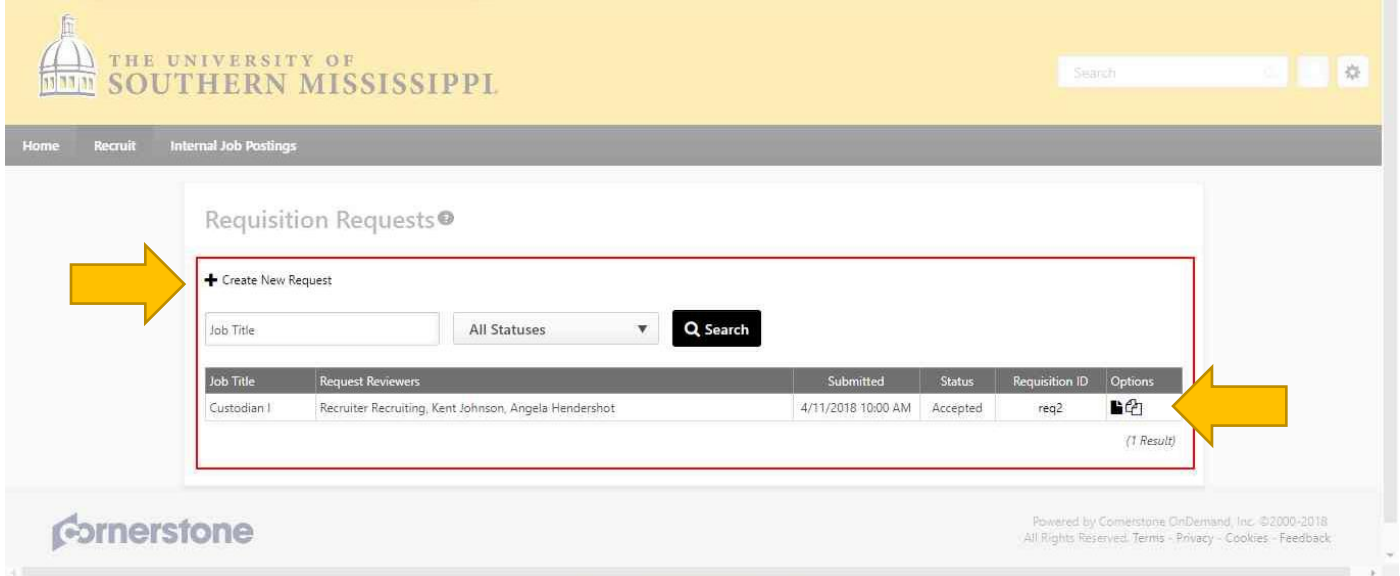


Cornerstone Requisition Requests Steps

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



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



Step 3: Here we will Create New Request

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Search

Home Recruit Internal Job Postings

Requisition Requests

Create New Request

Add Job Title All Statuses Search

Job Title	Request Reviewers	Submitted	Status	Requisition ID	Options
Custodian I	Recruiter Recruiting, Kent Johnson, Angela Hendershot	4/11/2018 10:00 AM	Accepted	req2	

(1 Result)

Cornerstone

Powered by Cornerstone OnDemand, Inc. ©2000-2018 All Rights Reserved. Terms - Privacy - Cookies - Feedback

Step 4: Create Requisition Request page appears. Click on the notepad next to "Position" to select job title.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Search

Home Recruit Internal Job Postings

Create Requisition Request

General

Please complete all fields prior to submitting the requisition request. When selecting the Requisition Template, choose the template that most closely matches the opportunity. If a custom template does not exist, select the Default Template. Be sure to select your own name as the Hiring Manager and Interviewer. You may also add additional Applicant Reviewers and Interviewers.

*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

Job Title Position

Requisition Template Please Select

12:08 PM

Steps Recorder - Recording View

requestion request. When selecting the Requisition Template, choose the template that most closely matches the opportunity. If default Template. Be sure to select your own name as the Hiring Manager and Interviewer. You may also add additional Applicant reviewers and interviewers.

*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

Job Title

Requisition Template

Display Job Title

Division

Location

Address

Contact Phone

Employment Type Full Time Part Time

Compensation

Range To

Budget Position Number(E&G only)

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.

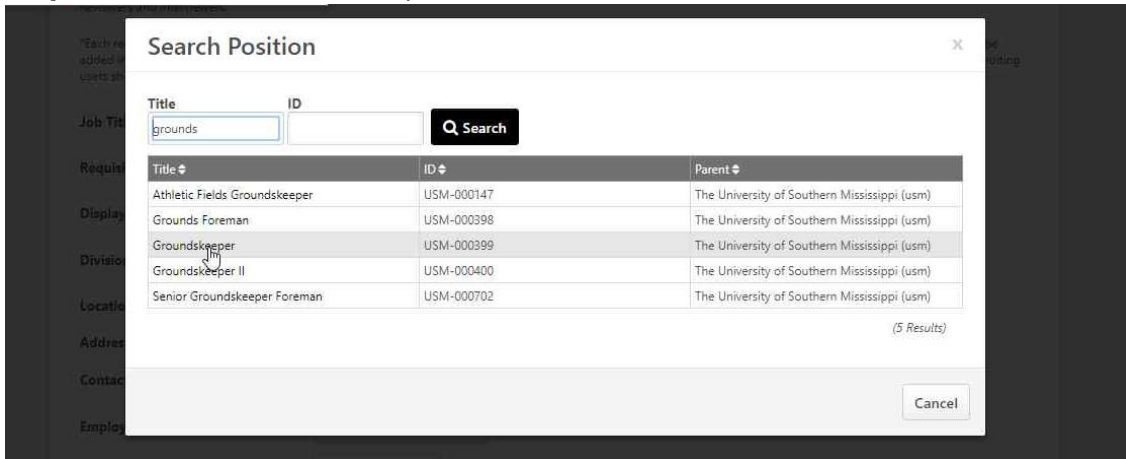
Search Position

Title ID

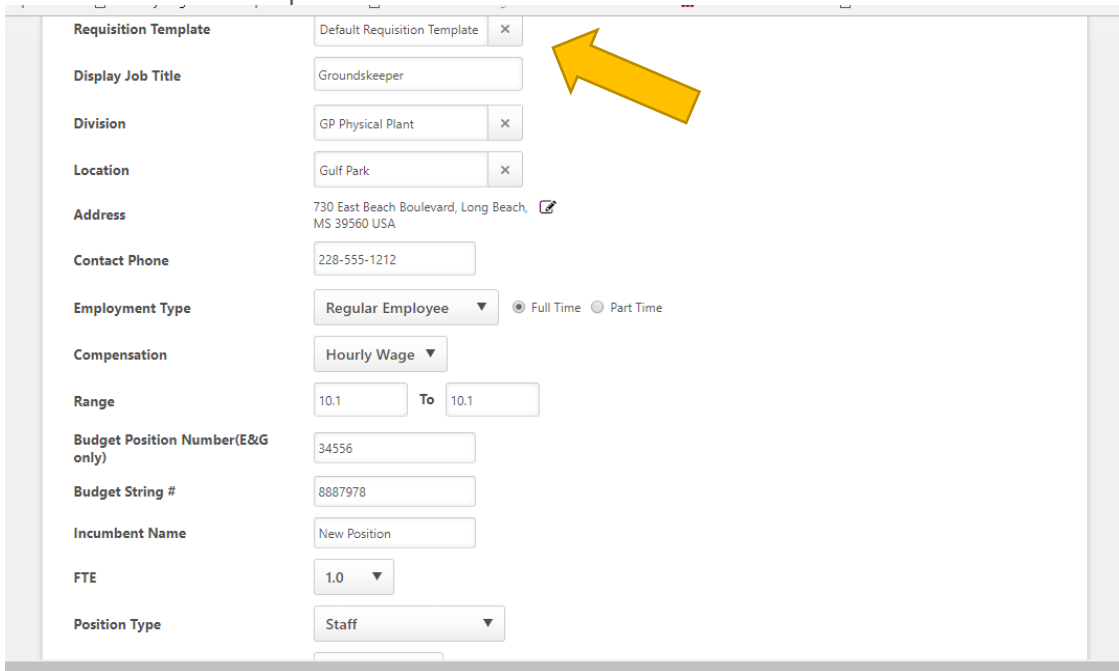
Title	ID	Parent
AA/EEO Director	USM-000001	The University of Southern Mississippi (usm)
Academic & Training Coordinator	USM-000002	The University of Southern Mississippi (usm)
Academic Advising Coordinator	USM-000003	The University of Southern Mississippi (usm)
Academic Advisor	USM-000004	The University of Southern Mississippi (usm)
Academic Counselor - Athletics	USM-000005	The University of Southern Mississippi (usm)
Academic Program Liaison	USM-000006	The University of Southern Mississippi (usm)
Academic Services Coordinator	USM-000007	The University of Southern Mississippi (usm)
Academic Support & Advising Sp	USM-000008	The University of Southern Mississippi (usm)
Academic Tech Support	USM-000009	The University of Southern Mississippi (usm)
Academic Tutor	USM-000010	The University of Southern Mississippi (usm)

(871 Results) 1 2 3 4 5

Step 6: Click to select desired position title.



Step 7: You should see “Default Requisition Template” populate so that your job description headings populate below. Add Requisition Details to the page. Please note that regardless of your posting audience, you should always paste your job description onto the “External Tab”. Your HR Partner will post the job to the internal or external website at your request. The Internal tab should always be set to “Clone External Description”.



Position Type *

Grant Funded *


FLSA Status *

Full/Part *

Display Salary In Posting *

Posting Close Date

Posting Audience




B *I* U abc x² X₂ A ▾

Description

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.

Posting Open Until




Font Name **B** *I* U abc x² X₂ A ▾

Special Instructions to Applicants
Enter special instructions that you would like to highlight to applicants

Job Summary
Enter summary here

Primary Duties and Responsibilities
List primary duties here



Font Name **B** *I* U abc x² X₂ A ▾

Minimum Qualifications
Enter minimum education and experience here

Preferred Qualifications
Enter preferred education and experience here if applicable

Description

Qualifications

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.

The screenshot shows a web form with a top navigation bar containing 'Design' and 'HTML' tabs. The form is divided into several sections:

- Applicant Reviewer(s)**: A section with a help icon. Below it is a text box explaining: "Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic role for emails and approvals."
- Hiring Manager**: A text input field containing "Smith, Pamela (w983325)" with a clear 'X' button.
- Reviewer(s)**: A section with a plus icon and the text "Add Reviewer(s)". Below it is an "Add" button.
- Applicant Interviewer(s)**: A section with a plus icon and a help icon. Below it is a text box explaining: "Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any applicant status with the 'Interview' type."
- Interviewer(s)**: A section with a plus icon and the text "Add Interviewer(s)".
- Openings**: A text input field followed by a checkbox labeled "On Going".
- Target Hire Date**: A text input field followed by a calendar icon and the text "(Target hire date of first opening)".

At the bottom right of the form are two buttons: "Cancel" and "Submit Request".

Step 10: Add # of openings, target hire date and then submit request.