

# CORNERSTONE (CSOD)

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# AGENDA

Access

Security

Where to start

Workflows/Responsibilities

Tips



# ACCESS

## Internal Applicant

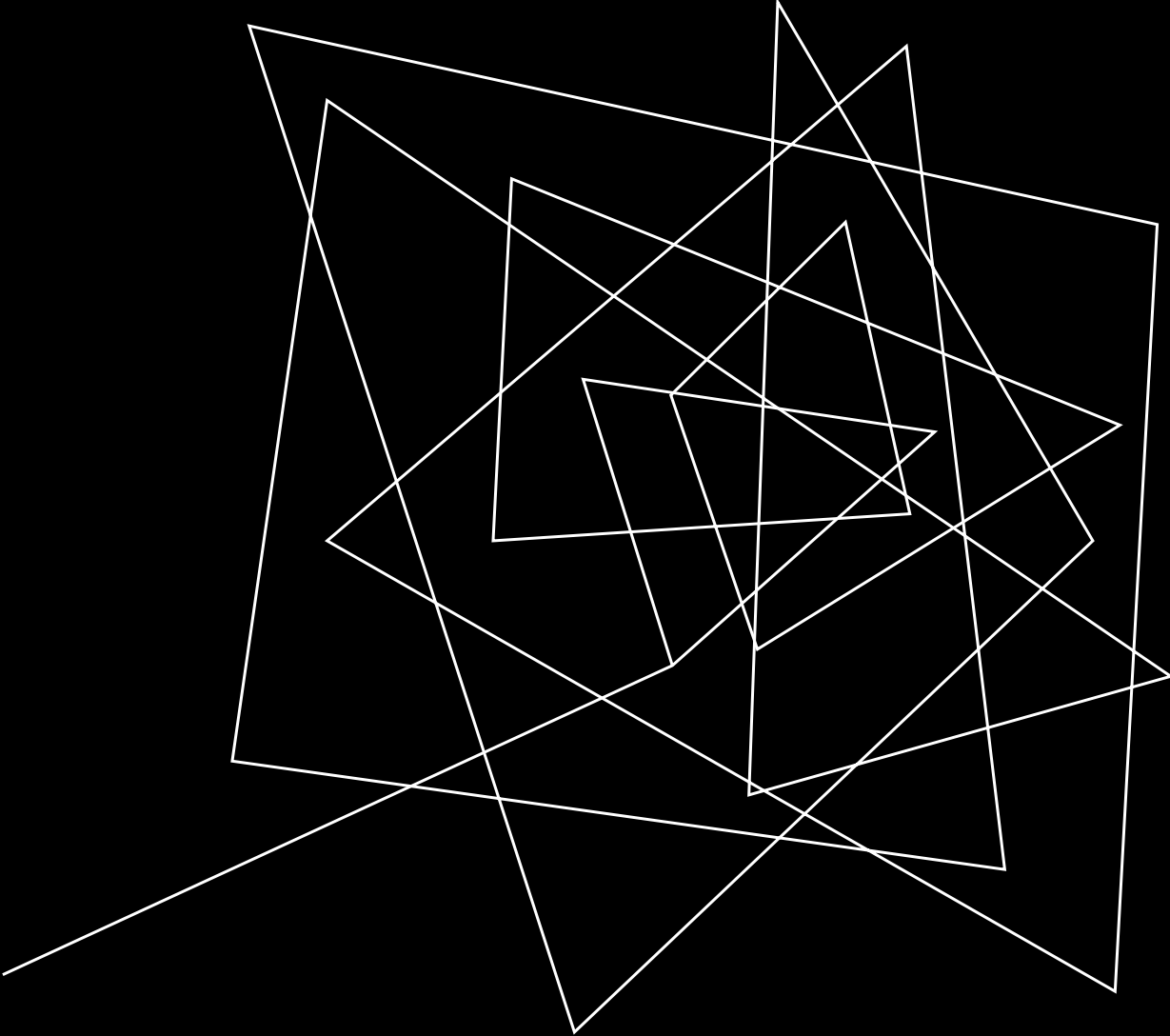
All status employees login with their UIS Single Sign-on (NetID and password). When logging in, be sure to click the gold button for University Employee login – NOT the dark blue login button. The same Single Sign-on process is used for the administrative side access.

## External Applicant

Must use the external link and create a profile before filling out an application

## Invitation Only

Job Board used for search waivers, job audits, promotional exams, etc.



# SECURITY

Set per function. Only initiators/editors need access requested through their USC (department user, per org code). All other roles are defined per requisition. All status employees are present in CSOD with a basic access via Banner integration that happens each night.

## WHERE TO START

All requisitions are started in JDXpert job description application by department initiators. These are usually business managers but may also be unit heads or supervisors in some instances. All jobs for hire must be approved in JDXpert and then are fed to CSOD four times per day automatically. HR Division Liaisons pick up the requisition in CSOD and verify accuracy and add additional approvers when required.

# WORKFLOW – CIVIL SERVICE

REQ EDITS	REVIEW CANDIDATES	REFERENCES & OFFER LETTER	PRE-SCREENING	HIRE
Application Deadline, Hiring Team, Job Ad, Offer Letter Approvers	HR qualifies/tests applicants & sets them into proper statuses. Referred candidates must be interviewed & feedback entered by the Hiring Manager/Dept User	Departments may utilize the electronic reference letter format in CSOD <b>OR</b> collect info via phone/email & upload an attachment to the candidate profile. Offer letters are done by HR in CSOD.	HR initiates the misconduct form, background check, and physical fitness tests (when required)	HR initiates and routes the HRFE transactions and marks the candidate as hired.

# WORKFLOW – EXTRA HELP

REQ EDITS	REVIEW CANDIDATES	REFERENCES & OFFER LETTER	PRE-SCREENING	HIRE
Application Deadline, Hiring Team, Job Ad, Offer Letter Approvers	HR sets all applicants into In Review status. HR will initiate the request for feedback.	Departments may utilize the electronic reference letter format in CSOD <b>OR</b> collect info via phone/email & upload an attachment to the candidate profile. HR makes the offer.	HR initiates the background check	HR initiates and routes the HRFE transactions and marks the candidate as hired.

# WORKFLOW – ACADEMIC PROFESSIONAL

REQ EDITS	REVIEW CANDIDATES	REFERENCES & OFFER LETTER	PRE-SCREENING	HIRE
Application Deadline, Hiring Team, Search Plan Upload, Job Ad, Offer Letter Approvers	Search Chair changes status to In Review. Search Committee selects qualified applicants. Search chair or dept user uploads Request to Interview.	Departments may utilize the electronic reference letter format in CSOD <b>OR</b> collect info via phone/email & upload an attachment to the candidate profile. Offer letters should be done in CSOD by the dept and are signed in the candidate profile.	HR initiates the misconduct form and background check	Dept User initiates and routes the HRFE transactions and HR marks the candidate as hired.





## TIPS

HR can add external participants on a temporary basis for access as a search committee member

Offer Letters for Academic Affairs must be approved by Allison Decker

Monica Kroft is the Admin for Faculty hiring in CSOD

Be sure to allow pop-ups from CSOD

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# THANK YOU

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