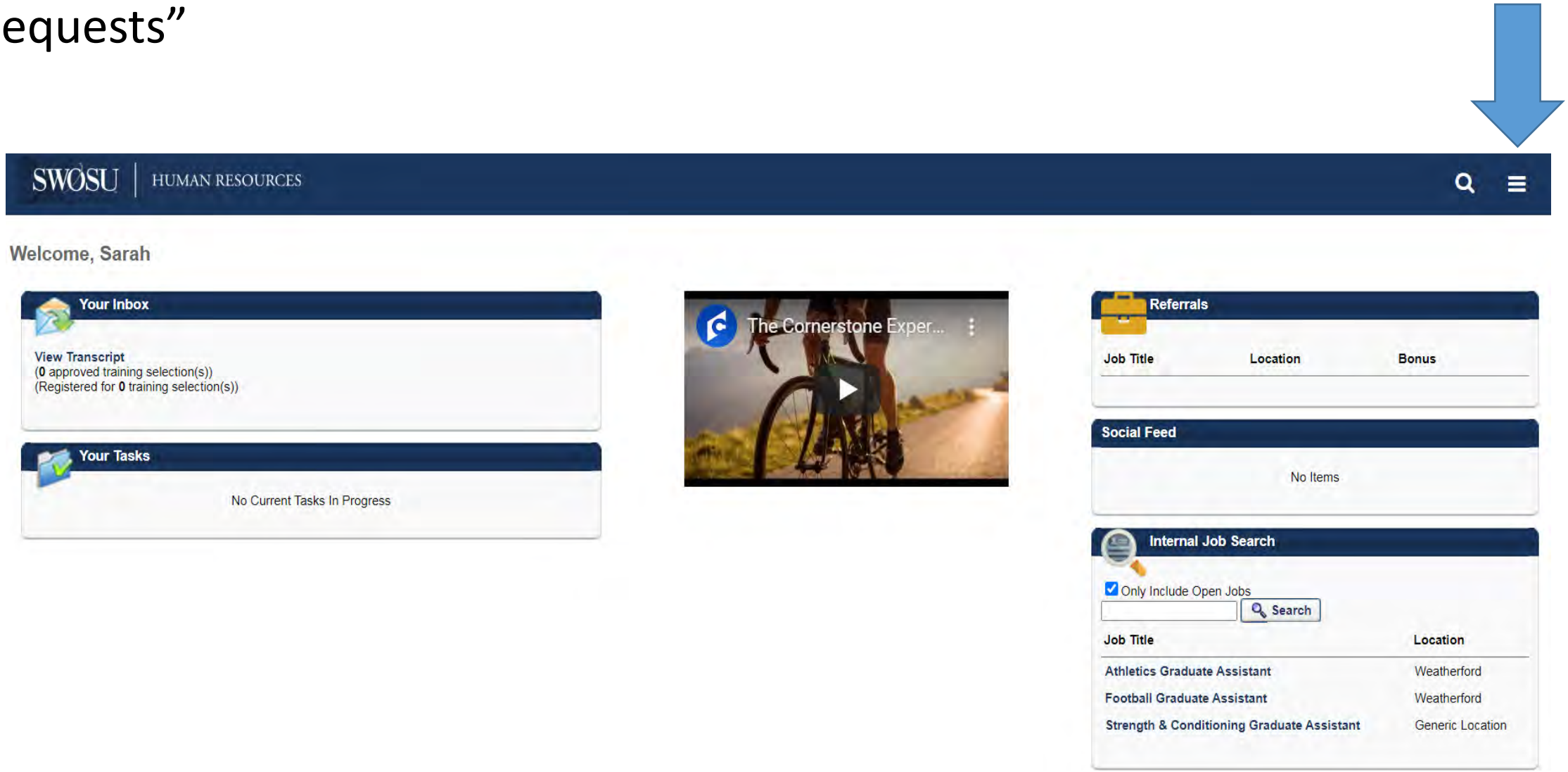
To start a requisition in Cornerstone

Login Instructions:

Login through SWOSU's Single Sign On

From the welcome screen, use the navigation menu (three lines at the top right) and under “Recruit” section, select “Submit Requisition Requests”



SWOSU | HUMAN RESOURCES

On Friday, July 9, 2021 from 11:00 PM CDT to Saturday, July 10, 2021 at 1:30 AM CDT, your portal will be briefly unavailable due to a software update.

Welcome, James

Your Inbox

No Items

Your Tasks

No Current Tasks In Progress

Referrals

Job Title | Location

Social Feed

Internal Job Search

☑ Only Include Open Jobs

Search

Job Title

Academic Coach

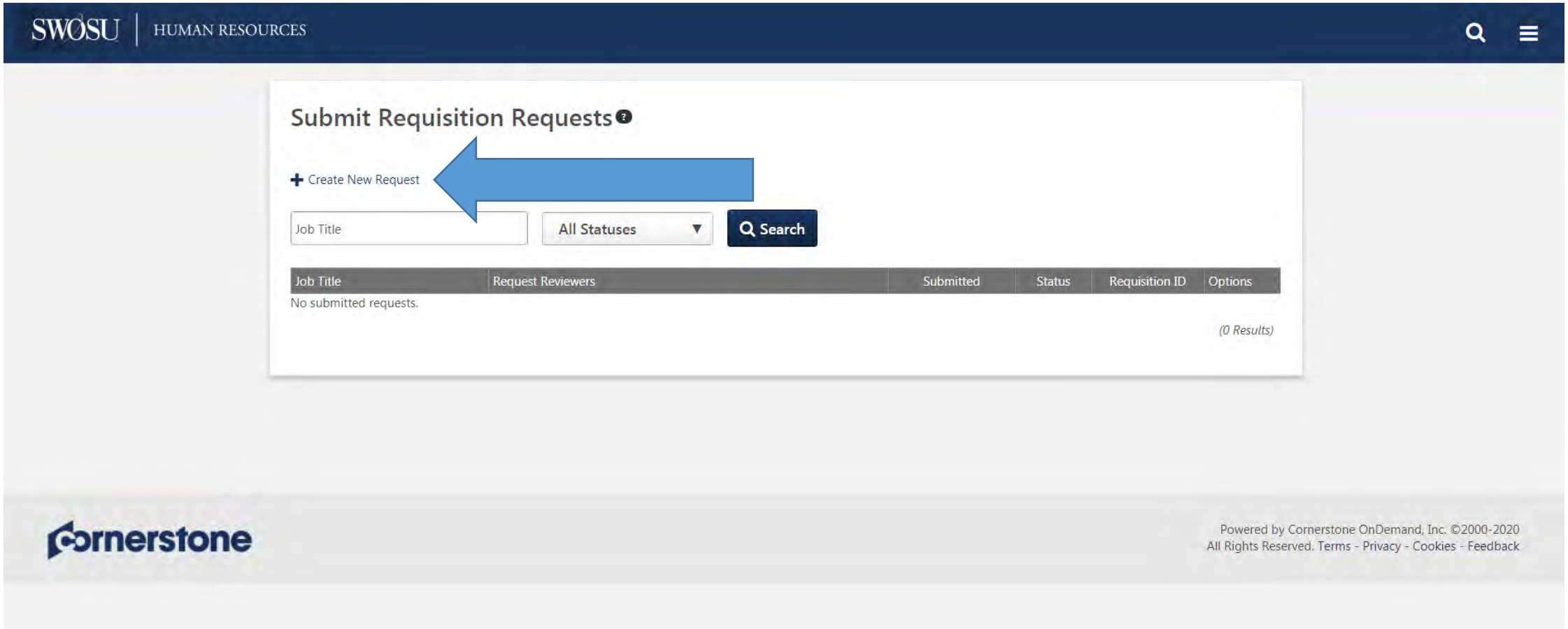
College of Arts & Sciences - Administrative

Recruiter

- Home
- Recruit
  - Submit Requisition Requests
  - Create & Manage Requisitions
  - Manage Candidates
  - Requisition & Offer Approvals
  - Recruiting Dashboard
  - Hiring Dashboard
- My Account
- Help
- Log Out

cornerstone

From this screen, click “+ Create New Request”



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, please contact, Sarah Creason x6012. 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

Display Job Title *

Division * Division

Location * Location

Address * No Address

Employment Type * Please Select ○ Full Time ○ Part Time

Compensation Please Select

Range To

Department * Select

Hours Per Week * Select

Is this a Grant Funded Position? * Select

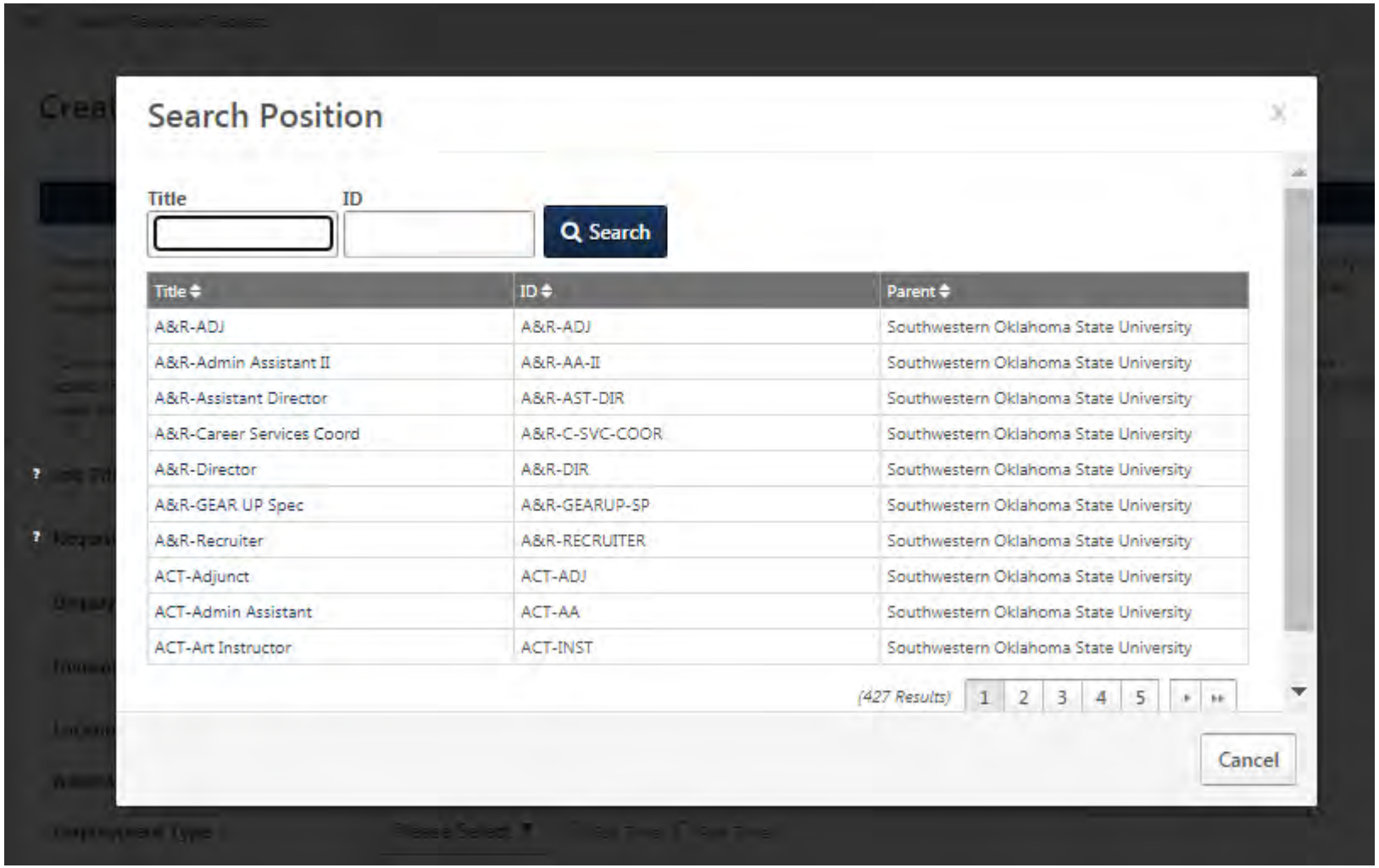
Is this a Replacement Position? * Select

Name of Employee Replacing

Requested Media (WDN (Staff/Administration) and HigherEdJobs.com are always ran)

Budget Number

Click on the job title box to search the position



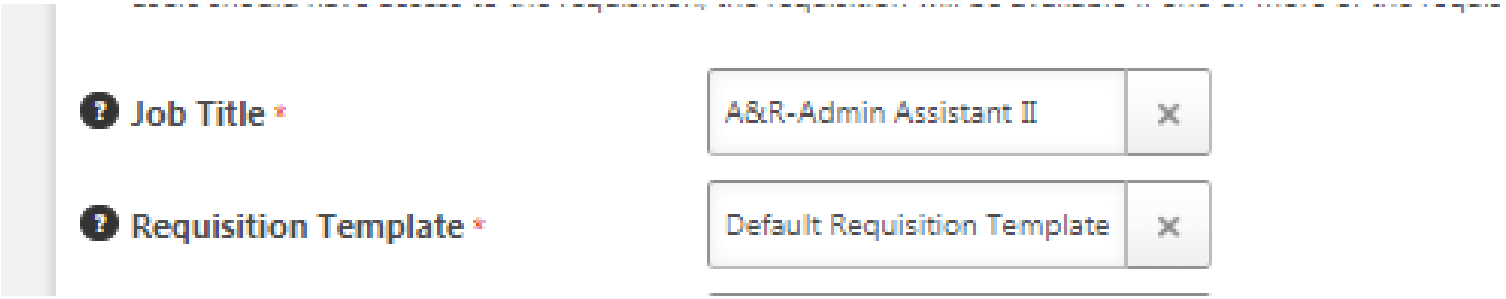
After the position is selected, click on the “Select Requisition Template” to select the layout of the job description, if you do not wish to use the template, you can still click on the “Default Requisition Template” that is right above the template title. If the requisition template is blank, it will auto-select “Default Requisition Template”.

- If there is a requisition template available, it will pre-populate most of the requisition information. Please note, there are very few requisition templates currently available.

- If it is the default template, then most of the requisition information will need to be filled in. The job description can be left blank. HR will verify by email the current job description on file and will update it once the request is submitted.

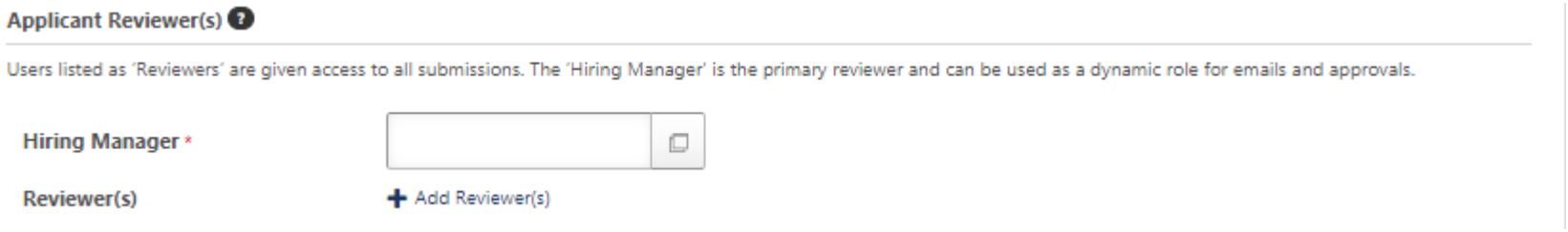
Template Available

Template Not Available



Next is the Applicant Reviewer(s) and Interviewer(s).

The “Hiring Manager” and “Reviewers” will receive one email notification per day of new applicants added in the last 24 hours. There is not any difference between the “Hiring Manager” and “Reviewers” in Cornerstone.

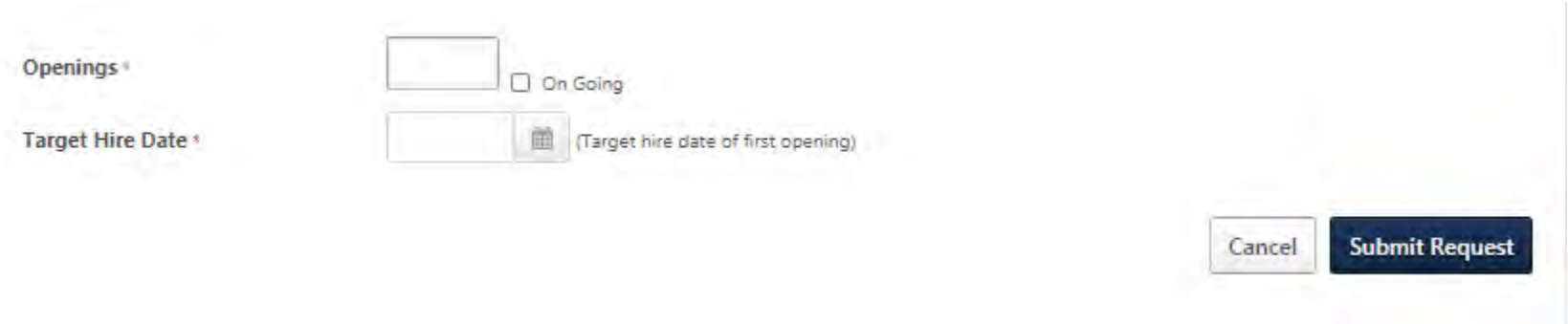


Last step:

- <u>Openings:</u> indicates the number of positions that are available to be hired.

- <u>Target Hire Date:</u> is the anticipated start date for the new employee.

Once the form is completed, please click on the “Submit Request” button.



The request then routes to the Employment Specialist in HR to finish the requisition and submit to the appropriate workflow for approval. Once all approvers have signed off on the requisition, it is then posted.

Questions? Call 580.774.6012