



**HUMAN RESOURCES  
CONSULTING SERVICES**

**OSU Jobs System User Recruitment Guide:**  
Your guide to navigate through the applicant  
tracking system, Cornerstone.

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## Review the Job Description

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Recruitment begins with a review of the job description. The job description is an accurate description of the position and serves as documentation of the duties, responsibilities, and qualifications. To access job descriptions, log into [PeopleAdmin](#). Supervisors must review and update a job description at least once every three years for full-time staff positions. OSU Human Resources will conduct a final review of all job descriptions.

Your college or division administrative officer will assist you with departmental-specific recruitment protocols. Questions about job descriptions? Contact your [HR Consultant](#). For technical questions related to PeopleAdmin, please contact the talent acquisition team at (405) 744-2909 or by email, [jobs@okstate.edu](mailto:jobs@okstate.edu).

## USER- Logging into OSU Jobs

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Go to <https://talent.okstate.edu/> and log in with your **O-KEY** login.

You will reach your campus landing page (Stillwater, Tulsa, OKC, etc.). This page includes access to all the talent management clouds (Learning, Recruitment and Performance) and may include announcements.

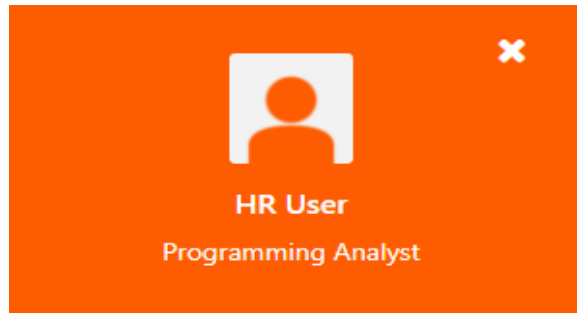
## Creating a Requisition for Posting

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1. Go to the **NAVIGATION MENU**



2. Click on **RECRUIT**, then **MANAGE REQUISITION** to begin the process of creating a requisition to submit for approval.



HR User  
Programming Analyst

- Home >
- Learning >
- Universal Profile >
- Connect >
- Performance >
- Reports >
- Admin >

Recruit ▼

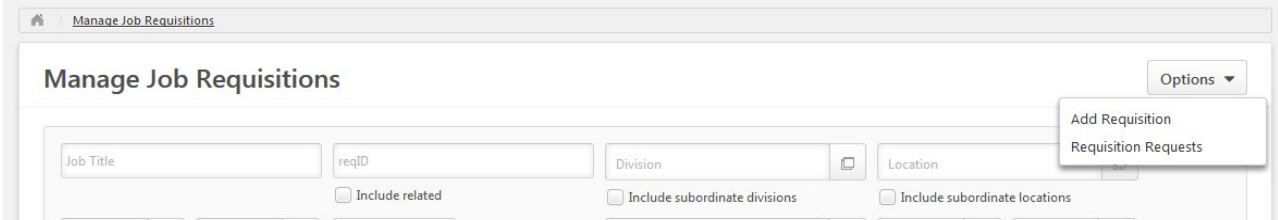
- Manage Requisition
  - Manage Candidates
  - Recruiting Approvals
  - Candidate Search Query
  - Search Candidates

Help Resources Center >

⚙ My Account

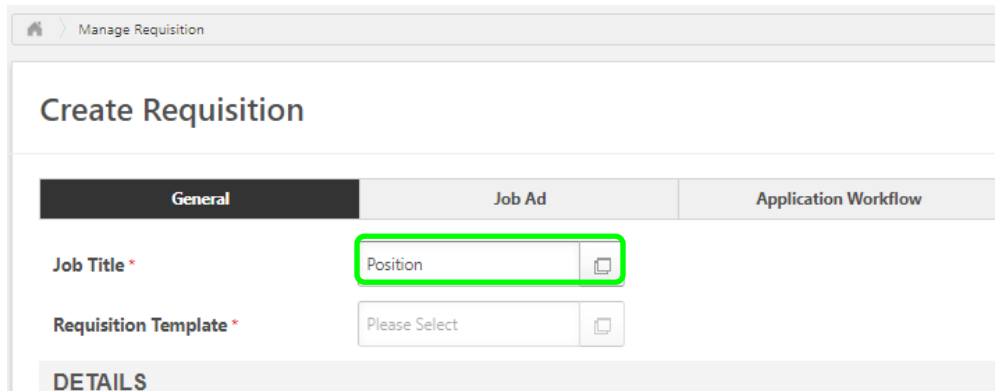
❓ Help

🚪 Log Out

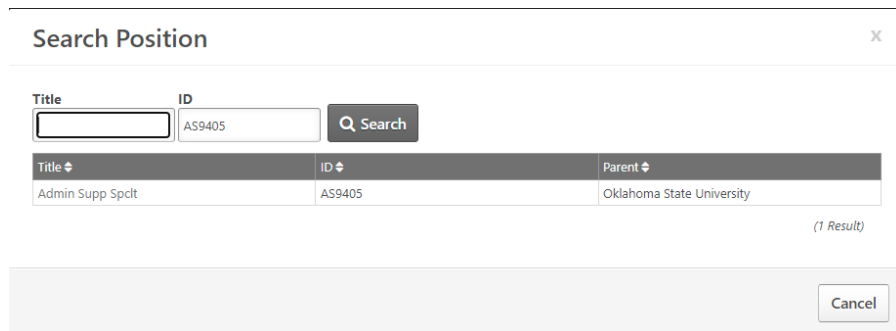


2.5 Click dropdown box and select “**Add Requisition**”.

3. Click inside the **POSITION** field next to **JOB TITLE** to open a **SEARCH POSITION** pop-up.



4. Select a position from the list. You may search by position title, position ID (position number) or both, position ID is most effective. Once a position is selected, the pop-up closes, and the job title field is populated.



5. Click the **PLEASE SELECT** icon in the **REQUISITION TEMPLATE** field. This will open the **SELECT REQUISITION TEMPLATE** pop-up.

6. Select a template from the list. There should only be 1 (one) active requisition template for each position. *Please contact your HR Consultant if there is not an active requisition template available for the position.*

## Select Requisition Template

X

Default Requisition Template

Title	Description
ADMIN SUPP SPCLT AS9405	ADMIN SUPP SPCLT AS9405

(1 Result)

Cancel

Once a template is selected, all the fields that have been configured for the template are populated within the requisition. Review the information and enter the necessary details for the position listing.

## Create Requisition

General	Job Ad	Application Workflow	Applicant Review
Job Title *	Admin Supp Spclt		
Requisition Template *	ADMIN SUPP SPCLT AS9405		
View In	English (US)	Default	Localized Languages
<b>DETAILS</b>			
<p>Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Additional locations can be added in order to make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requisition locations falls within location constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such as in the mobile app, that location is the Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferences are based on the Primary Location.</p>			
Display Job Title *	Administrative Support Specialist		
Campus *	Political Science		
Primary Location *	Political Science	Address *	No Address
Additional Location(s)	+ Add Location(s)		
Grade	Grade		
Department	Political Science		
Contact Phone			
EEO Category *	Administrative Support Workers		

### EDIT REQUISITION SECTIONS

Details	
Display Job Title	<b>Spell out titles and refrain from using all CAPS.</b>
Campus	The org code for the departmental college dean's office or the division vice president's office to identify the college or division.
Primary Location and Department	The org code for the department posting the position. This field will display as the department on the job ad.

Address	The physical address for the position. The default address is the United States. This field will display as the Location Address on the job ad. You may update the field after you have completed all the required fields on the requisition for this section.
Grade	Field is not in use.
Contact Phone	<b>Enter the phone number for the primary contact.</b>
EEO Category	Entered by HR.

Employment Type \*   Full Time  Part Time  
 Currency \*   
 Compensation \*   
 Range \$  To \$   
 Referral Bonus \$   
 Job Category \*   
 Position Number: \*   
 Class Code \*   
 FTE \*   
 Open Until Filled

EDIT REQUISITION SECTIONS	
<b>Details</b>	
Employment Type	<b>Select the appropriate employment type for the position (i.e., staff full-time, staff part-time, faculty).</b>
Currency	Default selection is United States Dollar.
Compensation	Entered by HR.
Range	Displays the approved hiring range from the job description on the job ad.
Referral Bonus	Field is not in use.
Job Category	Entered by HR.
Position Number	<b>Enter the position number from the job description.</b> Multiple positions numbers may be entered.
Class Code	Enter the class code from the job description.
FTE	<b>Enter the full-time equivalency for the position as a decimal point (i.e., 1.0, 0.5).</b>
Open Until Filled	Field is not in use.

Posting Campus \*

Scope of Recruitment \*

Special Instructions to Applicants

Work Schedule \*

Appointment Dates (Faculty Appt. Period)

EDIT REQUISITION SECTIONS	
<b>Details</b>	
Posting Campus	Select the campus posting the position. This is a searchable field on the career site.
Scope of Recruitment	The number of working days a position must be opened for recruitment. The <a href="#">Uniform Position Classification and Pay Plan for Administrative/Professional and Classified Staff Policy</a> requires a minimum of 5 to 10 days for nonexempt staff and up to 20 days for exempt staff (including weekends).
Special Instructions to Applicants	<b>State the documents applicants must provide as part of the application process, etc.</b> For example, "A cover letter, resume and list of three professional references is required for full consideration." This field will be displayed on the job ad.
Work Schedule	<b>Enter the work schedule for the position (i.e., Monday-Friday 8am-5pm).</b> This field will be displayed on the job ad.
Appointment Dates (Faculty Appt. Period)	<b>Enter the faculty appointment period (i.e., 11-month).</b> This field will be displayed on the job ad.

Type of Background Check (Criminal, Education, MVR, Credit) \*

Previous Incumbent (name, race, gender, salary and date vacating)

Notes to HR Regarding Requisition

Will the position be advertised in addition to listing on OSU jobs site? \*   
 Yes   
 No

If Yes, list where the advertisement will be placed (Attach Ad copy below)

EDIT REQUISITION SECTIONS	
<b>Details</b>	
Type of Background Check (Criminal, Education, MVR, Credit)	The background checks listed on the job description will be listed here.
Previous Incumbent (name, race, gender, salary and date vacating)	<b>Enter the information on the incumbent who last vacated the position if applicable.</b>
Notes to HR Regarding Requisition	<b>Insert any important notes to HR, such as internal listing, waiver of recruitment, user approvals, etc.</b>
Will the position be advertised in addition to listing on OSU jobs site?	<b>If the position is advertised on a job board other than OSU jobs, select YES.</b>
If yes, list where the advertisement will be placed (Attach Ad copy below)	<b>Provide the name of the websites, publications, etc. where the job will be advertised and attach a copy of the job ad in Microsoft Word format.</b>

**DESCRIPTION AND QUALIFICATIONS**

External Internal

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**Description**

Assist in development, design, and implementation of research projects. Assist in gathering, analysis and reporting of research results. Provide technical support to the lab. Supervise student-related studies and orient new employees to facilities and procedures. Oversight of lab equipment including operation and maintenance. Coordinate laboratory activities, order supplies and equipment keeping the laboratory stocked with common supplies. Maintain expenditure records for budgets. Maintain laboratory databases, safety and research compliance records, keep chemical inventory, maintain chemical hygiene plan, keep laboratory clean, and ensure each lab member abides by compliance regulations. Any other activities related to research projects and lab activities assigned by P.I.

Design HTML

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**Qualifications**

**Minimum Qualifications:**

Bachelor's Degree in Biology, Chemistry or Related Field.

Two years relevant laboratory experience. Able to perform duties under general supervision. Able to work on several projects at a time. Demonstrated supervisory skills.

Design HTML

EDIT REQUISITION SECTIONS	
<b>Description and Qualifications (not available for edits)</b>	
Description	Job summary from the approved job description. This field will be displayed in the Job Summary section on the job ad.






Qualifications	Required and preferred qualifications from the approved job description. This field will be displayed in the Education & Experience section on the job ad.
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**HIRING TEAM**

**Requisition Owner(s)**


Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approval workflow is based on the Primary Owner. If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.



Primary Owner:  


Owner(s):  Add Owner(s)  
 Todd, Amber

**Applicant Reviewer(s)**


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:  

Reviewer(s):  Add Reviewer(s)  
 Whitaker, Keila

**Applicant Interviewer(s)** 

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):  Add Interviewer(s)

EDIT REQUISITION SECTIONS	
<b>Hiring Team</b>	
Requisition Owners	<b>The user initiating the requisition is listed as the primary owner.</b> Other users that may need management rights to the requisition and applicant submissions, such as the hiring manager, can be added as an owner.
Applicant Reviewers	Reviewers can access a requisition once there is at least one applicant in the pool. The reviewer role is limited to viewing applications only. <b>The user in the hiring manager field is used in communications for email notifications to applicants, human resources, etc.</b> The hiring manager will need to be included in the list of owners to allow the user to manage the recruitment process.
Applicant Interviewer	Users that need access to applications that are in the <i>INTERVIEW</i> status can be added as interviewers.

## ATTACHMENTS

Attach up to ten (10) documents. [+](#) Add Attachment

Document Title	Uploaded By	Upload Date	Options
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## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

1	User	User, HR	
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EDIT REQUISITION SECTIONS	
Attachments	<b>Upload approval documents such as the advertisement, recruitment memo and any other documents that may be necessary.</b>
Approvals	For OSU-Stillwater requisitions, Human Resources (User, HR) will be designated as the approver. Please call (405) 744-2909 or email <a href="mailto:jobs@okstate.edu">jobs@okstate.edu</a> if Human Resources is missing from the approval workflow.

### REQUISITION

Requisition ID: \_\_\_\_\_

Priority:


Openings:   On Going

Target Hire Date:  (Target hire date of first opening)

Requisition Status:

Do Not Allow to Apply:  (Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

EDIT REQUISITION SECTIONS	
<b>Requisition</b>	
Requisition ID	The system will generate the ID for each requisition that is created and saved.
Priority	<b>Select the priority level from the drop-down menu (Low, Medium, High).</b> The priority status is displayed on the <i>MANAGE REQUISITIONS</i> page.

	
Openings	<p>Enter the number of open positions available for this listing. This is the number of people the department intends to hire. For each number of openings listed, a new position number will be required.</p> <p>Check the box for <i>ON GOING</i> to allow the requisition to remain open as applicants are moved into the <i>HIRED</i> status.</p>
Target Hire Date	The date by which the department intends to fill the position.
Requisition Status	<p>When creating a new job requisition form, the initial requisition status is <i>DRAFT</i>. Upon clicking <i>submit</i>, the requisition status will update to <i>PENDING APPROVAL</i> until OSU HR approves the listing for posting.</p> <p>Refer to the <a href="#">Requisition Standards</a> within this guide for more information on the requisition status.</p>
Do Not Allow to Apply	This option removes the <i>APPLY NOW</i> button from the job ad and prevents applicants from applying for the listing. This option is reserved for faculty listings when applicants are directed to apply through an alternative system outside of the OSU Jobs System (i.e., Interfolio).

- After completing all sections, click **NEXT** to validate that all required information is entered on this page and proceed to the *JOB AD*. Or, click **SAVE** to save any changes made. Remember to edit the address field from above if you wish to do so. A requisition ID will be generated once you click **SAVE**. If you click **CANCEL**, you will return to the *MANAGE REQUISITIONS* page without saving the requisition.

## Job Ad

The job ad includes the following sections from the approved job description within PeopleAdmin:

- Job summary
- Qualifications
- Working conditions (physical requirements, dangers and/or hazards of position)

The job ad is not available for hiring managers or owners to edit. Email [jobs@okstate.edu](mailto:jobs@okstate.edu) or call (405) 744-2909 for questions or edits to the job ad.

- Click **NEXT** to continue to the *APPLICATION WORKFLOW* section or click **SAVE** to come back to the requisition later.

## Application Workflow

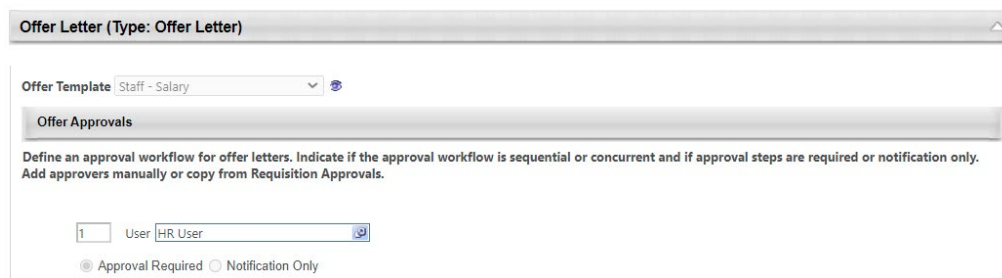
This section of the requisition is administered by Human Resources and is not available for hiring managers or owners to edit. If you want to include pre-screening questions to the application process, please email [jobs@okstate.edu](mailto:jobs@okstate.edu) for assistance.

1. Click on **NEXT** to continue to the **APPLICANT REVIEW** section or click **SAVE** to come back to the requisition later.

## Applicant Review

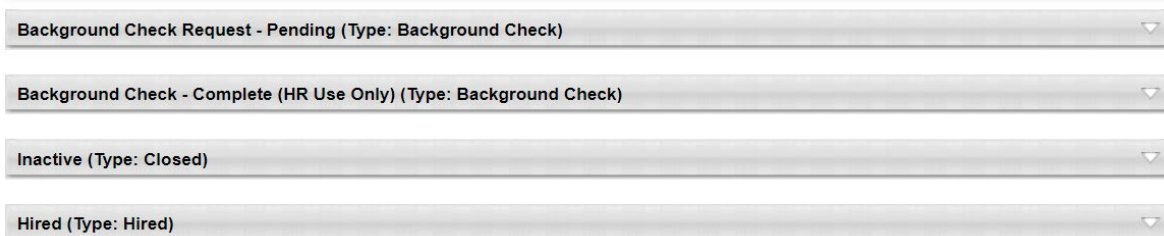
Scroll down the page to the **OFFER LETTER** section – the appropriate offer letter template should be selected depending upon the employment type of the position. The offer letter template will be used at the time an offer is extended to a candidate.

To accommodate internal departmental-specific recruiting protocols, users can be added into the offer letter approval workflow. The offer letter for full-time staff positions must be reviewed by OSU HR before being extended to the candidate. Therefore, OSU HR must be set up as the final approver in the **OFFER APPROVAL** workflow.



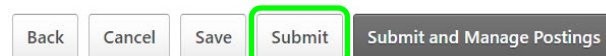
The screenshot shows a form titled "Offer Letter (Type: Offer Letter)". It includes a dropdown menu for "Offer Template" set to "Staff - Salary". Below this is a section for "Offer Approvals" with instructions: "Define an approval workflow for offer letters. Indicate if the approval workflow is sequential or concurrent and if approval steps are required or notification only. Add approvers manually or copy from Requisition Approvals." There is a table with one row: "1" in the first column, "User" in the second, and "HR User" in the third. At the bottom, there are two radio buttons: "Approval Required" (selected) and "Notification Only".

1. Click **SUBMIT** to send the requisition to Human Resources for initial listing review. OSU HR will then route the requisition to the college or division approval queue for further review (refer to the following section for more information on the requisition approval workflow). Please note, the system allows you to advance to the **POSTINGS** page by clicking **SUBMIT AND MANAGE POSTINGS**, but access to post on the career site is restricted to OSU Human Resources.



A list of four status options, each in a grey box with a dropdown arrow on the right:

- Background Check Request - Pending (Type: Background Check)
- Background Check - Complete (HR Use Only) (Type: Background Check)
- Inactive (Type: Closed)
- Hired (Type: Hired)

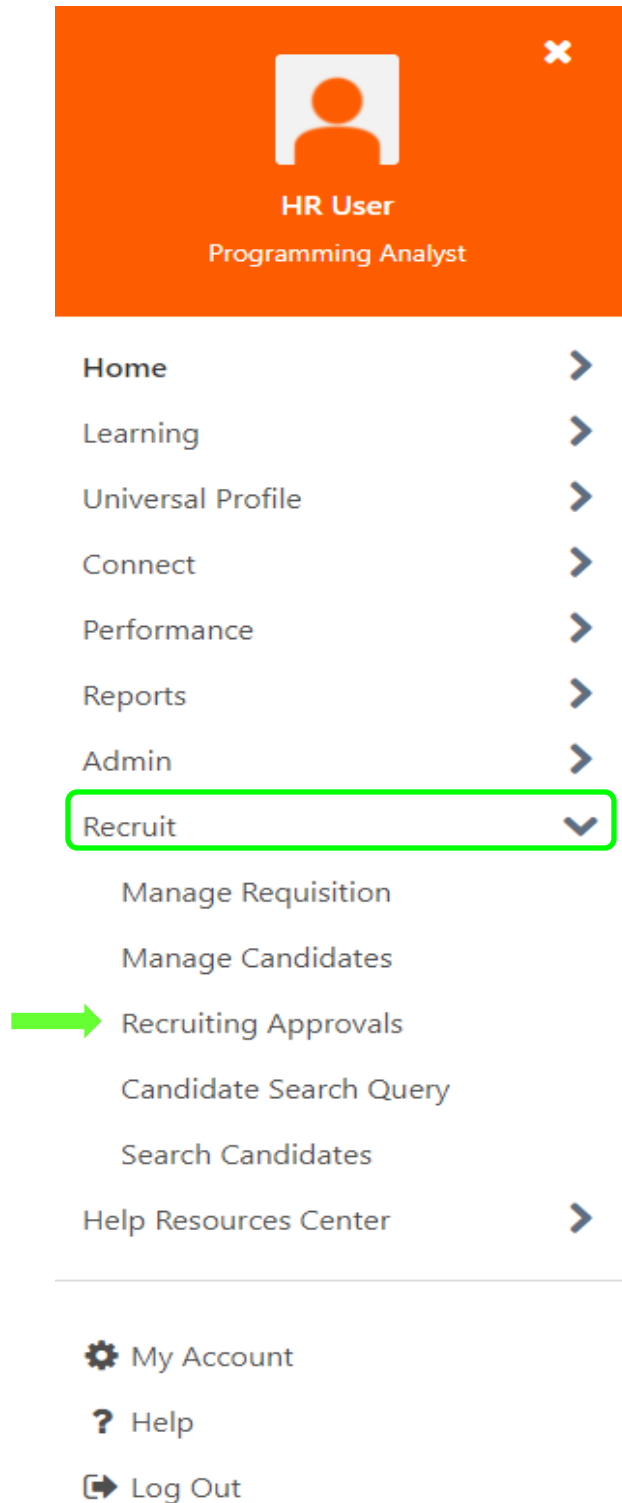


A row of five buttons: "Back", "Cancel", "Save", "Submit" (highlighted with a green border), and "Submit and Manage Postings".

## Requisition Approval

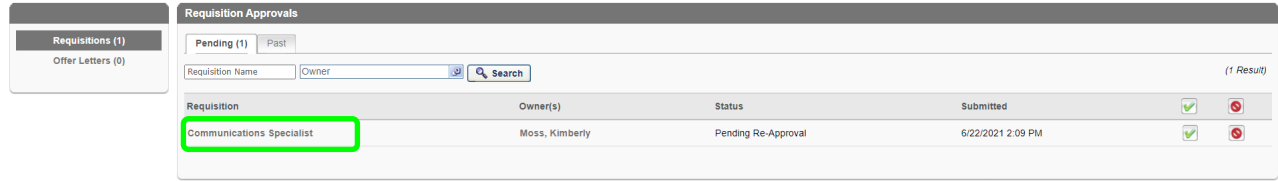
Approvers will receive an automated email from [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu) when a requisition is ready to review for approval.

1. Once you log into Cornerstone, click on **RECRUITING APPROVALS** from the **NAVIGATION MENU**, then **RECRUIT** tab on the main menu to review pending requests.



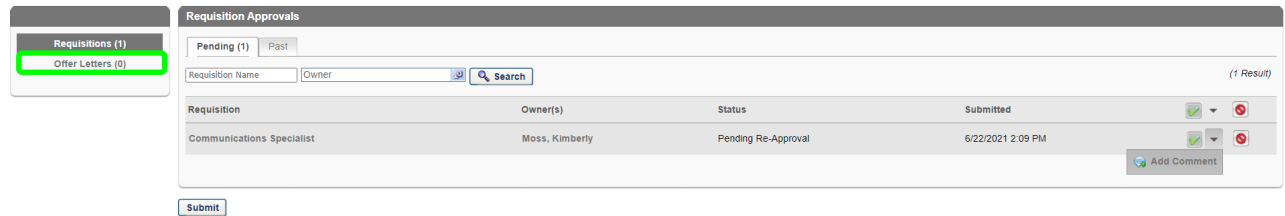
2. Click on the **TITLE** of the position to review how the requisition is set up.

Recruiting Approvals



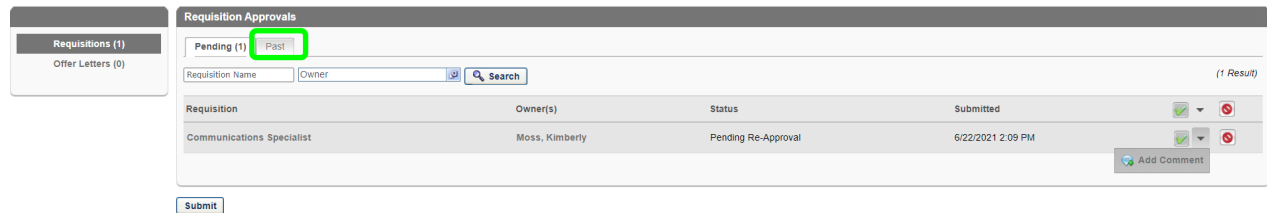
- To approve the requisition, click the **GREEN** check mark. To deny the requisition, click on the **RED** icon. Click on the **DOWNWARD ARROW** next to the response icon to add comments. To confirm, click **SUBMIT** at the bottom left corner of the screen.
- If an offer letter requires a college or division level user approval prior to OSU HR approval, a section to select **OFFER LETTERS** is available from the menu to the left. The same functions are available as with the requisition process.

Recruiting Approvals



- Click on the **PAST** tab to review your older approvals.

Recruiting Approvals



The following is a list of the final college or division approval queue. Departmental approvers can be added to a requisition as needed.

Academic Affairs	Denise Weaver
Arts & Sciences	Renee Tefertiller → Denise Weaver
Engineering, Architecture & Technology	Tim Sullivan → Denise Weaver
Education & Human Sciences	Cindy Haseley → Denise Weaver
Enrollment Management	Megan Gatlin
Graduate College	Denise Weaver
Institutional Diversity	Denise Weaver

Library	Denise Weaver
Research	Jason Pogue
Spears School of Business	Jeannette Parrish → Denise Weaver
Student Affairs	Shawna Goodwin
Vet Med	Carey Warner → Kristi Howey → Denise Weaver

## Requisition Standards

The following standards serve as recruitment guidelines.

Requisition Status	Reason for Use	Manage Candidates	Ability to Reopen
<b>CLOSED</b>	Applicant has been <i>HIRED</i>	All applicants must be cleared from the active pool. Applicants not hired will need to have the applicant status changed to <i>INACTIVE</i> and then select the appropriate reason for not selecting the candidate.	A closed requisition may not be reopened for recruitment. A new requisition is necessary to begin recruitment.
<b>CANCELLED</b>	Failed search/no applicant is <i>HIRED</i>	All applicants must be cleared from the active pool. Applicants not hired will need to have the applicant status changed to <i>INACTIVE</i> and then select the appropriate reason for not selecting the candidate.	A cancelled requisition may not be reopened for recruitment. A new requisition is necessary to begin recruitment.
<b>ON HOLD</b>	Removes requisition from the career site	Hiring managers may continue to screen the active pool to fill the position. No new applications will be received while the position is in the <i>ON HOLD</i> status.	The requisition may be reopened within 30-days of the date it was placed on hold. After the 30-day period, a new requisition is required.
An active pool has at least one applicant in one of the following statuses: <i>IN REVIEW, PHONE INTERVIEW, INTERVIEW, PENDING REFERENCE CHECKS, OFFER LETTER, BACKGROUND CHECK REQUEST, or BACKGROUND CHECK COMPLETE.</i>			

## Search Requisitions

From the **NAVIGATION MENU > RECRUIT > MANAGE REQUISITIONS** tab, you can search for requisitions.

**Manage Job Requisitions**
Options ▾

Include related

Include subordinate divisions

Include subordinate locations

My Jobs
All Jobs

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	Accounting Manager	req3	New York	Open	Tasha Moore	931	2	0	2	0
●	Customer Service Representative	req6	Chicago	Open	Comp Config	816	3	0	0	0
●	Accountant	req7	New York	Open	N/A	685	3	1	0	0
●	Senior Accountant	req9	Chicago	Open	Tasha Moore	448	3	31	0	7
●	Accountant	req5	New York	Open	N/A	812	3	1	0	0
●	Accountant - Entry Level I	req8	Los Angeles	Open	Tasha Moore	533	3	0	0	0

**NOTE:** The positions that display are the positions that are within the user's constraints defined for the permission to manage requisitions. For questions regarding access, please email [jobs@okstate.edu](mailto:jobs@okstate.edu) or call (405) 744-2909.

You can filter the results in the job requisitions table by the following:

- Job Title - Select this option to filter requisitions by the job title that is set in the job requisition. The job title must match the job exactly to appear in the search results.
- Req ID - Select this option to filter requisitions by the requisition ID. This is the easiest method to search for a position. The job must match the ID exactly to appear in the search results ("req8523" for example).
- Division - Select this option to filter requisitions by the division associated with the job requisition. Check the *INCLUDE SUBORDINATES* box to include subordinate divisions. Subordinate divisions are the departments within the hierarchy of the selection (i.e., if OSU-Stillwater is selected, each department org within the Stillwater campus reporting structure will be included in the search results).
- Location - Select this option to filter requisitions by the location associated with the job requisition. Check the *INCLUDE SUBORDINATES* box to include subordinate locations.
- Owner - Select this option to filter requisitions by the job requisition owner.
- Requisition Status - This option allows the recruiter or manager to filter requisitions by one or more job requisition statuses. The following are the available options:
  - All Statuses
  - Cancelled
  - Closed

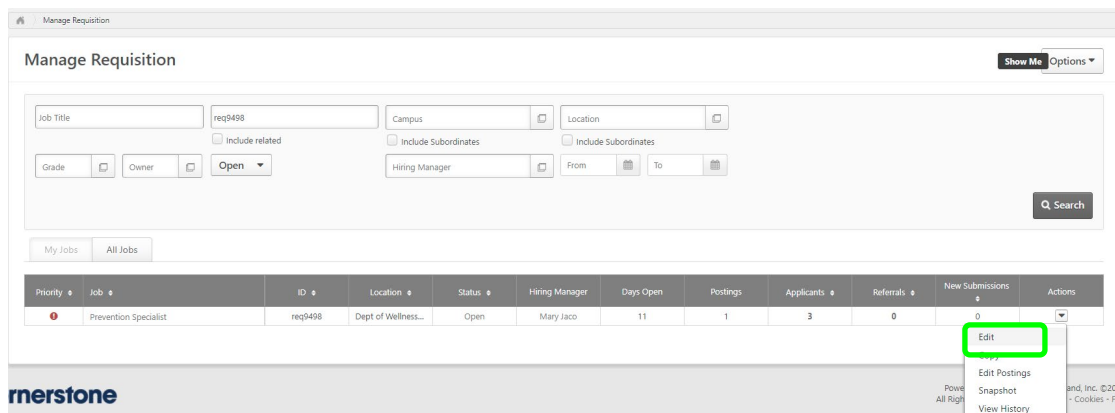


- Denied - This option is selected by default but can be unchecked.
  - Draft - This option is selected by default but can be unchecked.
  - Open - This option is selected by default but can be unchecked.
  - Open - Pending Re-Approval - This option is selected by default but can be unchecked.
  - Pending Approval - This option is selected by default but can be unchecked.
- Hiring Manager - This filter allows recruiters to filter the *MANAGE REQUISITIONS* table by the selected hiring manager. To select a hiring manager, click the *SELECT* icon, and then select a user from the [SELECT A USER](#) pop up.
  - Date Range - This option searches for job requisition by initial creation date. The search returns job requisitions initially created (saved or submitted) within the specified date range. You may leave the date range blank to search.

These filters work together so that only the requisitions that match all criteria are displayed when the *SEARCH* button is clicked.

## Edit/View Requisitions

1. To access the *EDIT REQUISITION* page, go to **NAVIGATION MENU > RECRUIT > MANAGE REQUISITIONS**. On the *MANAGE REQUISITIONS* page, locate the requisition that you would like to view or edit, and then click the **EDIT** link in the options drop-down for the requisition or you may simply click on the **TITLE** of the position.



There are several reasons why a requisition may need to be edited, such as correcting errors and incorporating edits from hiring managers. The edit requisition page will begin on the *GENERAL* tab and then progress through the *JOB AD*, *APPLICATION WORKFLOW* and finally *APPLICANT REVIEW*; however, the fields available to edit will be limited. The ability to edit is limited by the requisition's current status and the users listed on the hiring team. Non-editable fields are grayed out and not selectable.

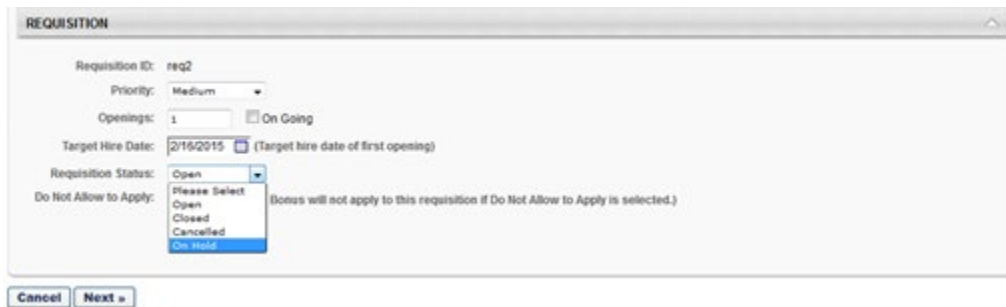
**NOTE:** *If a requisition has an approval workflow, edits to the requisition are not applied until the requisition is re-approved. The status will change to OPEN-PENDING RE-APPROVAL. Edits to requisitions that do not have an approval workflow will not post to the career site and will remain in the OPEN-PENDING RE-APPROVAL status. For this reason, please contact [jobs@okstate.edu](mailto:jobs@okstate.edu) to let us know of the edits to a requisition.*

## Change Status of a Requisition

Requisitions must be opened for recruitment on the career site for a specific period as stated in the scope of recruitment.

- Internal – minimum of 5 working days
- Local (Non-exempt) – minimum of 5 working days
- Local (Exempt) – minimum of 10 working days
- State – minimum of 10 working days
- National – minimum of 20 working days

To change the status of a requisition, click on the **EDIT** link as shown above in *EDIT/VIEW REQUISITION* instructions.



The screenshot shows a web form titled "REQUISITION". The fields are: Requisition ID: req2; Priority: Medium (dropdown); Openings: 1 (input) with an "On Going" checkbox; Target Hire Date: 2/16/2015 (calendar icon) with a note "(Target hire date of first opening)"; Requisition Status: Open (dropdown menu is open showing options: Please Select, Open, Closed, Cancelled, On Hold); Do Not Allow to Apply: (checkbox) with a note "(Boxes will not apply to this requisition if Do Not Allow to Apply is selected.)". At the bottom are "Cancel" and "Next >" buttons.

The requisition will open in *EDIT REQUISITION* form. Scroll down to the **REQUISITION** section as shown above. To change the status of the requisition, select the **STATUS** option from the *REQUISITION STATUS* drop-down on the *GENERAL* tab.

To remove a requisition from the career site, send an email to [jobs@okstate.edu](mailto:jobs@okstate.edu). When a requisition is in a *CLOSED* or *CANCELLED* status, edits are not allowed. **All candidates must be changed to a status of *INACTIVE* and assigned a disposition reason before the requisition can be changed to *CLOSED* or *CANCELLED*.**

- A *CLOSED* requisition status is appropriate following offer letter approval by HR and applicant is hired.
- A *CANCELLED* requisition status is appropriate for a failed search in which no applicant was selected for hire.

### Place Requisition on Hold

To place a requisition *ON HOLD*, email [jobs@okstate.edu](mailto:jobs@okstate.edu) or call (405) 744-2909.

**Placing a requisition *ON HOLD* has the following impacts:**

- The posting(s) on the career site is removed.
- The requisition can be viewed but all fields on the requisition are not editable.
- The *ON HOLD* status is tracked on the [REQUISITION HISTORY](#) pop-up.
- The timer for both the *DAYS OPEN* and *TIME TO FILL* are stopped while the requisition is on hold. The timers start again from where they stopped once the requisition is reopened.

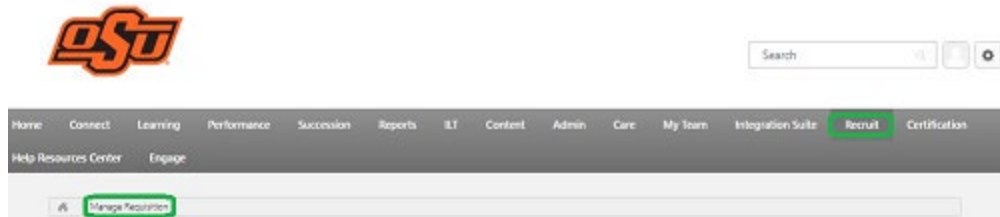
### Re-open a Requisition

Refer to the [Requisition Standards](#) to determine if the requisition may be re-opened. Contact OSU HR by email [jobs@okstate.edu](mailto:jobs@okstate.edu) or call (405) 744-2909 to re-open a requisition.

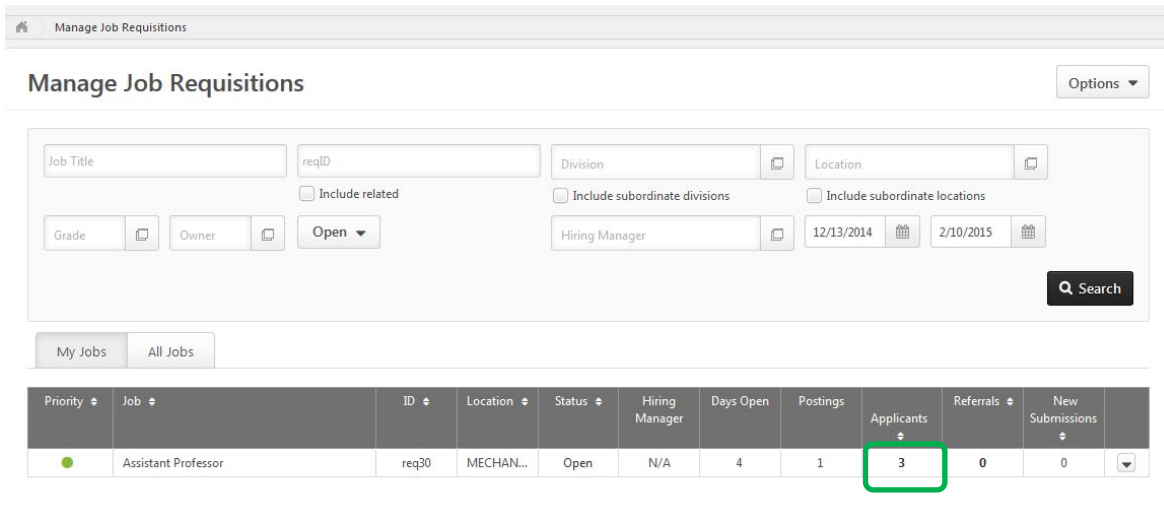
## Managing Applicants to a Requisition

### Accessing Applicant Pools

1. Click on **NAVIGATION MENU > RECRUIT > MANAGE REQUISITION**



2. Once you locate the listing, click on the link which corresponds with the **NUMBER OF APPLICANTS** currently in the pool. In the *Assistant Professor* example below, there are 3 applicants. The number “3” is a clickable link.



Manage Job Requisitions

Options ▾

Job Title reqID Division Location

Include related  Include subordinate divisions  Include subordinate locations

Grade Owner Open Hiring Manager 12/13/2014 2/10/2015

Search

My Jobs All Jobs

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	Assistant Professor	req30	MECHAN...	Open	N/A	4	1	3	0	0

3. Your list of applicants will be shown. You may click on the **APPLICANT'S NAME** to open the **APPLICANT PROFILE**. You may also click on the icons circled below to quickly preview the application and/or resume.

The screenshot shows the OSU Candidates page. On the left, there are filters for Requisition and Current Status. The main area displays a table of candidates. A green callout points to the 'View Profile' button for the first candidate, Avery. Another green callout points to the 'View Resume/CV or Application' button for the second candidate, Briana.

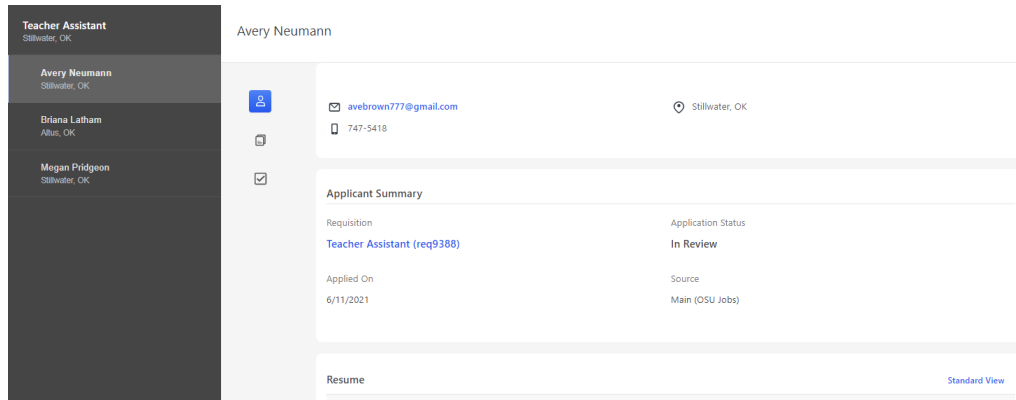
CANDIDATE	LOCATION	REQUISITION	STATUS	TYPE	SOURCE
Avery @gmail.com	Stillwater OK United States	Teacher Assistant req	In Review 2 days ago No Suggested Action	External	Main (OSU Jobs) 6/11/2021
Briana @yahoo.com	OK United States	Teacher Assistant req	In Review 3 days ago No Suggested Action	External	Main (OSU Jobs) 6/10/2021
Megan @gmail.com	Stillwater OK United States	Teacher Assistant req	In Review 20 days ago No Suggested Action	External	Main (OSU Jobs) 5/24/2021

- To view multiple resumes at one time, select the **CHECK BOX** next to the applicants you wish to view. Click **VIEW PROFILE** to display the applicant's resume. (Resume displayed on next page.)

This screenshot shows the same OSU Candidates page, but with checkboxes selected for the first three candidates: Avery, Briana, and Megan. A green callout points to the 'View Profile' button, which is now highlighted. The 'Change Status' button is also visible and selected.

CANDIDATE	LOCATION	REQUISITION
<input checked="" type="checkbox"/> Avery @gmail.com	Stillwater OK United States	Teacher Assistant req
<input checked="" type="checkbox"/> Briana @yahoo.com	Altus OK United States	Teacher Assistant req
<input checked="" type="checkbox"/> Megan @gmail.com	Stillwater OK United States	Teacher Assistant req



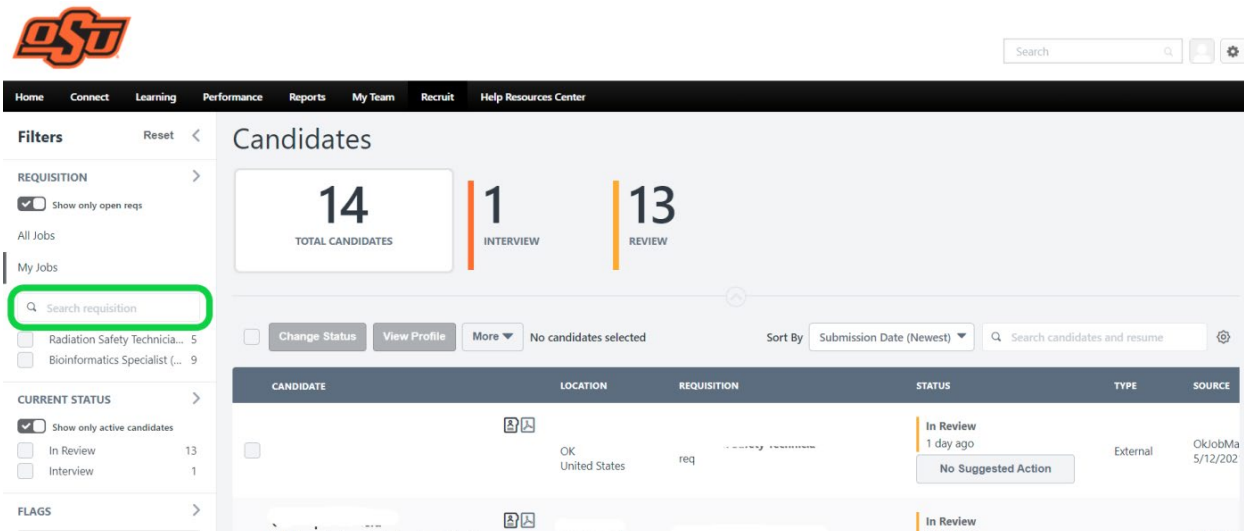


## Managing Applicant Statuses

Utilizing the applicant status options within the OSU Jobs System is a convenient way to manage the candidate pool. As the candidate progresses throughout the recruitment process, the status of their application can be organized into the following statuses: *IN REVIEW*, *PHONE INTERVIEW*, *INTERVIEW*, *PENDING REFERENCE CHECKS*, *OFFER LETTER*, *BACKGROUND CHECK REQUEST*, *BACKGROUND CHECK COMPLETE*, *HIRED*, or *INACTIVE*. There are multiple reasons available to choose from for why a candidate will no longer be considered for the position. The system will send an automated email to the candidate to notify them of the decision. Visit [OSU Jobs: Dispositions List and Emails](#) for a preview of the automated candidate email messages. Timely review of candidates and dispositioning accurately in real time ensures a better candidate experience and captures candidate details that may need to be referenced at a later day for Affirmative Action and Equal Opportunity reports.

## Change Applicant Status

1. Go to the **RECRUIT** tab and click on **MANAGE CANDIDATES**.
2. Search for the requisition (default filter settings may need to be adjusted).



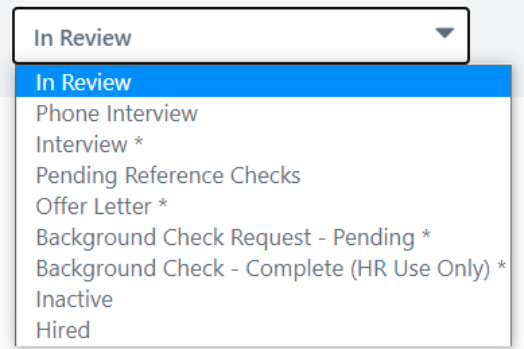
- You can update the status of one or more applicants. To select all applicants, **CHECK THE BOX** above the list of applicants. To change the status of one applicant, click on the **STATUS** for the applicant.



- A **CHANGE STATUS** screen will appear. Click the **DROP-DOWN MENU** to select a status.

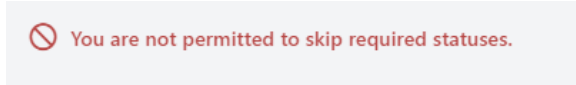
## Required Applicant Statuses

An asterisk in the list of statuses denotes a required and sequential applicant status. A required status must be completed in order to advance to the next status. Applicants will begin at the *IN REVIEW* status. The next status to select is *INTERVIEW* if the applicant is invited to interview. At any time, the applicant will no longer be considered for the position, the status can be updated to *INACTIVE*.



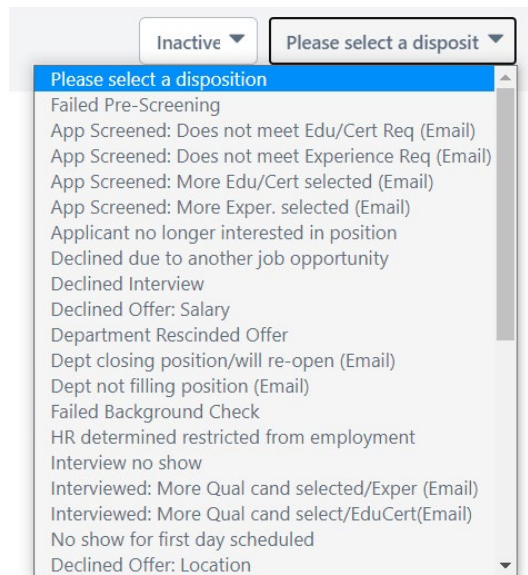
All applicant statuses can be changed to any previous status or to *INACTIVE* at any time. **The *BACKGROUND CHECK – COMPLETE* status is restricted for use by OSU Human Resources only.**

You will receive an error message such as the following if you attempt to bypass a required step.



## Inactive Status and Dispositions

If a candidate is passed on, change the status to *INACTIVE* and select the appropriate *DISPOSITION* for the reason the candidate is no longer under consideration. Several dispositions are available to fit the situation for most dispositions. The system will send an automated email to the candidate to notify them of the decision. Visit [OSU Jobs: Dispositions List and Emails](#) for a preview of the automated candidate email messages.



## Hired Status

If an applicant is moved into the *HIRED* status and there are other applicants remaining in an active recruitment status, a *MANAGE REMAINING APPLICANTS* screen will appear. **All candidates not selected for the position need to have a disposition reason selected.** *Note: The MANAGE REMAINING APPLICANTS screen will batch all remaining active applicants into the disposition type selected. If there*

are multiple disposition reasons, move applicants individually into the **INACTIVE** status (see [Change Applicant Statuses](#)).

### Manage Remaining Applicants

All openings for the requisition(s) are now filled. How would you like to proceed with the remaining applicants?

(req. ...)

4 Remaining Applicants

Don't Change

Close All

Failed Pre-Screening

- Failed Pre-Screening
- App Screened: Does not meet Edu/Cert Req (Email)
- App Screened: Does not meet Experience Req (Email)
- App Screened: More Edu/Cert selected (Email)
- App Screened: More Exper. selected (Email)
- Applicant no longer interested in position
- Declined due to another job opportunity
- Declined Interview
- Declined Offer: Salary
- Department Rescinded Offer
- Dept closing position/will re-open (Email)
- Dept not filling position (Email)
- Failed Background Check
- HR determined restricted from employment
- Interview no show
- Interviewed: More Qual cand selected/Exper (Email)
- Interviewed: More Qual cand select/EduCert(Email)
- No show for first day scheduled
- Declined Offer: Location
- Declined Offer: Other Terms & Cond

Save

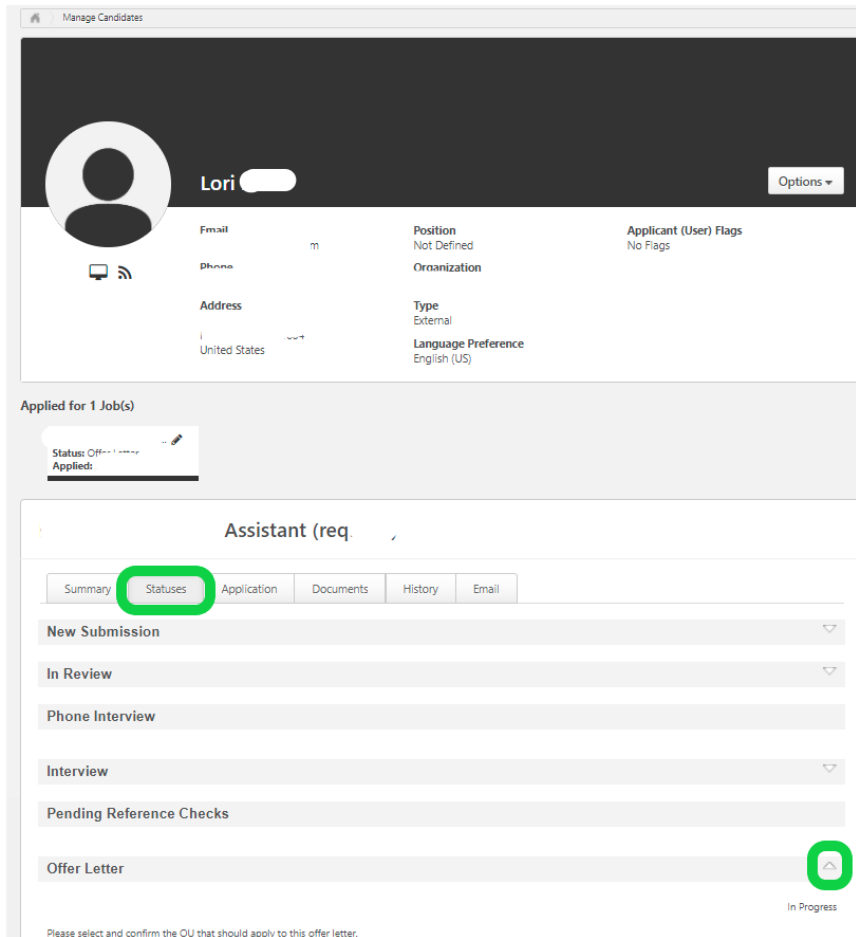
## Offer Letter

### Create Offer Letter and Submit for Approval

Once the applicant's status has been changed to **OFFER LETTER**, you may create the offer letter and submit for approval to OSU Human Resources. Your college or division may have departmental specific recruitment protocols that require additional approvals to be obtained before an offer letter is sent to OSU HR for approval.

1. Go to **MANAGE CANDIDATES**
2. Click on the **APPLICANTS NAME** to access the **APPLICANT PROFILE**
3. Click on the **STATUS** tab in the applicant profile.





- Click on the **DOWNWARD ARROW** on the far right of the **OFFER LETTER** tab to expand the section to view the **OFFER DETAILS**. Enter the **OFFER LETTER DETAILS** and click **SAVE AND CREATE NEW LETTER**.

*Note: The compensation, pay cycle, and wage type must all correspond. For example, if the offer is for \$12, hourly:*

- *Compensation should be Hourly*
- *Pay Cycle should be Bi-weekly*
- *Wage Type should be Hourly.*

**Offer Details**

Start Date: 4/6/2015

Hiring Manager: Craig Hannan

Division: FIRE PROTECTION PUBLICATION

Location: FIRE PROTECTION PUBLICATION

Compensation: Salary

Currency: United States Dollar

Pay Cycle: Monthly

Wage Type:  Annual  Hourly

Salary: \$ 40,000

Notes:

Save and Create New Letter

5. A **CREATE OFFER** pop-up box will appear.
  - a. Offer Title: Enter a **TITLE** for the offer letter in this field. For example: “Sally Sue Offer”
  - b. You may edit the offer letter at this time in **DESIGN** mode; however, the COVID vaccine mandate; ninety-day probationary period (for all employees) and statement regarding background check must be included.

**Create Offer**

Offer Title: Sally Sue Offer Version: 1

Template: Staff - Salary

View Tags

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

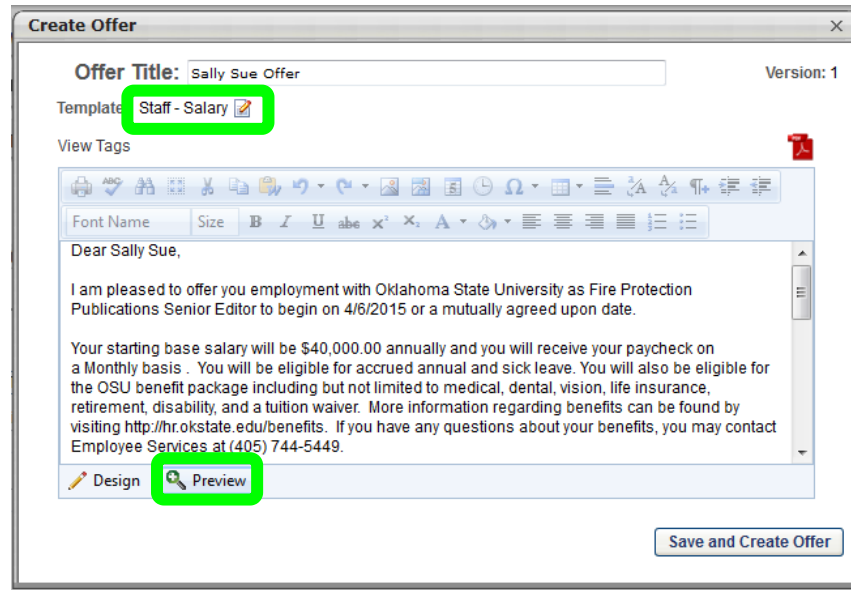
I am pleased to offer you employment with Oklahoma State University as JOB.TITLE to begin on OFFER.START.DATE or a mutually agreed upon date.

Your starting base salary will be \$OFFER.SALARY annually and you will receive your paycheck on a OFFER.PAY.CYCLE basis . You will be eligible for accrued annual and sick leave. You will also be eligible for the OSU benefit package

Design Preview

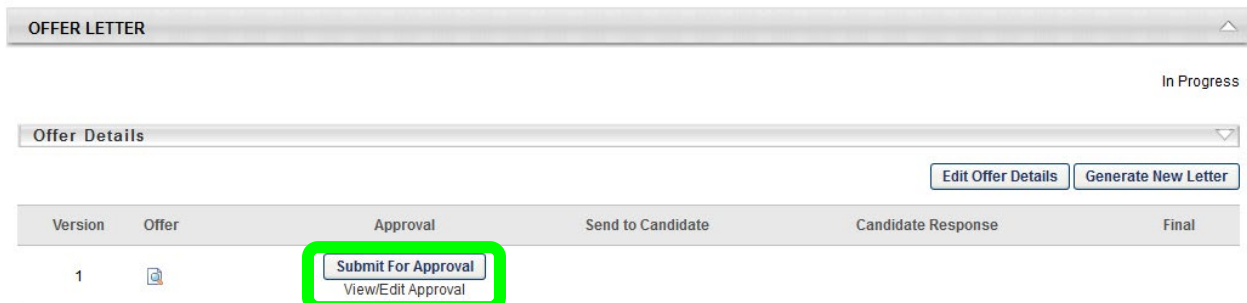
Save and Create Offer

- c. Click **PREVIEW** to view the offer letter in true text form. You may return to **DESIGN** mode if additional edits need to be made.

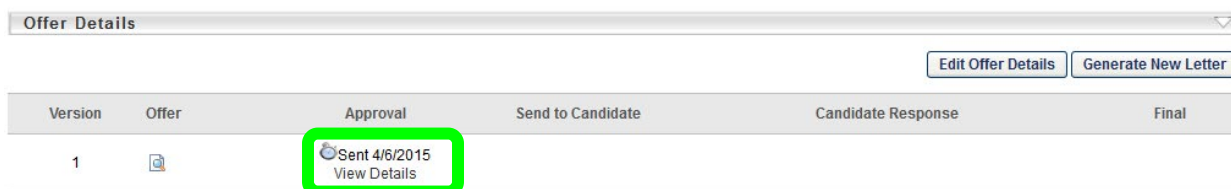


*Note: Errors can occur if the template and offer details don't match. Ensure the template type reflects the correct compensation type. To change this, click the pencil icon for DESIGN mode on the template section. Click PREVIEW to view the offer to ensure the letter is correct.*

6. Once you have made any necessary edits and your draft is final, click **SAVE AND CREATE OFFER**.
7. Now that the offer letter has been created, click **SUBMIT FOR APPROVAL** to route through the approval process. You may click **VIEW/EDIT APPROVAL** to review the offer letter approval workflow.



8. Click on **VIEW DETAILS** to check the approval status of the offer letter approval once the offer letter is submitted for approval.



*Note: If at any point in the process you need to edit the offer letter, you may click **EDIT OFFER DETAILS** to edit the offer letter. Click **GENERATE NEW LETTER** and then click **SUBMIT** to send the updated letter through the approval workflow.*

## Send Offer to Candidate

You will receive an automated email to notify you the offer letter has been approved and is ready for you to extend to the candidate. There are multiple methods available to send the offer to the candidate.

1. Go to **MANAGE CANDIDATES**. Click on the **APPLICANT'S NAME** to access the **APPLICANT PROFILE**.
2. Click the **STATUSES** tab. You will see that the offer letter has been approved. Click **SEND OFFER**.

The screenshot shows the Applicant Profile page for 'sally@yahoo.com'. The contact information includes a phone number (405-744-5555) and an address (105 Hometown drive, Hometown, OK 74059, United States). The position is 'Not Defined', organization is 'Not Defined', and type is 'External'. The 'STATUSES' tab is selected, showing a list of statuses: NEW SUBMISSION, IN REVIEW, PHONE INTERVIEW, INTERVIEW, PENDING REFERENCE CHECKS, and OFFER LETTER. The 'OFFER LETTER' status is highlighted, and the 'Send Offer' button is circled in green. Below the status list, there are buttons for 'Edit Offer Details' and 'Generate New Letter'. A table below shows the offer details:

Version	Offer	Approval	Send to Candidate	Candidate Response	Final
1		Approved 4/6/2015 <a href="#">View Details</a>	<a href="#">Send Offer</a>		

3. A **SEND OFFER** pop-up box will appear.

The screenshot shows the 'Send offer to Sally Sue' pop-up box. It contains the following fields and options:

- Offer Letter:** Sally Sue Offer (Version: 1)
- Additional Attachments:** [Browse...](#) No file selected.
- Send To:** **Send Methods** (Candidate Profile, Email, Paper Mail, Other)
- Instructions:**
- [Send to Candidate Profile](#)

4. Choose one of the following options within the system to send the **OFFER LETTER** to the candidate:
  - a. **CANDIDATE PROFILE** sends the offer to the **MY TASKS** panel on the candidate's **MY PROFILE** page.

- i. In the Instructions field, enter information regarding the offer. For example, you may wish to indicate that the candidate can respond to the offer via their *MY PROFILE* page. The maximum character limit is 500. The instructions appear for the candidate when they review the offer.
  - ii. Click the **SEND TO CANDIDATE PROFILE** button to submit the offer to the candidate.
  - iii. The applicant will receive an automated email to notify them of the offer letter that is awaiting their response. The applicant can log back into the career site where they applied for the position and access *MY PROFILE* to either *APPROVE* or *DENY* the offer. Once the candidate responds, an email notification of the decision will be sent to the requisition owner and hiring manager.
- b. **EMAIL** option allows you to email the offer to the candidate's email address they used to apply
  - i. In the Instructions field, enter instructions regarding the offer. For example, "Please review the attached letter. Please sign and date the letter and return to the hiring manager."
  - ii. Click **SEND EMAIL** to send the offer to the candidate. Any attachments in the *ADDITIONAL ATTACHMENTS* field are included.
- c. **PAPER MAIL** will create a record that the offer is being sent via paper mail.
  - i. The candidate's address from their user record is pre-populated. If an address is not available, then you can enter an address by clicking the **EDIT ADDRESS** link in upper-right corner.
  - ii. In the *DATE SENT* field, you must enter the date on which the offer will be or was sent.
  - iii. Click **SAVE** to commit the date sent.
  - iv. You will need to print the letter and mail the offer manually when using this option.
- d. **OTHER** option enables you to record the date an offer was extended to a candidate if you are not using any of the other send methods.
  - i. Enter a date in the **DATE SENT** field, and then click **SAVE** to commit the date sent.

If there is a change in the offer letter details, a new offer letter can be generated and resent to the candidate. Please refer to the [Create Offer Letter](#) steps to create a new offer letter.

## Background Check

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A criminal background check is required for new full-time staff, faculty and graduate assistant/associate at Oklahoma State University. Offers of employment are contingent upon successful completion of a background check.

The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted as required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

All background checks require authorization from the applicant to begin the screening. The authorization is sent via email from [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com) to the applicant's email address as listed on their application. The applicant has up to 10 business days to complete the authorization.

When updating an applicant's status from *OFFER LETTER* to *BACKGROUND CHECK REQUEST-PENDING*, refer to the [Change Applicant Status](#) section. The *BACKGROUND CHECK REQUEST-PENDING* status will trigger an email to [jobs@okstate.edu](mailto:jobs@okstate.edu) to initiate the background check on the selected applicant. This typically takes 5-7 business days to complete depending on the applicant.

## Background Check- Complete

OSU Human Resources will follow up to confirm employment eligibility once the background check review is complete. The applicant status for *BACKGROUND CHECK-COMplete (HR USE ONLY)* is restricted for use by OSU HR and not available for use by the hiring team. Primary owners and the hiring manager for the requisition will receive an email notification that this status has been updated and the applicant is clear for hire.

## Hired

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The final status change will be marking your selected candidate as *HIRED* in the system. Before updating an applicant's status, ensure you have completed all the required steps in the process (see [Required Applicant Statuses](#) for help).

1. Select the **HIRED** status and then click **SUBMIT**.
2. If all the appropriate steps in the process have been followed, your applicant pool should be empty now. Once your selected applicant is marked as *HIRED*, your requisition will automatically update to a *CLOSED* status and will be removed from the career site automatically.