

Cornerstone Applicant Tracking System Reviewer User Guide

Log in to the Applicant Tracking System

Go to <u>https://talent.okstate.edu</u> 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.

Review Applicants

Select the **RECRUIT** tab from the dropdown menu in the upper right corner of the screen (**E**) and click **REVIEW APPLICANTS**.

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Welcome America's Brightest Orange					
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access your professional development through the LEARNING portal, SEARCH	JOBS if you are managing or looking for open pos	itions, or access the PERFORN	ANCE portal to manage performance reviews	and fee Home Welcome	~
				Scheduled Tasks	
ER HOME TRÄNSCRIPT PLAYLISTS SEARCH JOBS PERFORMANCE				Learning	>
ER HOME TRANSCRIPT PLAYLISTS SEARCH JOBS PERFORMANCE				Universal Profile	>
				Connect	>
				Performance	>
nscript red fraining selection(s)) ed for 5 fraining selection(s))				Reports	>
red for 5 training selection(s))			CALENDAR	Recruit	>
	Acti	ve Transcript		Help Resources Center	>
	nd for Home Learning Universal Profile Connect Performance Reports Recruit Manage Requisition Manage Candidates Hifing Dathboard Recruiting Approval Review Applicants				
	Help Resources Center	>			

A list of available positions will be displayed to view applicant resumes and applications. Click on the link which corresponds with the **NUMBER OF APPLICANTS** currently in the pool. In the *Assistant Professor* example below, there are 5 applicants. The number "5" is a clickable link.

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	Review A	pplicants						I		
	Priority \$	Job 🗢	Location 🗢	Owner(s)	Date Opened 🖨	Target Hire Date 🗢	Openings 🗢	Applicants 🗢	In Review 🗢	
	0	Assistant Professor (req9938)	Stillwater Oklahoma		8/19/2021	1/1/2022	1	5	5	
									(1 Result)	

You will see a list of applicants for this specific requisition. If applicant statuses have been changed, select the **STATUS BOXES** that you wish to display, then click **SEARCH**. In the example below, all 5 applicants are *In Review*. *The applicant's name, phone number and location information have been hidden for confidentiality.

	olicants: Assistant Professor (req9	1938)						
Assistant Professor	r							
Job Details								
Applicant Name								
Show All Clear All Incl	:lude Hired / Closed							
In Review	Phone Interview 0	Interview VPe	ending Referenc 0	Offer Letter 0	Background Chec 0	Background Chec 0	Inactive 0	Hired >
								Q Search
1 × Actions ×					_			Q Search
1▼ Actions ▼ ✓ Applicants ◆		Applicant Location	Applicant Preferre	d Language App	licant Flags	Application Flags	Туре ¢	
	₽ • •	Applicant Location United States	Applicant Preferre English (US)	d Language App	licant Flags	Application Flags	Type ¢ External	Show 20 ¥ Cdit
Applicants +				d Language App	licant Flags	Application Flags		Show 20 - Source +



Edit Page Layout: Customize the way your column views are displayed by clicking on **EDIT** in the upper right-hand corner of the list of applicants.

Batch Resume Review

To view multiple resumes at one time, select the **CHECKBOX** from the header row above the applicant pool. Click on the **ACTIONS** dropdown box and select **RESUME/CV REVIEW**.

Assistant Professor

	ow All Clear All Include H	fired / Closed						
<	In Review Pt 5	hone Interview 0	0 Pending	0 Offer Letter 0 0	Background Chec 0	Background Chec 0	Inactive 0	Hired 0
F	our search						Show	Q Searc
,	Resume/CV Review Send Resume Review Link	-	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Туре 🗢	Sourc
	Batch Process			English (US)			External	Main

Applicants are listed in the column on the left. To view a candidate, click on the **APPLICANT'S NAME** or use the **ARROW** to advance through the list. *The system displays 20 applicants per page. Advance to the next page if there are more than 20 applicants.

<u>L</u> T			Q ≡
Review Applicants > Manage Applicants	>		
Resume/CV Review: Ass	istant Professor		
			(5 Results)
Applicants < >	Application Flags: Applicant Flags:		Application: 📔 Resume: 🗋 🚔
Ali	Status: In Review		Submission Date: 8/21/2021 View Applicant Profile
Ka Mi			A
Pe		RESUME	
		Dr.	
	Education:		

Review the Applicant Profile

From the list of applicants, you may enter the Applicant's Profile by clicking on the **APPLICANT'S NAME**.



Within the applicant's profile, you may view the application, resume, additional documents the applicant may have uploaded, and the history for the applicant as it relates to this requisition.

Assistant Professor (
Summary	Statuses	Application	Documents	History					
Applicant S	ummary								
Current Status		In Review	v						
Resume/CV		📙 🦊							
Application		1							
Source		HigherEc	lJobs						
Application Re	ceived	8/23/202	1						

Within the applicant profile, you may also view the applicant *Snapshot* by clicking on the **MONITOR** (\neg) icon. This information is obtained within the application for staff positions and is to be completed by applicants during the online application process. If completed, this information will show the applicant's *Prior Experience*, *Education*, and *Skills/Certifications/Licenses*.



If you have questions related to departmental-specific recruitment protocols, your college or division administrative officer may be able to assist you. For questions related to Cornerstone, please contact Talent Recruitment at (405) 744-2909 or by email, <u>jobs@okstate.edu</u>.