



OSU Jobs System User Recruitment Guide:

Your guide to navigate through the applicant tracking system, Cornerstone.

Table of Contents

Review the Job Description	2
USER- Logging into OSU Jobs.....	2
Creating a Requisition for Posting.....	2
Job Ad	12
Application Workflow.....	12
Applicant Review	12
Requisition Approval	13
Requisition Standards.....	16
Search Requisitions	16
Edit/View Requisitions	18
Change Status of a Requisition.....	18
Place Requisition on Hold.....	19
Re-open a Requisition	19
Managing Applicants to a Requisition.....	20
Accessing Applicant Pools	20
Managing Applicant Statuses	22
Change Applicant Status.....	22
Required Applicant Statuses	24
Inactive Status and Dispositions.....	24
Hired Status	25
Offer Letter	26
Create Offer Letter and Submit for Approval.....	26
Send Offer to Candidate.....	29
Background Check	30
Background Check- Complete	31
Hired	31

Review the Job Description

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 view the resource page found here: <https://hr.okstate.edu/consulting-services/people-admin.html>.

USER- Logging into OSU Jobs

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

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 ▼

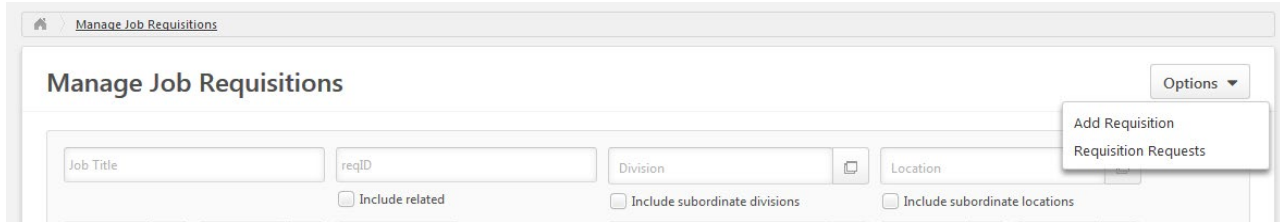
- Manage Requisition
 - Manage Candidates
 - Recruiting Approvals
 - Candidate Search Query
 - Search Candidates

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.

Title	ID	Parent
Admin Supp Spclt	AS9405	Oklahoma State University

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 * <input type="text" value="Admin Supp Spclt"/> X			
Requisition Template * <input type="text" value="ADMIN SUPP SPCLT AS9405"/> X			
View In <input type="text" value="English (US"/> ▼	Default Localized Languages		
DETAILS			
<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 * <input type="text" value="Administrative Support Specialist"/>			
Campus * <input type="text" value="Political Science"/> X			
Primary Location * <input type="text" value="Political Science"/> X	Address * No Address 📍		
Additional Location(s) + Add Location(s)			
Grade <input type="text" value="Grade"/>			
Department <input type="text" value="Political Science"/> X			
Contact Phone <input type="text"/>			
EEO Category * <input type="text" value="Administrative Support Workers"/> ▼			

EDIT REQUISITION SECTIONS

Details

Display Job Title

Spell out titles and refrain from using all CAPS.

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	Enter the phone number for the primary contact.
EEO Category	Entered by HR.

Employment Type * Staff Full-Time ▼ ☒ Full Time ☐ Part Time

Currency * United States Dollar ▼

Compensation * Hourly ▼

Range \$ 10.05 To \$ 15.25

Referral Bonus \$ 0

Job Category * Administrative Support ▼

Position Number: * AS9405

Class Code * 0338 ▼

FTE * 1.0

Open Until Filled ☐

EDIT REQUISITION SECTIONS	
Details	
Employment Type	Select the appropriate employment type for the position (i.e., staff full-time, staff part-time, faculty).
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	Enter the position number from the job description. Multiple positions numbers may be entered.
Class Code	Enter the class code from the job description.

FTE	Enter the full-time equivalency for the position as a decimal point (i.e., 1.0, 0.5).
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	
Details	
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 Uniform Position Classification and Pay Plan for Administrative/Professional and Classified Staff Policy 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	State the documents applicants must provide as part of the application process, etc. 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	Enter the work schedule for the position (i.e., Monday-Friday 8am-5pm). This field will be displayed on the job ad.
Appointment Dates (Faculty Appt. Period)	Enter the faculty appointment period (i.e., 11-month). 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	
Details	
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)	Enter the information on the incumbent who last vacated the position if applicable.
Notes to HR Regarding Requisition	Insert any important notes to HR, such as internal listing, waiver of recruitment, user approvals, etc.
Will the position be advertised in addition to listing on OSU jobs site?	If the position is advertised on a job board other than OSU jobs, select YES.
If Yes, list where the advertisement will be placed (Attach Ad copy below)	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.

EDIT REQUISITION SECTIONS	
Hiring Team	
Requisition Owners	The user initiating the requisition is listed as the primary owner. 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. The user in the hiring manager field is used in communications for email notifications to applicants, human resources, etc. 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

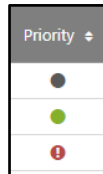
Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

1	User	User, HR	
---	------	----------	---

EDIT REQUISITION SECTIONS	
Attachments	Upload approval documents such as the authorization to fill form, advertisement, recruitment memo and any other documents that may be necessary.
Approvals	For OSU-Stillwater requisitions, Human Resources (User, HR) will be designated as the approver. Please call (405) 744-2909 or email jobs@okstate.edu if Human Resources is missing from the approval workflow.

REQUISITION	
Requisition ID:	
Priority:	Medium ▼
Openings:	1 <input type="checkbox"/> On Going
Target Hire Date:	6/1/2015 (Target hire date of first opening)
Requisition Status:	Draft ▼
Do Not Allow to Apply:	<input type="checkbox"/> (Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

EDIT REQUISITION SECTIONS	
Requisition	
Requisition ID	The system will generate the ID for each requisition that is created and saved.
Priority	<p>Select the priority level from the drop-down menu (Low, Medium, High). The priority status is displayed on the <i>MANAGE REQUISITIONS</i> page.</p> 
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 and an approved authorization to fill form 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 Requisition Standards 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).
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7. 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 or call (405) 744-2909 for questions or edits to the job ad.

1. 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 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.

Offer Letter (Type: Offer Letter)

Offer Template: Staff - Salary

Offer Approvals

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.

1 User: HR User

☒ Approval Required ☐ 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.

Background Check Request - Pending (Type: Background Check)

Background Check - Complete (HR Use Only) (Type: Background Check)

Inactive (Type: Closed)

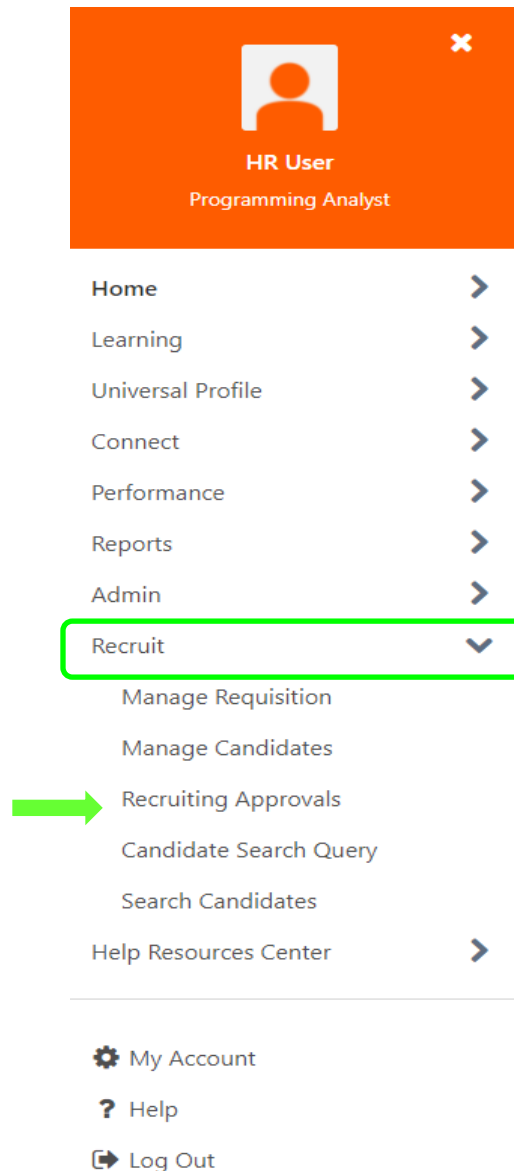
Hired (Type: Hired)

Back Cancel Save **Submit** Submit and Manage Postings

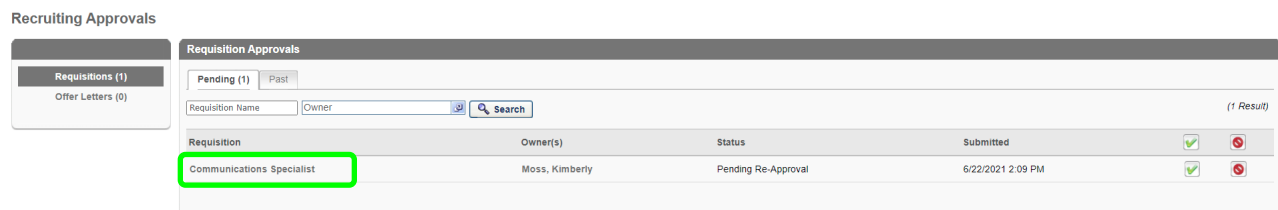
Requisition Approval

Approvers will receive an automated email from jobs@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.



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



- 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

Requisitions (1)
Offer Letters (0)

Requisition Approvals

Pending (1) Past

Requisition Name Owner Search

(1 Result)

Requisition	Owner(s)	Status	Submitted	
Communications Specialist	Moss, Kimberly	Pending Re-Approval	6/22/2021 2:09 PM	

Add Comment

Submit

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

Recruiting Approvals

Requisitions (1)
Offer Letters (0)

Requisition Approvals

Pending (1) **Past**

Requisition Name Owner Search

(1 Result)

Requisition	Owner(s)	Status	Submitted	
Communications Specialist	Moss, Kimberly	Pending Re-Approval	6/22/2021 2:09 PM	

Add Comment

Submit

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	Michelle Brice → Tim Sullivan → Denise Weaver
Education & Human Sciences	Keri Millard → 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

Requisition Standards

The following standards serve as recruitment guidelines.

Requisition Status	Reason for Use	Manage Candidates	Ability to Reopen
CLOSED	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 and a new authorization to fill approval form* is necessary to begin recruitment.
CANCELLED	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 and a new authorization to fill approval form is necessary to begin recruitment.
ON HOLD	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, provide an updated authorization to fill approval form.
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>			
*Authorization to fill approval is active for a period of 60-days. A position open for recruitment will require an updated authorization to fill to continue to recruit.			

Search Requisitions

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

Manage Job Requisitions

Options

Job Title

reqID

Division

Location

☐ Include related
 ☐ Include subordinate divisions
 ☐ Include subordinate locations

Grade

Owner

6 Selected

Hiring Manager

From

To

Search

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 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 in order 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 in order 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.

The screenshot shows the 'Manage Requisition' interface. At the top, there are search filters for Job Title, Campus, Location, Grade, Owner, and Hiring Manager, along with checkboxes for 'Include related' and 'Include Subordinates'. A 'Search' button is on the right. Below the filters is a table with columns: Priority, Job, ID, Location, Status, Hiring Manager, Days Open, Postings, Applicants, Referrals, New Submissions, and Actions. The first row shows a requisition for 'Prevention Specialist' with ID 'req0498'. The 'Actions' column for this row has a dropdown menu with options: Edit, Copy, Edit Postings, Snapshot, and View History. The 'Edit' option is highlighted with a green box.

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.

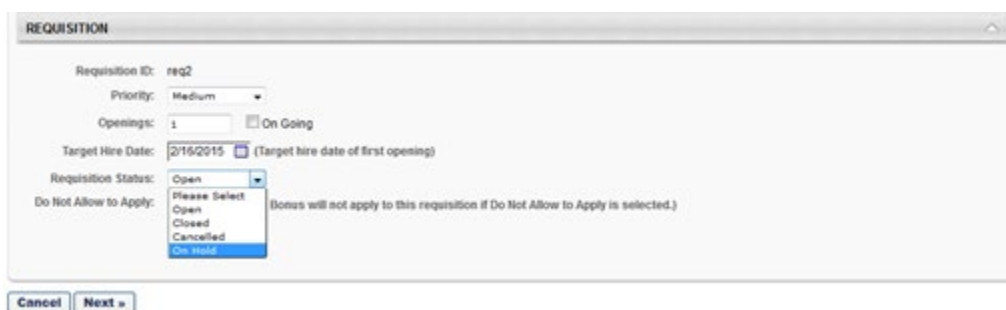
NOTE: If a requisition has an approval workflow, edits to the requisition are not applied until the requisition is re-approved. The status will change to *OPEN-PENDING RE-APPROVAL*. Edits to requisitions that do not have an approval workflow will not post to the career site and will remain in the *OPEN-PENDING RE-APPROVAL* status. For this reason, please contact jobs@okstate.edu 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". It contains the following fields and options:

- Requisition ID: req2
- Priority: Medium (dropdown menu)
- Openings: 1 (text 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). A tooltip for this dropdown lists: "Please Select", "Open", "Closed", "Cancelled", and "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.)"
- Buttons: "Cancel" and "Next »"

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. 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 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.

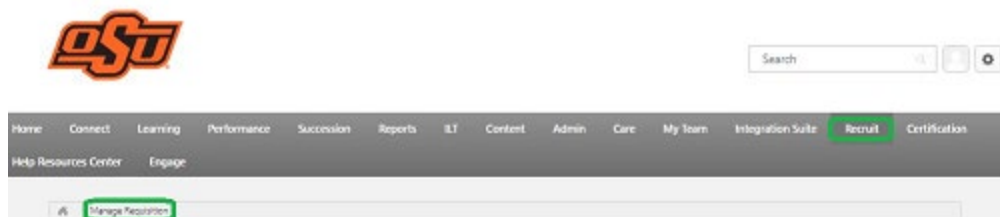
Re-open a Requisition

Refer to the [Requisition Standards](#) to determine if the requisition may be re-opened. Contact Talent Recruitment by email 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.

Click here to access the applicant profile

Click to view the Resume/CV or Application (file is downloaded to computer)

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	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

4. 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.)

View Profile

CANDIDATE	LOCATION	REQUISITION
Avery @gmail.com	Stillwater OK, United States	Teacher Assistant req
Briana @yahoo.com	Altus OK, United States	Teacher Assistant re
Mega @gmail.com	Stillwater OK, United States	Teacher Assistant re

Teacher Assistant
Stillwater, OK

Avery Neumann
Stillwater, OK

Briana Latham
Altus, OK

Megan Pridgeon
Stillwater, OK

Avery Neumann
Stillwater, OK

avebrown [REDACTED]
747-5418 [REDACTED]

Stillwater, OK

Applicant Summary

Requisition Teacher Assistant (req9388)	Application Status In Review
Applied On 6/11/2021	Source Main (OSU Jobs)

Resume Standard View

Work Experience:
Stillwater [REDACTED] hr's Assistant Aug 2019- present

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).

The screenshot shows the OSU Recruitment Management System interface. The top navigation bar includes links for Home, Connect, Learning, Performance, Reports, My Team, Recruit, and Help Resources Center. The main content area is titled 'Candidates' and displays three summary cards: 14 TOTAL CANDIDATES, 1 INTERVIEW, and 13 REVIEW. Below these cards, there are buttons for 'Change Status', 'View Profile', and 'More'. A search bar is also present. The left sidebar contains filters for REQUISITION, CURRENT STATUS, and FLAGS. A green box highlights the 'Search requisition' field in the REQUISITION filter section.

- 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.

The screenshot shows the OSU Recruitment Management System interface with annotations. A green arrow points to the 'Select All' checkbox above the candidate list. Another green arrow points to the 'In Review' status for the candidate Robert. The candidate list includes Robert, Christopher, and Joseph, each with their location, requisition, and status.

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

Change Status

Change all statuses to: Please select a new status

Candidate	Requisition	Requisition Title	Status	New Status	
Robert	req	Technician	In Review	Phone Interview	X
Christophe	re	Technician	In Review	Phone Interview	X
Joseph	req	Technician	In Review	Phone Interview	X
Michael	req	Technician	In Review	Phone Interview	X
Ibrahim	req	Specialist	In Review	Phone Interview	X
AbduNasei	re	Technician	In Review	Phone Interview	X
Yuhong	re	Specialist	Interview	Pending Reference Checks	X
Christophe	req	Specialist	In Review	Phone Interview	X
WENCHAG	req	Specialist	In Review	Phone Interview	X
Hao		Specialist	In Review	Phone Interview	X

Cancel Save

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*.

In Review

- In Review
- Phone Interview
- Interview *
- Pending Reference Checks
- Offer Letter *
- Background Check Request - Pending *
- Background Check - Complete (HR Use Only) *
- Inactive
- Hired

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.

You are not permitted to skip required statuses.

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.

A screenshot of a web interface showing a dropdown menu. At the top, there are two buttons: 'Inactive' and 'Please select a disposit'. The dropdown menu is open, displaying a list of disposition reasons. The first item is 'Please select a disposition' in blue. The list includes: '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', and 'Declined Offer: Location'.

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

A screenshot of a web interface showing a dropdown menu. The dropdown is open, displaying a list of disposition reasons. The first item is 'Failed Pre-Screening' in blue. The list includes: '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', and '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.

The screenshot displays the 'Manage Candidates' interface. At the top, there's a header for 'Lori' with a profile picture and an 'Options' dropdown. Below this, a table lists various fields: Email, Position (Not Defined), Applicant (User) Flags (No Flags), Phone, Organization, Address, Type (External), and Language Preference (English (US)). A section titled 'Applied for 1 Job(s)' shows a status of 'Offer Letter Applied'. The main content area is titled 'Assistant (req)' and features a tabbed interface with 'Summary', 'Statuses', 'Application', 'Documents', 'History', and 'Email'. The 'Statuses' tab is highlighted with a green circle. Below the tabs, there's a list of submission stages: 'New Submission', 'In Review', 'Phone Interview', 'Interview', 'Pending Reference Checks', and 'Offer Letter'. The 'Offer Letter' stage is highlighted with a green circle, and a green upward arrow icon is visible next to it, indicating the next step in the process.

4. 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:	Hiring Manager:
4/6/2015	Craig Hannan
Division:	Location:
FIRE PROTECTION PUBLICATION	FIRE PROTECTION PUBLICATION
Compensation:	Currency:
Salary	United States Dollar
Pay Cycle:	
Monthly	
Wage Type:	Salary:
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly	\$ 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 Sue. The 'STATUSES' tab is selected, and the 'OFFER LETTER' status is highlighted. The 'Send Offer' button is circled in green. The page also shows a table with columns: Version, Offer, Approval, Send to Candidate, Candidate Response, and Final. The 'Send Offer' button is located in the 'Send to Candidate' column.

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 sections:

- Offer Letter:** Sally Sue Offer (Version: 1)
- Additional Attachments:** A 'Browse...' button and the text 'No file selected.'
- Send To:** A 'Send Methods' dropdown menu with options: Candidate Profile, Email, Paper Mail, and Other.
- Instructions:** A text area for additional instructions.
- Buttons:** 'Send to Candidate Profile' and 'Send Offer'.

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

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 appliancestation@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 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

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.