



HUMAN RESOURCES

Cornerstone Applicant Tracking System Reviewer User Guide

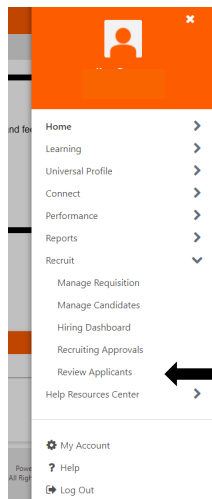
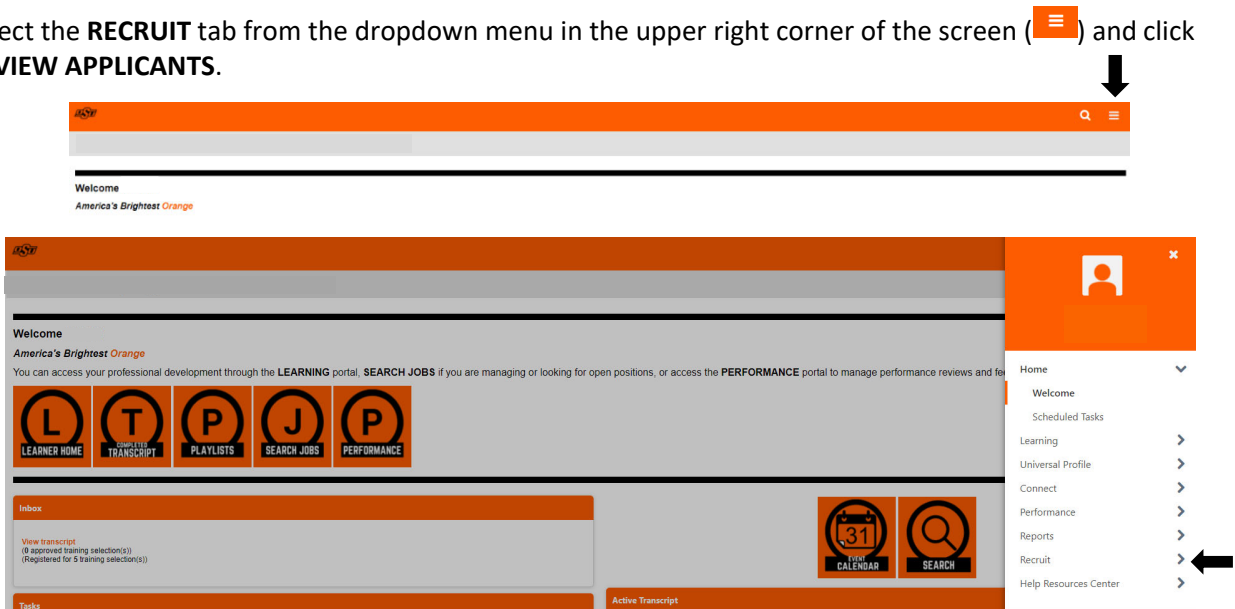
Log in to the Applicant Tracking System

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

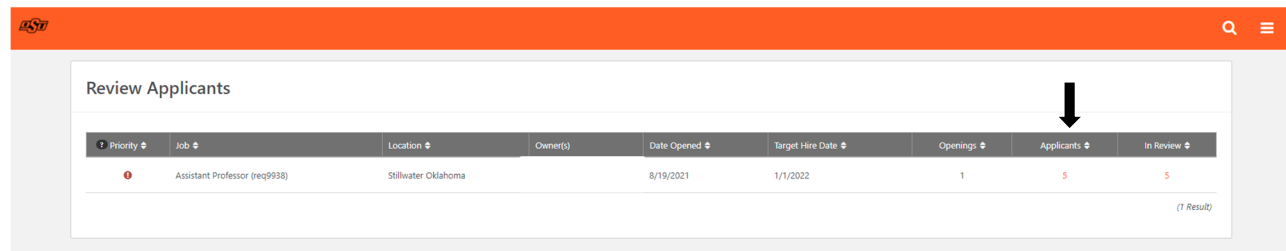
You will reach your campus landing page (Stillwater, Tulsa, OKC, etc). This page includes access to all the talent management clouds (Learning, Recruitment, and Performance) and may include announcements.

Review Applicants

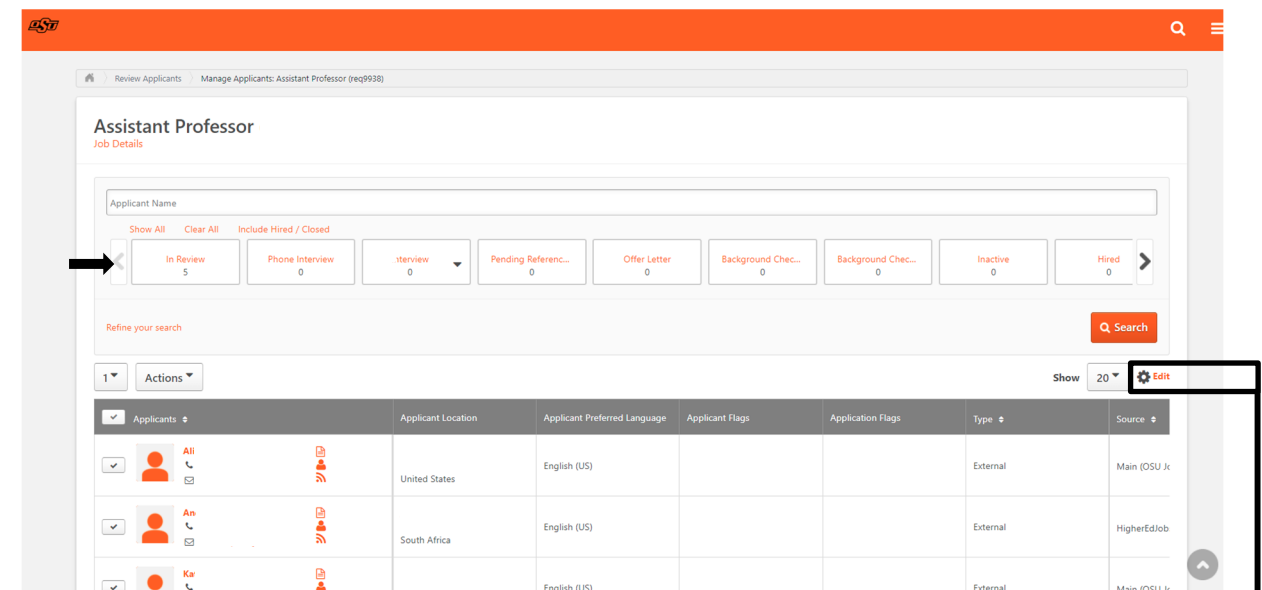
Select the **RECRUIT** tab from the dropdown menu in the upper right corner of the screen (☰) and click **REVIEW APPLICANTS**.



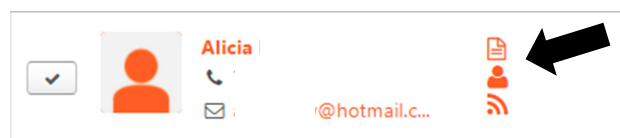
A list of available positions will be displayed to view applicant resumes and applications. Click on the link which corresponds with the **NUMBER OF APPLICANTS** currently in the pool. In the *Assistant Professor* example below, there are 5 applicants. The number “5” is a clickable link.



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*. *Applicant names, contact and location information have been hidden for confidentiality.



Click on the **PAPER** (📄) icon to view the application or the **PERSON** (👤) icon to view the resume for an applicant.



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

Job Details

Applicant Name

Show All Clear All Include Hired / Closed

In Review 5 Phone Interview 0 Interview 0 Pending Referenc... 0 Offer Letter 0 Background Chec... 0 Background Chec... 0 Inactive 0 Hired 0

Refine your search Search

1 Actions

<input checked="" type="checkbox"/>	Resume/CV Review	Send Resume Review Link	Batch Process	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type	Source
<input checked="" type="checkbox"/>				United States	English (US)			External	Main (OSU Jc
<input checked="" type="checkbox"/>				South Africa	English (US)			External	HigherEdJob

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.

OSU

Review Applicants > Manage Applicants >

Resume/CV Review: Assistant Professor | Job Details

(5 Results)

Applicants < >

Application Flags: Applicant Flags: Application: Resume: Edit

Status: In Review Submission Date: 8/21/2021 View Applicant Profile

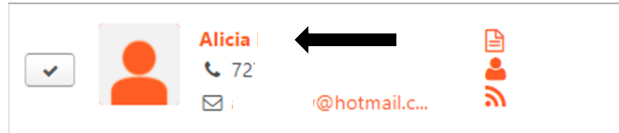
RESUME

Dr.

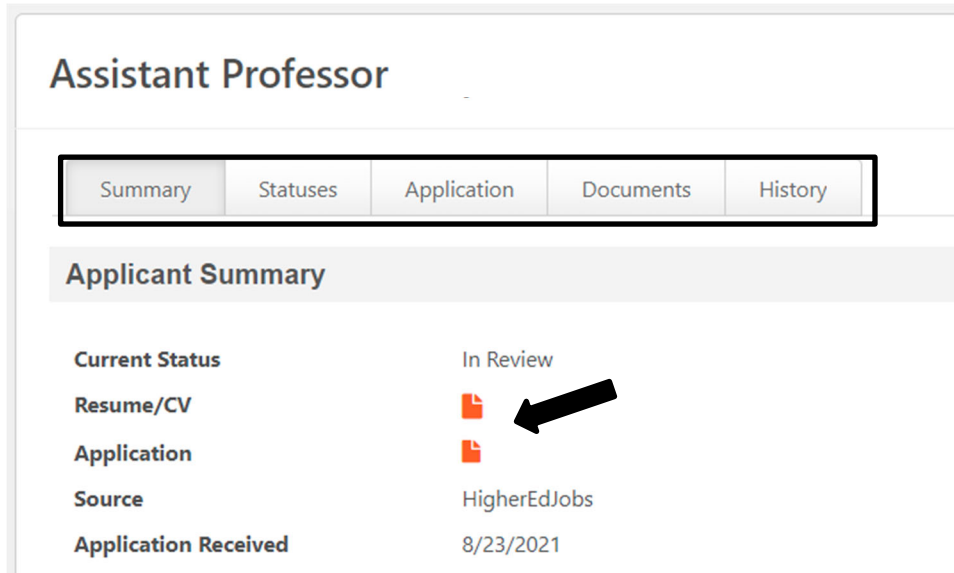
Education:

Review the Applicant Profile

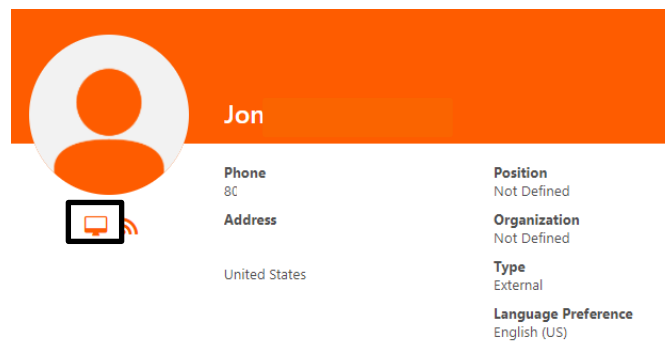
From the list of applicants, you may enter the Applicant's Profile by clicking on the **APPLICANT'S NAME**.



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.



Within the applicant profile, you may also view the applicant *Snapshot* by clicking on the **MONITOR** (📄) 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 the talent acquisition team at (405) 744-2909 or by email, osu-hr@okstate.edu.