



## Cornerstone Applicant Tracking System

### Reviewer User Guide

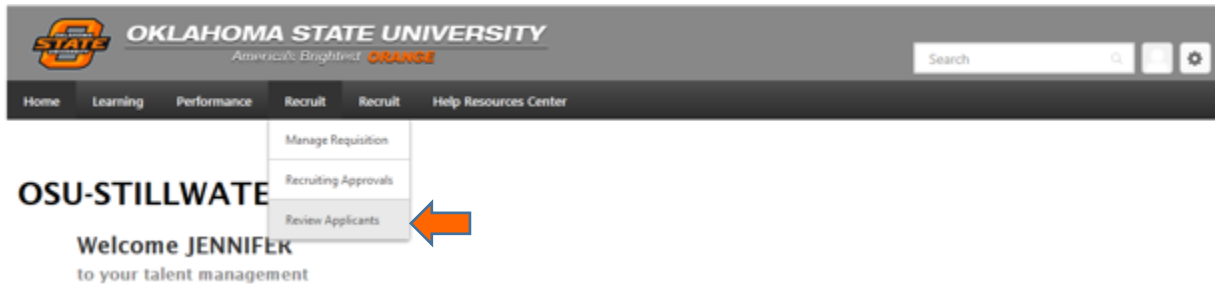
#### Log in to the Applicant Tracking System

Go to <http://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 clouds (Learning, Recruitment, and Performance)

#### Review Applicants

Select the **RECRUIT** tab and click on **Review Applicants**.



A list of positions will be displayed to which you have access to view applicant resumes and applications. Click on number of applicants under the heading “Applicants” to enter the applicant pool for the requisition.

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
●	Academic Advisor (req3556)	Stillwater OK	Misty Daniels	7/11/2017	8/7/2017	1	51	51
●	Administrative Support Specialist (req3368)	Stillwater OK	Carey Warner	6/8/2017	6/12/2017	1	46	46

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 51 applicants are In Review.

*(Applicant names and contact information have been hidden for confidentiality)*

**Academic Advisor (req3556)**  
Job Details

Applicant Name

Show All Clear All Include Hired / Closed

In Review 51 Phone Interview 0 Interview 0 Pending Referenc... 0 Offer Letter 0 Background Chec... 0 Background Chec... 0

Refine your search Search

1 Actions Show 20 Edit

Applicants	Status	Status Change Date	Applicant Location	Applicant Preferred Lang
<input checked="" type="checkbox"/> [Redacted] [Redacted]@gmail.com	In Review Since: 7/12/2017	7/12/2017 9:33 AM	Stillwater Oklahoma United States	English (US)
<input checked="" type="checkbox"/> [Redacted] (405) [Redacted]@yahoo.com	In Review Since: 7/26/2017	7/26/2017 9:39 AM	Edmond Oklahoma United States	English (US)
<input checked="" type="checkbox"/> [Redacted] [Redacted]@gmail.com	In Review Since: 7/24/2017	7/24/2017 6:07 PM	Bethany Oklahoma United States	English (US)

Review each individual's resume and application by clicking on these icons (the person icon is the resume and the white paper icon is the application):

Applicants

[Redacted] Smith (405) [Redacted]@yahoo.com

**Edit Page Layout:** Customize the way your column views are displayed by clicking on the Edit link to the top right on the applicant list page.

## Batch Resume Review

You can open the resumes of all applicants without having to open each person's individual resume.

Click on the top checkmark in the Applicants banner to select all applicants. Or you can individually select each candidate that you wish to review. Click on the "Actions" dropdown box and select Resume/CV Review.

### Academic Advisor (req3556)

Job Details

The screenshot shows the 'Academic Advisor (req3556)' job details page. At the top, there is a search bar for 'Applicant Name' and a filter bar with buttons for 'Show All', 'Clear All', and 'Include Hired / Closed'. Below this are several status filters: 'In Review' (51), 'Phone Interview' (0), 'Interview' (0), 'Pending Referenc...' (0), 'Offer Letter' (0), 'Background Chec...' (0), and 'Background Chec...' (0). A 'Refine your search' section with a search button is also present. The main area displays a table of applicants. The 'Actions' dropdown menu is open, showing options: 'Resume/CV Review', 'Send Resume Review Link', and 'Batch Process'. An orange arrow points to the 'Resume/CV Review' option. The table columns include 'Status', 'Status Change Date', 'Applicant Location', and 'Applicant Preferred Language'. The first applicant is 'Stillwater Oklahoma United States' with a status of 'In Review Since: 7/12/2017'.

Select "Resume/CV Review" from the options in the Action box.

Applicants are listed in the column on the left. Select candidates by clicking on the name OR use the ARROW to advance through the list. (Note: The system displays 20 applicants per page. Advance to the next page if more than 20 applicants)

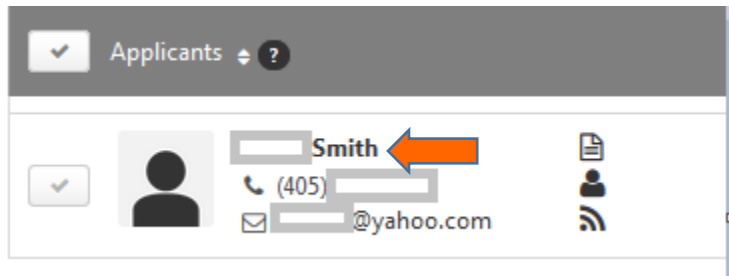
### Resume/CV Review: Academic Advisor (req3556)

Job Details

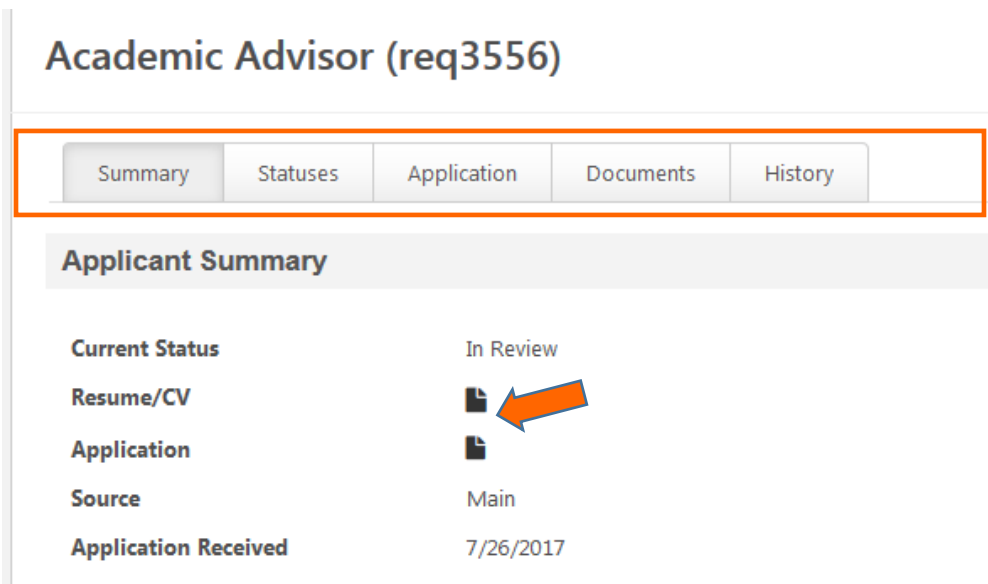
The screenshot shows the 'Resume/CV Review: Academic Advisor (req3556)' page. At the top right, there is a '(20 Results)' indicator and a page navigation bar with '1' and '2' buttons. Below this are 'Application Flags' and 'Applicant Flags' sections. The 'Applicants' list is visible on the left side. The main review area has a 'Status' dropdown menu set to 'In Review' and a 'Submit' button. The 'Submission Date' is '7/12/2017' and there is a 'View Applicant Profile' link.

## Review the Applicant Profile

From the list of applicants page, you may enter the Applicant's Profile by clicking on the applicant's name.



Within the Applicant's Profile, you have additional options for viewing the Application or Resume, Reviewing additional documents that the applicant may have uploaded, and 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 in the applications for Staff positions and should 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.

