Recruiting for a Vacant Position

1. Hiring manager guide for cornerstone applicant tracking

1.1 Recruiting in the Employee Development Center

1.2 What is Cornerstone recruiting?

1.3 Am I a hiring manager?

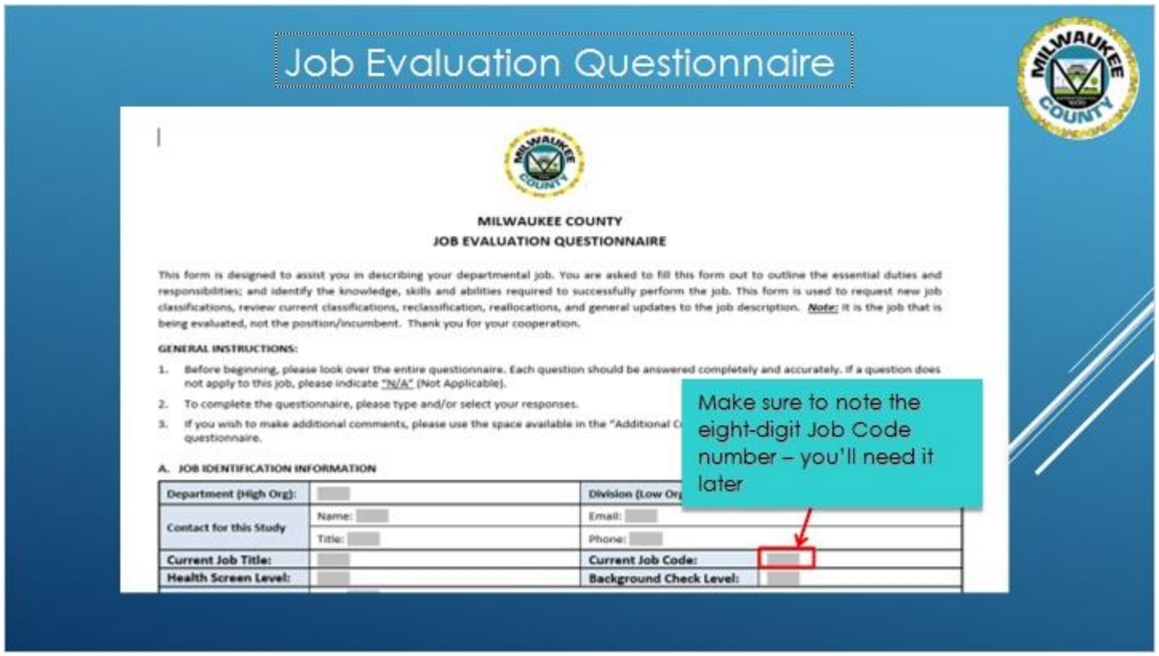
1.4 As a hiring manager, what do I have to do?

Notes:

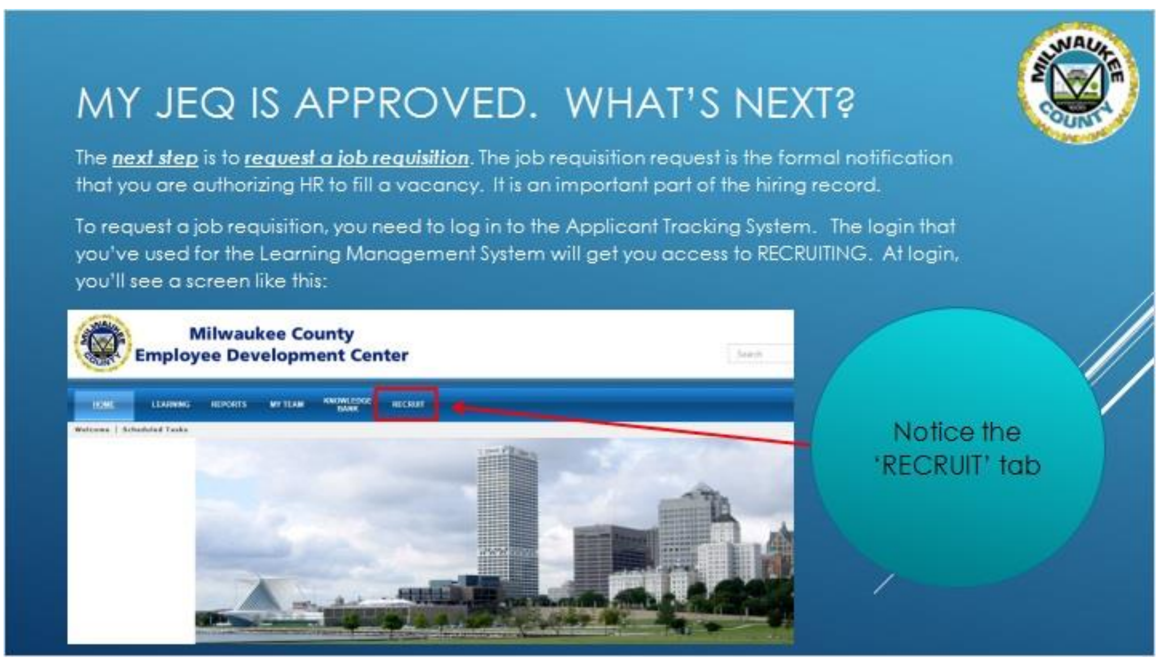
1.5 Let's get started – how do I fill a position?

Notes:

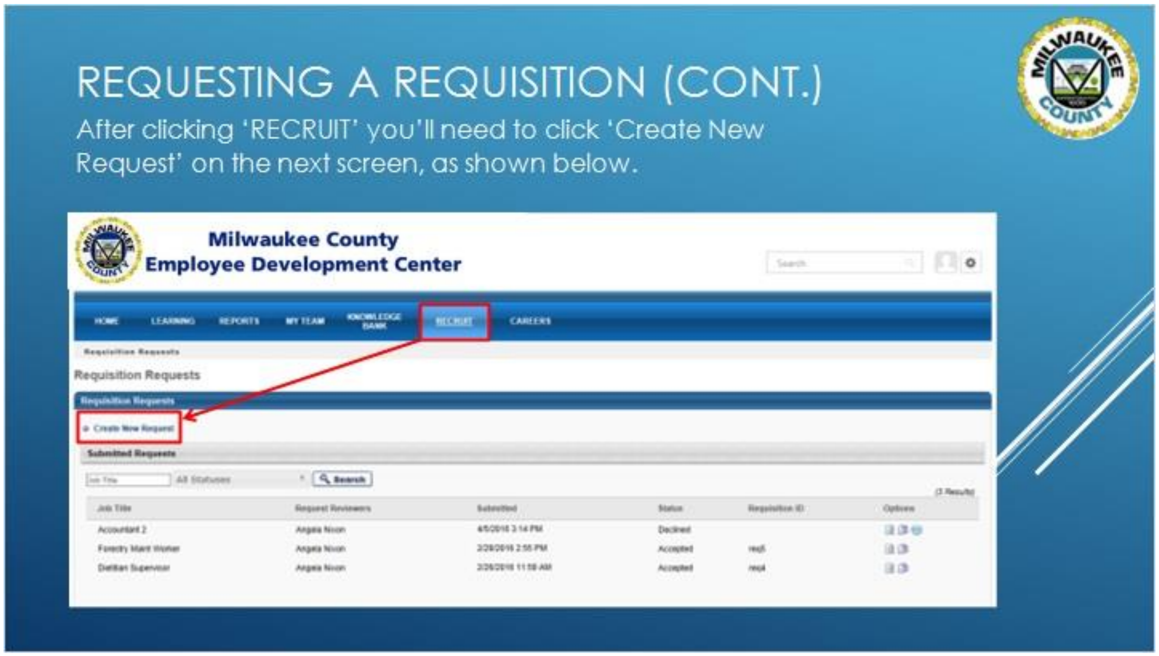
1.6 Untitled Slide



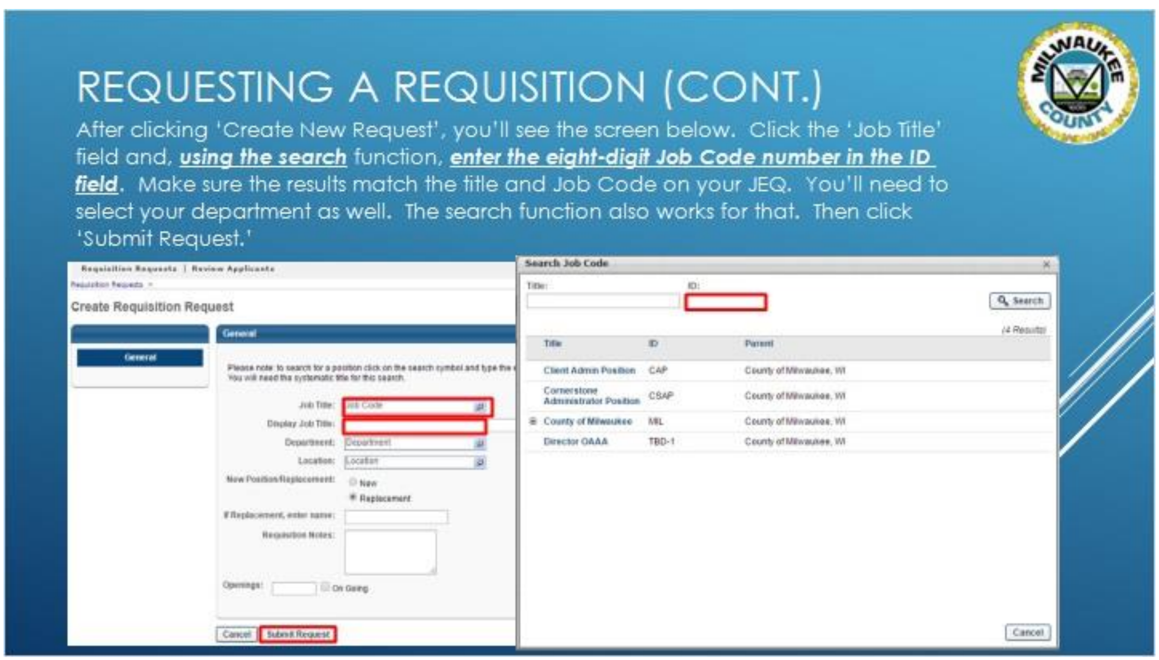
1.7 My jeq is approved. What's next?



1.8 Requesting a requisition (cont.)



1.9 Requesting a requisition (cont.)

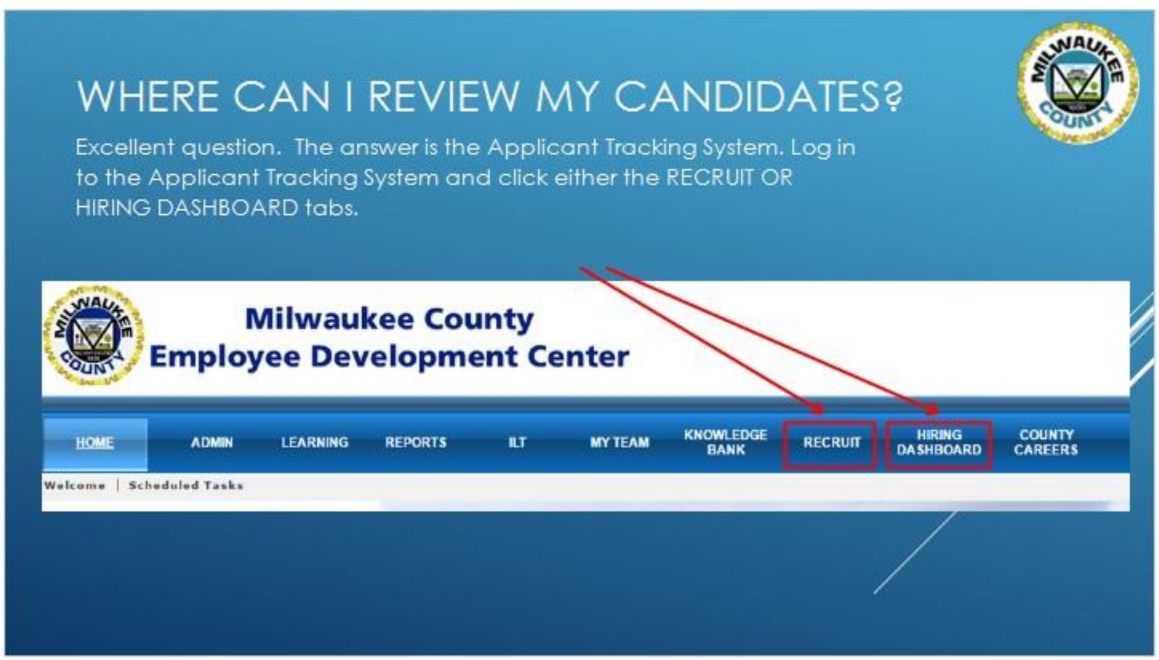


1.10 Requisition requested! Now what?

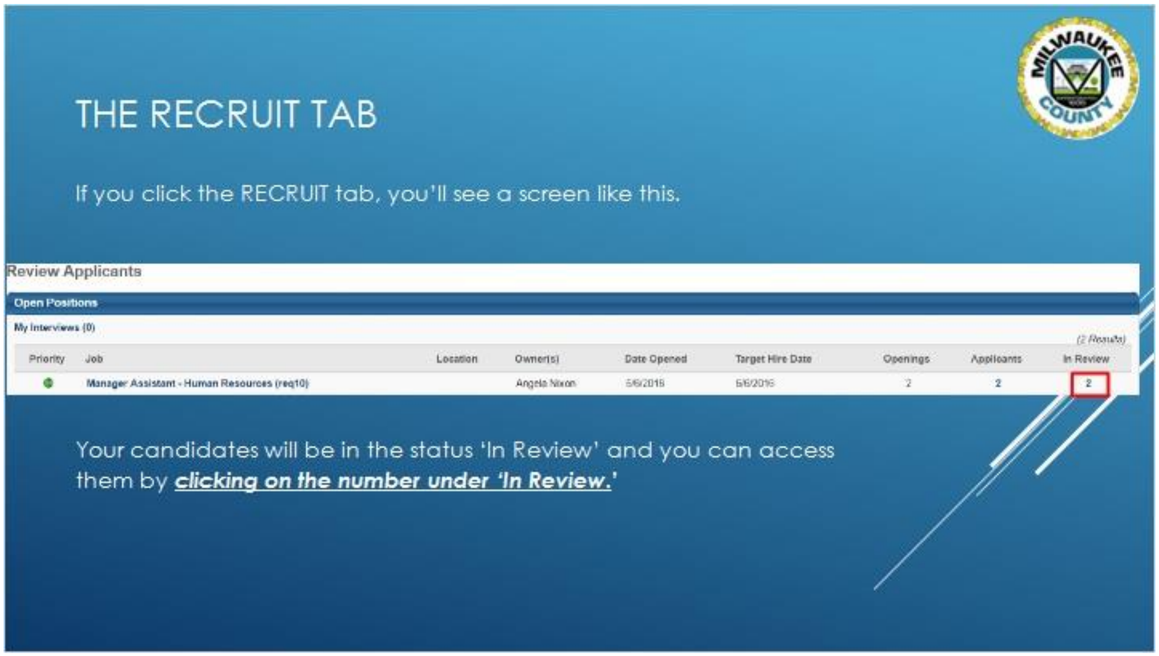
1.11 The job is closed. When do I get my names?

1.12 The job is closed. When do I get my names?

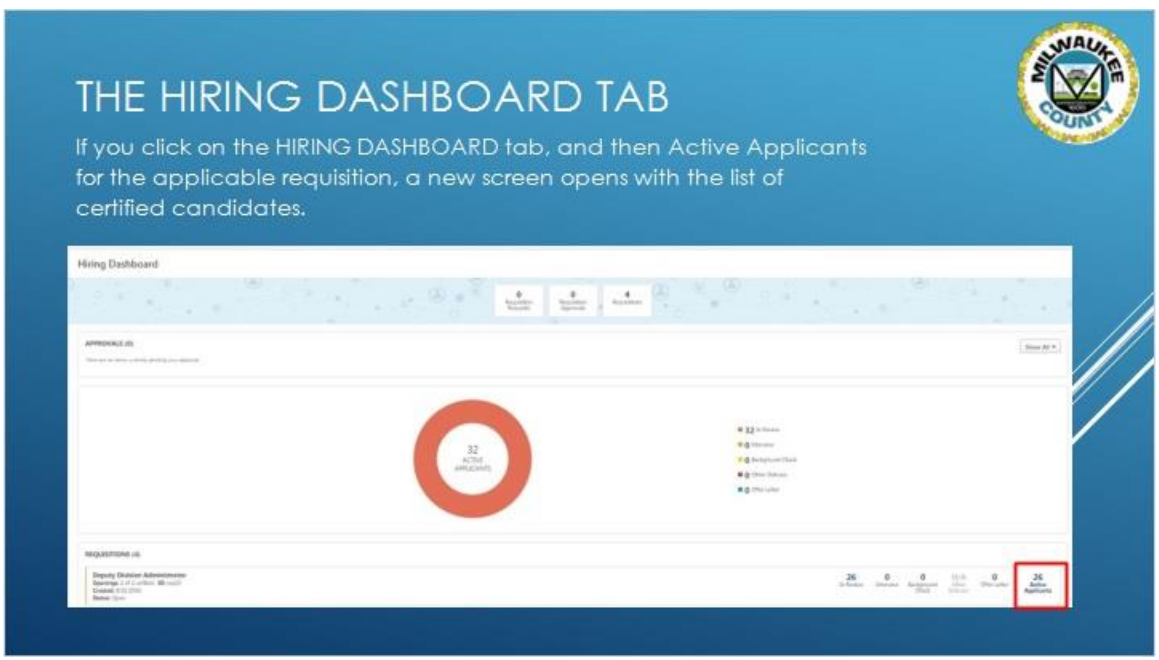
1.13 Where can I review my candidates?



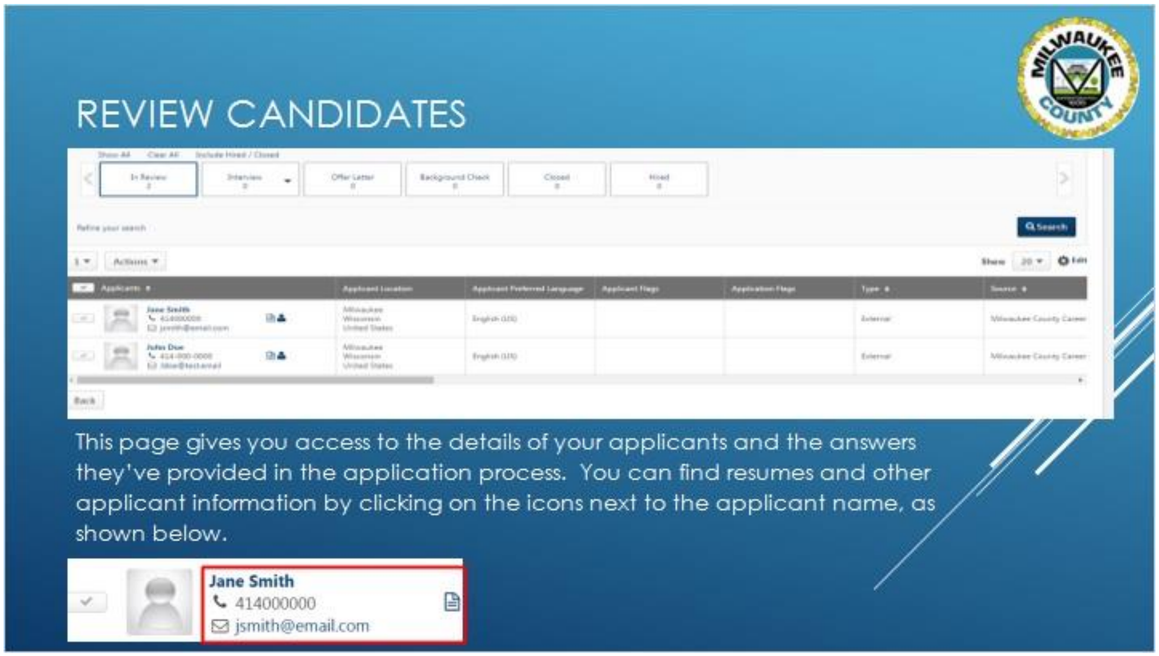
1.14 Manage requisition [screen shots]



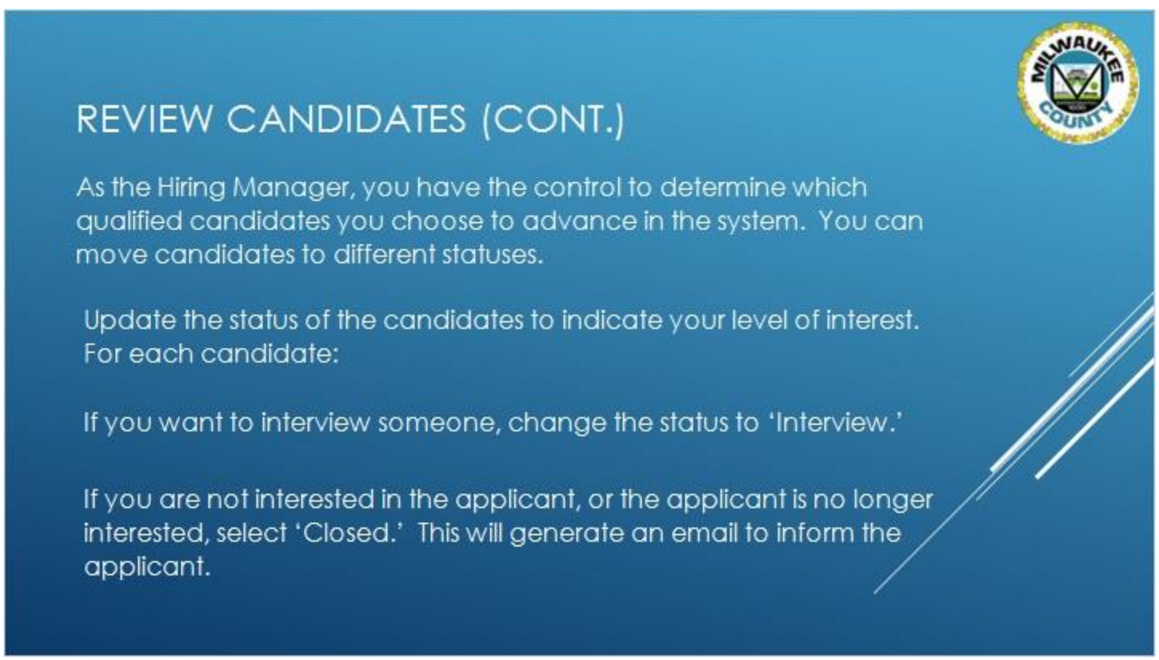
1.15 Where can I review my candidates?



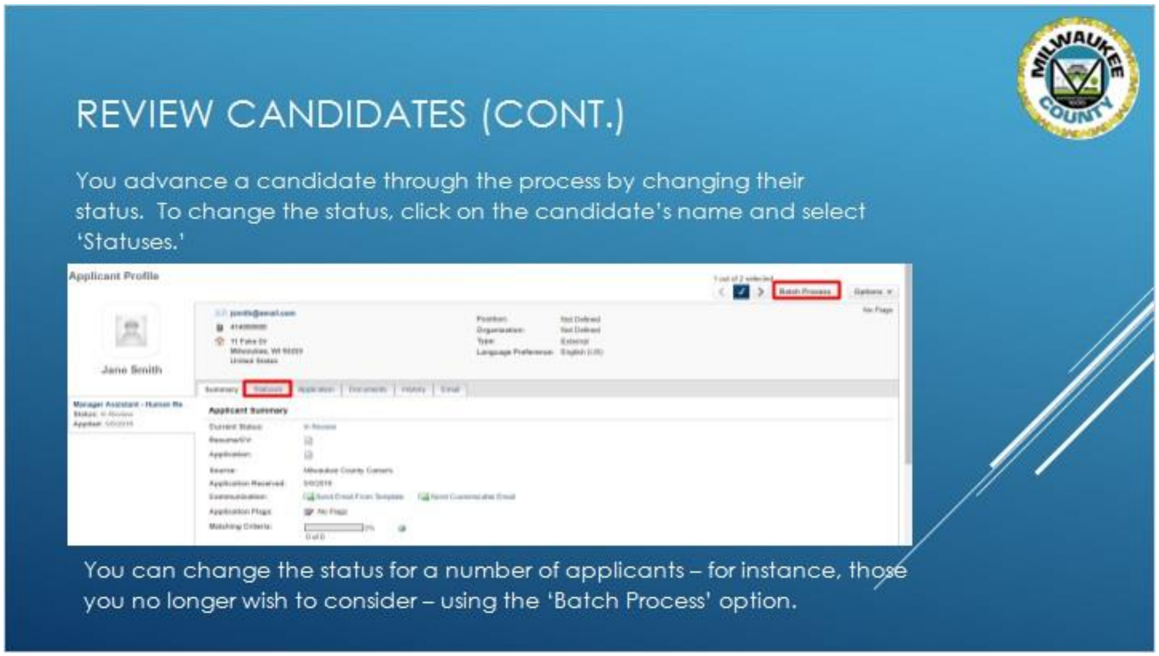
1.16 Manage candidates [screen shots]



1.17 What do I do with these names?



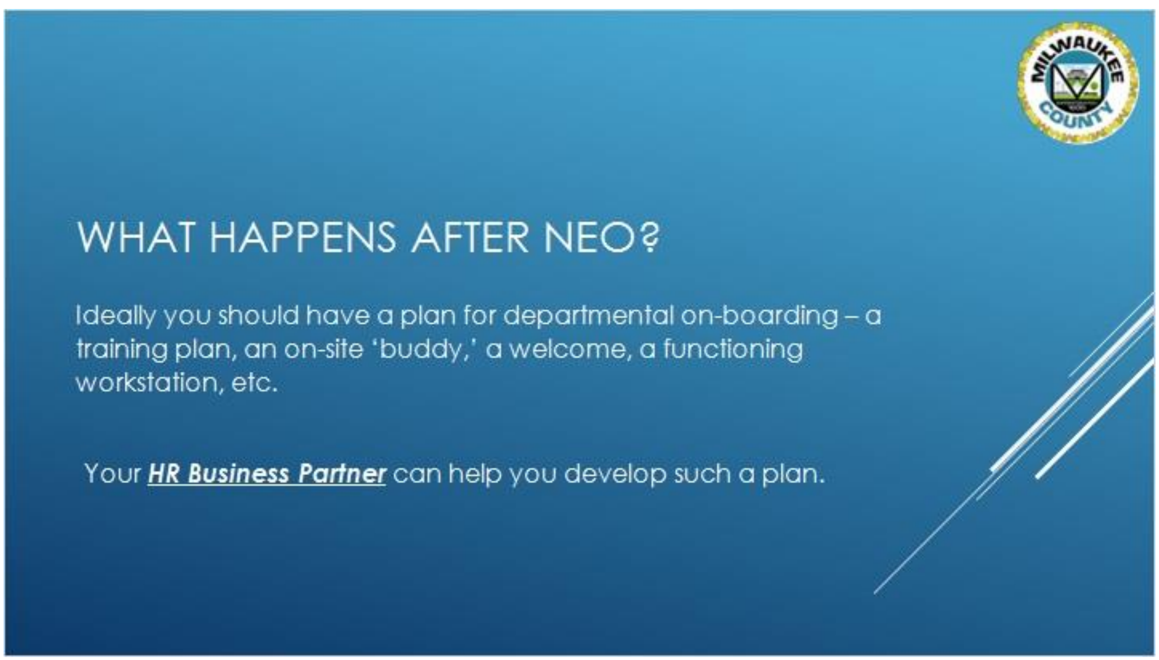
1.18 Manage Candidates [screen shots]



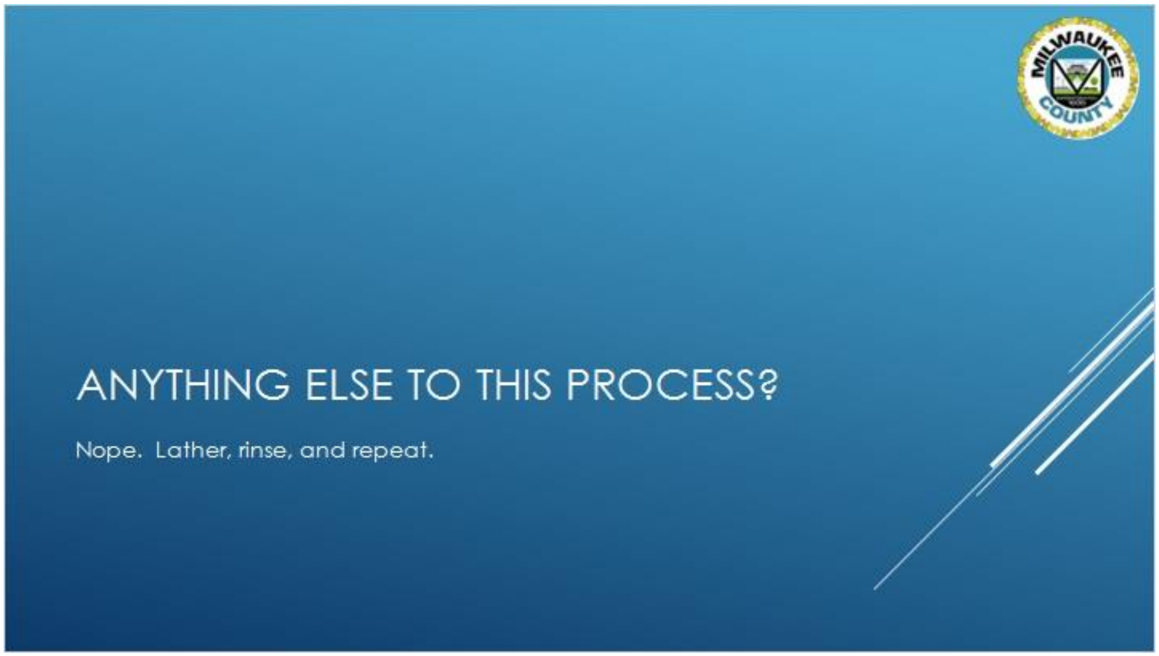
1.19 Interviews are done and I'm ready to make an offer

1.20 When can the new hire start

1.21 What happens after neo?



1.22 Anything Else to this process?



1.23 Anything Else to this process?