

Cornerstone Training Manual

NJIT Student Employment



March 2023

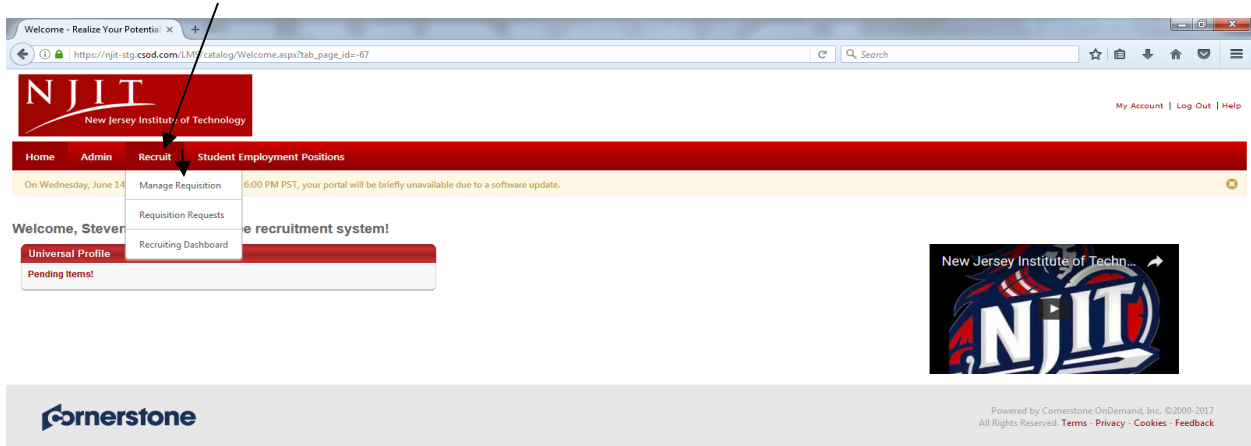
Table of Contents:

Creating and Posting a Requisition – University Funded (IWS and FWS)	3
Creating and Posting a Requisition – Grant Funded.....	17
Reviewing Student Applications.....	31
Scheduling an Interview.....	34
Hiring a Student.....	35
Student Not Selected.....	37
Closing a Position.....	41
Retrieving and Re-Posting a Closed Position.....	44
Editing an Open Requisition.....	48
Pay Raises.....	52

Creating and Posting a Requisition- University Funded (IWS and FWS)

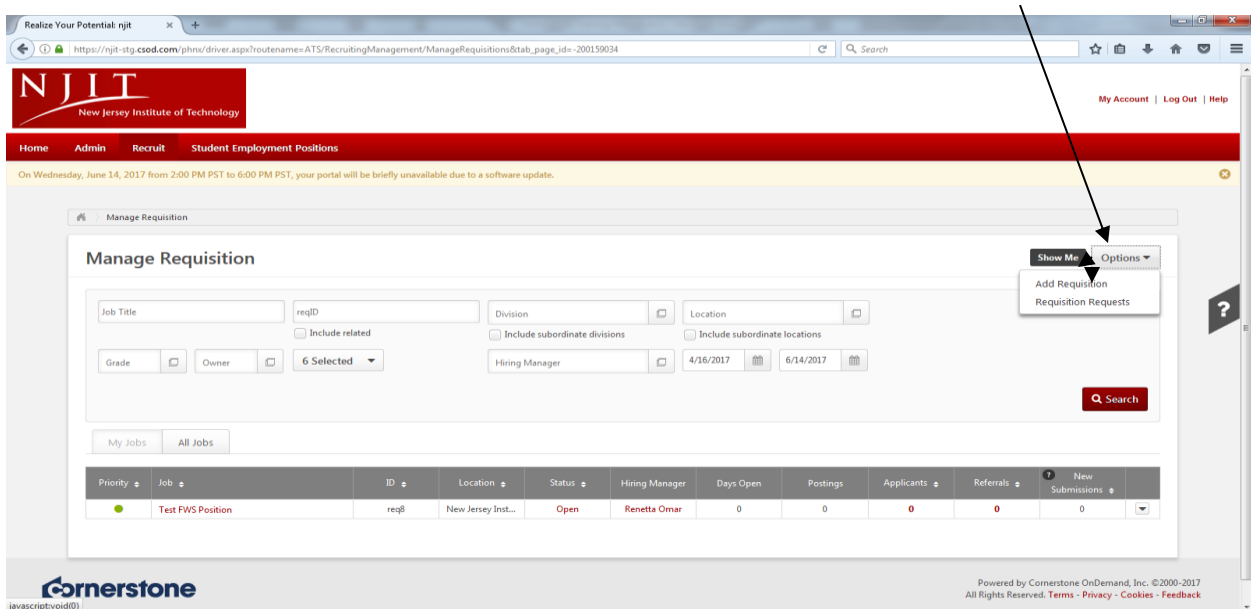
This section details the steps required to hire a student employee via Institutional Work-Study (IWS) or Federal Work-Study (FWS) funding. To access the system, go to www.njit.edu (NJIT's homepage) and login to the Pipeline by clicking "**My NJIT.**" Enter your UCID username and password. Click the tab titled "**Faculty/Staff Services**" and then click the link at the bottom left hand side titled "**Employee Recruitment System.**" This will re-direct you to the screen below:

Here, click on **Recruit** and then select "Manage Requisition" from the drop down menu;

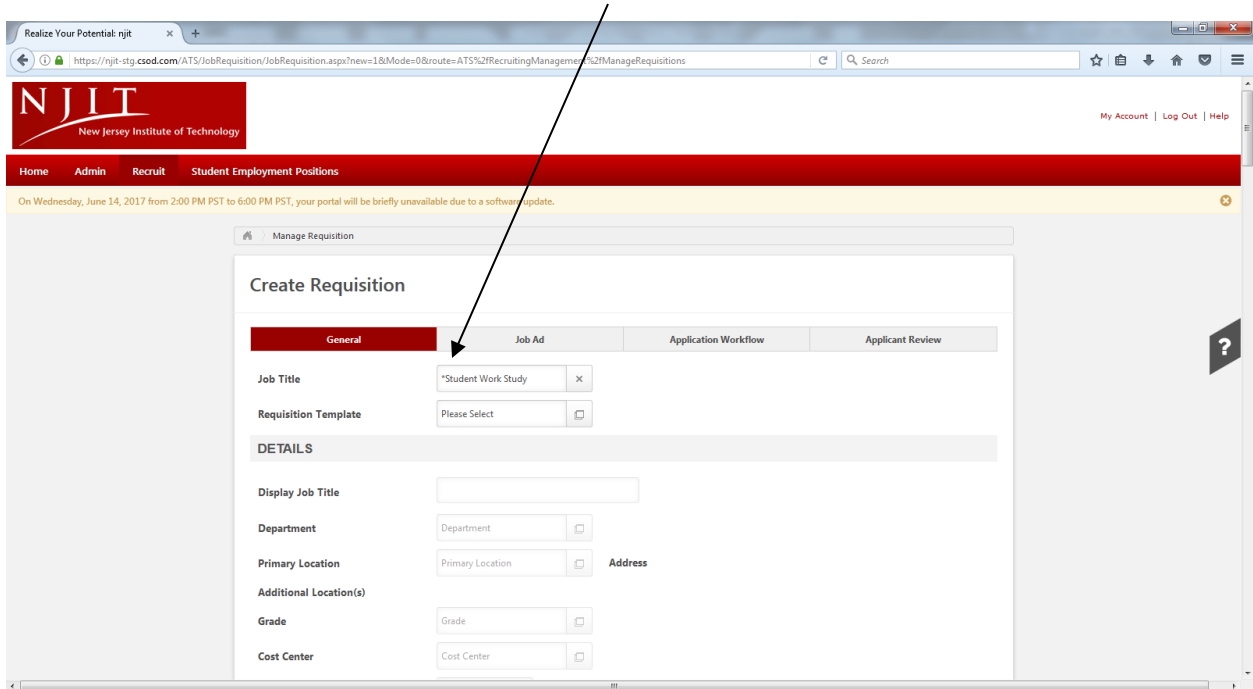


javascriptvoid(0);

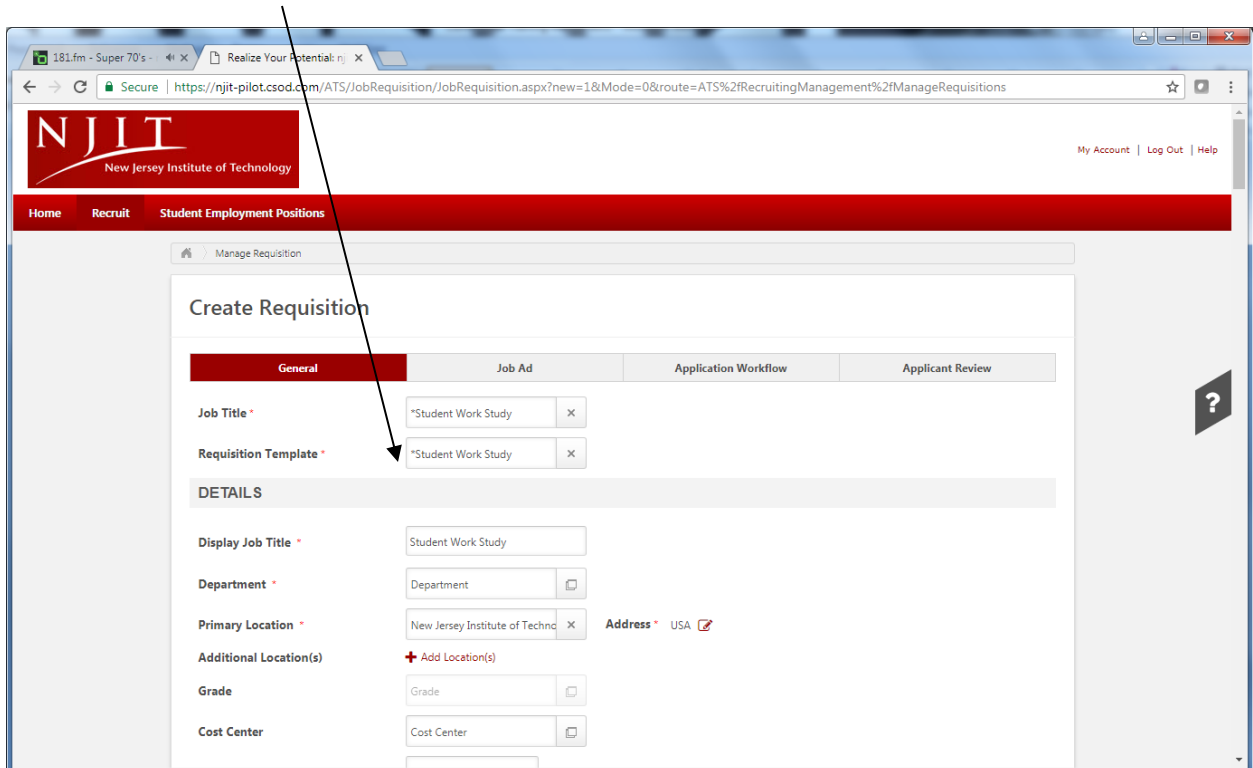
On Manage Requisition page, select **Options** and "Add Requisition" from the drop down menu:



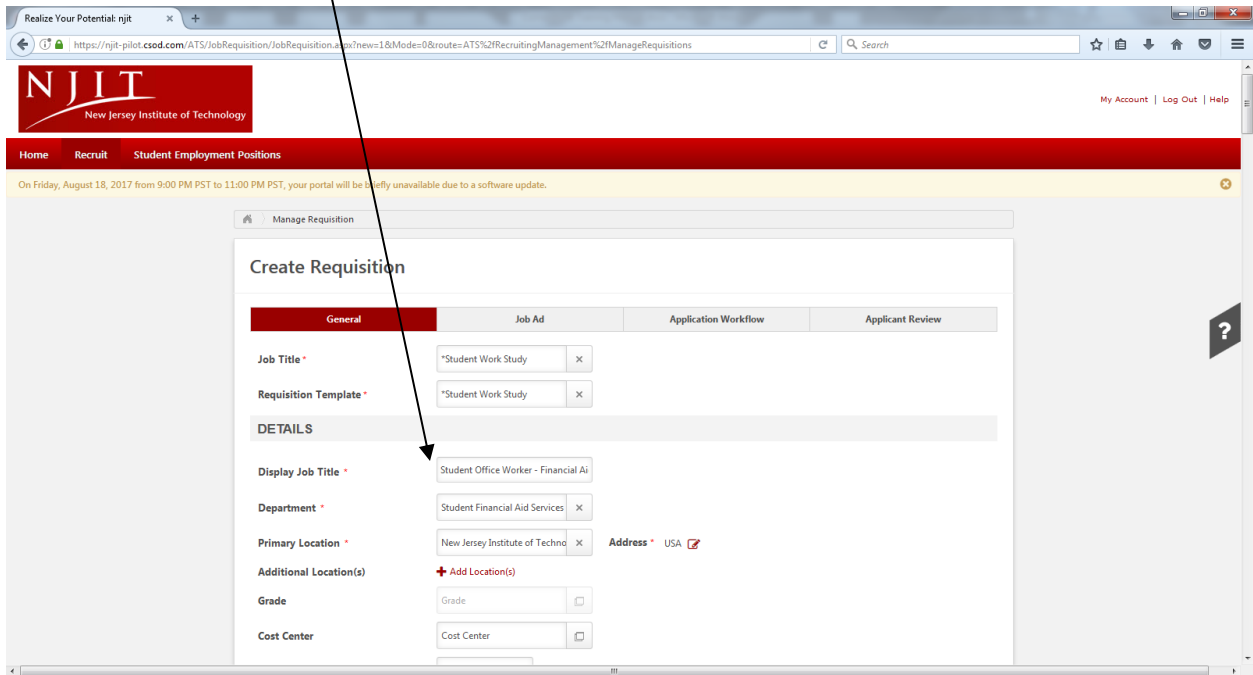
On Create Requisition page, in **Job Title** field, select “Student Work Study” from the menu:



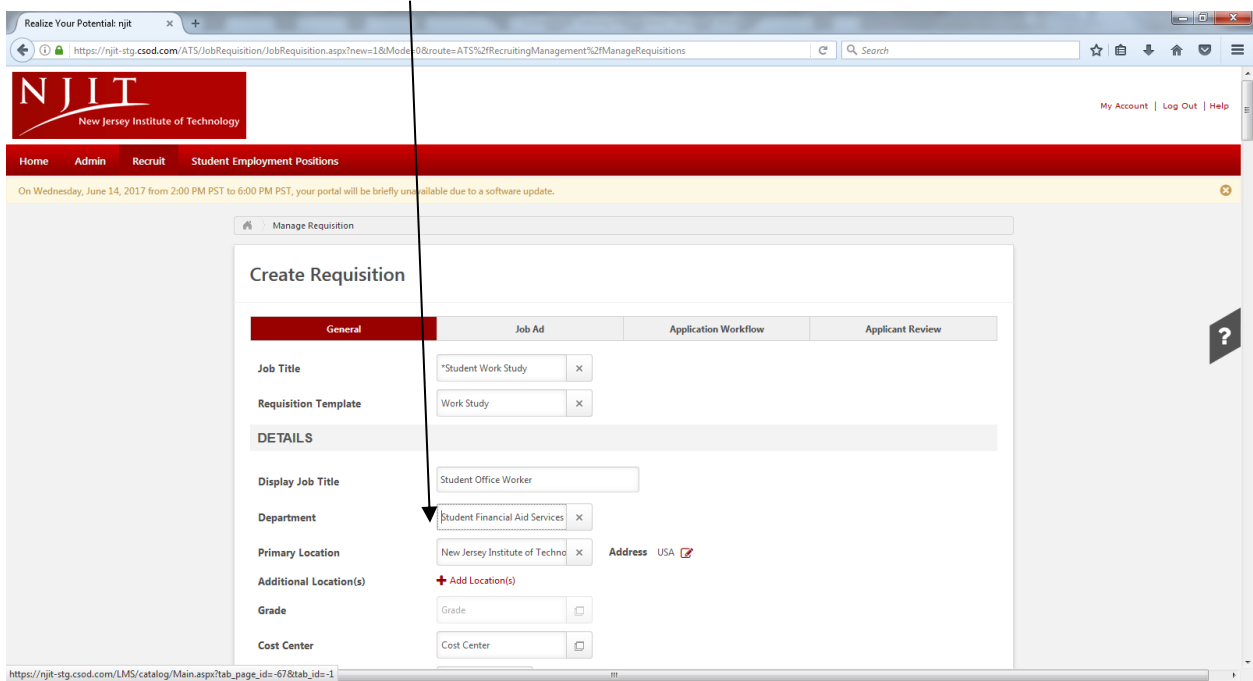
For University funded positions (IWS or FWS), in the **Requisition Template** field select “Student Work-Study” from the drop down menu:



In the **Display Job Title** field, the title will default to “Student Work-Study”; supervisors should change to actual job title **and** add the department (for example, “Student Office Worker – Financial Aid”):



In **Department** field select your department from the drop down menu:



In **Primary Location** field, should default to “New Jersey Institute of Technology” from drop down menu:

The screenshot shows a web browser window with the URL <https://njit-stg.csod.com/ATS/JobRequisition/JobRequisition.aspx?new=1&Mode=0&route=ATS%2FRecruitingManagement%2FManageRequisitions>. The page title is "Create Requisition". The form is divided into four tabs: "General" (selected), "Job Ad", "Application Workflow", and "Applicant Review". Under the "General" tab, the following fields are visible:

- Job Title: *Student Work Study
- Requisition Template: Work Study
- DETAILS section:
 - Display Job Title: Student Office Worker
 - Department: Student Financial Aid Services
 - Primary Location: New Jersey Institute of Techno (highlighted by a black arrow)
 - Additional Location(s): + Add Location(s)
 - Grade: Grade
 - Cost Center: Cost Center
 - Contact Phone: [Empty]
 - EEO Category: Please Select
 - Employment Type: Student (with radio buttons for Full Time and Part Time)
 - Currency: Please Select
 - Compensation: Please Select
 - Referral Bonus: 0

In the **Employment Type** field, should default to “Student” for IWS or FWS positions:

The screenshot shows the same web browser window as above, but with the "DETAILS" section expanded. The "Employment Type" field is highlighted with a black arrow. The form includes the following fields:

- Display Job Title: Student Office Worker
- Department: Student Financial Aid Services
- Primary Location: New Jersey Institute of Techno
- Additional Location(s): + Add Location(s)
- Grade: Grade
- Cost Center: Cost Center
- Contact Phone: [Empty]
- EEO Category: Please Select
- Employment Type: Student (highlighted by a black arrow)
- Currency: Please Select
- Compensation: Please Select
- Referral Bonus: 0
- Requisition Type (Required for Staff & Faculty Positions): Select
- Most Recent Incumbent (Required for all Staff & Faculty Backfilled Positions): [Empty]
- Position Start Date (Required for all Grant Funded Positions): [Empty]
- Position End Date (Required for all Grant Funded Positions): [Empty]

In **Range** field – populate BOTH fields with the hourly rate (in example below, student will be paid \$10 per hour). Also, populate **Position Start Date** and **Position End Date** fields:

The screenshot shows a web browser window with the URL <https://njit-stg.csod.com/ATS/JobRequisition/JobRequisition.aspx?id=1&route=ATS%2FRecruitingManagement%2FManageRequisitions>. The form contains the following fields:

- Grade: [Text Input]
- Cost Center: [Text Input]
- Contact Phone: [Text Input]
- EEO Category: [Please Select]
- Employment Type: [Student] (Selected), [Full Time], [Part Time]
- Currency: [United States Dollar]
- Compensation: [Hourly]
- Range: [\$ 10.00] [To \$ 10.00]
- Referral Bonus: [\$ 0]
- Requisition Type (Required for Staff & Faculty Positions): [Select]
- Most Recent Incumbent (Required for all Staff & Faculty Backfilled Positions): [Text Input]
- Position Start Date (Required for all Grant Funded Positions): [Calendar Icon]
- Position End Date (Required for all Grant Funded Positions): [Calendar Icon]
- Position Status (Required for Staff Positions): [Temporary/Hourly]
- Duration of Appointment (Required for Temporary Staff Positions): [Text Input]
- Employment Status (Required for Staff & Faculty Positions): [Select]
- If Part-Time, how many hours? (Required for Part-Time Staff): [Text Input]

Arrows in the image point to the Range, Position Start Date, and Position End Date fields.

Once those fields are populated, there are several student fields that need to be completed, which are noted below in the screen shot:

- Reports To (Required for Student, Staff and Faculty Positions)
- Reports To - Email address (Student Only)
- Position Summary (Required for Student, Staff & Faculty Positions)
- Essential Functions (Required for Student, Staff & Faculty Positions) (Limit 2000 Characters)
- Prerequisite Qualifications (Required for Student, Staff and Faculty Positions)

Staff & Faculty Positions

If Part-Time, how many hours? (Required for Part-Time Staff Positions)

Reports To - Title & Name (Required for Student, Staff & Faculty Positions)

Reports to Email Address (Student Only)

Position Summary (Required for Student, Staff & Faculty Positions)

Essential Functions (Required for Student, Staff & Faculty Positions) (Limit 2000 Characters)

Essential Functions Continued (Limit 2000 characters)

Additional Functions

Essential Characteristics (Limit 2000 Characters)

Once the above is complete, the fields below (also noted in screen shot) will need to be populated:

- Funding Source (be sure to select “University”)
- Index (Required for Student, Staff and Faculty Positions)

Division Approver (Required for Staff & Faculty Positions)

Funding Source (Required for Student, Staff & Faculty Positions) University

Index (Required for Student, Staff & Faculty Positions)

Index Percentage

Index 2

Index 2 Percentage

Index 3

Index 3 Percentage

Bargaining Unit (HR use Only) Select

FLSA Status (HR use Only) Select

FTE (HR use Only)

Employee Class (HR use Only)

Position Class Code (HR use Only)

Classification Range (HR use Only)

Range Min (HR use Only)

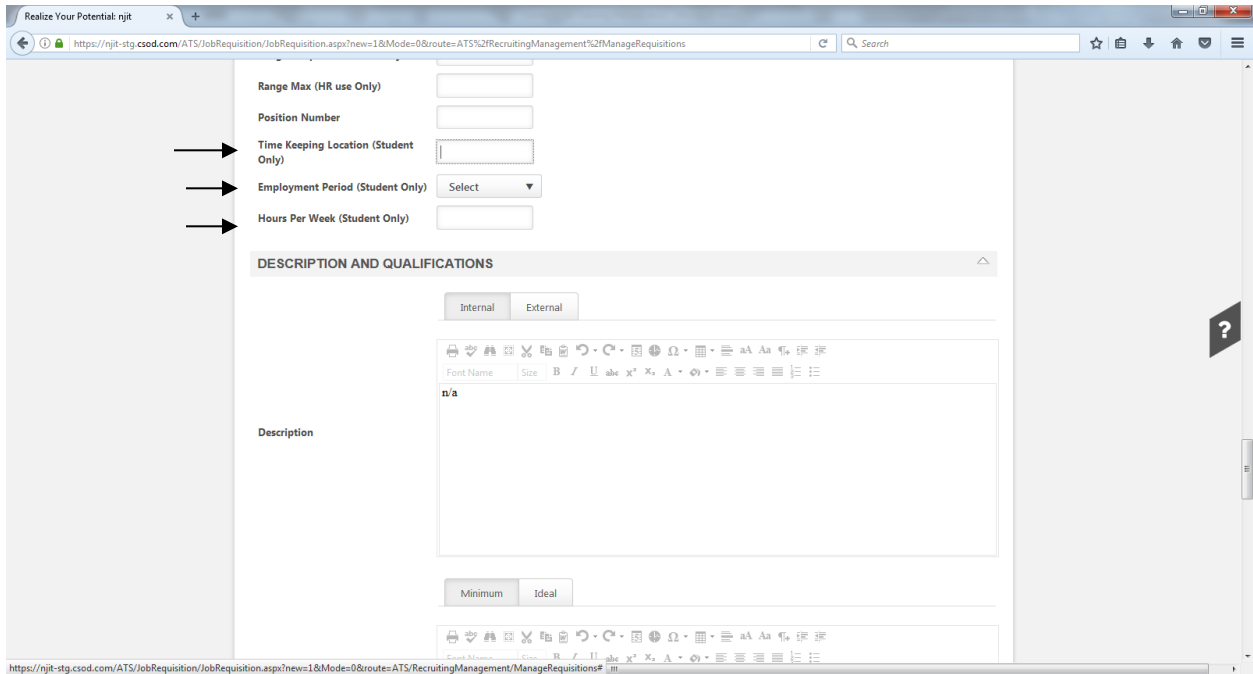
Range Midpoint (HR use Only)

Range Max (HR use Only)

Position Number

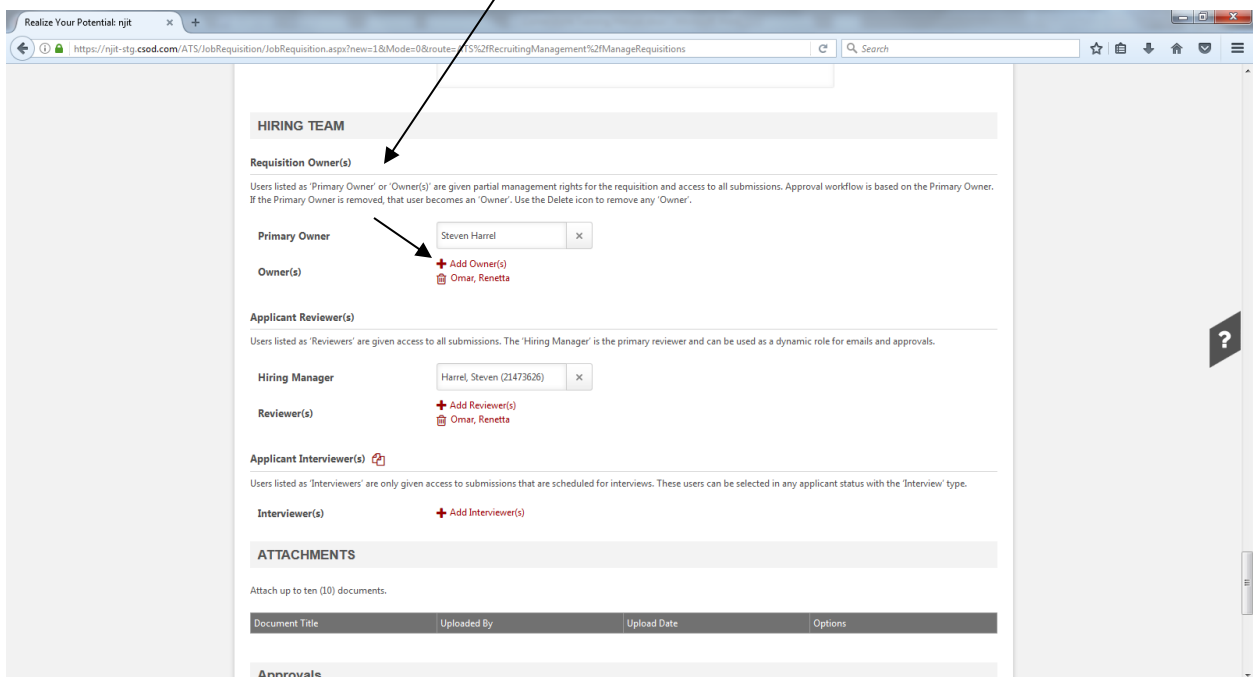
Additionally, the fields below will need to be completed:

- Timekeeping Location (Student Only)
- Employment Period (Student Only)
- Hours Per Week (Student Only)



Once the above have been completed, skip **DESCRIPTION AND QUALIFICATIONS SECTION** and go directly to **HIRING TEAM**.

Under **HIRING TEAM**, other staff members can be given access to view requisitions, applications, etc; to do so, under **Requisition Owner(s)** and/or **Applicant Reviewer(s)** click on “Add Owners”:



Select individual(s) to be added from the drop down menu and click on **Add**.

Under **REQUISITION**, several fields need to be populated; if only a specific number of students will be hired, enter the number (for example “2”) in the **Openings** field:

Realize Your Potential: njit

https://njit-stg.csod.com/ATS/JobRequisition/JobRequisition.aspx?new=1&Mode=0&route=ATS%2FRecruitingManagement%2FManageRequisitions

ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	Options
----------------	-------------	-------------	---------

Approvals

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

[View Approval Status](#)

REQUISITION

Requisition ID

Priority → Medium

Openings → 2 On Going

Target Hire Date: 6/14/2017
(Target hire date of first opening)

Requisition Status: Draft

Do Not Allow to Apply (Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

Cancel Save Next

cornerstone

Powered by Cornerstone OnDemand, Inc. ©2000-2017
All Rights Reserved. [Terms](#) - [Privacy](#) - [Cookies](#) - [Feedback](#)

(Please note that once two students are hired, the position will no longer be visible to students).

If unsure of the number of students that will be hired, place a “0” in the **Openings** field and place a check mark in the **On Going** box:

Realize Your Potential: njit

https://njit-stg.csod.com/ATS/JobRequisition/JobRequisition.aspx?new=1&Mode=0&route=ATS%2FRecruitingManagement%2FManageRequisitions

ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	Options
----------------	-------------	-------------	---------

Approvals

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

[View Approval Status](#)

REQUISITION

Requisition ID

Priority → Medium

Openings → 0 On Going

Target Hire Date: 6/14/2017
(Target hire date of first opening)

Requisition Status: Draft

Do Not Allow to Apply (Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

Cancel Save Next

cornerstone

Powered by Cornerstone OnDemand, Inc. ©2000-2017
All Rights Reserved. [Terms](#) - [Privacy](#) - [Cookies](#) - [Feedback](#)

Additionally, it is important to leave the **Requisition Status** field as “Draft”:

The screenshot shows a web browser window with the URL <https://njit-stg.csod.com/ATS/JobRequisition/JobRequisition.aspx?news=1&Mode=0&route=ATS%2FRecruitingManagement%2FManageRequisitions>. The page title is "ATTACHMENTS". Below the title, there is a section for "Approvals" and a "REQUISITION" section. The "REQUISITION" section contains the following fields:

- Requisition ID: [Empty]
- Priority: Medium (dropdown)
- Openings: 0 (input), On Going (checkbox, checked)
- Target Hire Date: 6/14/2017 (calendar icon), (Target hire date of first opening)
- Requisition Status: Draft (dropdown)
- Do Not Allow to Apply: (Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

At the bottom right of the form, there are three buttons: "Cancel", "Save", and "Next". An arrow points from the text above to the "Draft" dropdown menu.

Once the **REQUISITION** section is complete, click on **NEXT** and the screen below will appear:

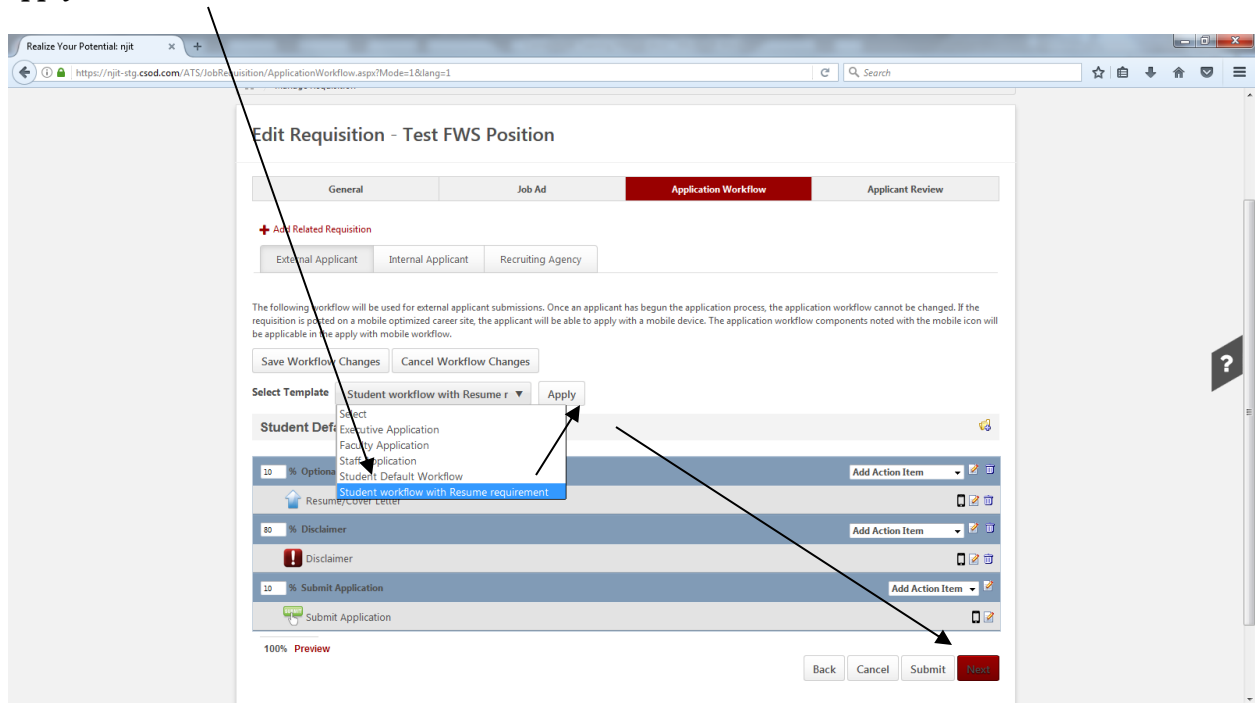
The screenshot shows a web browser window with the URL <https://njit-stg.csod.com/ATS/JobAd.aspx?Mode=0&lang=1>. The page title is "Create Requisition - Student Office Worker". The page has a navigation bar with tabs: "General", "Job Ad" (selected), "Application Workflow", and "Applicant Review". Below the navigation bar, there are three sub-tabs: "External Site", "Internal Site", and "Mobile". The main content area contains a rich text editor with the following text:

Position: Student Office Worker
Department: Student Financial Aid Services
Reports to: Renetta Omar, omar@njit.edu
Hours per week: 15 Employment Period: Academic Year
Pay Rate: 0.00 - 0.00
Position Description:
Assist staff as needed.
Answer phones.
Good phone manners.
Please allow at least 24 hours for your application and eligibility to be processed.
Thank you for your interest in student employment at NJIT!

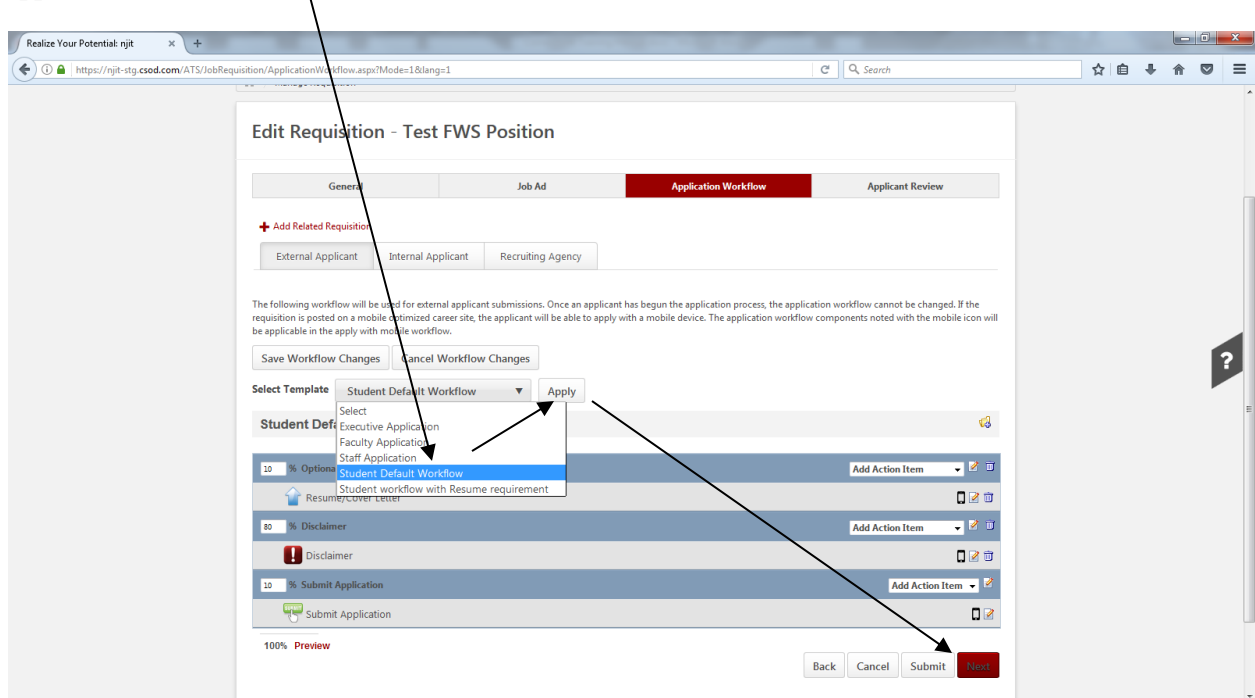
At the bottom right of the form, there are four buttons: "Back", "Cancel", "Save", and "Next". An arrow points from the text above to the "Next" button.

Click on **NEXT** and screen below appears:

Here, the supervisor has several options to select from in the *Select Template* field; if supervisor wants student to submit a resume, select “Student Workflow with Resume Requirement”, click on *Apply* and then on *Next*:



If no resume is required, select “Student Default Workflow” from the *Select Template* field, click on *Apply* and then on *Next*:



Applicant Review screen below appears; review and click on **Submit and Manage Postings**:

Realize Your Potential: njit

https://njit-stg.csod.com/ATS/JobRequisition/ApplicantReview.aspx?Mode=1&lang=1

Interview Type: Scheduled Interview

Interview Guide: Select Guide Upload Guide No Guide

Name: Interview Guide

No Interviewers selected.

Status Change Emails: 0

Background Check (Type: Background Check)

Offer Letter (Type: Offer Letter)

Offer Template: Please Select

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: Renetta Omar OR Erica Avinston

Approval Required Notification Only

2. User: Steven Harrel

Approval Required Notification Only

Status Change Emails: 0

Closed (Type: Closed)

Hired (Type: Hired)

Back Cancel Submit **Submit and Manage Postings** Submit and Add Related Requisition

Under **Career Center**, click in the white box:

Realize Your Potential: njit

https://corporate1.proxy-stg.csod.com/phn/driver.aspx?routename=ATS/RecruitingManagement/ManageRequisitions/JobPostingNew&jobreqid=8

External Career Site 6/22/2017 Post

Recruiting Agencies

Select agencies that can access and submit applications to this requisition.

Name Effective Dates

No results

Career Center

Enable specific users to view this requisition from the Career Center.

Select OU Criteria

Name Include Subordinates Effective Dates

No results

Post

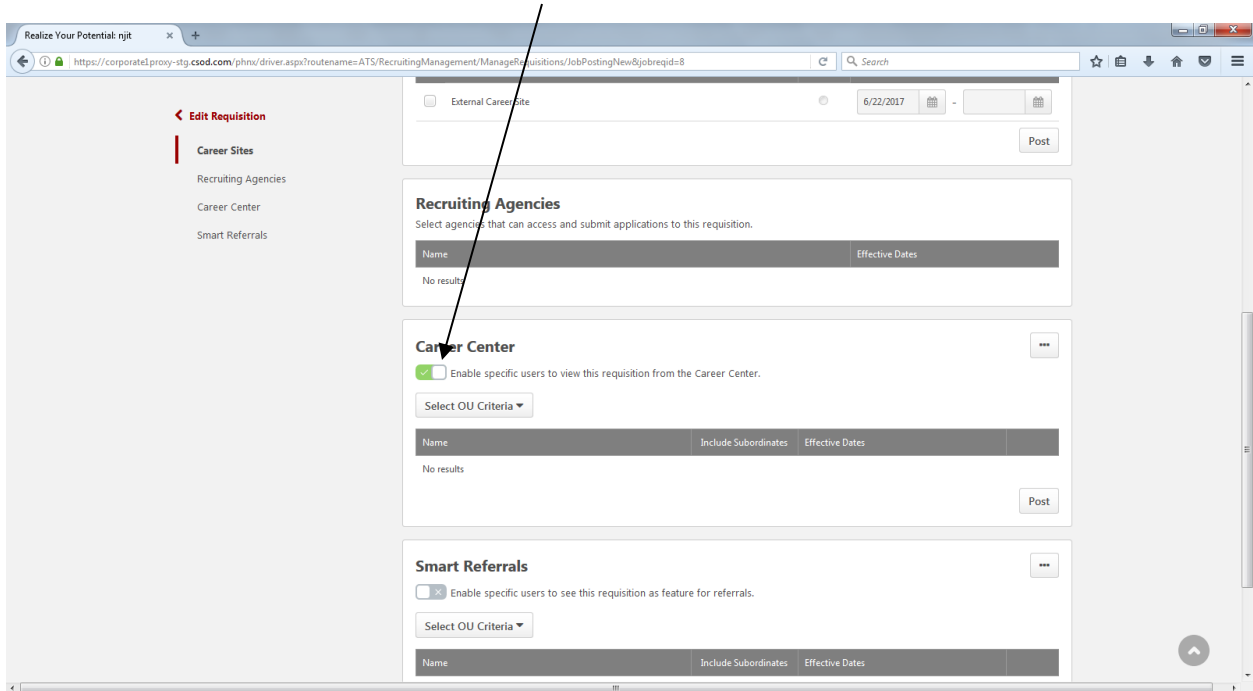
Smart Referrals

Enable specific users to see this requisition as feature for referrals.

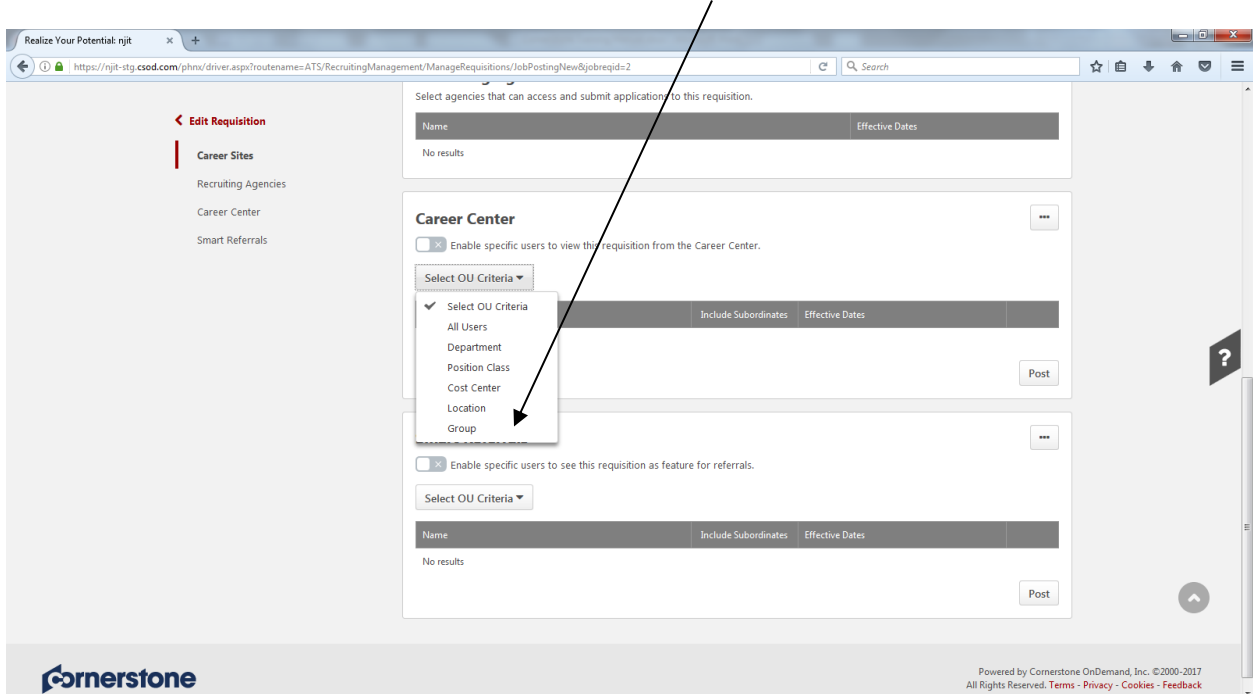
Select OU Criteria

Name Include Subordinates Effective Dates

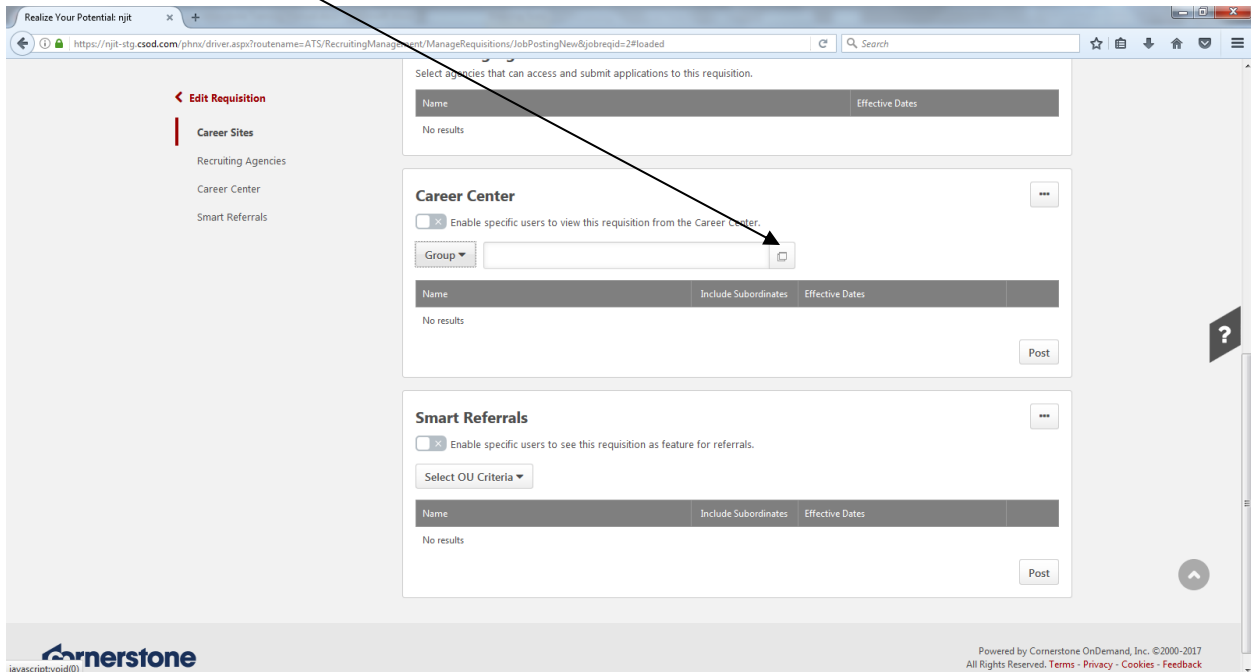
After doing so, a green check mark appears:



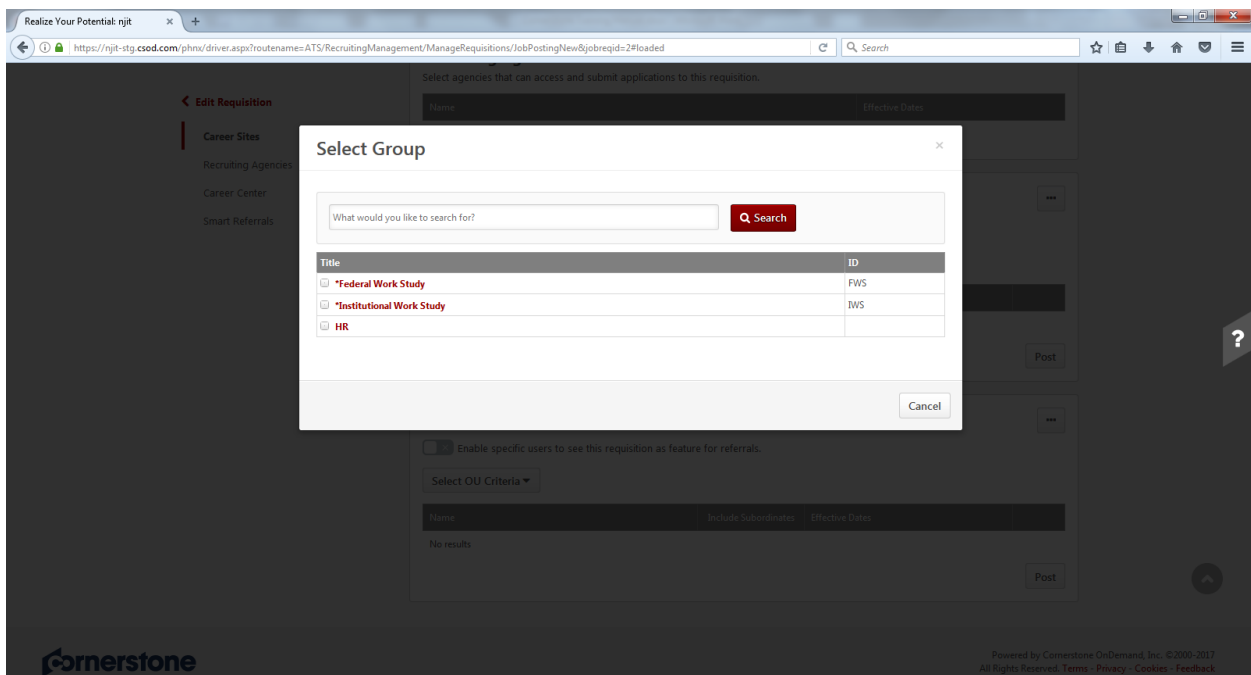
Under *Career Center*, select OU Criteria and choose “Group” from drop down menu:



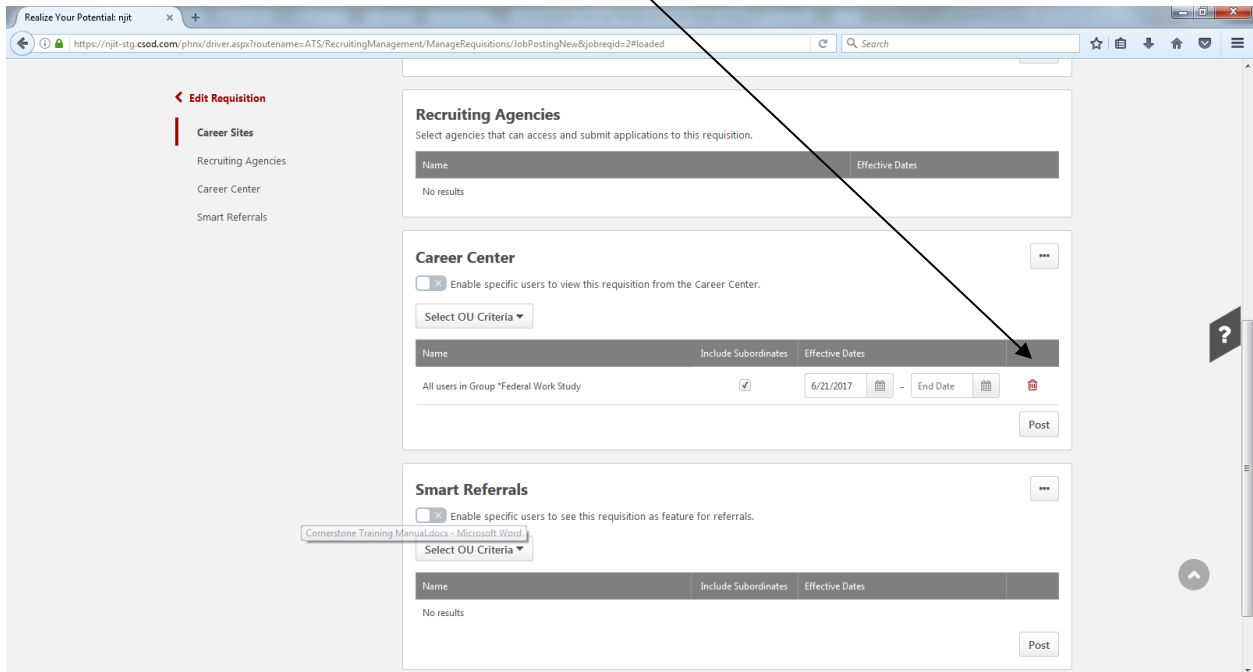
Next, click here:



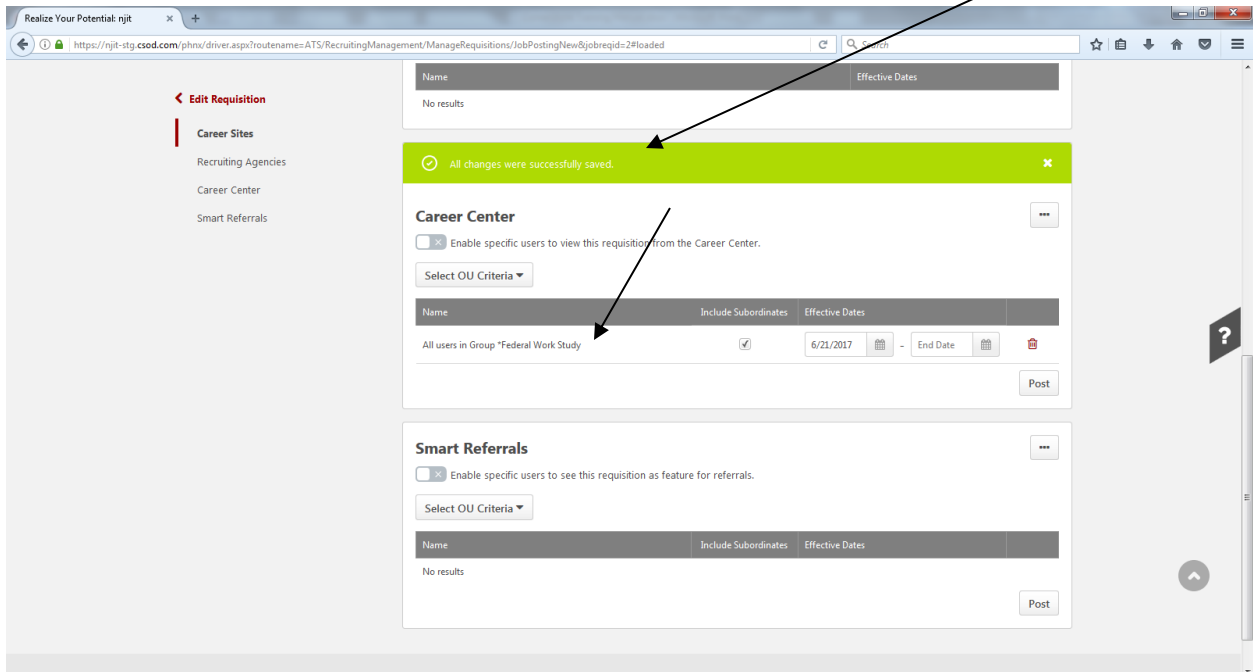
The **Select Group** menu appears; from here, select the type of student you are looking to hire. If you want Federal Work-Study students **ONLY**, select “Federal Work-Study” and only students with FWS as part of their financial aid award will be able to view the position and apply. If you select “Institutional Work-Study”, all students (FWS and IWS) will be able to view the position and apply:



After making your selection, click on **Post**:



The screen below appears which indicates that your requisition has been saved and the position is posted. In this example, only FWS students will have access to this posting.

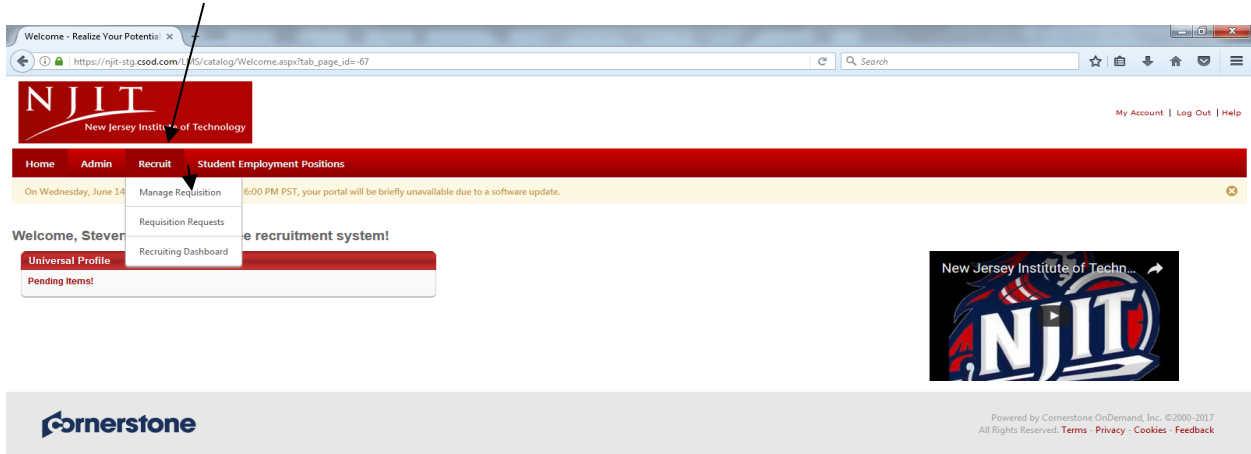


In order to view the posted position scroll to top of above page and click on **“Recruit”** and then click on **“Manage Requisition.”**

Creating and Posting a Requisition- Grant Funded

This section details the steps required to hire a student employee via Grant funding. To access the system, go to www.njit.edu (NJIT's homepage) and login to the Pipeline by clicking "**My NJIT.**" Enter your UCID username and password. Click the tab titled "**Faculty/Staff Services**" and then click the link at the bottom left hand side titled "**Employee Recruitment System.**" This will re-direct you to the screen below:

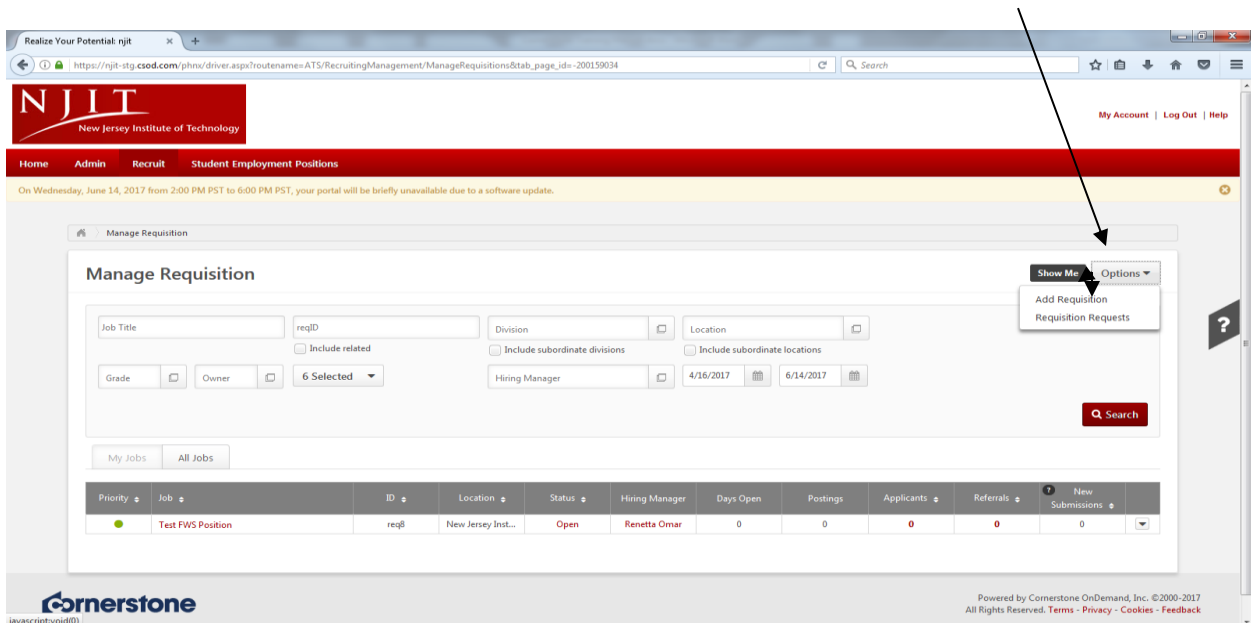
Here, click on **Recruit** and then select "Manage Requisition" from the drop down menu;



The screenshot shows the NJIT recruitment system homepage. The browser address bar displays https://njit-stg.csod.com/US/catalog/Welcome.aspx?tab_page_id=67. The page features the NJIT logo and navigation tabs: Home, Admin, Recruit, and Student Employment Positions. The 'Recruit' tab is active, and a dropdown menu is open, showing 'Manage Requisition' as the selected option. A yellow banner at the top of the page states: 'On Wednesday, June 14, 2017 from 6:00 PM PST, your portal will be briefly unavailable due to a software update.' Below the banner, there is a welcome message for 'Steven' and a 'Pending Items!' section. The footer includes the Cornerstone logo and copyright information: 'Powered by Cornerstone OnDemand, Inc. ©2000-2017 All Rights Reserved. Terms - Privacy - Cookies - Feedback'.

javascriptvoid(0);

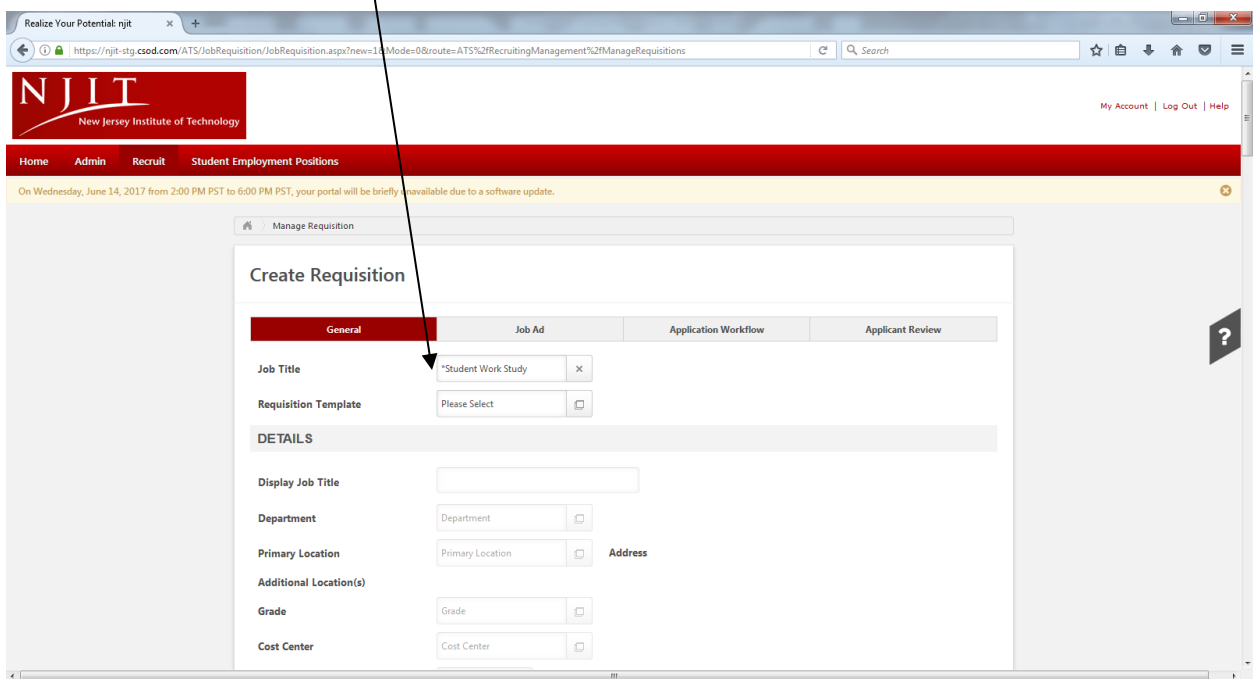
On Manage Requisition page, select **Options** and "Add Requisition" from the drop down menu:



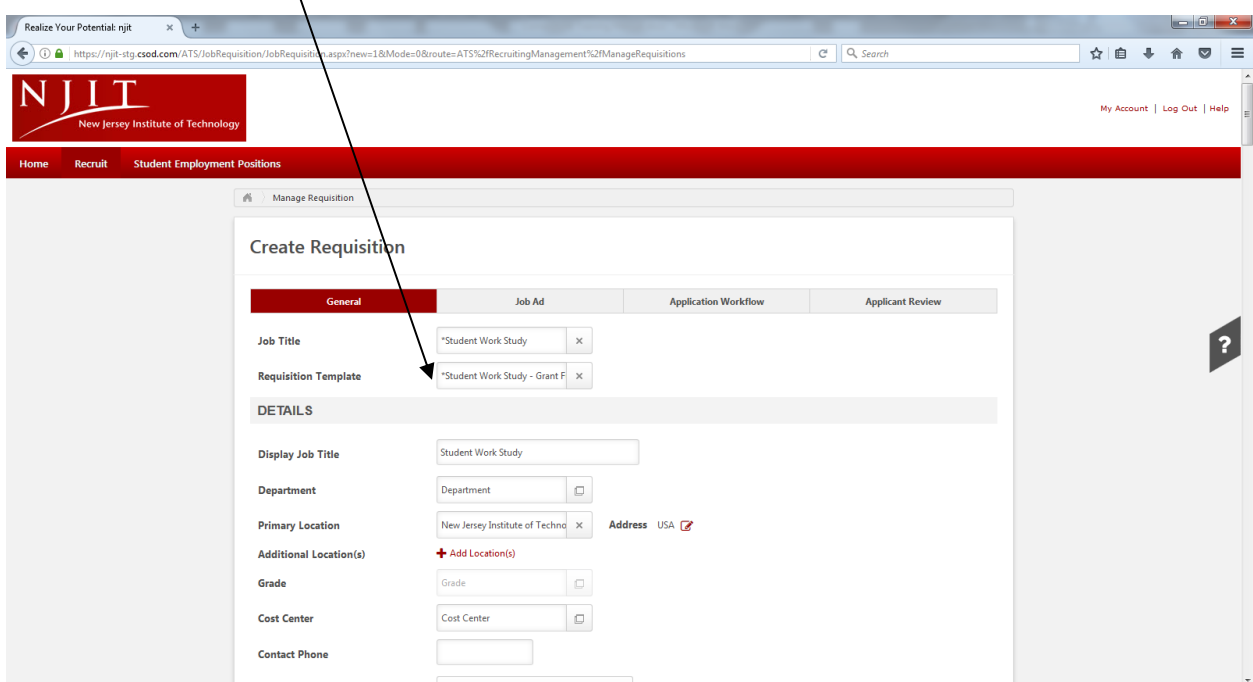
The screenshot shows the 'Manage Requisition' page. The browser address bar displays https://njit-stg.csod.com/phn/driver.aspx?routename=ATS/RecruitingManagement/ManageRequisitions&tab_page_id=200159034. The page features the NJIT logo and navigation tabs: Home, Admin, Recruit, and Student Employment Positions. The 'Recruit' tab is active, and a dropdown menu is open, showing 'Options' as the selected option. A yellow banner at the top of the page states: 'On Wednesday, June 14, 2017 from 2:00 PM PST to 6:00 PM PST, your portal will be briefly unavailable due to a software update.' Below the banner, there is a 'Manage Requisition' section with various search filters and a 'Search' button. The filters include Job Title, reqID, Division, Location, Grade, Owner, Hiring Manager, and dates. Below the filters, there is a table with columns: Priority, Job, ID, Location, Status, Hiring Manager, Days Open, Postings, Applicants, Referrals, and New Submissions. The table contains one row with the following data: Priority: Green dot, Job: Test FWS Position, ID: req8, Location: New Jersey Inst..., Status: Open, Hiring Manager: Renetta Omar, Days Open: 0, Postings: 0, Applicants: 0, Referrals: 0, New Submissions: 0. The footer includes the Cornerstone logo and copyright information: 'Powered by Cornerstone OnDemand, Inc. ©2000-2017 All Rights Reserved. Terms - Privacy - Cookies - Feedback'.

javascriptvoid(0);

On Create Requisition page, in **Job Title** field, select “Student Work Study” from the menu:



For Grant funded positions, in the **Requisition Template** field select “Student Work Study – Grant Funded” from the drop down menu:



In the **Display Job Title** field, the title will default to “Student Work-Study”; supervisors should change to actual job title **and** add the department (for example, “Student Office Worker – Financial Aid”):

The screenshot shows the 'Create Requisition' form in the NJIT system. The 'General' tab is active. The 'Job Title' and 'Requisition Template' fields are both set to '*Student Work Study'. In the 'DETAILS' section, the 'Display Job Title' field is set to 'Student Office Worker - Financial Ai', which is highlighted by a black arrow. Other fields include 'Department' (Student Financial Aid Services), 'Primary Location' (New Jersey Institute of Techno), 'Grade', and 'Cost Center'.

Check to make sure that the **Department** field defaulted to your department:

The screenshot shows the 'Create Requisition' form in the NJIT system. The 'General' tab is active. The 'Job Title' field is set to '*Student Work Study' and the 'Requisition Template' field is set to 'Work Study'. In the 'DETAILS' section, the 'Department' field is set to 'Student Financial Aid Services', which is highlighted by a black arrow. Other fields include 'Display Job Title' (Student Office Worker), 'Primary Location' (New Jersey Institute of Techno), 'Grade', and 'Cost Center'.

In the **Employment Type** field, select “Student – Grant Funded”:

The screenshot shows a web browser window with the URL <https://njit-stg.csd.com/ATS/JobRequisition/JobRequisition.aspx?view=1&Mode=0&route=ATS%2FRecruitingManagement%2FManageRequisitions>. The form contains the following fields:

- Display Job Title: Student Work Study
- Department: nancial Aid Services (1-313000)
- Primary Location: New Jersey Institute of Techno
- Address: USA
- Additional Location(s): + Add Location(s)
- Grade: [Empty]
- Cost Center: [Empty]
- Contact Phone: [Empty]
- EEO Category: Please Select
- Employment Type: Student-Grant Funded (Selected)
- Currency: United States Dollar
- Compensation: Hourly
- Range: \$ 0 To \$ 0
- Referral Bonus: \$ 0
- Requisition Type (Required for Staff & Faculty Positions): Select
- Most Recent Incumbent (Required for all Staff & Faculty Backfilled Positions): [Empty]
- Position Start Date (Required for all Grant Funded Positions): [Empty]
- Position End Date (Required for all Grant Funded Positions): [Empty]

An arrow points from the text above to the 'Employment Type' dropdown menu.

In **Range** field – populate BOTH fields with the hourly rate (in example below, student will be paid \$10 per hour). Also, populate **Position Start Date** and **Position End Date** fields:

The screenshot shows the same web browser window as above, but with the following changes:

- Grade: [Empty]
- Cost Center: [Empty]
- Contact Phone: [Empty]
- EEO Category: Please Select
- Employment Type: Student (Selected)
- Currency: United States Dollar
- Compensation: Hourly
- Range: \$ 10.00 To \$ 10.00
- Referral Bonus: \$ 0
- Requisition Type (Required for Staff & Faculty Positions): Select
- Most Recent Incumbent (Required for all Staff & Faculty Backfilled Positions): [Empty]
- Position Start Date (Required for all Grant Funded Positions): [Empty]
- Position End Date (Required for all Grant Funded Positions): [Empty]
- Position Status (Required for Staff Positions): Temporary/Hourly
- Duration of Appointment (Required for Temporary Staff Positions): [Empty]
- Employment Status (Required for Staff & Faculty Positions): Select
- If Part-Time, how many hours? (Required for Part-Time Staff): [Empty]

Arrows point from the text above to the 'Range' field, and the 'Position Start Date' and 'Position End Date' fields.

Once those fields are populated, there are several student fields that need to be completed, which are noted below and in the screen shot:

- Reports To (Required for Student & Staff Positions)
- Reports To - Email address (Student Only)
- Position Summary (Required for Student & Staff Positions)
- Essential Functions (Required for Student & Staff Positions) (Limit 2000 Characters)
- Prerequisite Qualifications (Required for Student & Staff Positions)

The screenshot shows a web browser window with the URL <https://njit-stg.csod.com/ATS/JobRequisition/JobRequisition.aspx?new=1&Mode=0&route=ATS%2FRecruitingManagement%2FManageRequisitions>. The page title is "Realize Your Potential: njit". The form is titled "Staff & Faculty Positions" and includes a "CHECK" button. The fields shown are:

- If Part-Time, how many hours? (Required for Part-Time Staff Positions) [Text input]
- Reports To - Title & Name (Required for Student, Staff & Faculty Positions) [Text input]
- Reports to Email Address (Student Only) [Text input]
- Position Summary (Required for Student, Staff & Faculty Positions) [Text area]
- Essential Functions (Required for Student, Staff & Faculty Positions) (Limit 2000 Characters) [Text area]
- Essential Functions Continued (Limit 2000 characters) [Text area]
- Additional Functions [Text area]
- Essential Characteristics (Limit 2000 Characters) [Text area]

Four arrows on the left side of the form point to the following fields:

- Reports To - Title & Name
- Reports to Email Address (Student Only)
- Position Summary
- Essential Functions

Once the above is complete, the fields below (also noted in screen shot) will need to be populated:

- Funding Source (should default to "Restricted Grant")
- Index (Required for Student & Staff Positions)

The screenshot shows the same web browser window as above, but with a different set of fields visible. The fields shown are:

- Externally Advertising? (Required for Staff & Faculty Positions) [Select dropdown]
- If yes, where? If no, how do you plan to reach a diverse audience? (Required for Staff & Faculty) [Text area]
- Department Approver (Required for Staff & Faculty Positions) [Text input]
- Division Approver (Required for Staff & Faculty Positions) [Text input]
- Funding Source (Required for Student, Staff & Faculty Positions) [Select dropdown, currently set to "Restricted Grant"]
- Index (Required for Student, Staff & Faculty Positions) [Text input]
- Index Percentage [Text input]
- Index 2 [Text input]
- Index 2 Percentage [Text input]
- Index 3 [Text input]
- Index 3 Percentage [Text input]
- Bargaining Unit (HR use Only) [Select dropdown]
- FLSA Status (HR use Only) [Select dropdown, currently set to "Non-Exempt"]
- FTE (HR use Only) [Text input]
- Employee Class (HR use Only) [Text input]
- Position Class Code (HR use Only) [Text input]

Two arrows on the left side of the form point to the following fields:

- Funding Source
- Index

Select individual(s) to be added from the drop down menu and click on **Add**.

Under **REQUISITION**, several fields need to be populated; if only a specific number of students will be hired, enter the number (for example “2”) in the **Openings** field (note that once two students are hired, the position will no longer be visible to students):

The screenshot shows the 'REQUISITION' form in the Cornerstone OnDemand system. The form is titled 'REQUISITION' and includes the following fields:

- Requisition ID
- Priority: Medium
- Openings: 2 (with an 'On Going' checkbox)
- Target Hire Date: 6/14/2017 (Target hire date of first opening)
- Requisition Status: Draft
- Do Not Allow to Apply: (Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

Buttons for 'Cancel', 'Save', and 'Next' are visible at the bottom right. A red arrow points to the 'Openings' field.

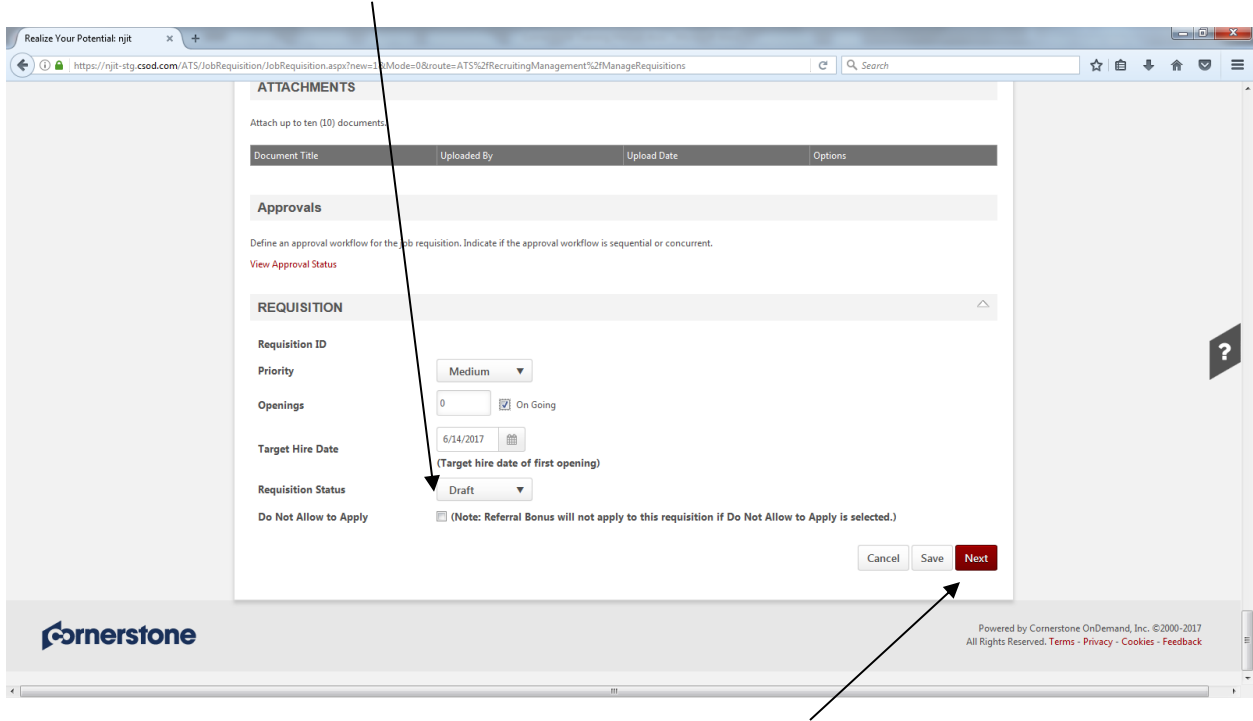
If unsure of the number of students that will be hired, place a “0” in the **Openings** field and place a check mark in the **On Going** box:

The screenshot shows the 'REQUISITION' form in the Cornerstone OnDemand system. The form is titled 'REQUISITION' and includes the following fields:

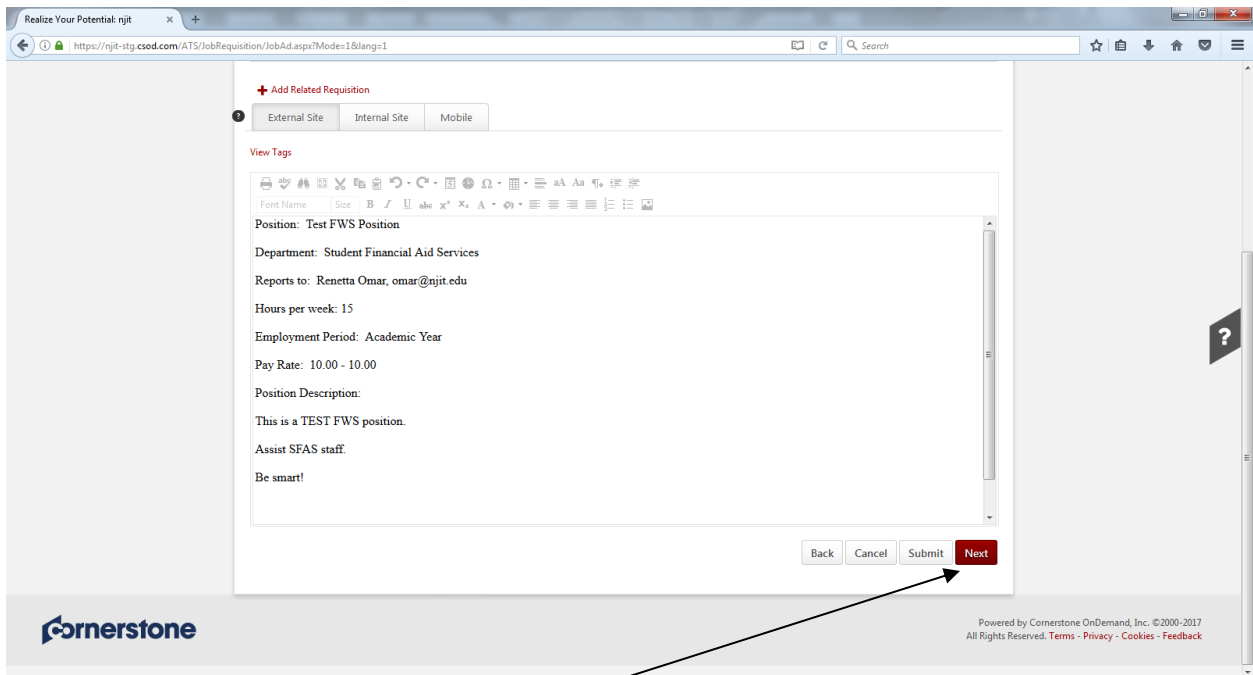
- Requisition ID
- Priority: Medium
- Openings: 0 (with an 'On Going' checkbox checked)
- Target Hire Date: 6/14/2017 (Target hire date of first opening)
- Requisition Status: Draft
- Do Not Allow to Apply: (Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

Buttons for 'Cancel', 'Save', and 'Next' are visible at the bottom right. Arrows point to the 'Openings' field and the 'On Going' checkbox.

Additionally, it is important to leave the **Requisition Status** field as “Draft”:

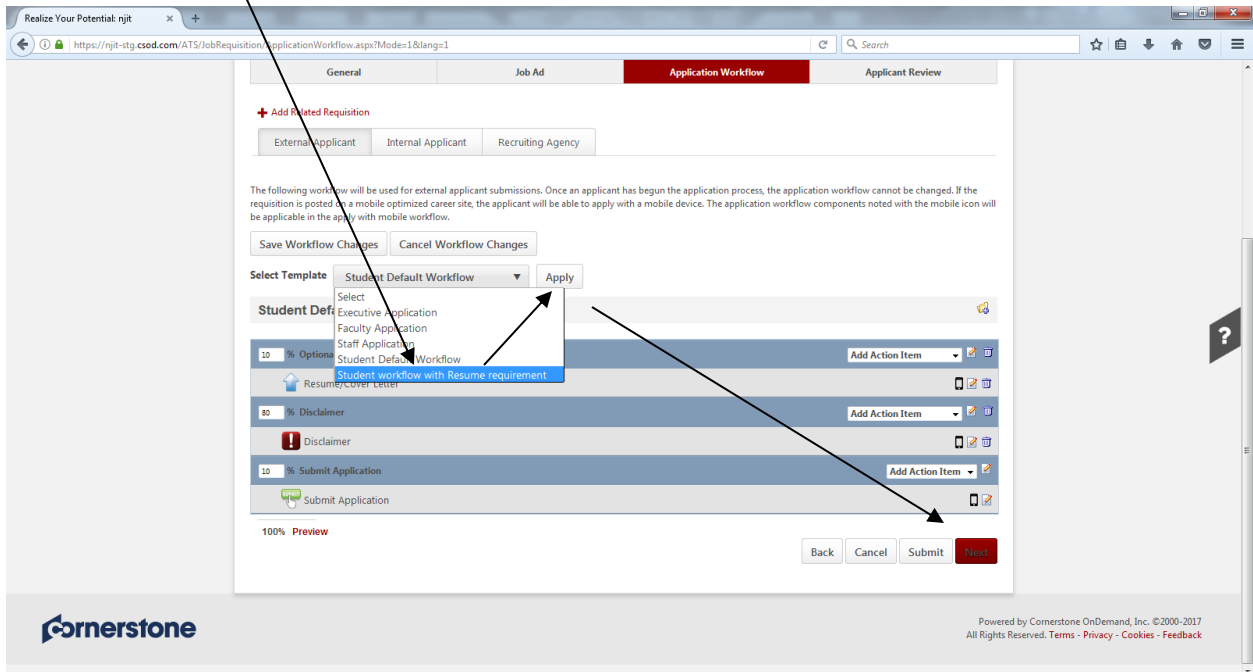


Once the **REQUISITION** section is complete, click on **NEXT** and the screen below will appear:

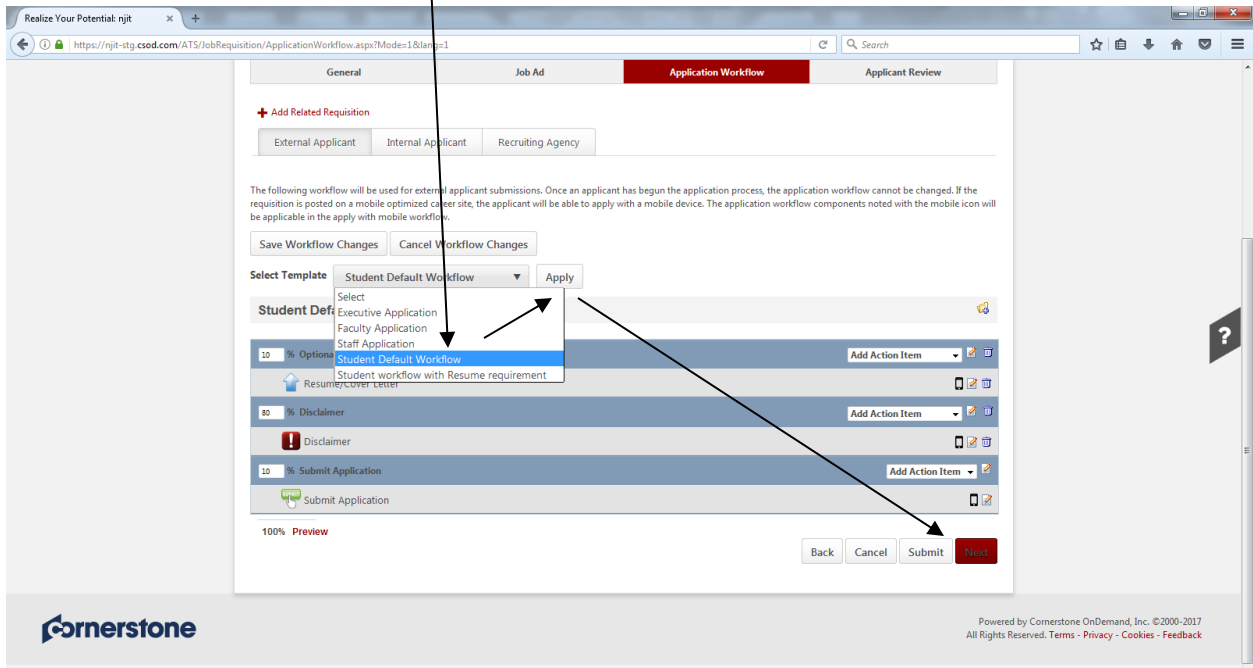


Click on **NEXT** and screen below appears:

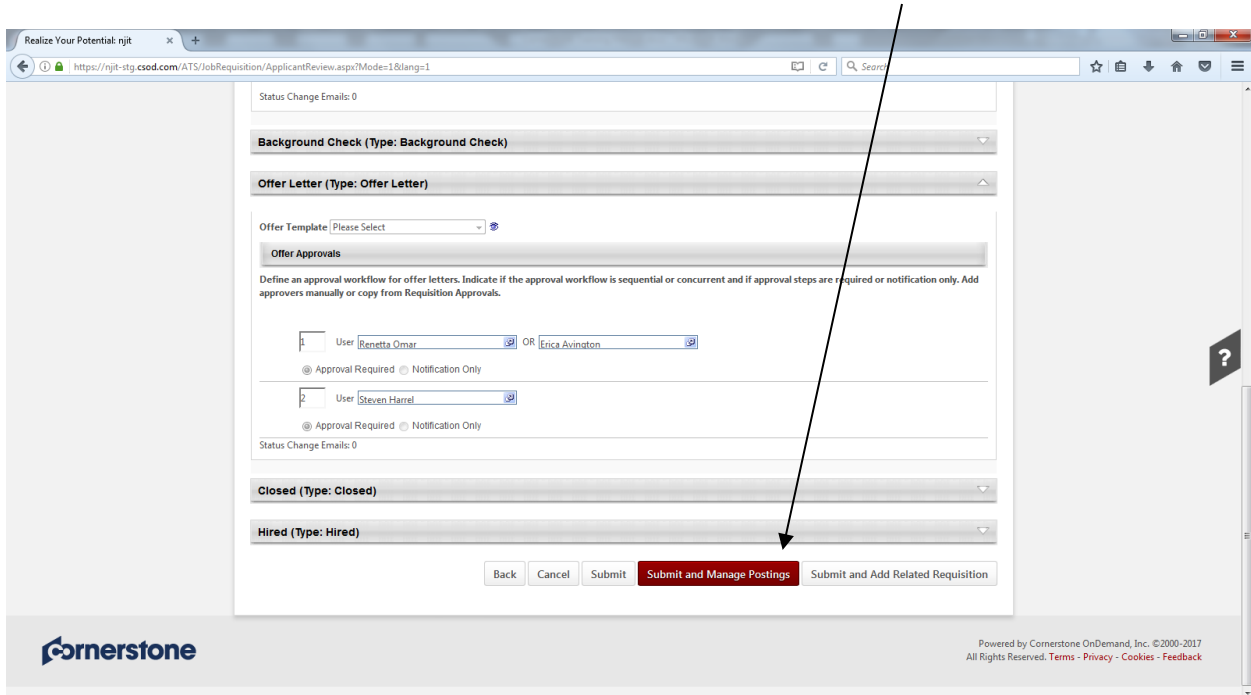
Here, the supervisor has several options to select from in the **Select Template** field; if supervisor wants student to submit a resume, select “Student Workflow with Resume Requirement”, click on **Apply** and then on **Next**:



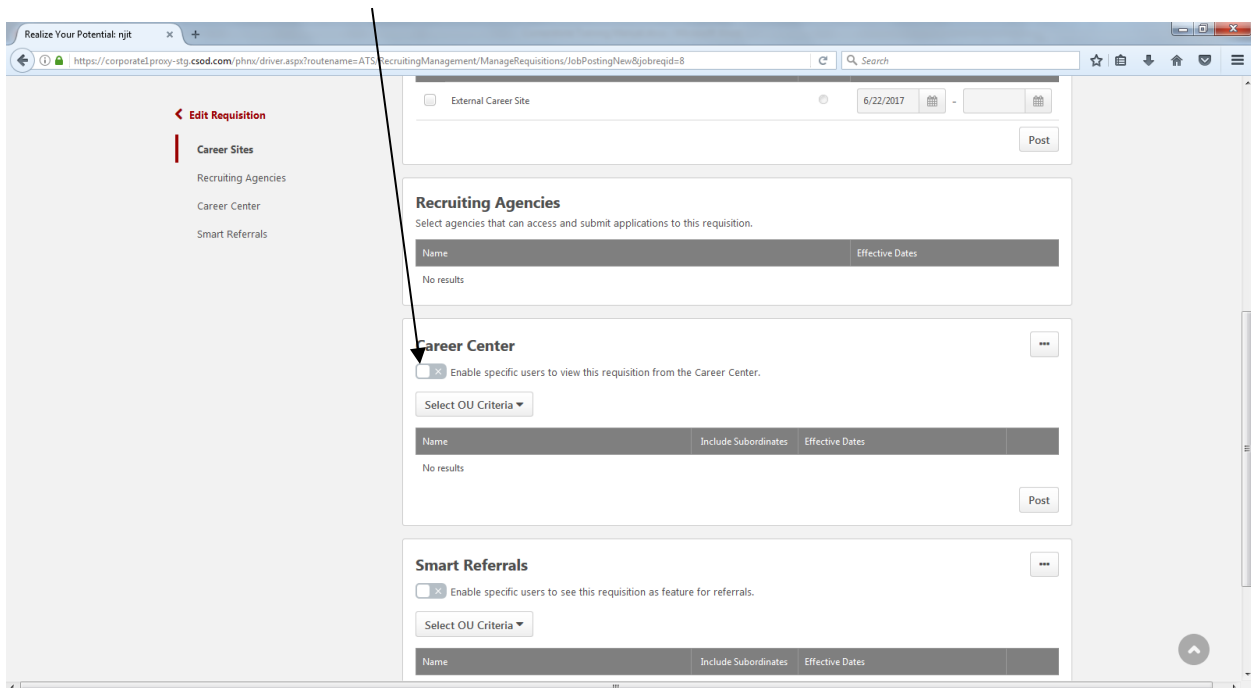
If no resume is required, select “Student Default Workflow” from the **Select Template** field, click on **Apply** and then on **Next**:



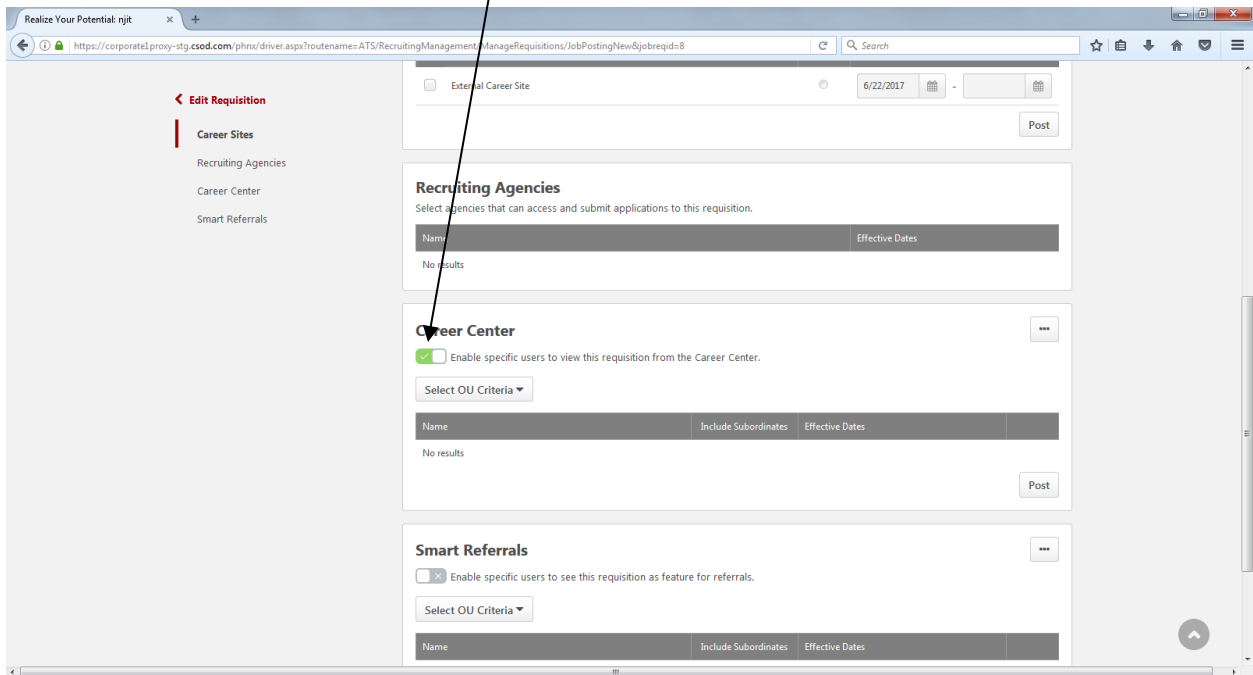
Applicant Review screen below appears; review and click on **Submit and Manage Postings**:



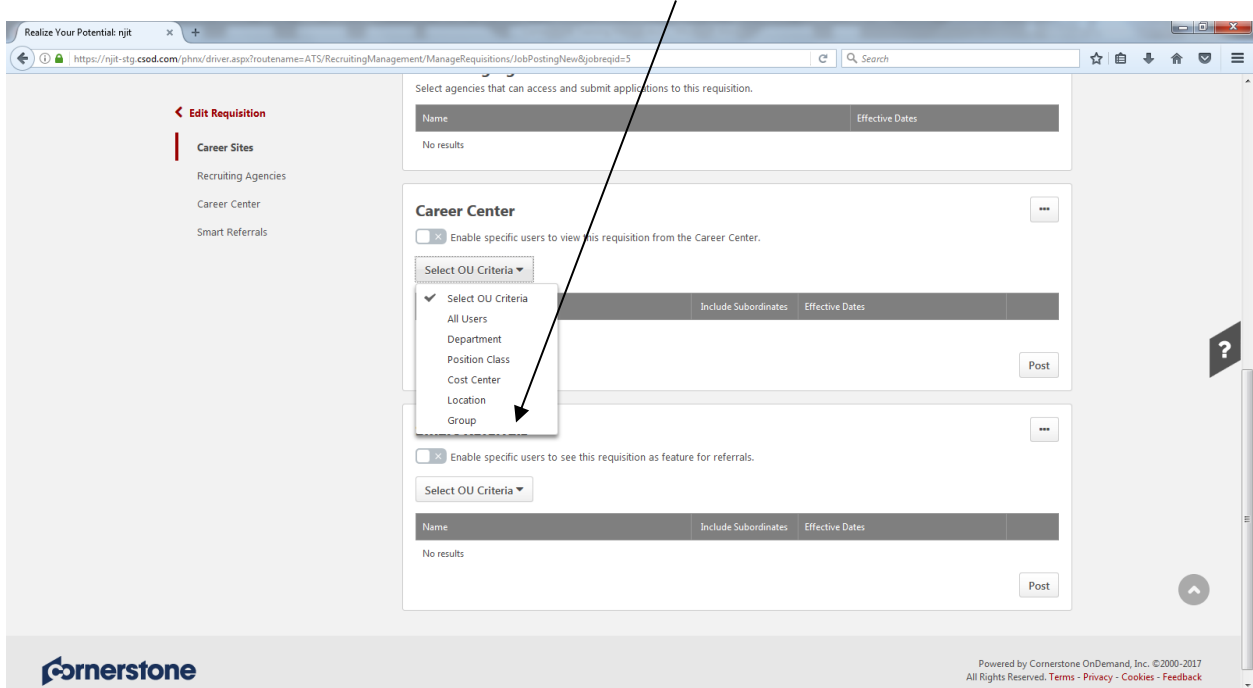
Under **Career Center**, click in white box:



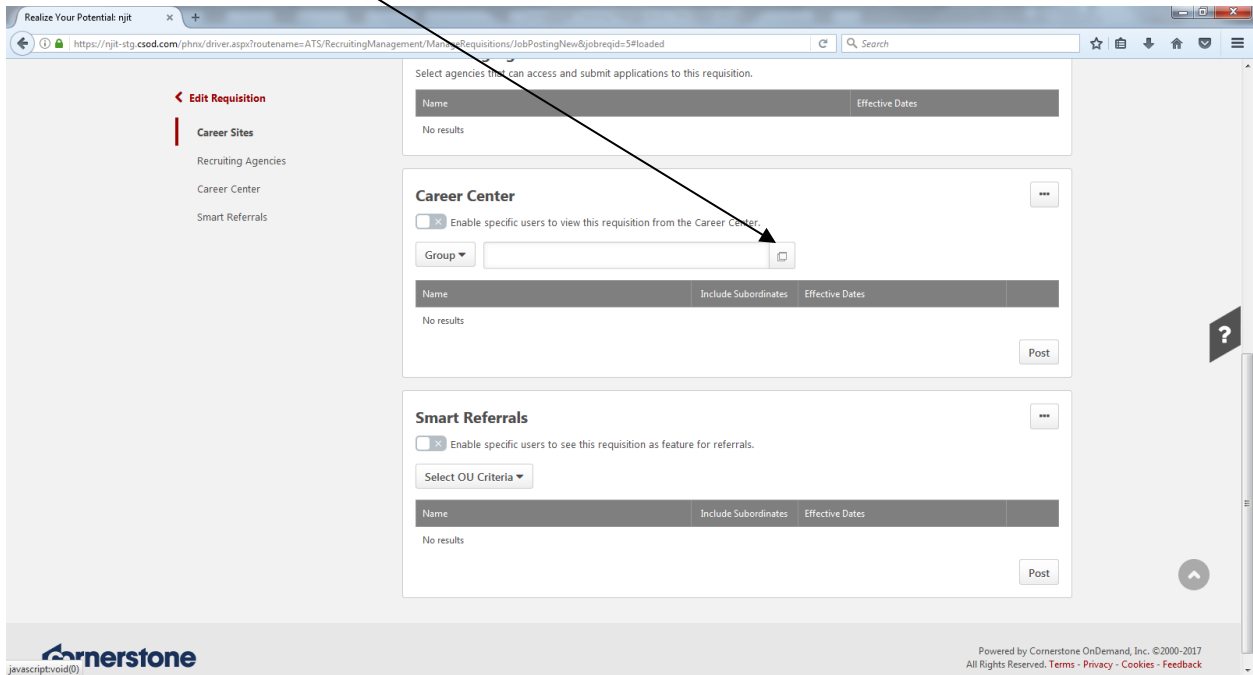
After doing so, a green check mark appears:



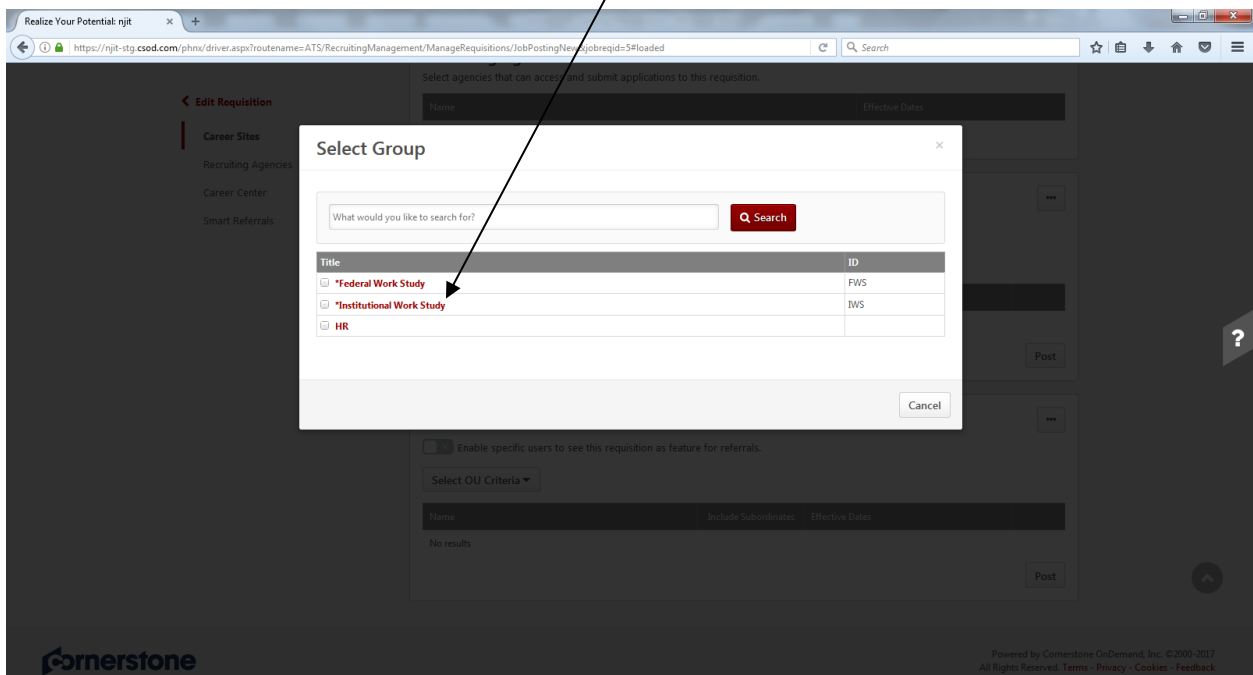
Under *Career Center*, select OU Criteria and choose “Group” from drop down menu:



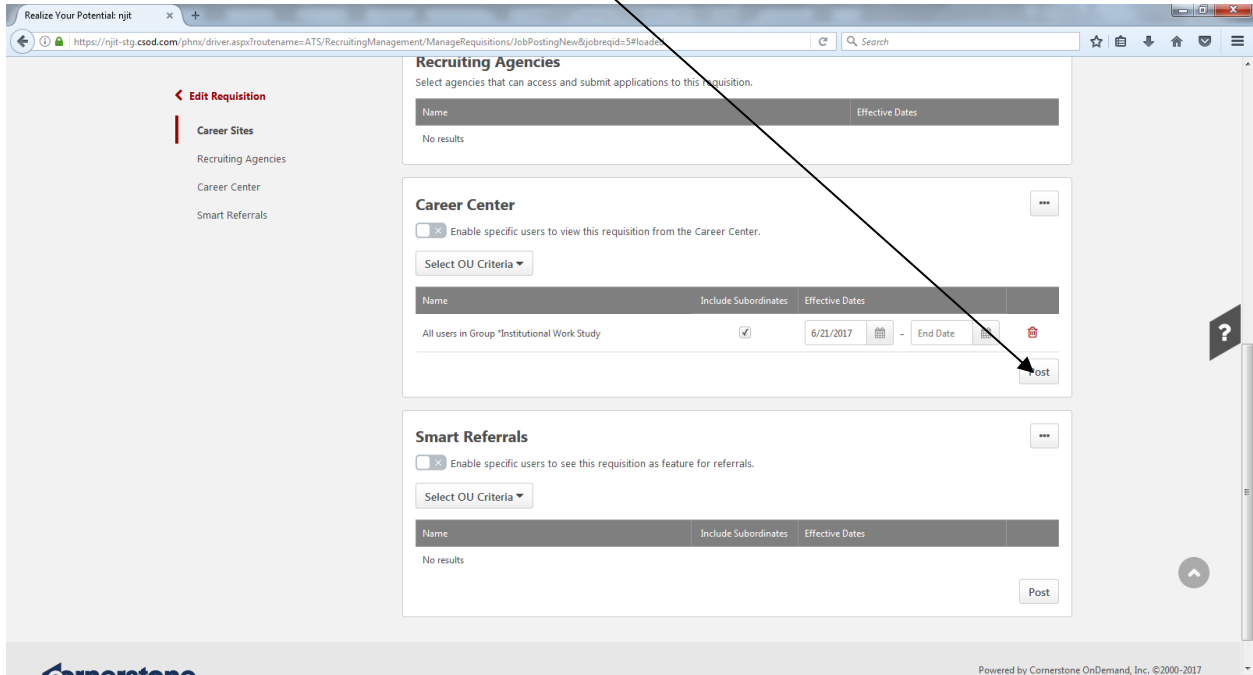
Next, click here:



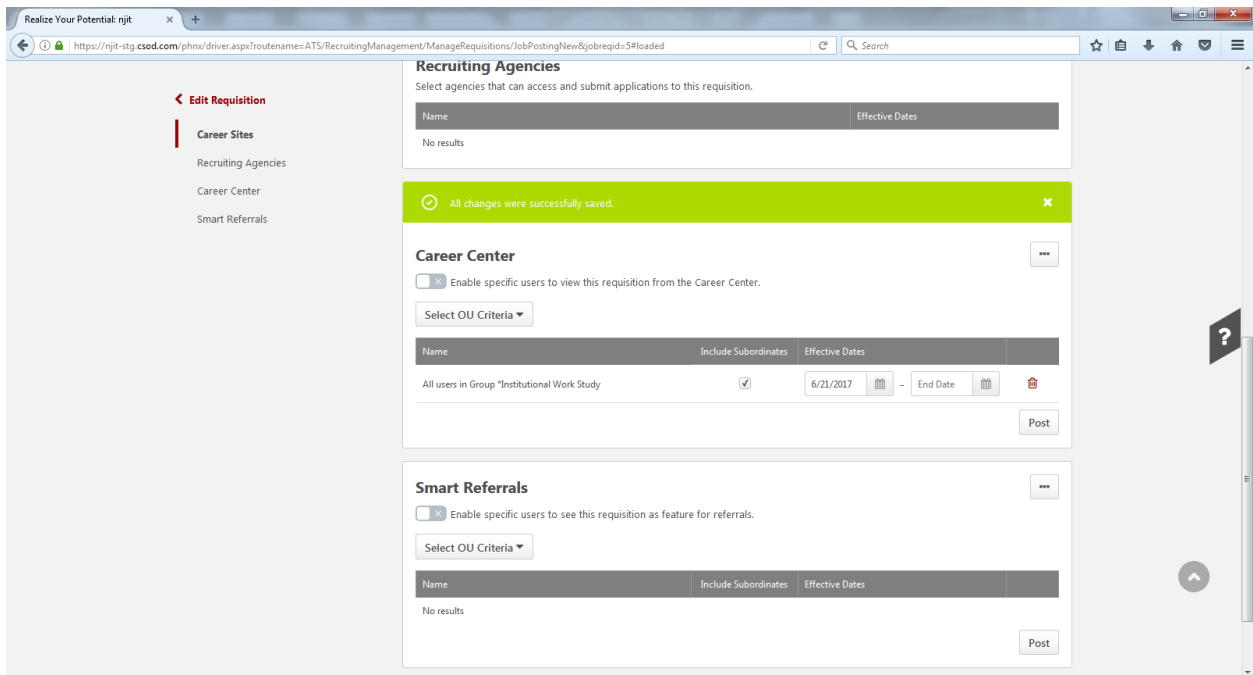
The **Select Group** appears; from here, select the type of student you are looking to hire. For grant funded positions, select **Institutional Work-Study**, as this will provide list of all students eligible to work on-campus:



After making your selection, click on **Post**:



The screen below appears which indicates that the requisition is saved.



In order to view the position status, scroll to top of above page and click on **“Recruit”** and then click on **“Manage Requisition”**; note that the position is in **“Pending Approval”** status:

The screenshot displays the 'Manage Requisition' interface. At the top, there is a navigation bar with 'Home', 'Recruit', and 'Student Employment Positions'. The main content area includes a search filter section with various input fields and a 'Search' button. Below the filters, there is a table with the following data:

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
	Test - Resume Required Template	req4	New Jersey Inst...	Open	Steven Harrel	0	0	0	0	0
	Test FWS Position	req1	New Jersey Inst...	Open	Steven Harrel	0	0	0	0	0
	IWS Test Position	req2	New Jersey Inst...	Open	Steven Harrel	0	0	0	0	0
	Student Work Study	req5	New Jersey Inst...	Pending Appro...	Steven Harrel	0	0	0	0	0

The position will remain in the **“Pending Approval”** status until both Grant/Contracts and Budget have confirmed funding and provided a position number; once Budget has completed their end, the status will automatically change to **“Open”** and the position will be viewable to students (no action need on part of the hiring supervisor).

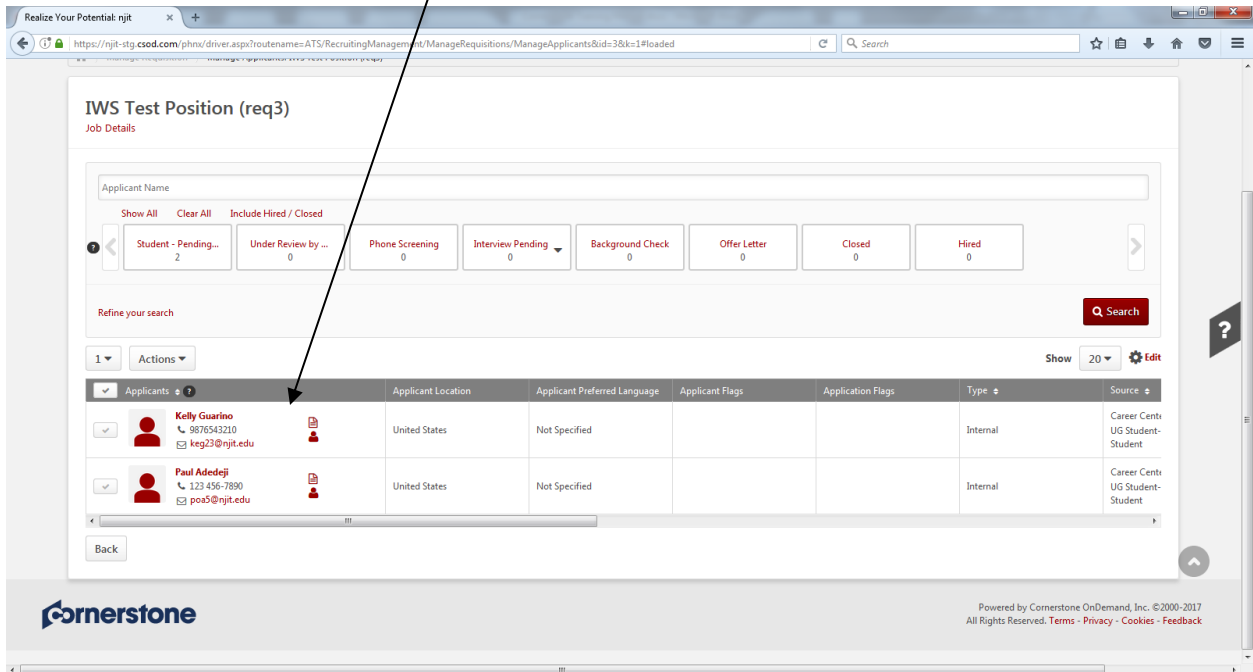
Reviewing Student Applications

To access the system, go to www.njit.edu (NJIT's homepage) and login to the Pipeline by clicking "**My NJIT**". Enter your UCID username and password. Click the tab titled "Faculty/Staff **Services**" and then click the link at the bottom left hand side titled "**Employee Recruitment System**". This will re-direct the user to the screen below:

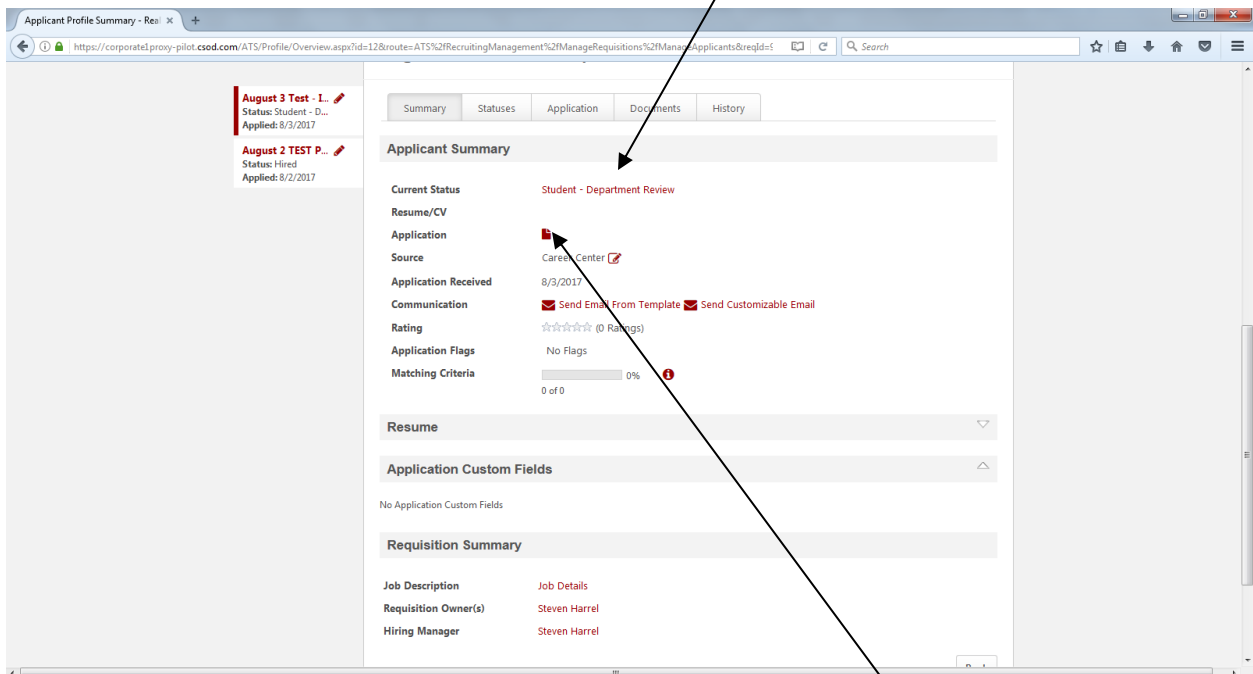
Here, click on **Recruit** and select "Manage Requisition" from the drop down menu; under **Applicants**, the number in red indicates the number of students that have applied for the position. To view the applications click on the applicable number:

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
	FWS Test Position	req2	New Jersey Inst...	Open	Steven Harrel	4	1	1	0	0
	IWS Test Position	req3	New Jersey Inst...	Open	Renetta Omar	4	1	2	0	0
	Grant Funded Test Position	req4	New Jersey Inst...	Pending Appro...	Steven Harrel	0	1	0	0	0
	Resume Required - Test Position	req5	New Jersey Inst...	Open	Steven Harrel	4	1	2	0	0
	Test - Student Default Workflow v.2	req8	New Jersey Inst...	Open	Steven Harrel	4	1	2	0	0

Here, supervisors can view the two candidates that have applied for IWS Test Position:

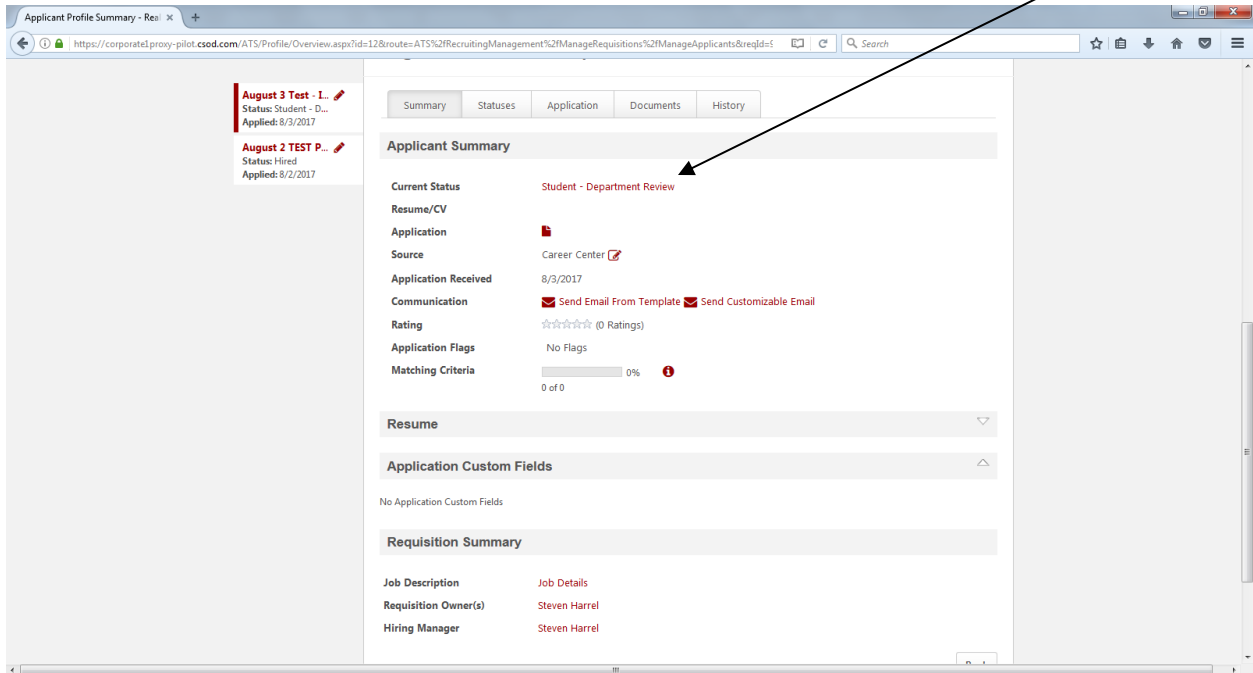


Clicking on the applicants name will direct user to the “Summary” tab, which contains the Applicants Profile and the status of the Application:

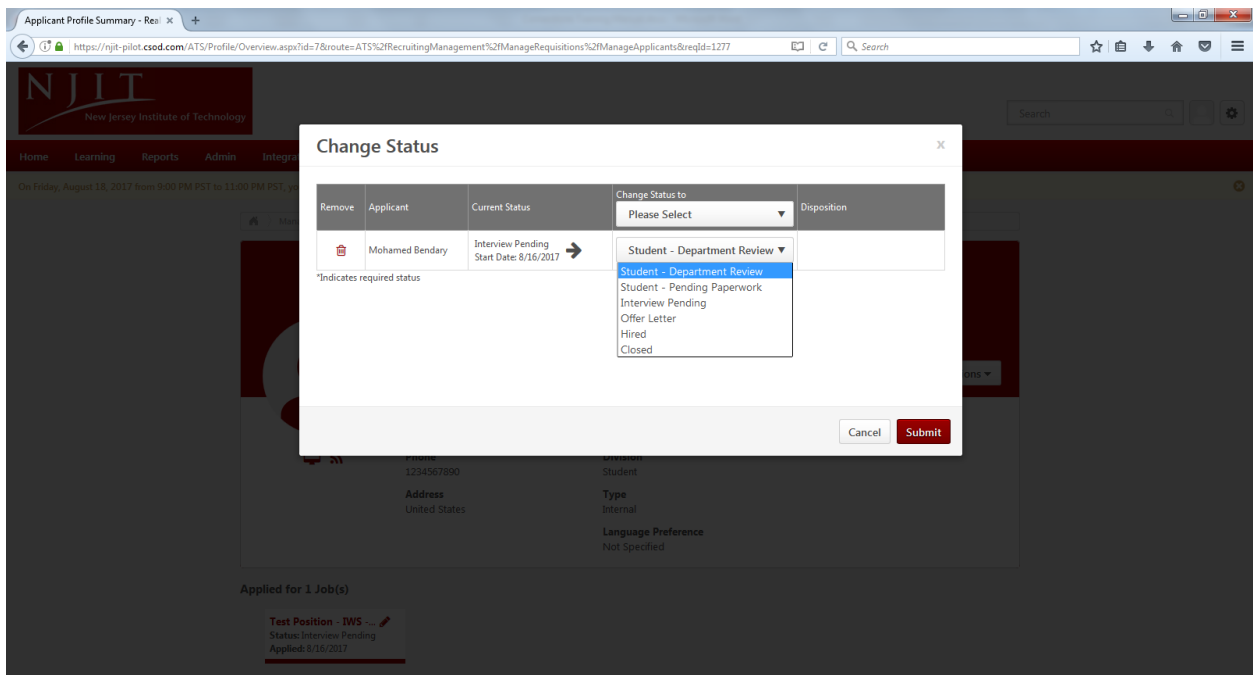


Here, the hiring supervisor can view the application and/or resume by clicking on the applicable document symbol:

After reviewing the resume and/or application, the hiring supervisor has options to schedule an interview, offer a position, reject, etc; click on “Student – Department Review”:

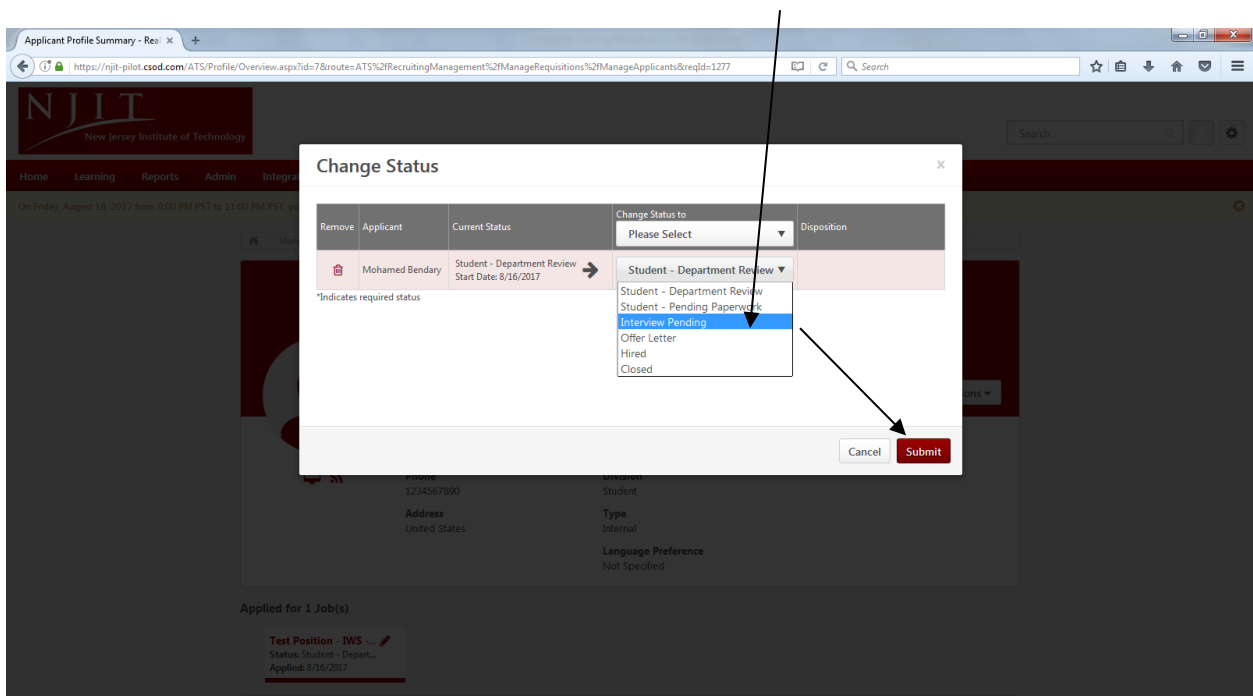


And the screen below appears which permits supervisor to change status:

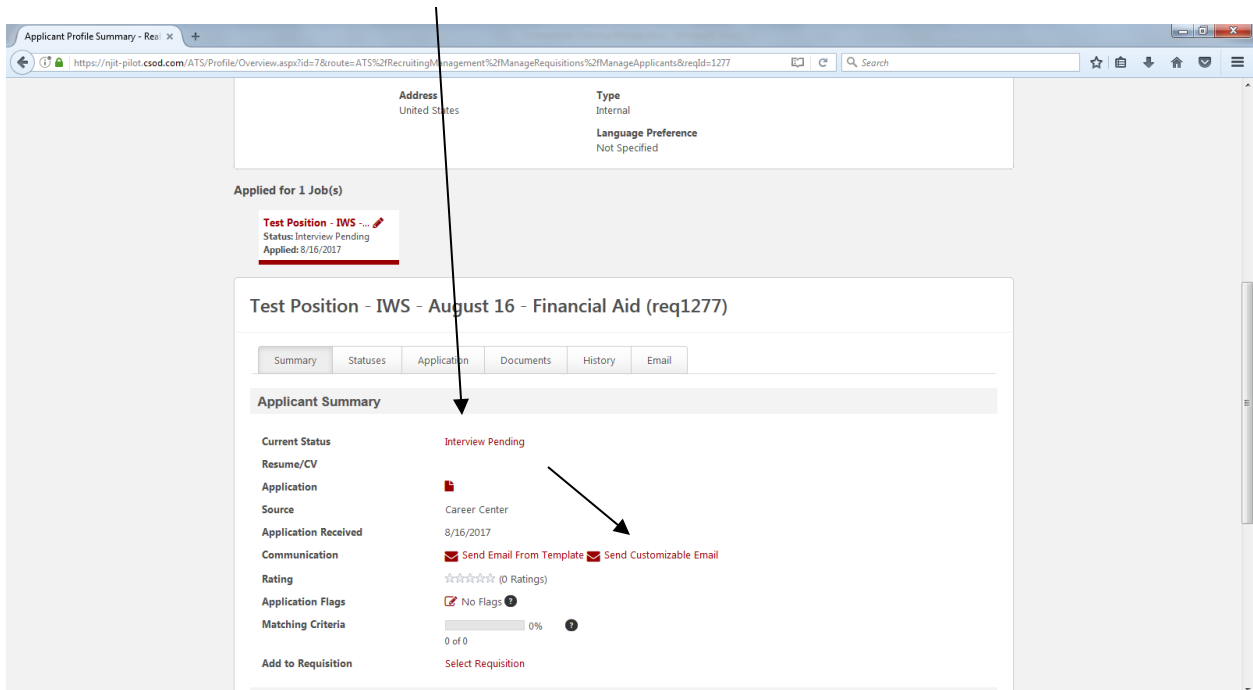


Scheduling an Interview:

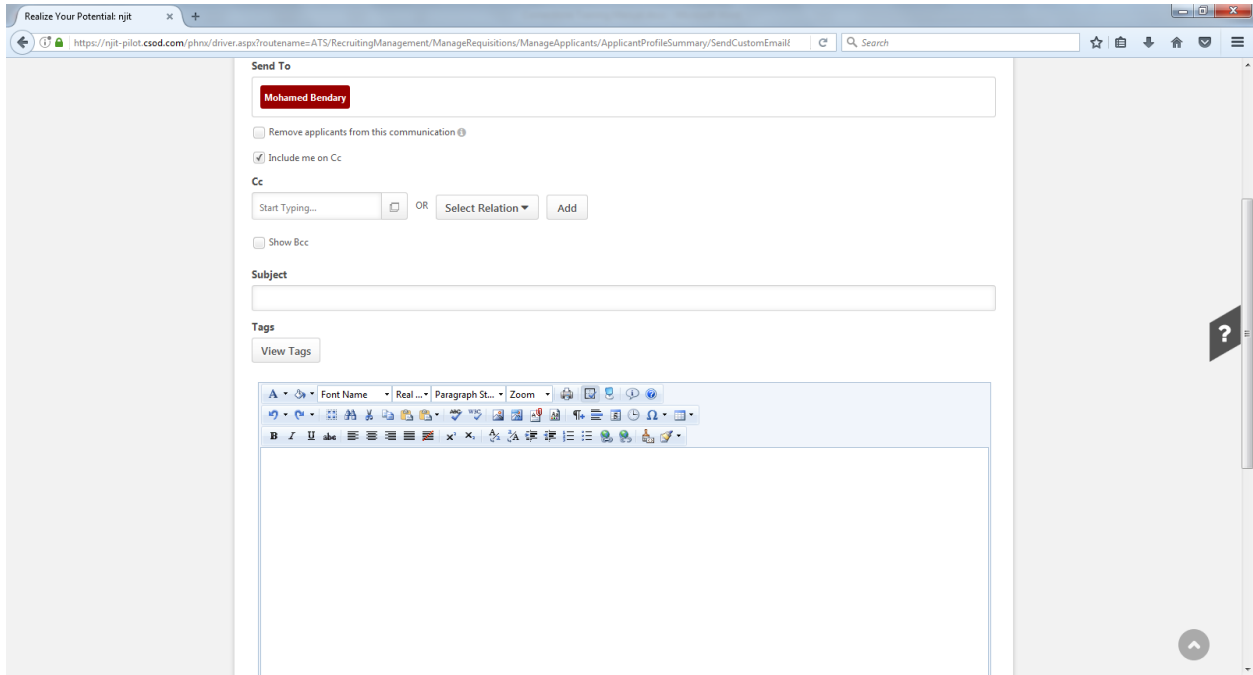
If you want to schedule an interview, select “Interview Pending” from the drop-down menu and then click on “Submit”:



The status is now “*Interview Pending*”; the screen below appears and the supervisor has the option of sending an email to the student by clicking on “Send Customizable Email”:

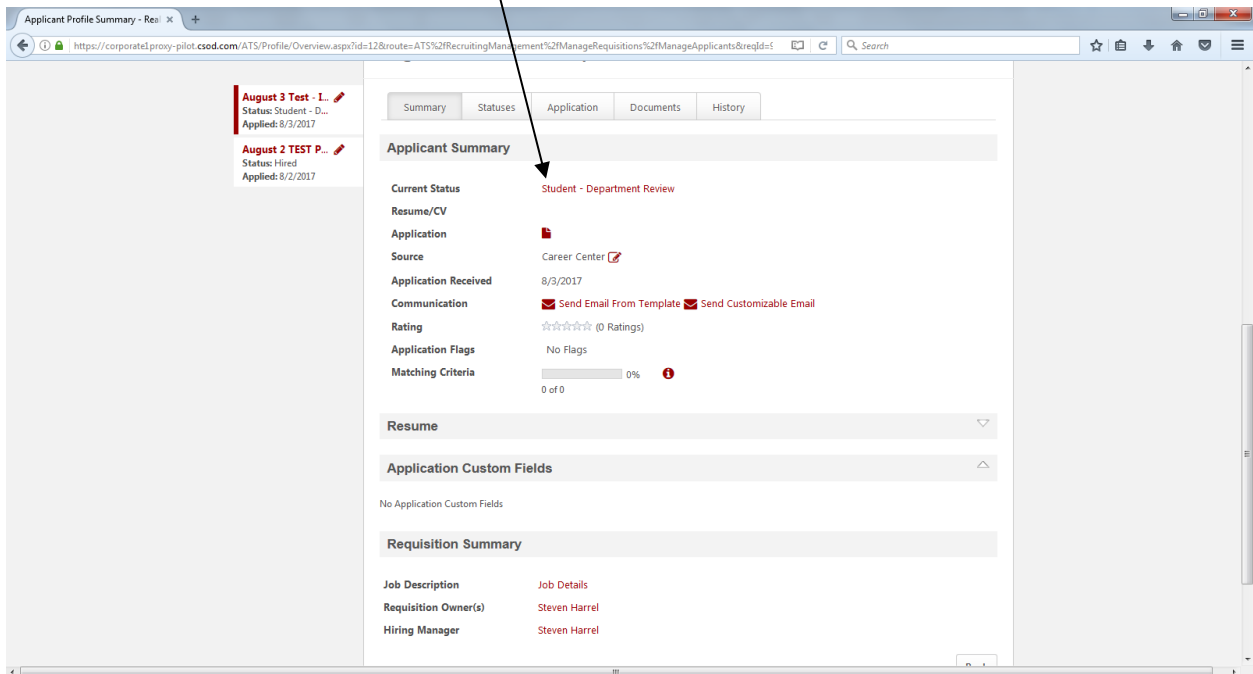


After selecting “Send Customizable Email”, the supervisor is directed to the screen below and an email can be sent from here:

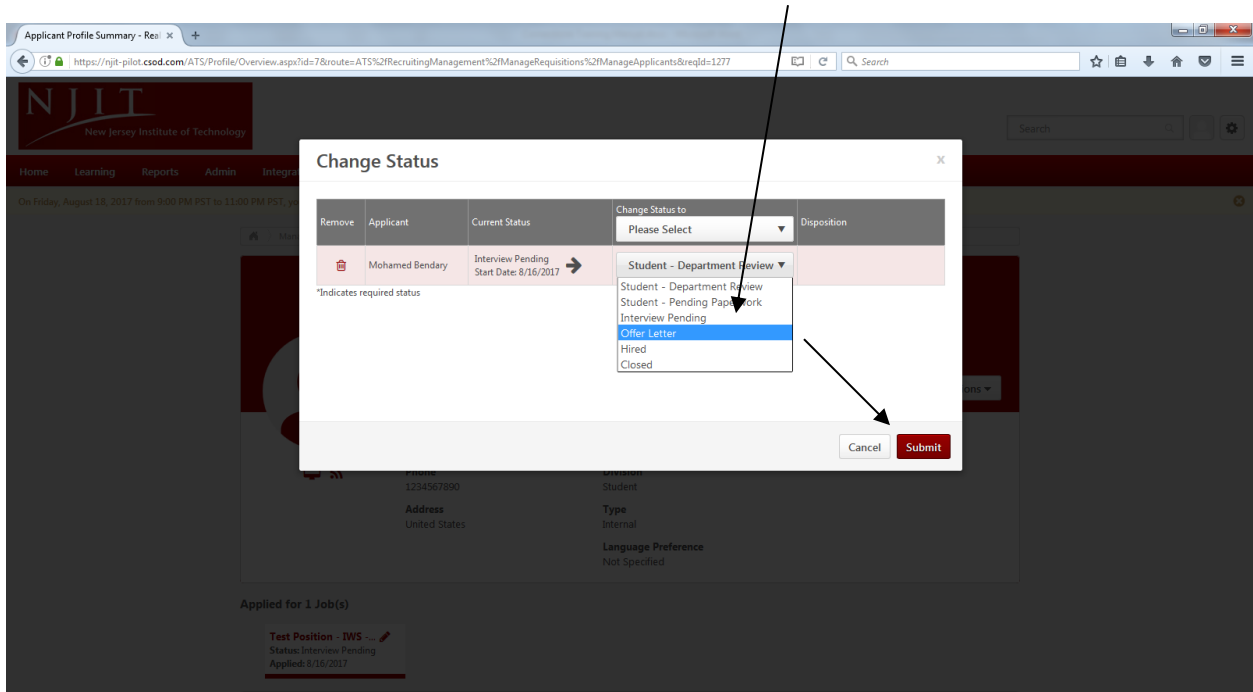


Hiring a student:

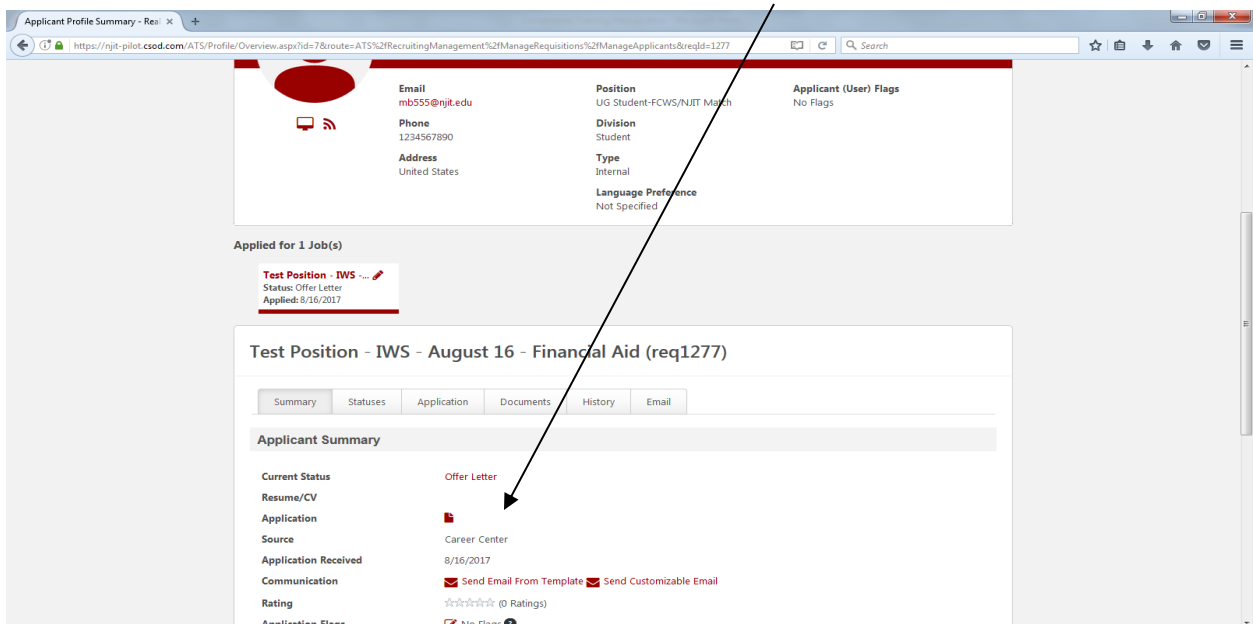
If you want to hire the student, the first step is to offer the position to the student. To do so, click on “Student – Department Review”:



The pop-up drop down menu will appear; select **Offer Letter** and then click **Submit**:



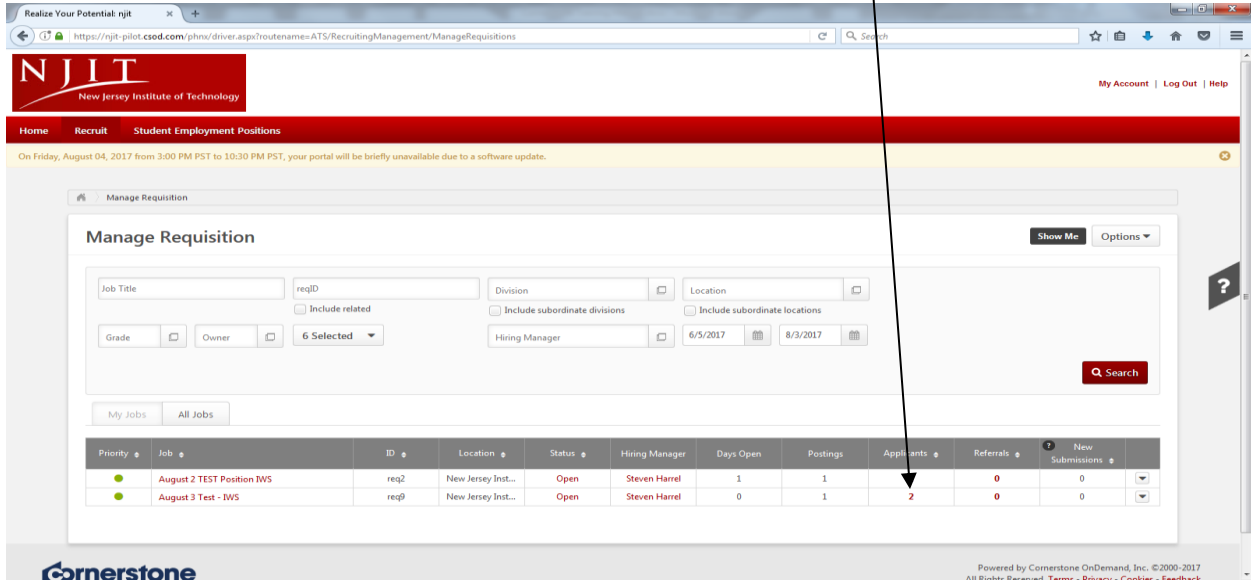
The screen below appears and student's status is now "Offer Letter";



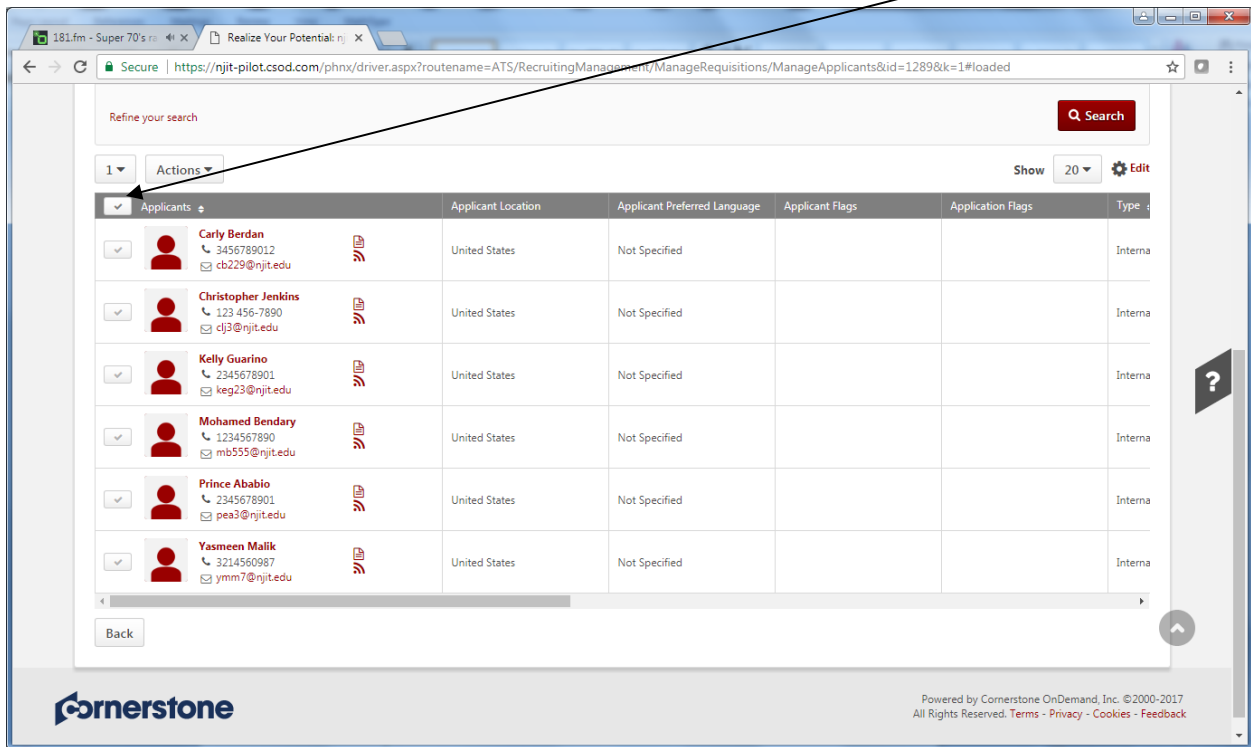
An email will automatically trigger to the student advising them that they have been offered the position. From here the student will be routed to Student Employment for confirmation of employment eligibility. Once the student's eligibility has been confirmed, Student Employment will switch status to "**Hired**" and will send an email to both the supervisor and the student indicating that the student may begin working.

Student – Not Selected:

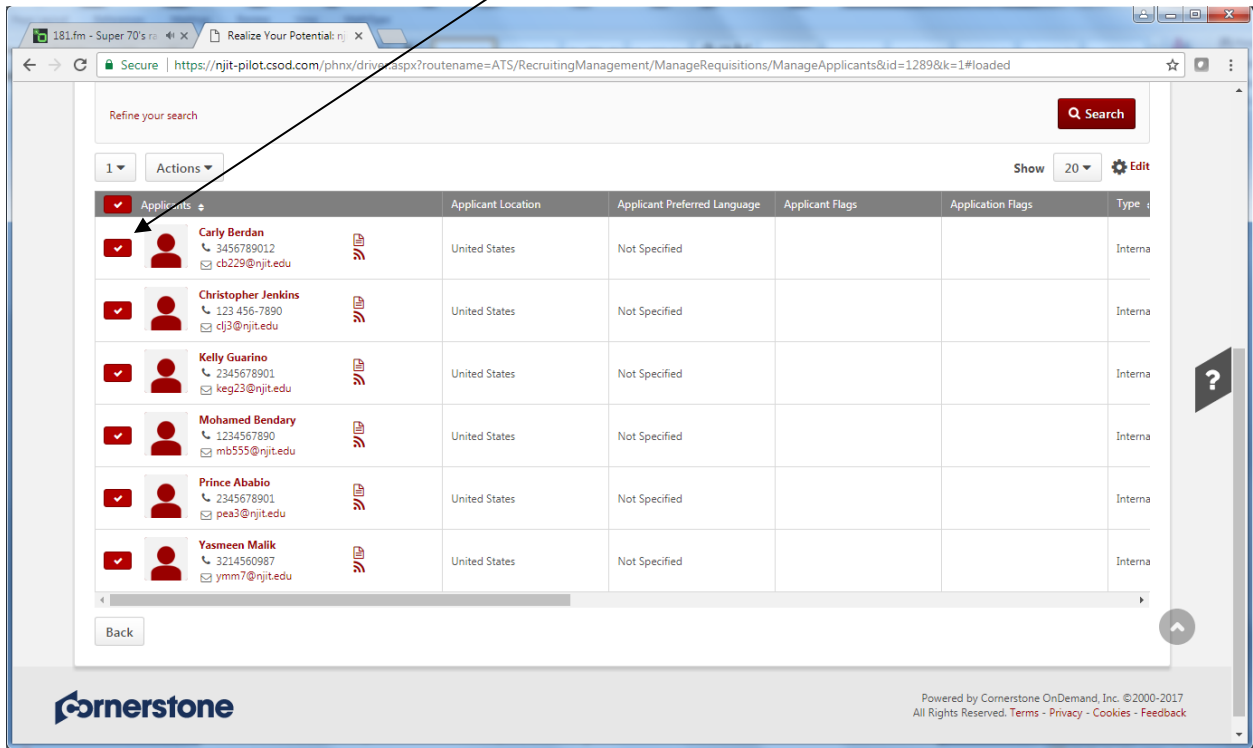
After the position has been filled, supervisors should notify those students not selected. To do so return to “Manage Requisition” and click on number of applicants:



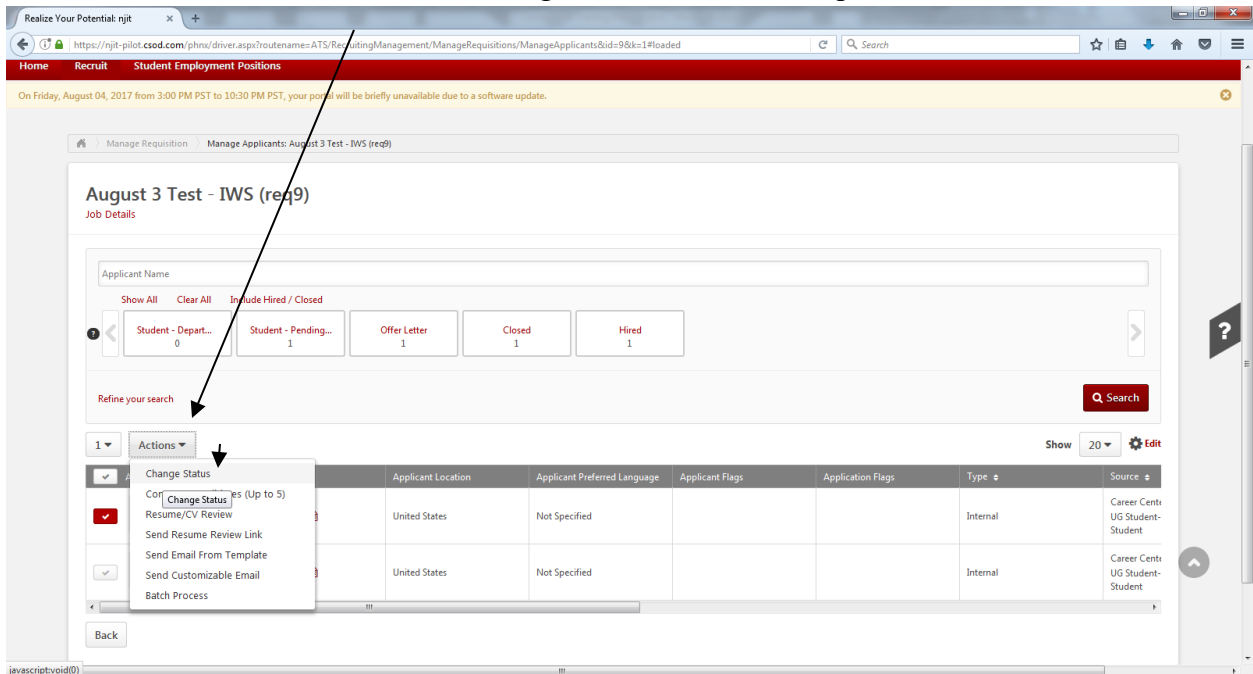
The list of applicants appears; click on the “check mark” next to Applicant(s):



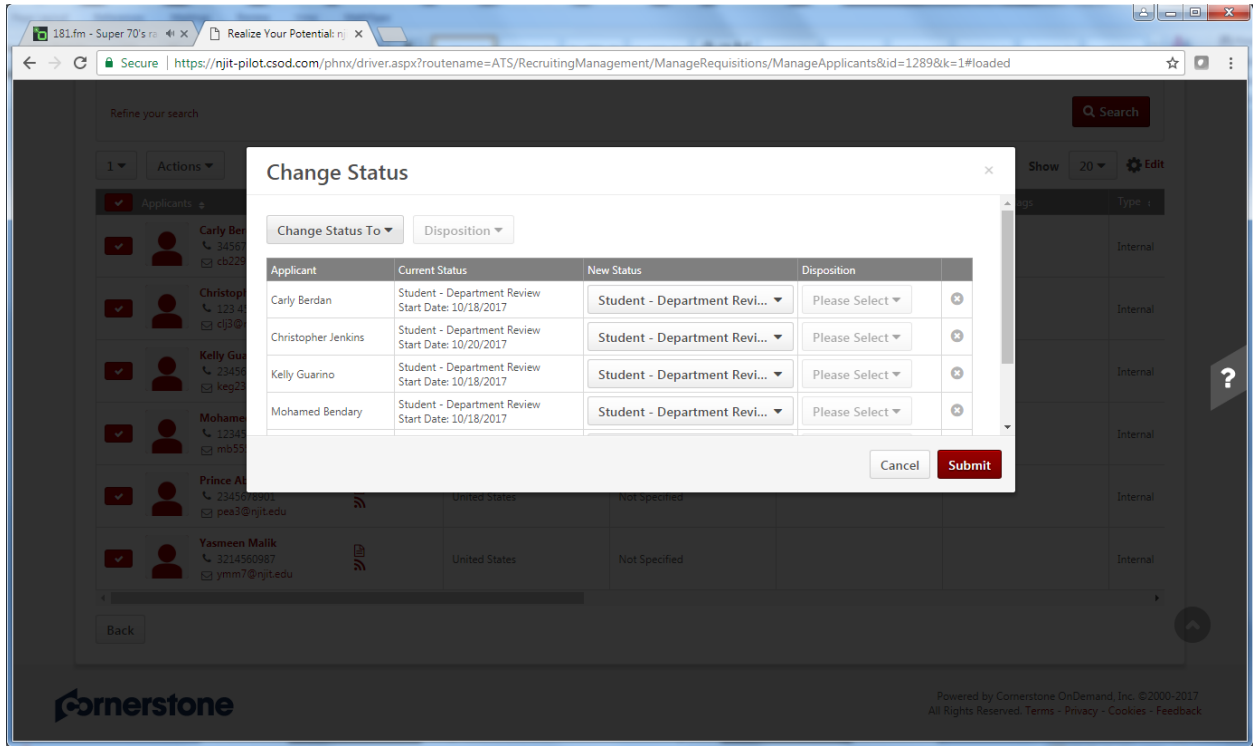
The check mark next to each student's name turns red;



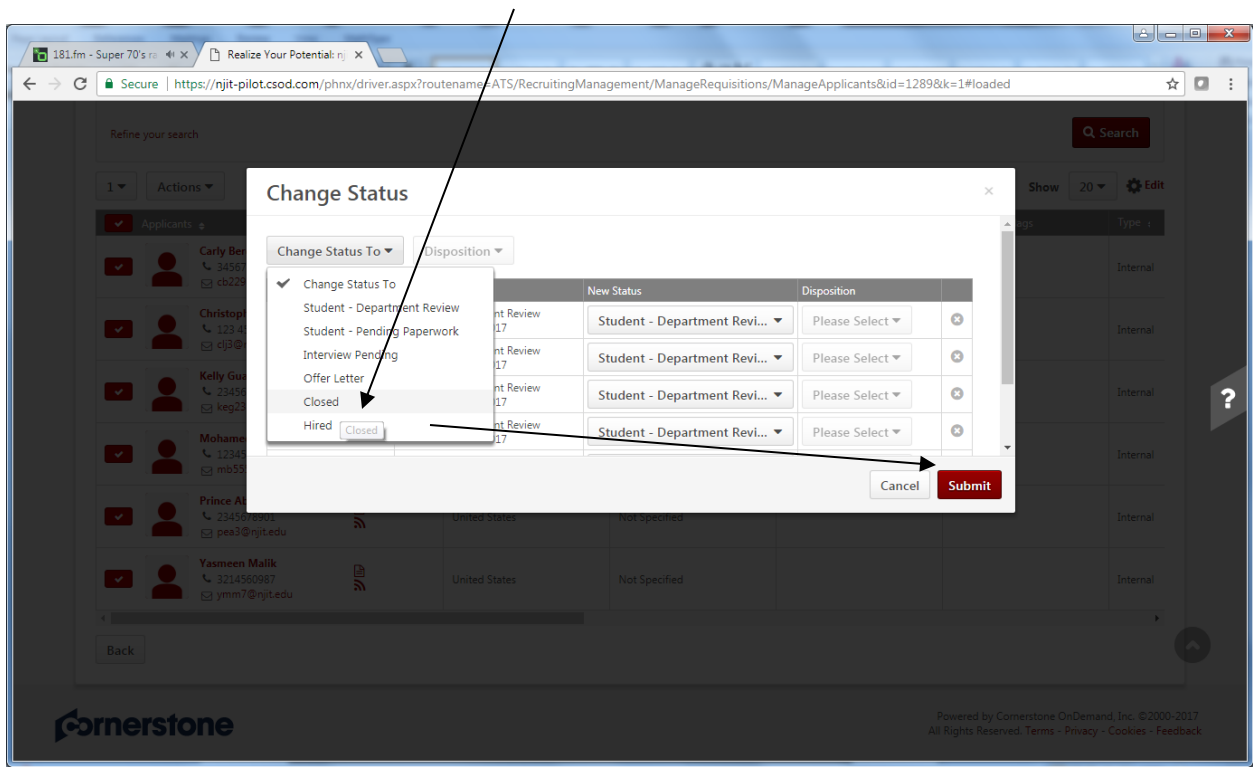
Then click on "Actions" and select "Change Status" from the drop down menu:



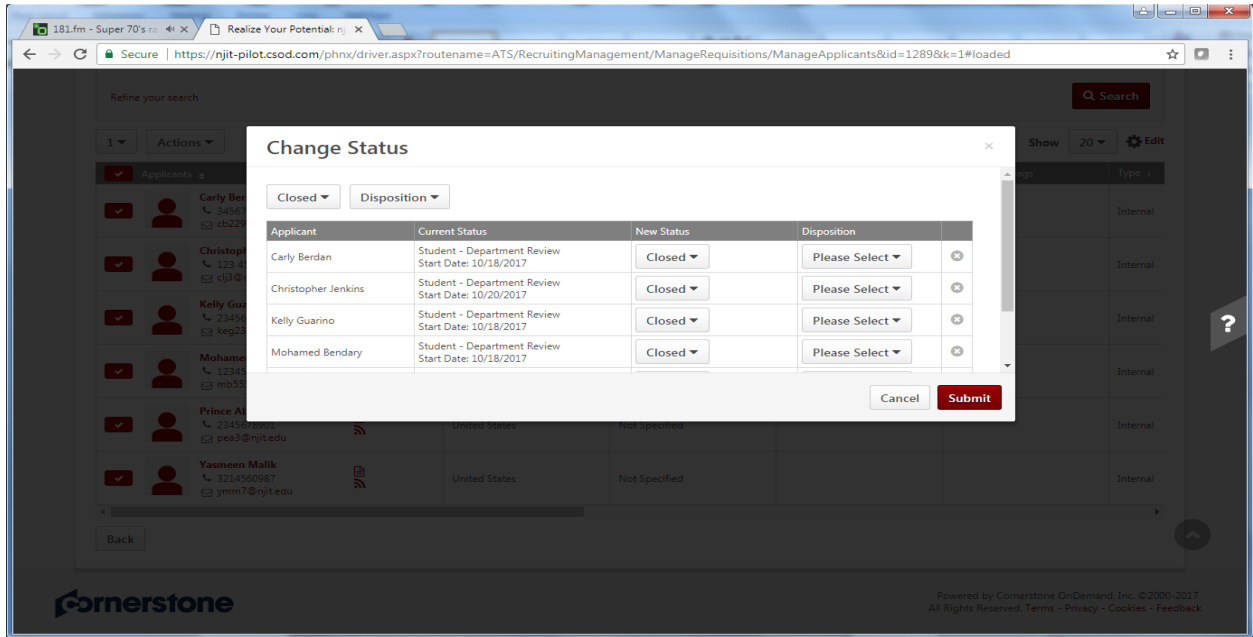
The pop-up box below appears, select “Closed”



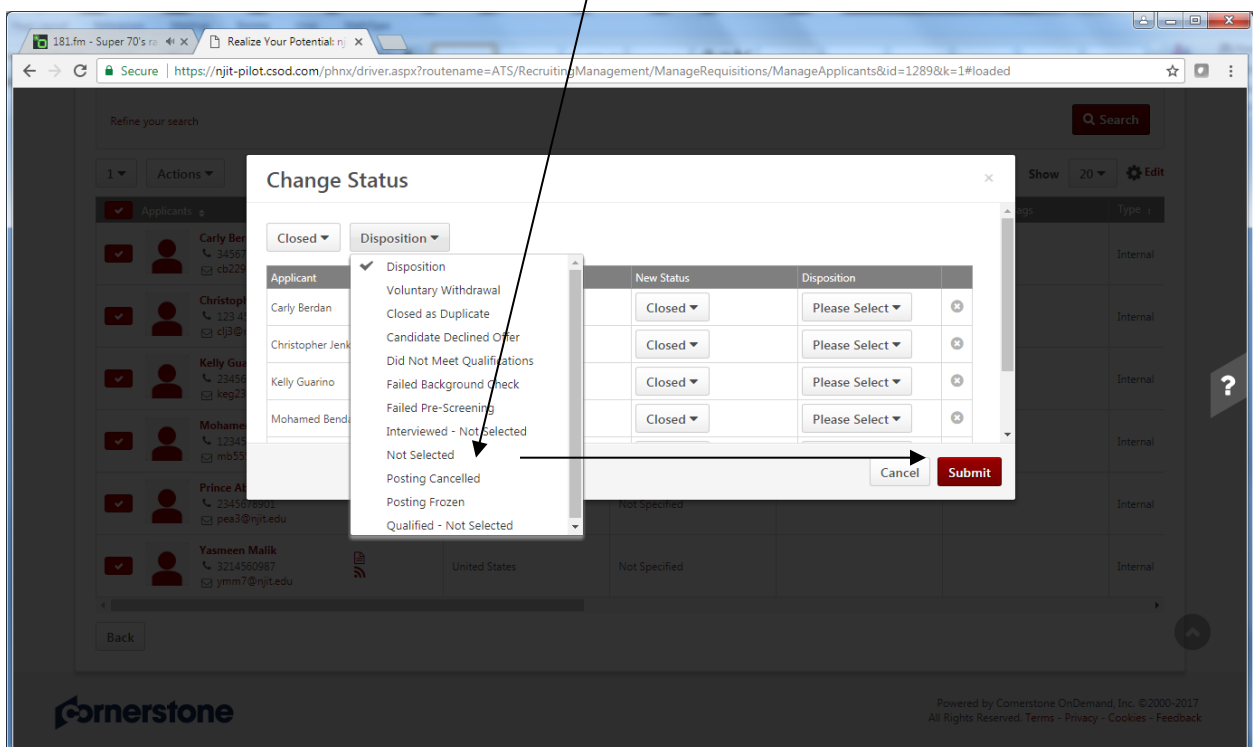
Select “Closed” from the “Change Status To” drop down menu and click on “Submit”:



The screen below appears:



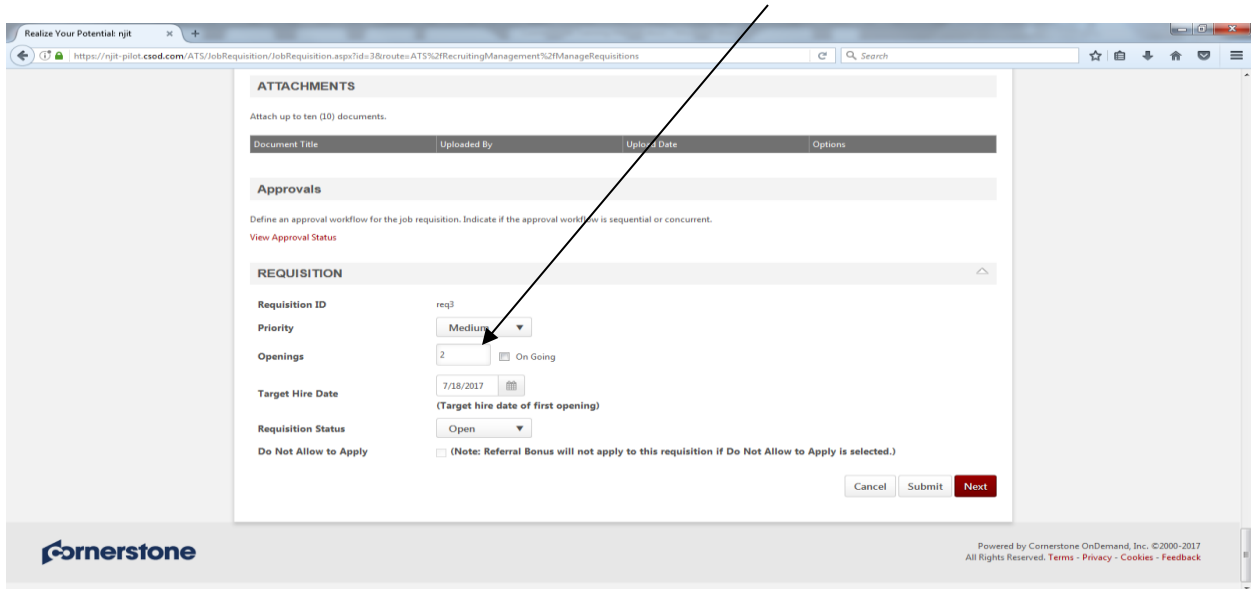
From here, select “Not Selected” from the “Disposition” drop down menu and click on Submit:



From here, an email will automatically trigger to the student(s) advising them that they were not selected for the position.

Closing a Position

Once a position has been filled and the hiring supervisor does not want the position to be visible to *students*, there are several options to close a position. As noted earlier, if only a specific number of students will be hired, enter the number (for example “2”) in the Openings field:



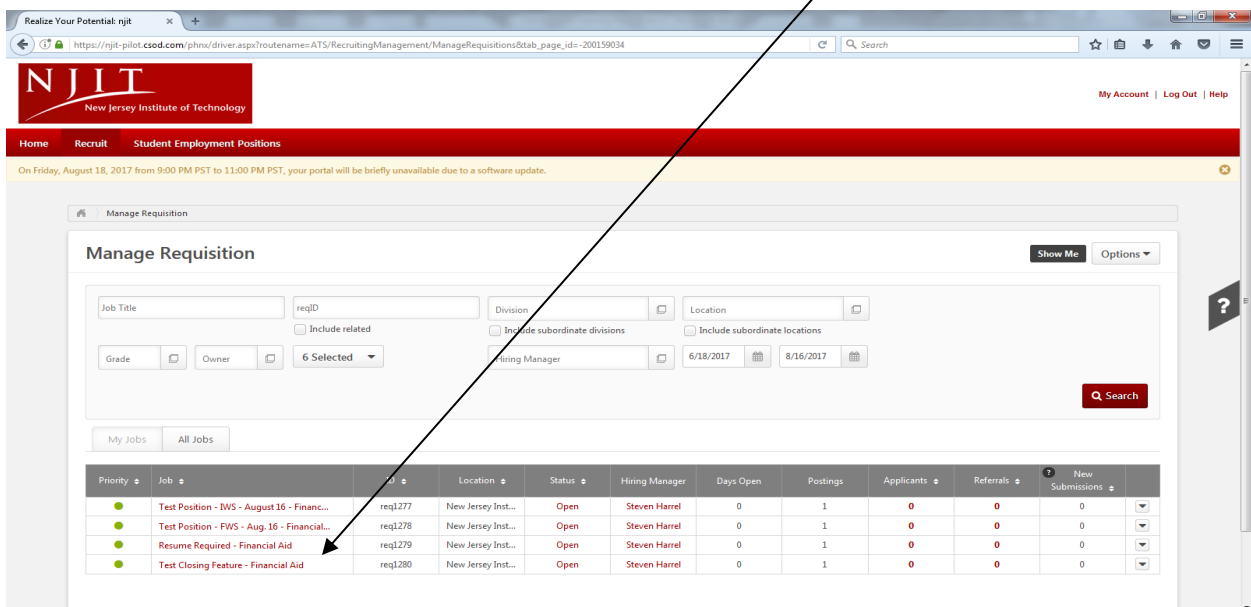
The screenshot shows the 'Manage Requisition' form with the following fields:

- Requisition ID: req3
- Priority: Medium
- Openings: 2
- Target Hire Date: 7/18/2017
- Requisition Status: Open

Buttons: Cancel, Submit, Next

Once two students are hired, the position will be closed and will no longer be visible to the student (note it will no longer be visible to the supervisor on the *Manage Requisition* page).

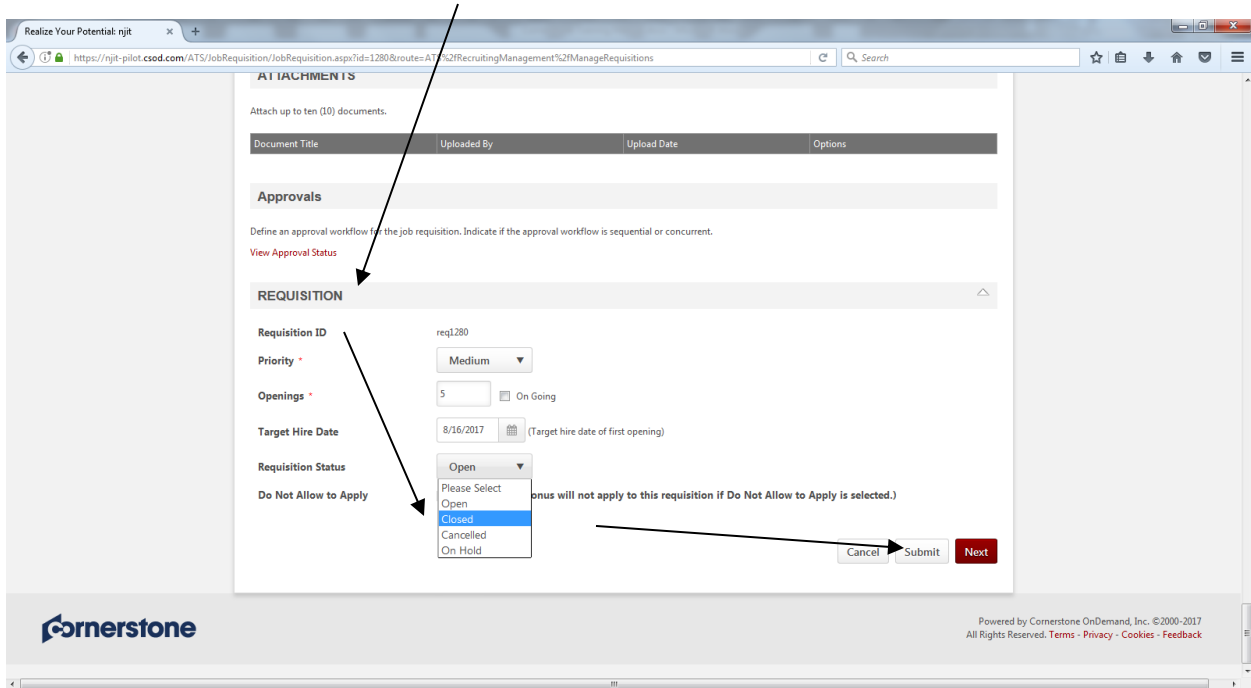
Another option is to access the requisition via Manage Requisition page; in the sample, the position to be closed is “Test Closing Feature – Financial Aid”.



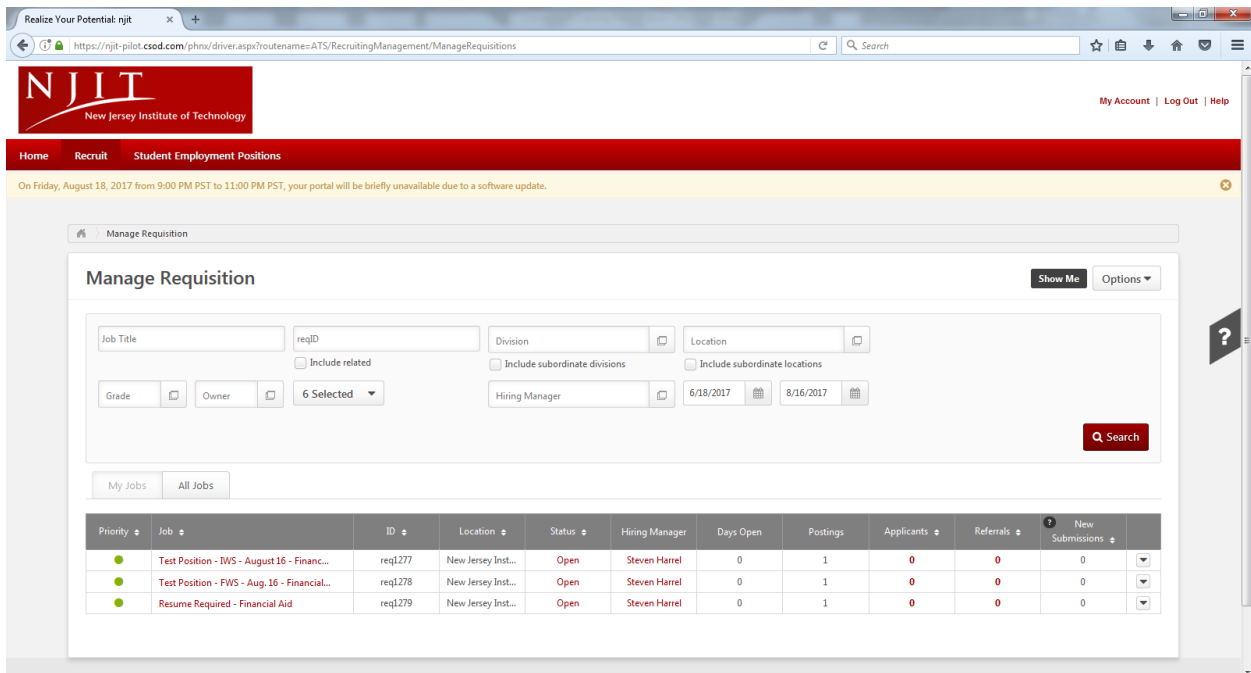
The screenshot shows the 'Manage Requisition' page with a search filter of '6 Selected'. The table below lists the requisitions:

Priority	Job	reqID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	Test Position - IWS - August 16 - Financial Aid	req1277	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	Test Position - FWS - Aug. 16 - Financial Aid	req1278	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	Resume Required - Financial Aid	req1279	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	Test Closing Feature - Financial Aid	req1280	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0

Click on requisition title to open it and scroll to the section labeled “**Requisition**”; here, go to **Requisition Status**, select “Closed” from the drop down menu and click on “Submit”:



Once this occurs, the position (Testing Closed Feature – Financial Aid) will not appear on the **Manage Requisition** page and is no longer visible to the student.



Additionally, if an employer enters an **End Date** when creating the requisition, the requisition will automatically close once the end date has passed; in sample below, the end date is July 28, 2017 so beginning July 29, 2017 the position will no longer be visible to supervisor or student:

The screenshot shows the 'Edit Requisition' page in a web browser. The browser address bar shows the URL: <https://njit-pilot.csod.com/phnx/driver.aspx?routename=ATS/RecruitingManagement/ManageRequisitions/JobPostingNew&jobreqid=3#loaded>. The page has a left sidebar with navigation options: 'Edit Requisition' (selected), 'Career Sites', 'Recruiting Agencies', 'Career Center', and 'Smart Referrals'. The main content area is divided into several sections:

- Career Sites:** A table with columns 'Name', 'Default', and 'Effective Dates'. It contains one entry: 'External Career Site' with an effective date of '7/24/2017'. A 'Post' button is at the bottom right.
- Recruiting Agencies:** A section with the instruction 'Select agencies that can access and submit applications to this requisition.' It contains a table with columns 'Name' and 'Effective Dates', which is currently empty with the text 'No results'.
- Career Center:** A section with a checked checkbox 'Enable specific users to view this requisition from the Career Center.' and a 'Select OU Criteria' dropdown. Below is a table with columns 'Name', 'Include Subordinates', and 'Effective Dates'. It contains one entry: 'All users in Group *Institutional Work Study' with 'Include Subordinates' checked and effective dates '7/18/2017' to '7/28/2017'. A 'Post' button is at the bottom right.
- Smart Referrals:** A section with an unchecked checkbox 'Enable specific users to see this requisition as feature for referrals.' and a 'Select OU Criteria' dropdown.

A black arrow points from the top right of the page down to the '7/28/2017' date in the Career Center table.

Retrieving and Re-Posting a Closed Position

Upon signing into Cornerstone, the page below will appear, which contains list of all **Open** or **Pending Approval** positions that the hiring supervisor has created; if it is necessary to hire additional students after a position has been closed, the closed position will first need to be retrieved

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	test-october 18, 2017 training	req1345	New Jersey Inst...	Open	Renetta Omar	13	1	0	0	0
●	Test - October Training - Financial Aid	req1289	New Jersey Inst...	Open	Steven Harrel	27	1	1	0	0
●	Grant Funded Test - Financial Aid	req1290	New Jersey Inst...	Pending Appro...	Steven Harrel	0	1	0	0	0
●	Dummy - Financial Aid	req1291	New Jersey Inst...	Open	N/A	26	0	0	0	0
●	8/6/17 - Financial Aid	req1296	New Jersey Inst...	Open	Steven Harrel	25	1	0	0	0
●	Oct. 11 Training - Financial Aid	req1312	New Jersey Inst...	Open	Steven Harrel	20	1	0	0	0
●	Student Work Study	req1313	New Jersey Inst...	Open	Renetta Omar	20	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1332	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1335	New Jersey Inst...	Open	Renetta Omar	19	0	0	0	0
●	Student Work Study-Financial Aid Servi...	req1337	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1341	New Jersey Inst...	Open	Renetta Omar	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1344	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	Charles Test - Oct. 20 - FA	req1346	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	Oct. 20 Training - Financial Aid	req1352	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	October 27 - Financial Aid	req1360	New Jersey Inst...	Open	Steven Harrel	3	1	0	0	0
●	Halloween Training - Financial Aid	req1361	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0

To do so, go to **Manage Requisition**, from the **Selected** drop down menu place a check mark in the “Closed” box and then click on **Search**:

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	Test - July 18 - Student Default - I...	reqs	New Jersey Inst...	Open	Steven Harrel	6	1	1	0	0
●	Test - July 18 - Student Default - I...	reqs	New Jersey Inst...	Pending Appro...	Steven Harrel	0	1	0	0	0
●	July 20 Test - Resume Required - IWS...	reqs	New Jersey Inst...	Open	Steven Harrel	4	1	2	0	0

The screen below will appear, and any “Closed” positions are now visible:

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	test-october 18, 2017 training	req1345	New Jersey Inst...	Open	Renetta Omar	13	1	0	0	0
●	Test - October Training - Financial Aid	req1289	New Jersey Inst...	Open	Steven Harrel	27	1	1	0	0
●	Grant Funded Test - Financial Aid	req1290	New Jersey Inst...	Pending Appro...	Steven Harrel	0	1	0	0	0
●	Dummy - Financial Aid	req1291	New Jersey Inst...	Open	N/A	26	0	0	0	0
●	8/6/17 - Financial Aid	req1296	New Jersey Inst...	Open	Steven Harrel	25	1	0	0	0
●	Oct. 11 Training - Financial Aid	req1312	New Jersey Inst...	Open	Steven Harrel	20	1	0	0	0
●	Student Work Study	req1313	New Jersey Inst...	Open	Renetta Omar	20	1	0	0	0
●	October 18 Training - Financial Aid	req1326	New Jersey Inst...	Closed	Steven Harrel	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1332	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1335	New Jersey Inst...	Open	Renetta Omar	19	0	0	0	0
●	Student Work Study-Financial Aid Servi...	req1337	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1341	New Jersey Inst...	Open	Renetta Omar	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1344	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	Charles Test - Oct. 20 - FA	req1346	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	Oct. 20 Training - Financial Aid	req1352	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	October 27 - Financial Aid	req1360	New Jersey Inst...	Closed	Steven Harrel	4	1	0	0	0
●	Halloween Training - Financial Aid	req1361	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	October 18 Training - Financial Aid - co...	req1364	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	Training-Financial Aid	req1324	New Jersey Inst...	Open	Steven Harrel	20	0	0	0	0

On the far right, click on drop down menu and select “Copy”:

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	test-october 18, 2017 training	req1345	New Jersey Inst...	Open	Renetta Omar	13	1	0	0	0
●	Test - October Training - Financial Aid	req1289	New Jersey Inst...	Open	Steven Harrel	27	1	1	0	0
●	Grant Funded Test - Financial Aid	req1290	New Jersey Inst...	Pending Appro...	Steven Harrel	0	1	0	0	0
●	Dummy - Financial Aid	req1291	New Jersey Inst...	Open	N/A	26	0	0	0	0
●	8/6/17 - Financial Aid	req1296	New Jersey Inst...	Open	Steven Harrel	25	1	0	0	0
●	Oct. 11 Training - Financial Aid	req1312	New Jersey Inst...	Open	Steven Harrel	20	1	0	0	0
●	Student Work Study	req1313	New Jersey Inst...	Open	Renetta Omar	20	1	0	0	0
●	October 18 Training - Financial Aid	req1326	New Jersey Inst...	Closed	Steven Harrel	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1332	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1335	New Jersey Inst...	Open	Renetta Omar	19	0	0	0	0
●	Student Work Study-Financial Aid Servi...	req1337	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1341	New Jersey Inst...	Open	Renetta Omar	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1344	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	Charles Test - Oct. 20 - FA	req1346	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	Oct. 20 Training - Financial Aid	req1352	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	October 27 - Financial Aid	req1360	New Jersey Inst...	Closed	Steven Harrel	4	1	0	0	0
●	Halloween Training - Financial Aid	req1361	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	October 18 Training - Financial Aid - co...	req1364	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	Training-Financial Aid	req1324	New Jersey Inst...	Open	Steven Harrel	20	0	0	0	0

The requisition is now open and can be edited; please note that word “copy” will be automatically added to the title and also in the *Display Job Title* field:

The screenshot shows the NJIT Manage Requisition interface. The page title is "Copy Requisition - October 27 - Financial Aid - copy". The "General" tab is active, showing fields for Job Title (*Student Work Study), Requisition Template (*Student Work Study), and DETAILS. The Display Job Title field is highlighted with a red box and contains the text "October 27 - Financial Aid - copy". Other fields include Department (Student Financial Aid Services), Primary Location (New Jersey Institute of Technology), Grade, Cost Center, Contact Phone, and EEO Category (Please Select).

Employers should remove the word “copy” from the *Display Job Title* field”

The screenshot shows the same NJIT Manage Requisition interface, but the Display Job Title field now contains "October 27 - Financial Aid". The word "copy" has been removed. Other fields remain the same as in the previous screenshot, including Job Title (*Student Work Study), Requisition Template (*Student Work Study), Department (Student Financial Aid Services), Primary Location (New Jersey Institute of Technology), Grade, Cost Center, Contact Phone, EEO Category (Please Select), Employment Type (Student), Currency (United States Dollar), Compensation (Hourly), Range (\$ 12.00 To \$ 12.00), Referral Bonus (\$ 0), and Requisition Type (Required for Staff & Faculty Positions) (Select).

Once all edits are complete, click on **Submit** and **Manage Postings**, and then follow the steps outlined on pages 13-16 to post the requisition. Once that has been done, the revised requisition for the position titled “October 27 – Financial Aid” is now “Open” and visible to students:

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	test-october 18, 2017 training	req1345	New Jersey Inst...	Open	Renetta Omar	13	1	0	0	0
●	Test - October Training - Financial Aid	req1289	New Jersey Inst...	Open	Steven Harrel	27	1	1	0	0
●	Grant Funded Test - Financial Aid	req1290	New Jersey Inst...	Pending Appro...	Steven Harrel	0	1	0	0	0
●	Dummy - Financial Aid	req1291	New Jersey Inst...	Open	N/A	26	0	0	0	0
●	8/6/17 - Financial Aid	req1296	New Jersey Inst...	Open	Steven Harrel	25	1	0	0	0
●	Oct. 11 Training - Financial Aid	req1312	New Jersey Inst...	Open	Steven Harrel	20	1	0	0	0
●	Student Work Study	req1313	New Jersey Inst...	Open	Renetta Omar	20	1	0	0	0
●	October 18 Training - Financial Aid	req1326	New Jersey Inst...	Closed	Steven Harrel	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1332	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1335	New Jersey Inst...	Open	Renetta Omar	19	0	0	0	0
●	Student Work Study-Financial Aid Servi...	req1337	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1341	New Jersey Inst...	Open	Renetta Omar	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1344	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	Charles Test - Oct. 20 - FA	req1346	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	Oct. 20 Training - Financial Aid	req1352	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	October 27 - Financial Aid	req1360	New Jersey Inst...	Closed	Steven Harrel	4	1	0	0	0
●	Halloween Training - Financial Aid	req1361	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	October 18 Training - Financial Aid - co...	req1364	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	October 27 - Financial Aid	req1365	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	Training-Financial Aid	req1324	New Jersey Inst...	Open	Steven Harrel	20	0	0	0	0

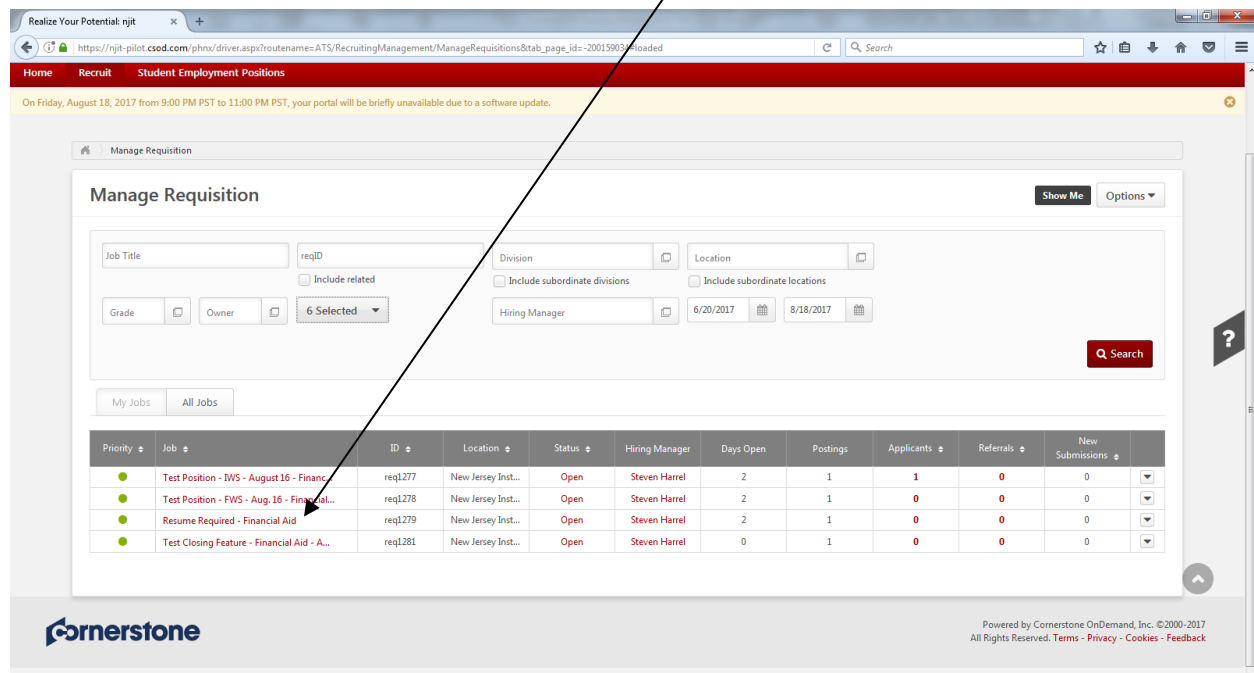
At this point, the initial “October 27 – Financial Aid” posting is still closed and is not visible to students:

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
●	test-october 18, 2017 training	req1345	New Jersey Inst...	Open	Renetta Omar	13	1	0	0	0
●	Test - October Training - Financial Aid	req1289	New Jersey Inst...	Open	Steven Harrel	27	1	1	0	0
●	Grant Funded Test - Financial Aid	req1290	New Jersey Inst...	Pending Appro...	Steven Harrel	0	1	0	0	0
●	Dummy - Financial Aid	req1291	New Jersey Inst...	Open	N/A	26	0	0	0	0
●	8/6/17 - Financial Aid	req1296	New Jersey Inst...	Open	Steven Harrel	25	1	0	0	0
●	Oct. 11 Training - Financial Aid	req1312	New Jersey Inst...	Open	Steven Harrel	20	1	0	0	0
●	Student Work Study	req1313	New Jersey Inst...	Open	Renetta Omar	20	1	0	0	0
●	October 18 Training - Financial Aid	req1326	New Jersey Inst...	Closed	Steven Harrel	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1332	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1335	New Jersey Inst...	Open	Renetta Omar	19	0	0	0	0
●	Student Work Study-Financial Aid Servi...	req1337	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	filing-Student Financial Aid Services	req1341	New Jersey Inst...	Open	Renetta Omar	19	1	0	0	0
●	Student Work Study-Financial Aid Servi...	req1344	New Jersey Inst...	Open	Steven Harrel	19	0	0	0	0
●	Charles Test - Oct. 20 - FA	req1346	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	Oct. 20 Training - Financial Aid	req1352	New Jersey Inst...	Open	Steven Harrel	11	1	0	0	0
●	October 27 - Financial Aid	req1360	New Jersey Inst...	Closed	Steven Harrel	4	1	0	0	0
●	Halloween Training - Financial Aid	req1361	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	October 18 Training - Financial Aid - co...	req1364	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	October 27 - Financial Aid	req1365	New Jersey Inst...	Open	Steven Harrel	0	1	0	0	0
●	Training-Financial Aid	req1324	New Jersey Inst...	Open	Steven Harrel	20	0	0	0	0

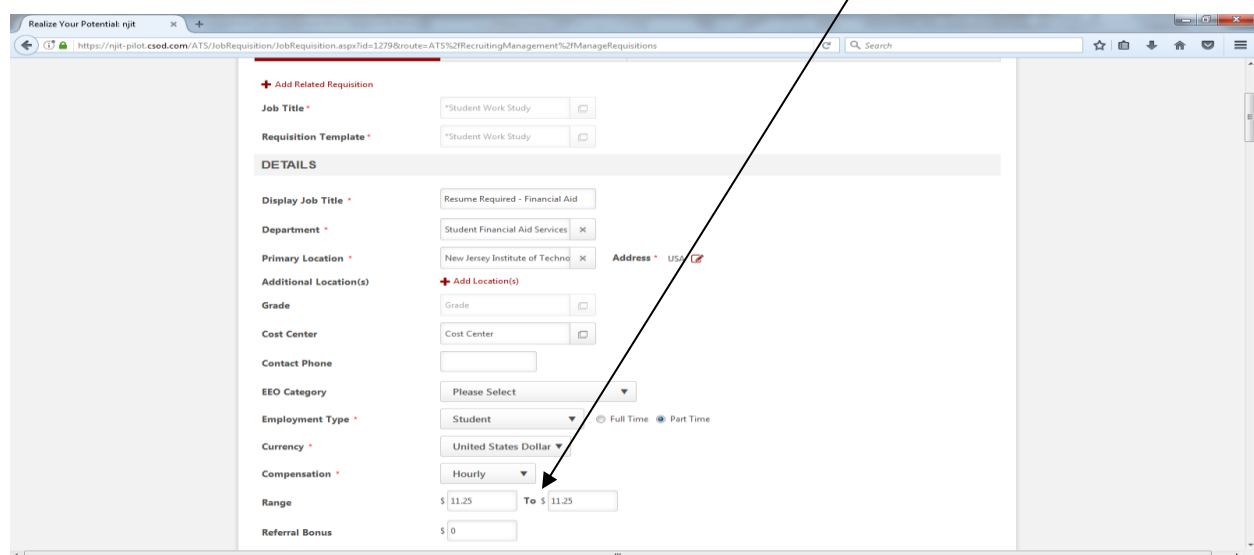
Editing an Open Requisition

Any user designated as an “Owner” can edit a *open* requisition; to edit an *open* requisition (for example, change pay rate, start/end date, index, etc), follow the steps below:

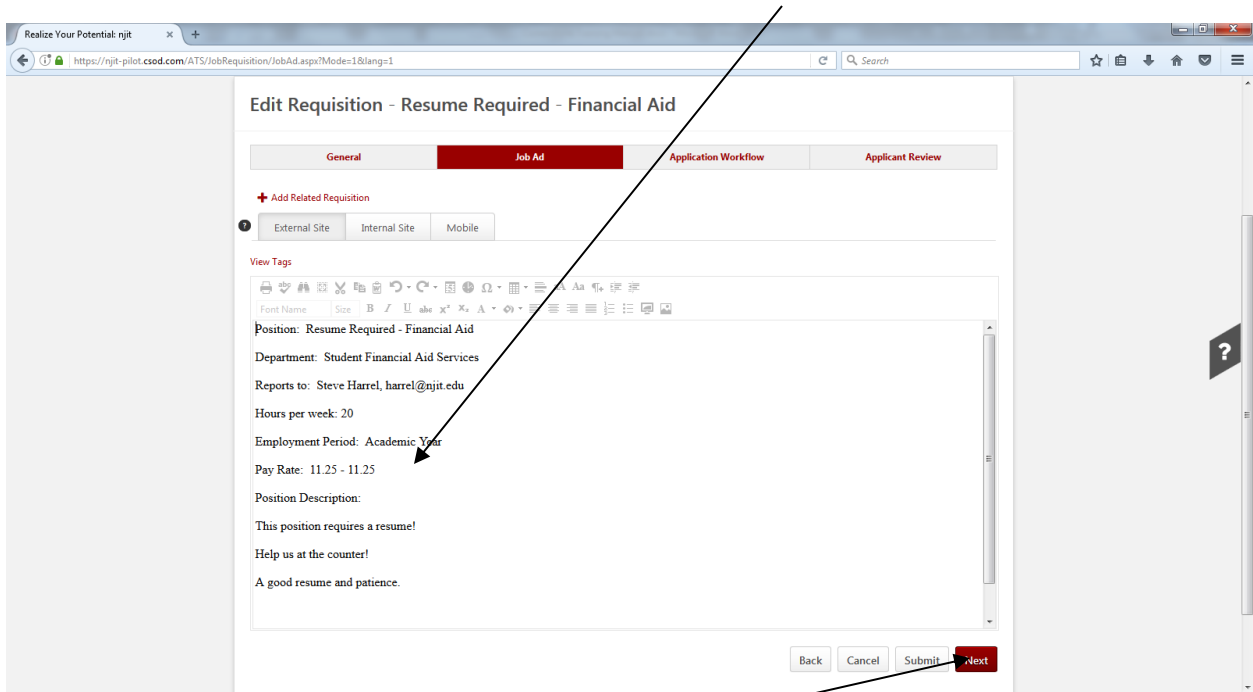
At Homepage, click on “**Recruit**” and then on “**Manage Requisition**”, which will bring you to screen below; click on the title of the job to edit:



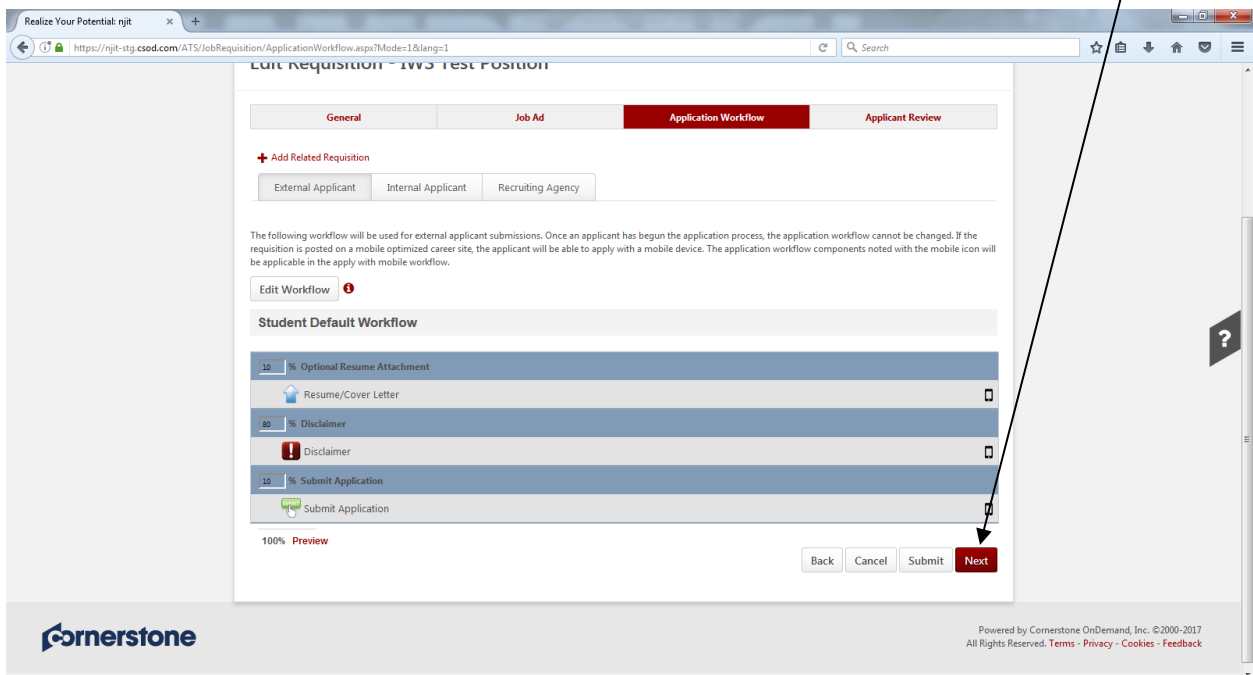
In example below, the pay rate was changed from \$11.00 to \$11.25; any other changes can be made at this time as well. Once all changes are made scroll to bottom and click on **NEXT**:



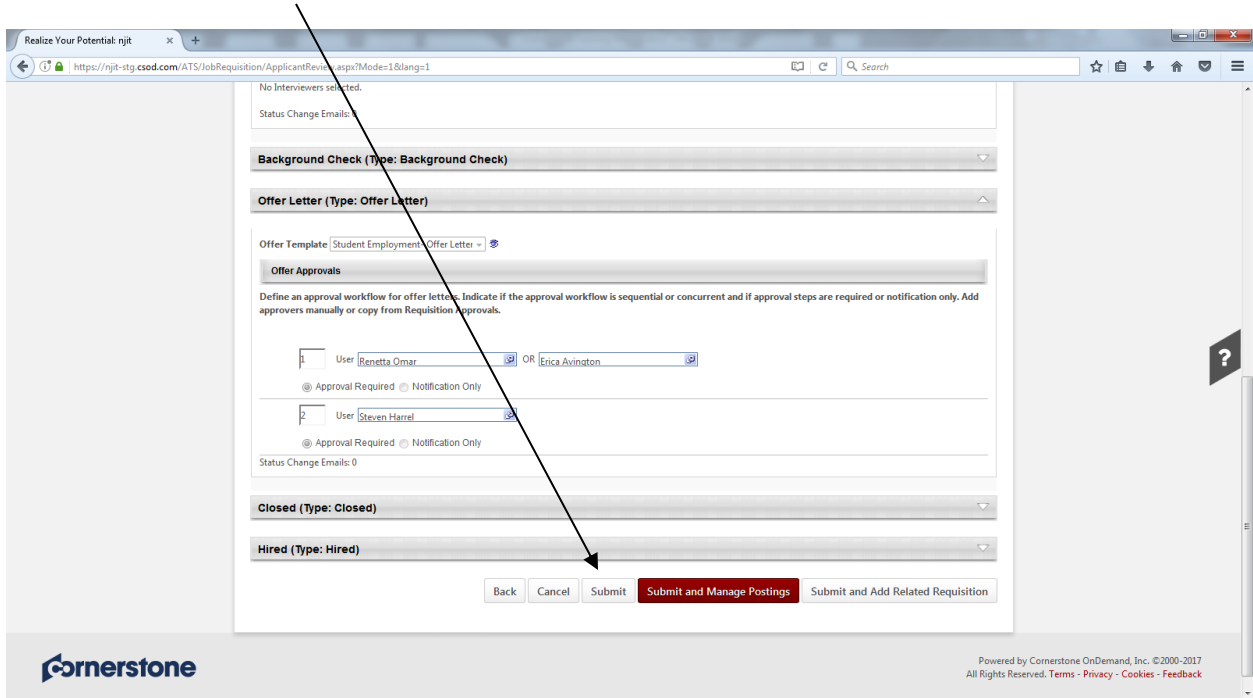
The screen below appears which reflects revised rate of \$11.25 per hour:



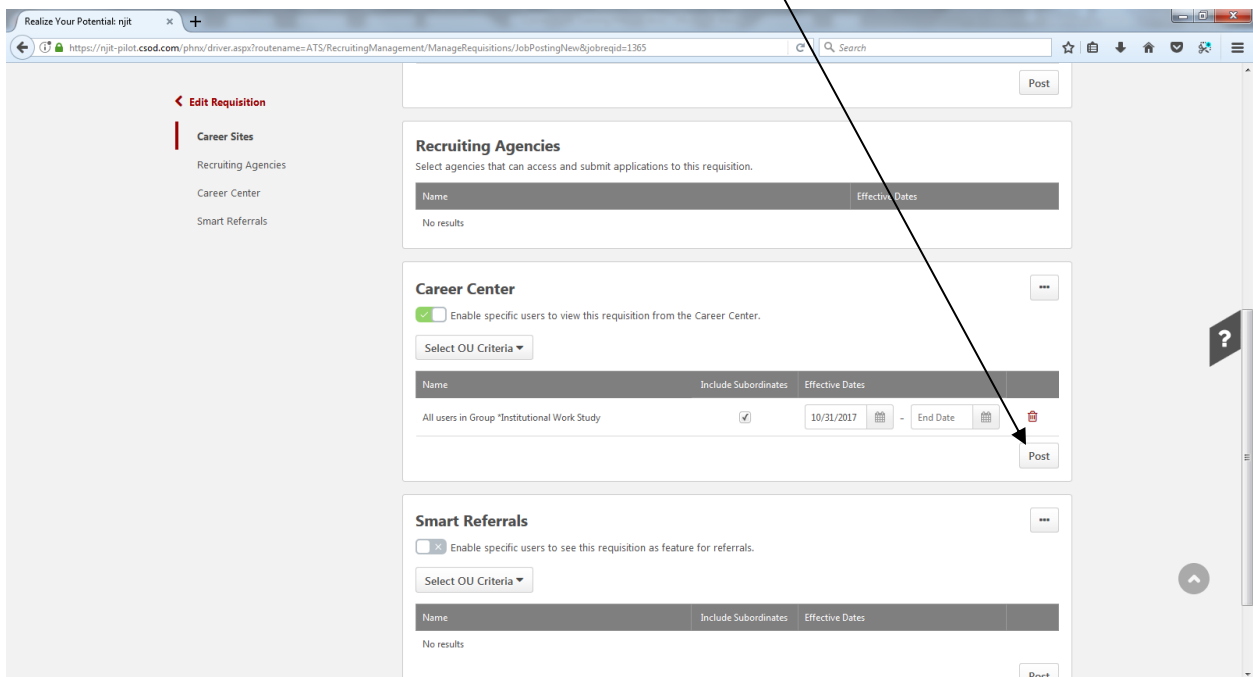
No action is needed; click **“Next”**, which takes user to screen below. Click **Next** again:



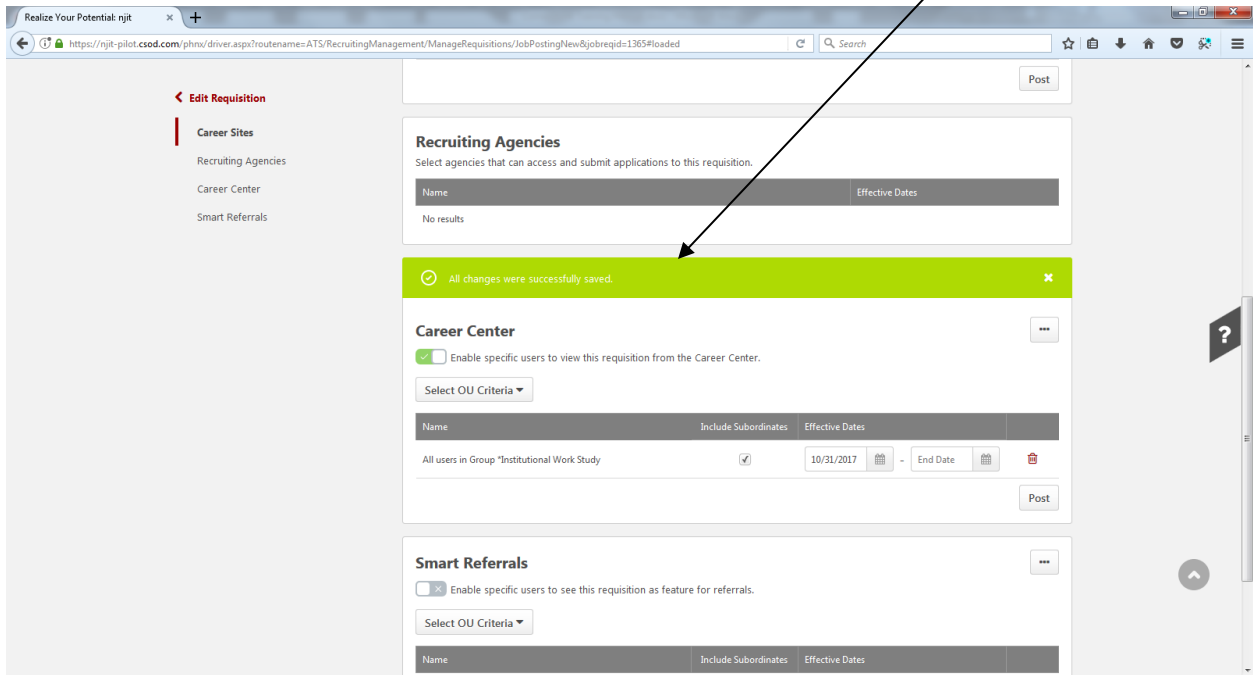
The *Applicant Review* screen appears; scroll to bottom and click on “Submit”:



The final step is to click on “Post” under Career Center:



The user should see the message “All changes were saved successfully”:



At this point, any applicable changes have been and are visible to the student.

Pay Raises

Currently there is no mechanism in place to process a pay raise via Cornerstone; as such, please send an email to Ms. Renetta Omar (omar@njit.edu) and cc: Milton Gonzalez (milton.e.gonzalez@njit.edu) with the following information:

Student Name:

Student ID:

New Pay Rate:

Index to be Charged:

Position Name: