Steps to Apply for Work-Study Positions via Cornerstone Hiring System

NJIT Student Manual
**Students – Steps to Apply for a Position in Cornerstone**

In order to apply for a position in Cornerstone, NJIT students must log in via my.njit.edu and must use NJIT UCID to log-in. After logging in, click on the **Student Services Tab**; under **Online Resources**, click on **On-Campus Employment**.

Once Cornerstone has been accessed, students will be directed to page below and should click on **Student Employment Positions** and then on **Career Center**:

The screen below appears; here, click on **Explore Open Jobs**:
On the screen below, click on **Search:**

And list of positions that student qualifies for appears; click on **Apply Now:**
After clicking on “Apply Now” the screen below appears which provides an option to upload a resume/cover letter. Populate applicable radio buttons and then click on **Next**:

The screen below appears; populate applicable fields, verify the information and then click on **Next**:
At Disclaimer screen, select “Yes” and then click on **Next:**

The final step is to click on “**Submit Application**”: 
From here, the student is directed back to “Home Page” and is able to confirm application:

By selecting **Applications** tab, student can view the status of the application:
The student’s status will remain in the status of “In Review”; the only times the student will see a change in the status is if they are either hired or not selected. If the student is “Hired”, the student will be able to view the change in status; at that point the student will receive an email from SE indicating that they can begin working.

Students – please be reminded that you cannot begin working until you receive an email from Student Employment indicating that you may begin working!

The only other time the student will notice a change in status is if the student is not selected; if this occurs, the student’s status will be switched to “Closed”