

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

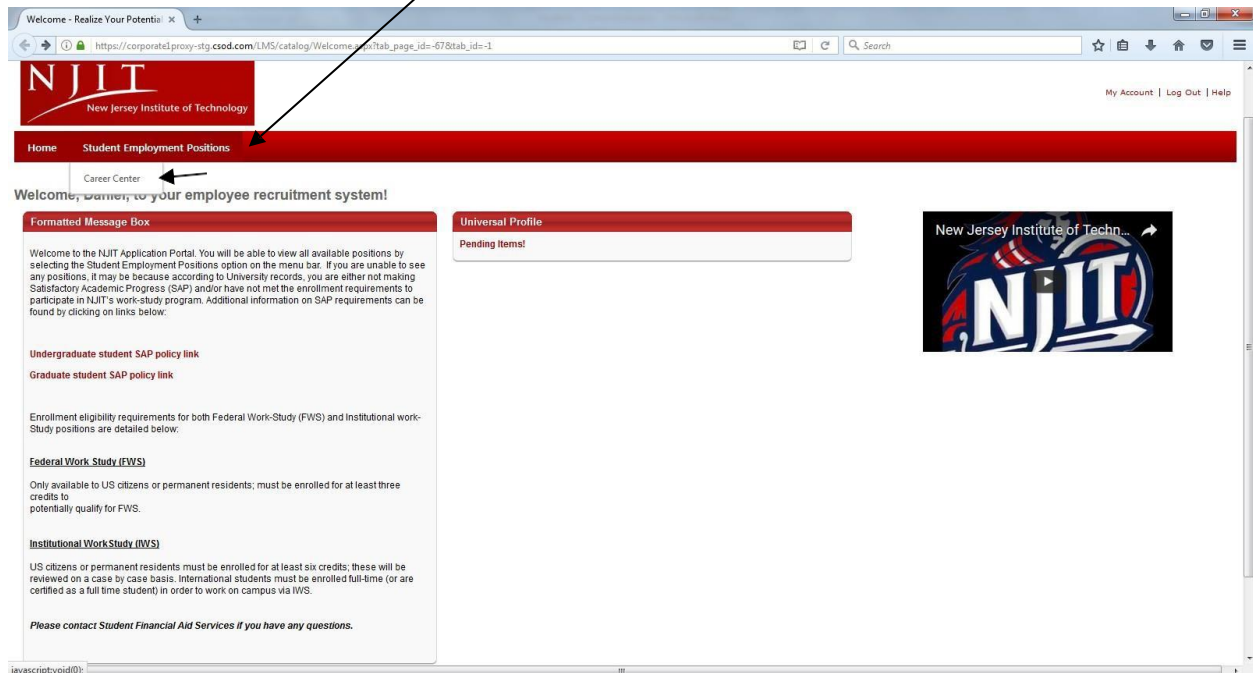
***NJIT Student Manual***



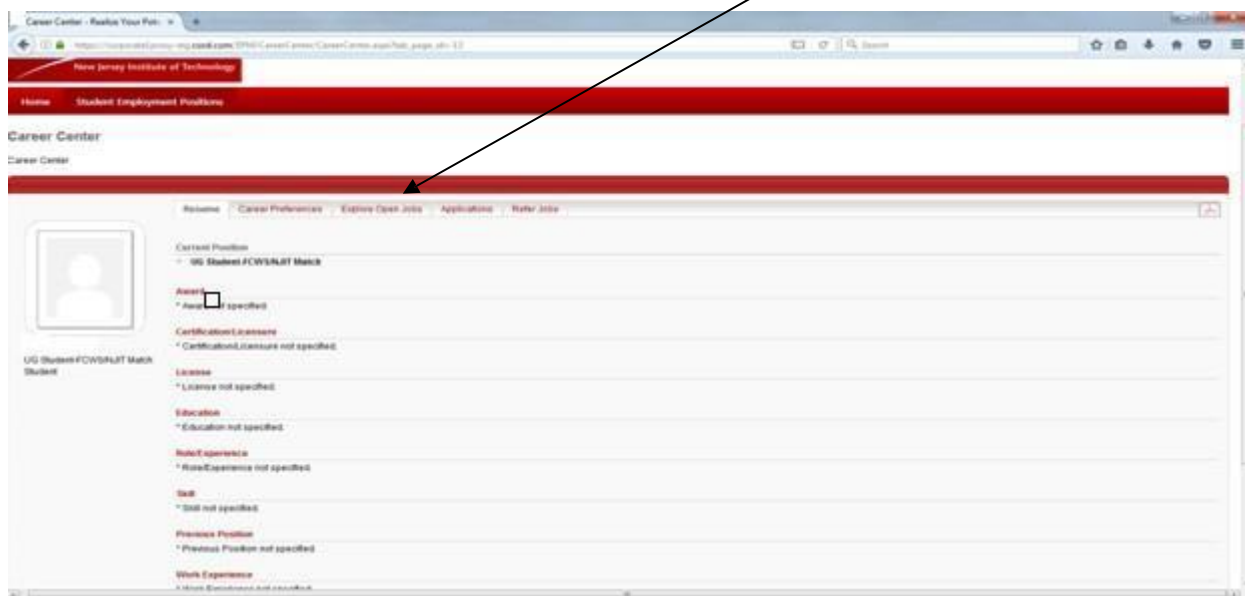
## *Students – Steps to Apply for a Position in Cornerstone*

To apply for a position in Cornerstone, NJIT students must log in through [Highlander Portal](#) using their NJIT UCID credentials. Once logged in, navigate to the "On-Campus Employment" card and click on **"On-Campus Jobs - by Cornerstone."**

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:**

The screenshot shows the NJIT Career Center search page. At the top, it says "You are currently logged in as" followed by a redacted name. Below this is the NJIT logo and navigation links for Home and Student Employment Positions. The main section is titled "Career Center" and contains a search form with tabs for Resume, Career Preferences, Explore Open Jobs, Applications, and Refer Jobs. The search form includes fields for Keyword or Keyword, Department, and Location, with checkboxes for "Include Subordinates". A black arrow points to the "Search" button.

Search

And list of positions that student qualifies for appears; click on **Apply Now:**

The screenshot shows the search results page for the NJIT Career Center. It displays a list of 7 results. A black arrow points to the "Apply Now" button for the first position, "Grant Funded Test Position".

| Title                                      | Location                           | Department                     | Job Ad | Hiring Manager  | Referral Bonus | Refer | Share | Application Options |
|--|------------------------------------|--------------------------------|--------|-----------------|----------------|-------|-------|---------------------|
| Grant Funded Test Position                 | New Jersey Institute of Technology | Student Financial Aid Services |        | Steven Hamel    | 0%             |       |       |                     |
| NYS Test Position                          | New Jersey Institute of Technology | Student Financial Aid Services |        | Rametta Omar    | 0%             |       |       |                     |
| PE Proxy Test                              | New Jersey Institute of Technology | Physical Education             |        | Cathy Macdonald | 0%             |       |       |                     |
| Post July 14 Call Test - University Funded | New Jersey Institute of Technology | Student Financial Aid Services |        | Steven Hamel    | 0%             |       |       |                     |
| Resume Required - Test Position            | New Jersey Institute of Technology | Student Financial Aid Services |        | Steven Hamel    | 0%             |       |       |                     |
| Student Work Study                         | New Jersey Institute of Technology | ISAT                           |        |                 | 0%             |       |       |                     |
| Test - Student Default Worksheet 2         | New Jersey Institute of Technology | Student Financial Aid Services |        | Steven Hamel    | 0%             |       |       |                     |

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*:

Application Resume - Realize Your Potential: njit - Mozilla Firefox

https://corporate1.proxy-stg.csoed.com/ATS/CareerSite/Resume.aspx?z=^^^ZLC34iaXfDPf6zPD5mCtg%3d%3d

Post July 14 Call Test - University Funded

1 Optional Resume Attachment 2 Disclaimer 3 Submit Application

Resume/Cover Letter STEP 1 - 2

If you would like to attach a resume and/or a cover letter, please upload them here.

**Resume/CV**

Choose one of the following methods to upload your Resume/CV. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

☐ Upload a Resume/CV from my computer

☐ Write or Paste a Resume/CV

☒ No Resume/CV

**Cover Letter**

Choose one of the following methods to upload your Cover Letter. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

☒ No Cover Letter

☐ Upload a Cover letter from my computer

☐ Write or Paste a Cover Letter

**Other Documents**

Add up to 10 additional attachments. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

☒ Upload Other Document

Save / Return Later Cancel Next »

The screen below appears; populate applicable fields, verify the information and then click on *Next*:

Realize Your Potential: njit - Mozilla Firefox

https://corporate1.proxy-stg.csoed.com/ATS/CareerSite/ResumeReview.aspx?z=^^^Mes%2f%2bvymlLDEuM0cdgqlQ%3d%3d

Post July 14 Call Test - University Funded

1 Optional Resume Attachment 2 Disclaimer 3 Submit Application

Resume/Cover Letter STEP 2 - 2

If you would like to attach a resume and/or a cover letter, please upload them here.

Resume - Upload and Review

Please fill out and verify the information below. Click 'next' to move on to the next step in the application.

\* Required

**Contact Information**

Phone:

Address Line 1:

Address Line 2:

City:  State/Province:  Zip/Postal Code:

Country:

United States

☐ I understand that selecting next will save my Resume/CV

« Back Save / Return Later Cancel Next »

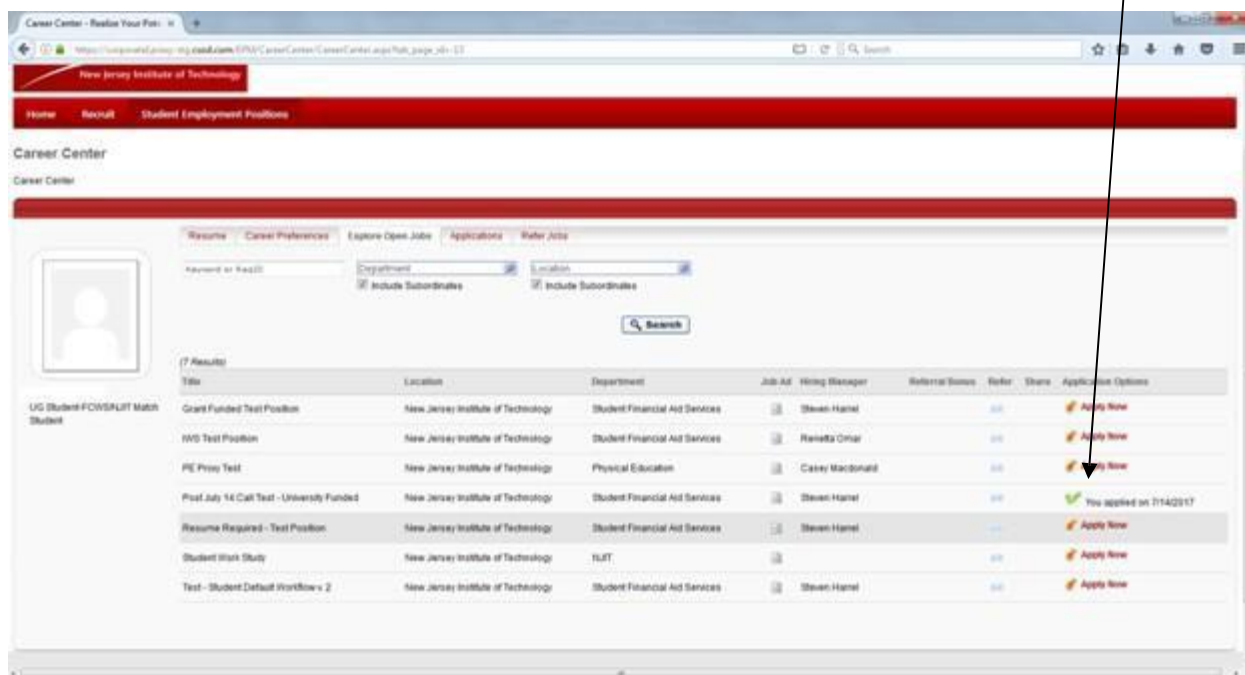
At Disclaimer screen, select “Yes” and then click on *Next*:

The screenshot shows a web browser window titled "Application Disclaimer - Realize Your Potential: njit - Mozilla Firefox". The address bar shows a URL from csod.com. The page header indicates "Post July 14 Call Test - University Funded". A progress bar at the top shows three steps: 1. Optional Resume Attachment, 2. Disclaimer (highlighted in green), and 3. Submit Application. The main content area is titled "Disclaimer" and includes a paragraph of legal text. Below the text, it asks "Do you agree?" with two radio buttons: "Yes" (selected) and "No". At the bottom right, there are four buttons: "« Back", "Save / Return Later", "Cancel", and "Next »". A black arrow points from the "Yes" radio button to the "Next »" button.

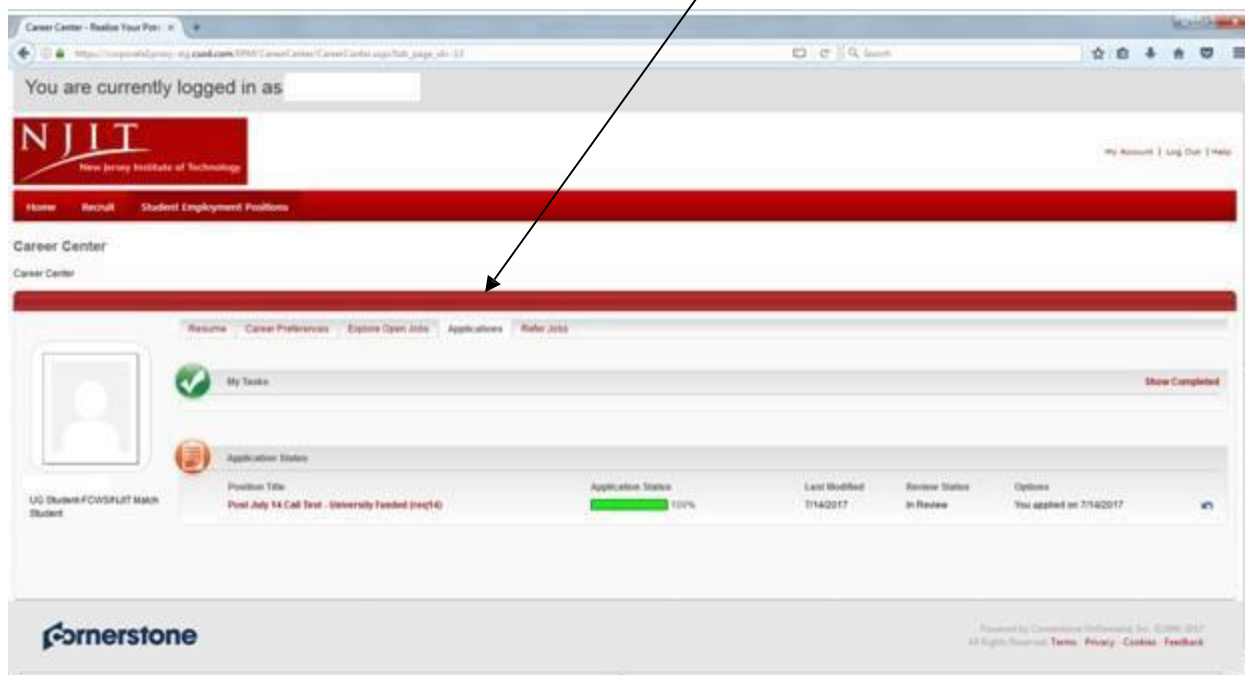
The final step is to click on “*Submit Application*”:

The screenshot shows a web browser window titled "Submit Application - Realize Your Potential: njit - Mozilla Firefox". The address bar shows a URL from csod.com. The page header indicates "Post July 14 Call Test - University Funded". A progress bar at the top shows three steps: 1. Optional Resume Attachment, 2. Disclaimer, and 3. Submit Application (highlighted in green). The main content area is titled "Submit Application" and includes a "Default Action" section with a single button labeled "Submit Application". At the bottom right, there are three buttons: "« Back", "Save / Return Later", and "Cancel". A black arrow points from the "Submit Application" button in the "Default Action" section to the "Submit Application" button in the progress bar.

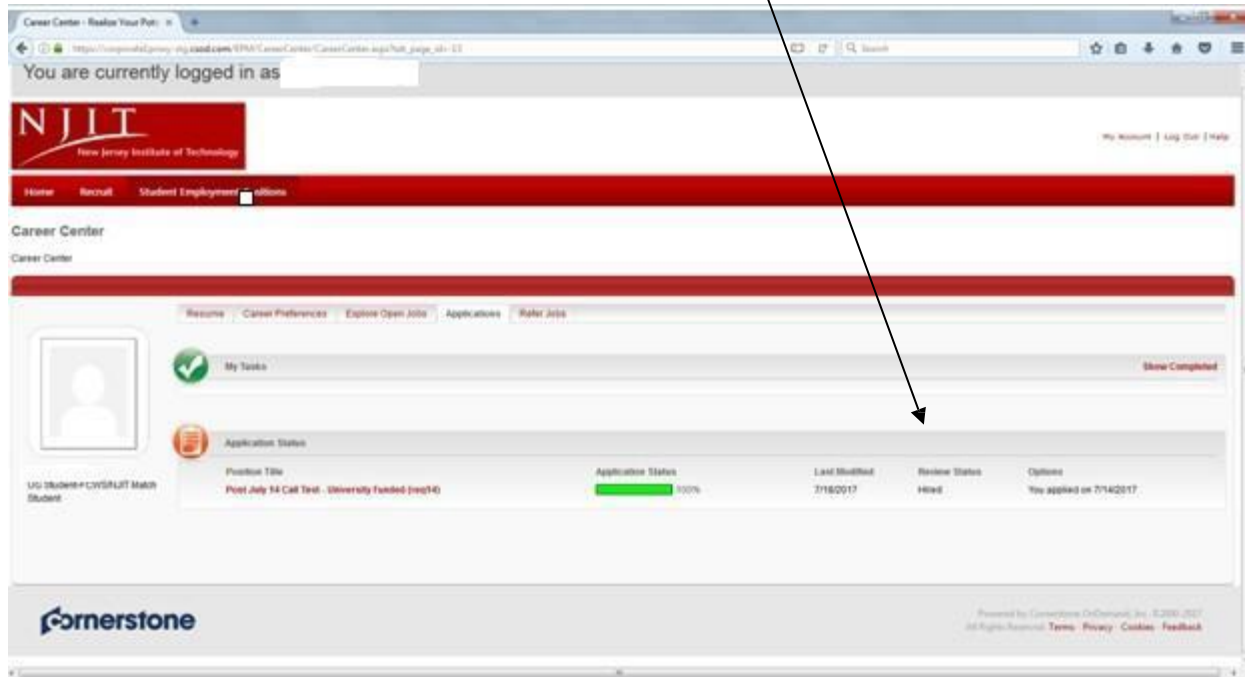
From here, the student is directed back to “Home Page” and is able to confirm application:



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"

