

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

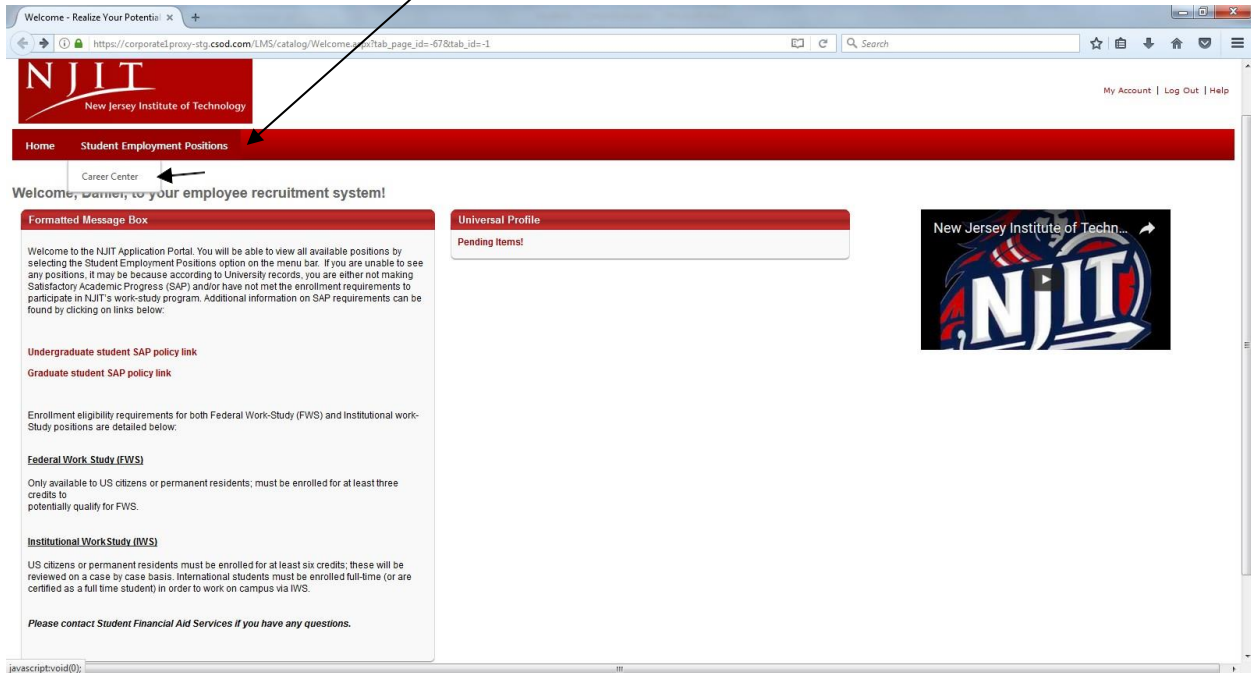
NJIT Student Manual



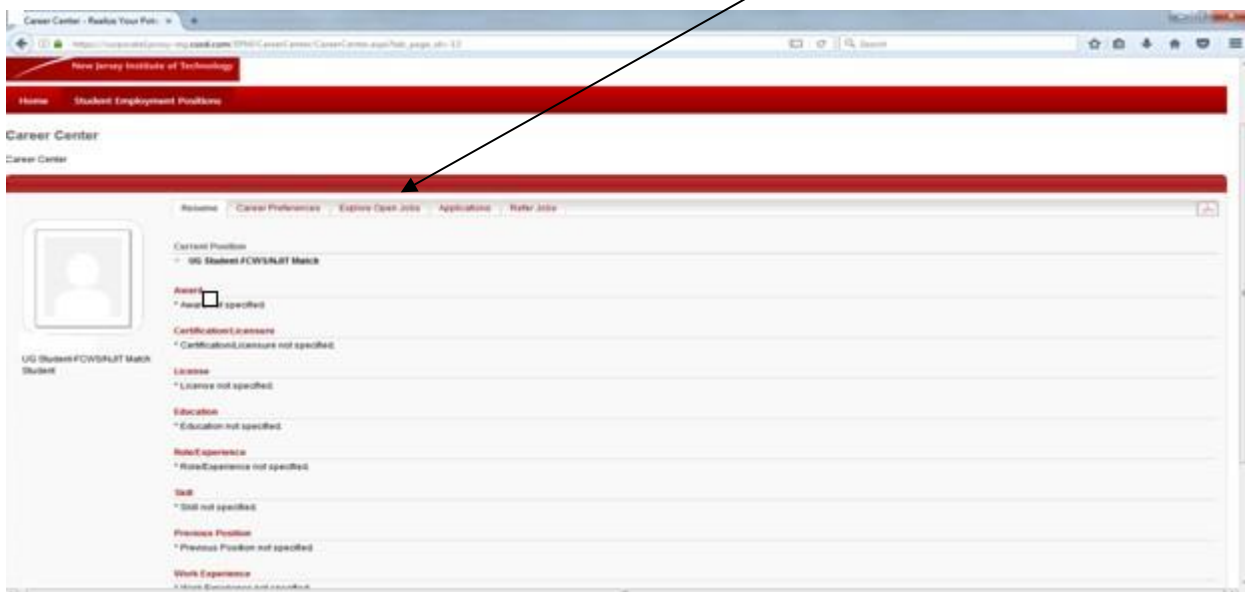
Students – Steps to Apply for a Position in Cornerstone

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**.

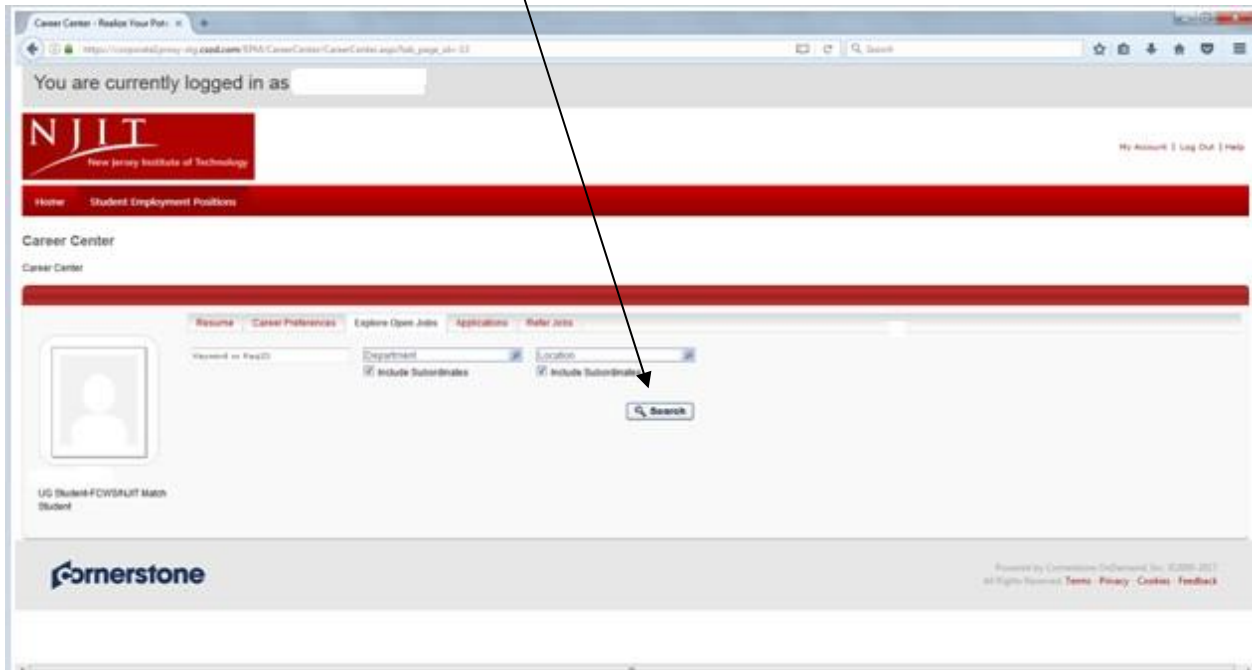
Once Cornerstone has been accessed, students will be directed to page below and should click on **Student Employment Positions** and then on **Career Center**:



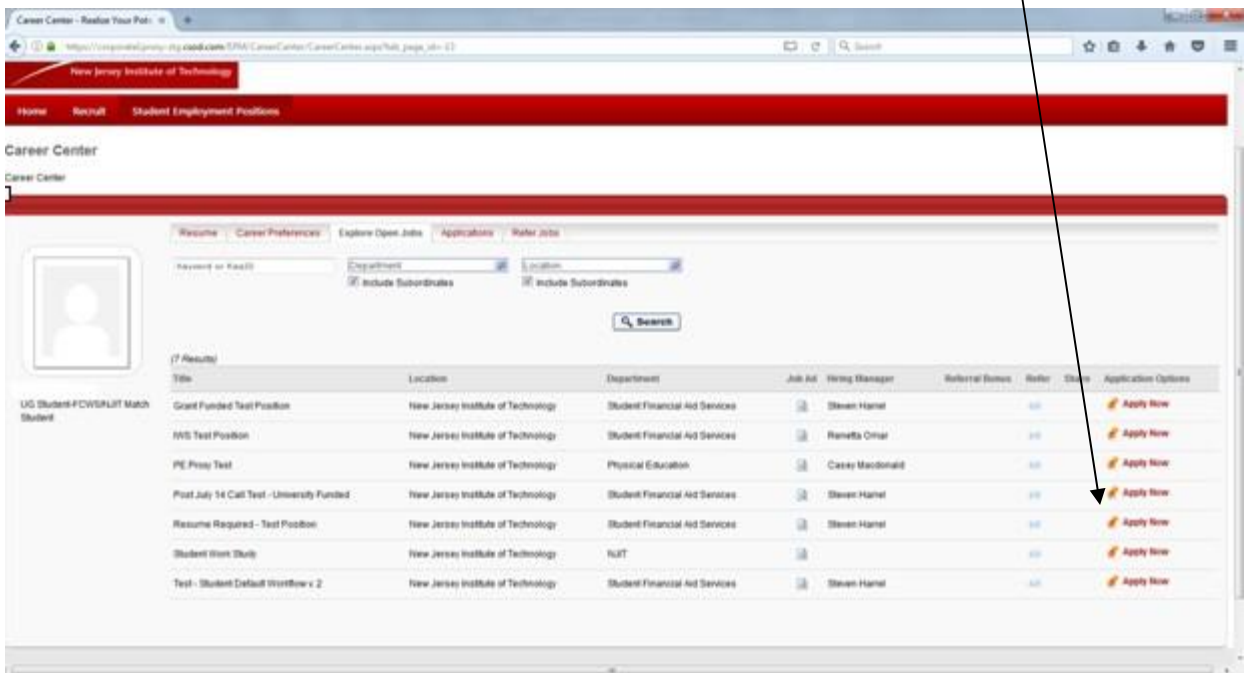
The screen below appears; here, click on **Explore Open Jobs**:



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 screenshot shows a web browser window titled "Application Resume - Realize Your Potential: njit - Mozilla Firefox". The URL is "https://corporate1.proxy-stg.csod.com/ATS/CareerSite/Resume.aspx?z=^^^ZLC34iaXFfP16:PDSmCtg%3d%3d". The page is titled "Post July 14 Call Test - University Funded". It features a progress bar with three steps: 1. Optional Resume Attachment, 2. Disclaimer, and 3. Submit Application. The current step is "Resume/Cover Letter", labeled "STEP 1 - 2".

The main content area contains the following sections:

- 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](#)

At the bottom right, there are three buttons: "Save / Return Later", "Cancel", and "Next »". Two black arrows point from the text above to the "No Resume/CV" and "No Cover Letter" radio buttons, and another arrow points to the "Next »" button.

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

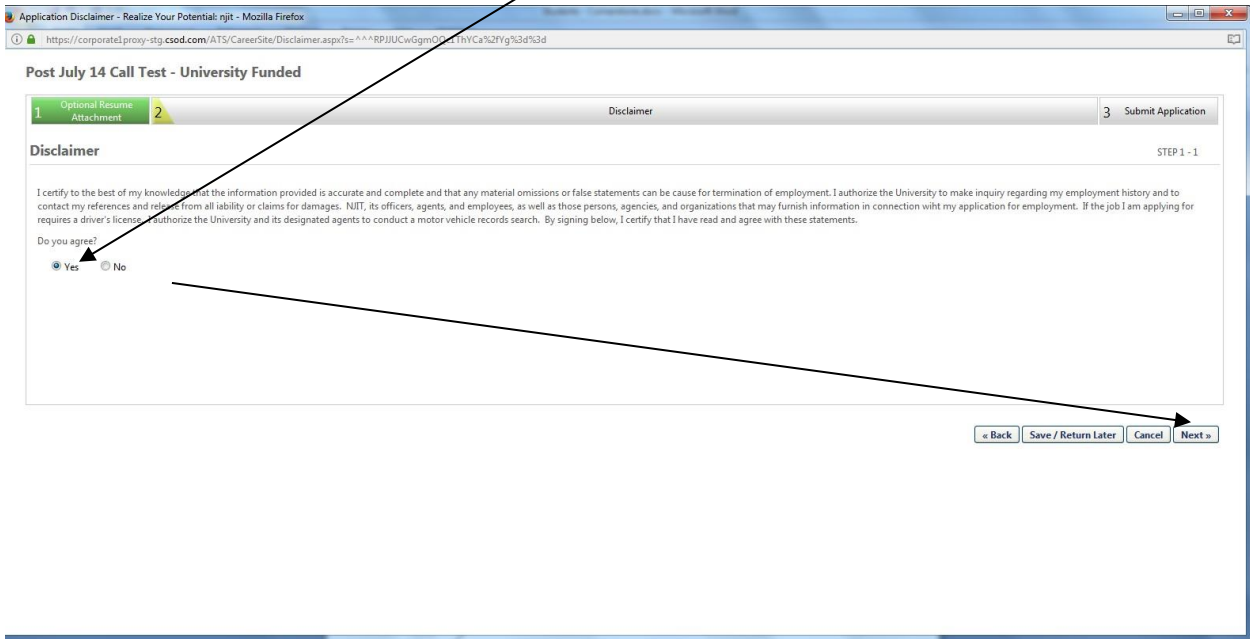
The screenshot shows a web browser window titled "Realize Your Potential: njit - Mozilla Firefox". The URL is "https://corporate1.proxy-stg.csod.com/ATS/CareerSite/ResumeReview.aspx?z=^^^JMes%2f%2bvymlDEuM/c6gq1Q%3d%3d". The page is titled "Post July 14 Call Test - University Funded". It features a progress bar with three steps: 1. Optional Resume Attachment, 2. Disclaimer, and 3. Submit Application. The current step is "Resume/Cover Letter", labeled "STEP 2 - 2".

The main content area contains the following sections:

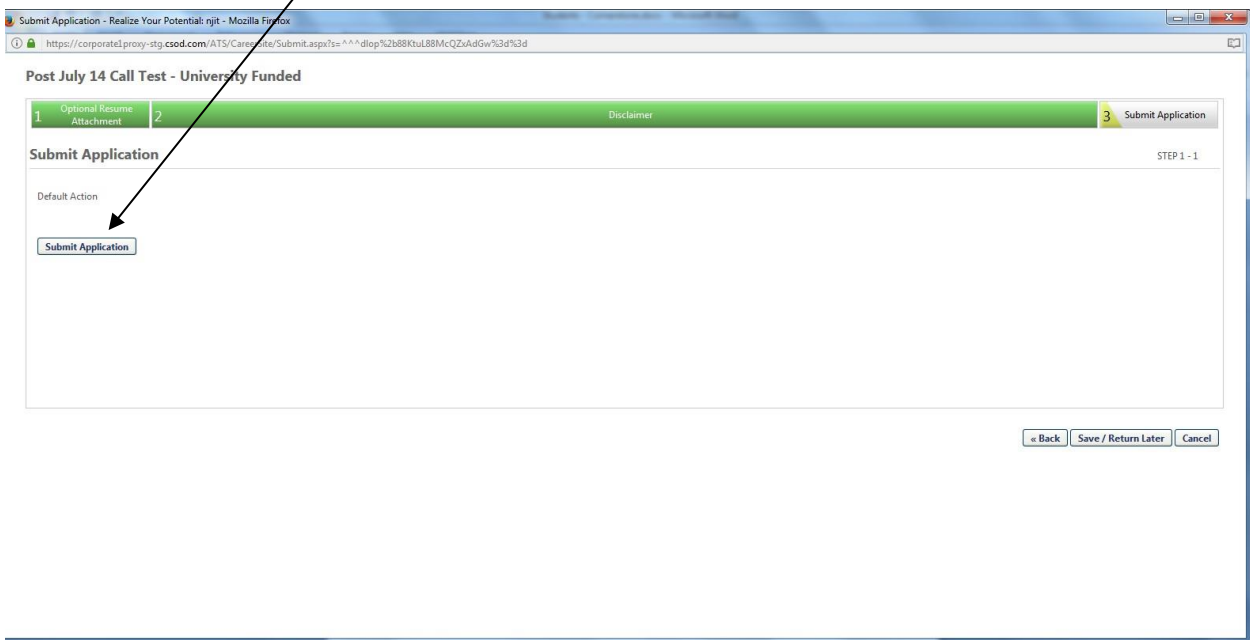
- Resume - Upload and Review**: "Please fill out and verify the information below. Click 'next' to move on to the next step in the application."
- * Required**
- Contact Information**:
 - Phone:
 - Address Line 1:
 - Address Line 2:
 - City: State/Province: Zip/Postal Code:
 - Country:
- I understand that selecting next will save my Resume/CV

At the bottom right, there are four buttons: "« Back", "Save / Return Later", "Cancel", and "Next »". Two black arrows point from the text above to the "United States" dropdown menu and the "I understand that selecting next will save my Resume/CV" checkbox, and another arrow points to the "Next »" button.

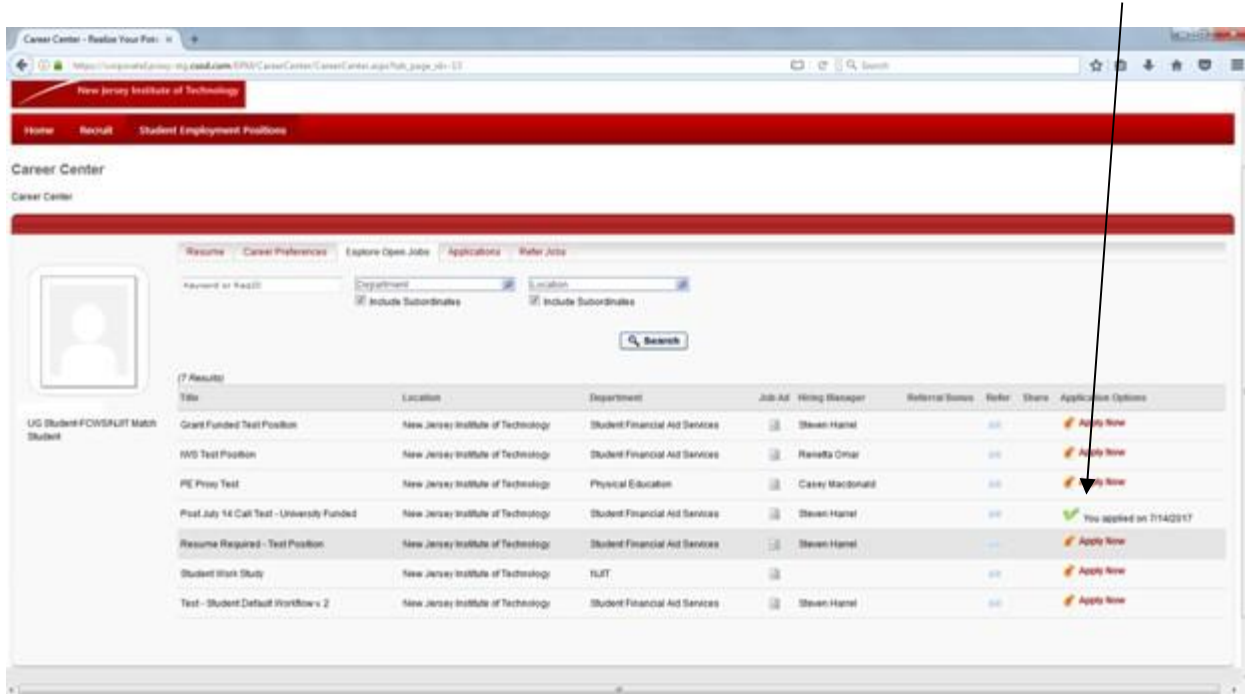
At Disclaimer screen, select “Yes” and then click on *Next*:



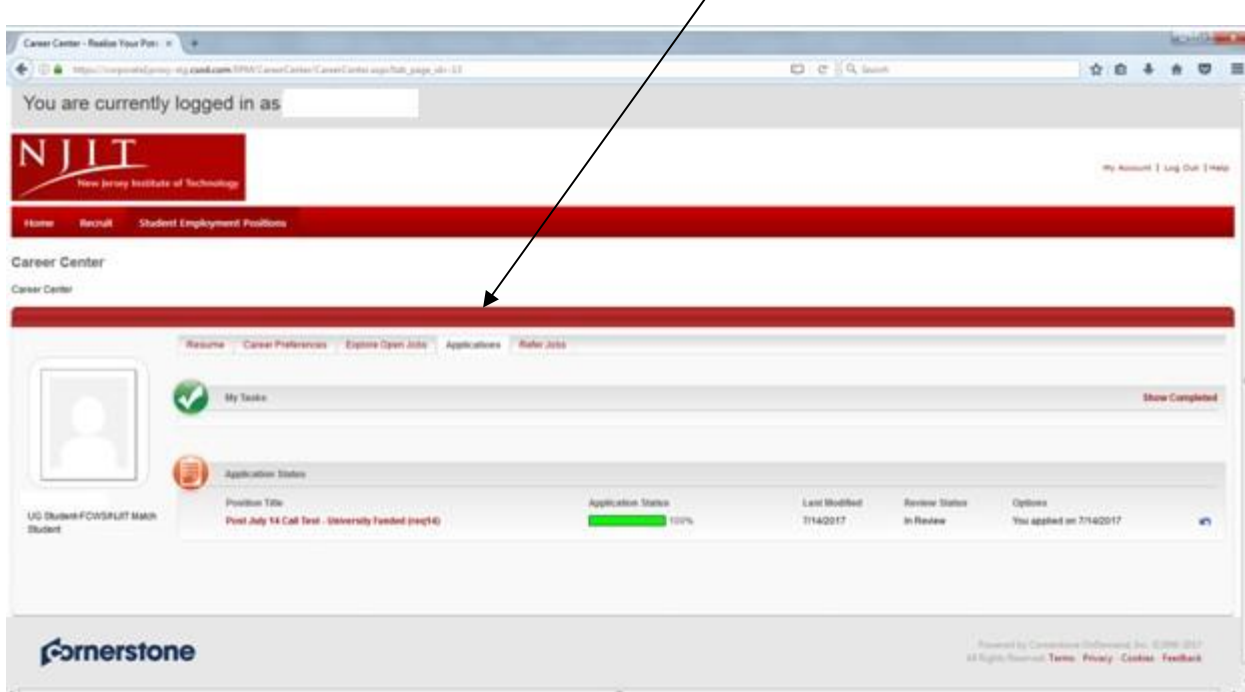
The final step is to click on “*Submit Application*”:



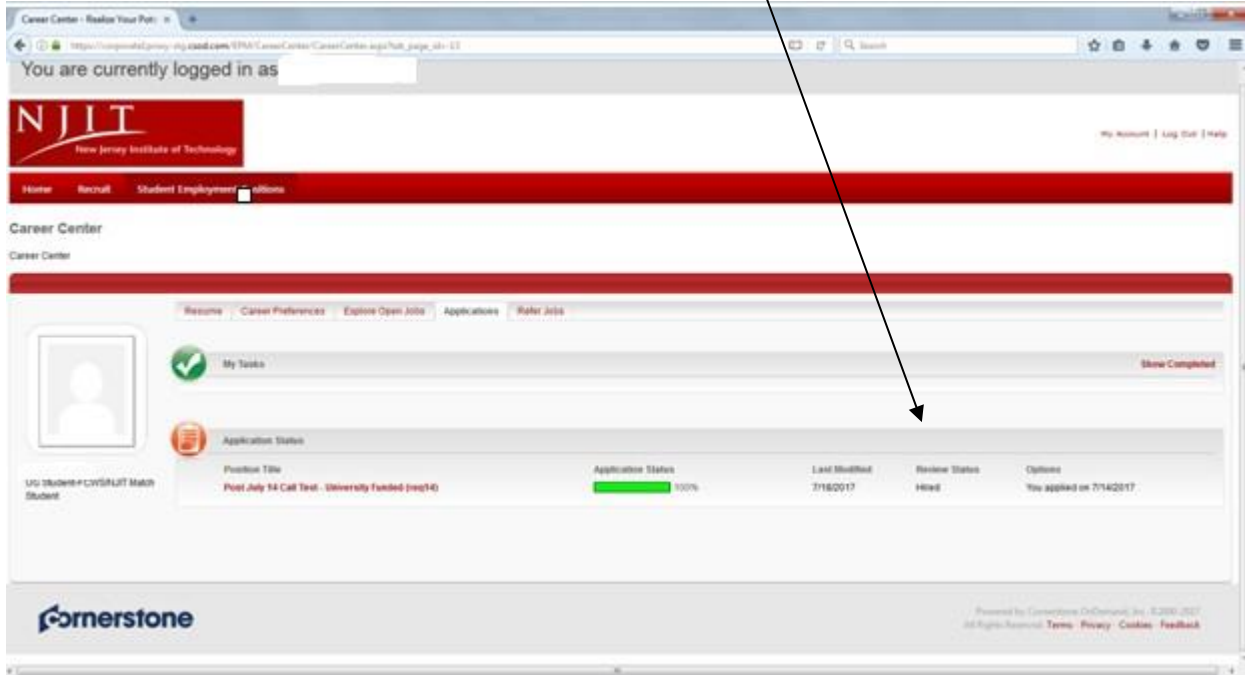
From here, the student is directed back to “Home Page” and is able to confirm application:



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"

