

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

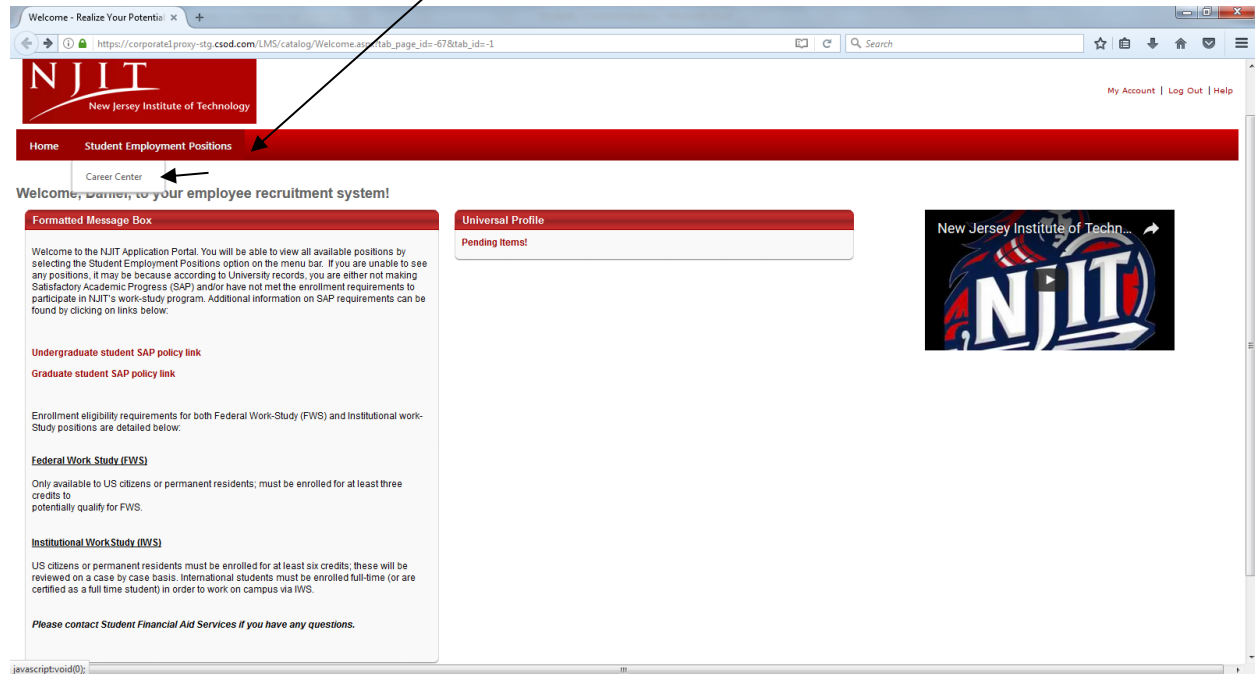
***NJIT Student Manual***



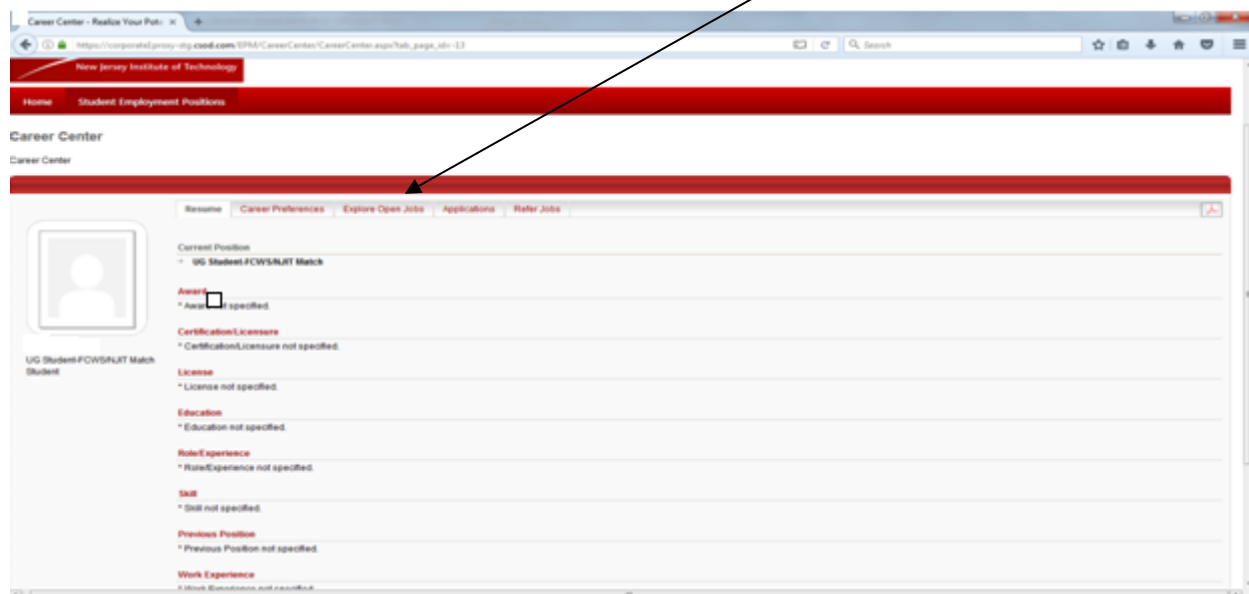
## *Students – Steps to Apply for a Position in Cornerstone*

In order to apply for a position in Cornerstone, NJIT students must log in via [mynjit.edu](https://mynjit.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:**

Career Center - Realize Your Potential

https://corporate.njit.edu/SPM/CareerCenter/CareerCenter.aspx?tab\_page\_id=53

You are currently logged in as [redacted]

**NJIT**  
New Jersey Institute of Technology

My Account | Log Out | Help

Home | Student Employment Positions

Career Center

Career Center

Resume | Career Preferences | Explore Open Jobs | Applications | Refer Jobs

Keyword or ReqID: [ ] Department: [ ] Location: [ ]

☒ Include Subordinates ☒ Include Subordinates

**Search**

UG Student-FCWSAUIT Match Student

Cornerstone

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

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

Career Center - Realize Your Potential

https://corporate.njit.edu/SPM/CareerCenter/CareerCenter.aspx?tab\_page\_id=53

New Jersey Institute of Technology

Home | Recruit | Student Employment Positions

Career Center

Career Center

Resume | Career Preferences | Explore Open Jobs | Applications | Refer Jobs

Keyword or ReqID: [ ] Department: [ ] Location: [ ]

☒ Include Subordinates ☒ Include Subordinates

**Search**

(7 Results)

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	6.0	[ ]	[ ]	<b>Apply Now</b>
RWS Test Position	New Jersey Institute of Technology	Student Financial Aid Services	[ ]	Ranetta Omar	6.0	[ ]	[ ]	<b>Apply Now</b>
PE Prep Test	New Jersey Institute of Technology	Physical Education	[ ]	Casey Macdonald	6.0	[ ]	[ ]	<b>Apply Now</b>
Post July 14 Call Test - University Funded	New Jersey Institute of Technology	Student Financial Aid Services	[ ]	Steven Hamel	6.0	[ ]	[ ]	<b>Apply Now</b>
Resume Required - Test Position	New Jersey Institute of Technology	Student Financial Aid Services	[ ]	Steven Hamel	6.0	[ ]	[ ]	<b>Apply Now</b>
Student Work Study	New Jersey Institute of Technology	NJIT	[ ]	[ ]	6.0	[ ]	[ ]	<b>Apply Now</b>
Test - Student Default Workflow v 2	New Jersey Institute of Technology	Student Financial Aid Services	[ ]	Steven Hamel	6.0	[ ]	[ ]	<b>Apply Now</b>

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.csod.com/ATS/CareerSite/Resume.aspx?z=^^^ZLC34iaXfDP16aPD5mCtg%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.csod.com/ATS/CareerSite/ResumeReview.aspx?z=^^^Mes%2f%2bvymlLDEuM/cdgqLQ%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 >

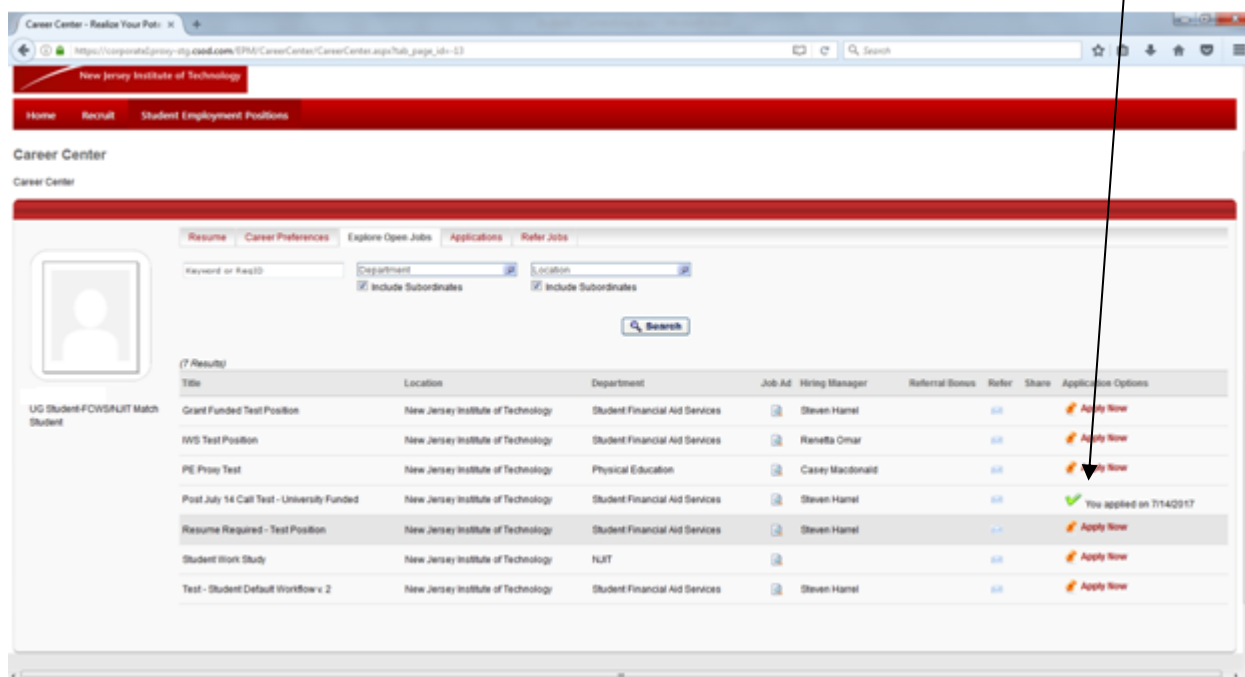
At Disclaimer screen, select “Yes” and then click on *Next*:

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 reads "Post July 14 Call Test - University Funded". Below this is a progress bar with three steps: "1 Optional Resume Attachment", "2 Disclaimer" (highlighted in green), and "3 Submit Application". The main content area is titled "Disclaimer" and "STEP 1 - 1". It contains a paragraph of legal text and a question "Do you agree?" with two radio button options: "Yes" (selected) and "No". At the bottom right, there are four buttons: "« Back", "Save / Return Later", "Cancel", and "Next »". Two black arrows are overlaid on the image: one points from the "Yes" radio button to the "Next" button, and another points from the "Next" button to the "Submit Application" button in the progress bar of the next screenshot.

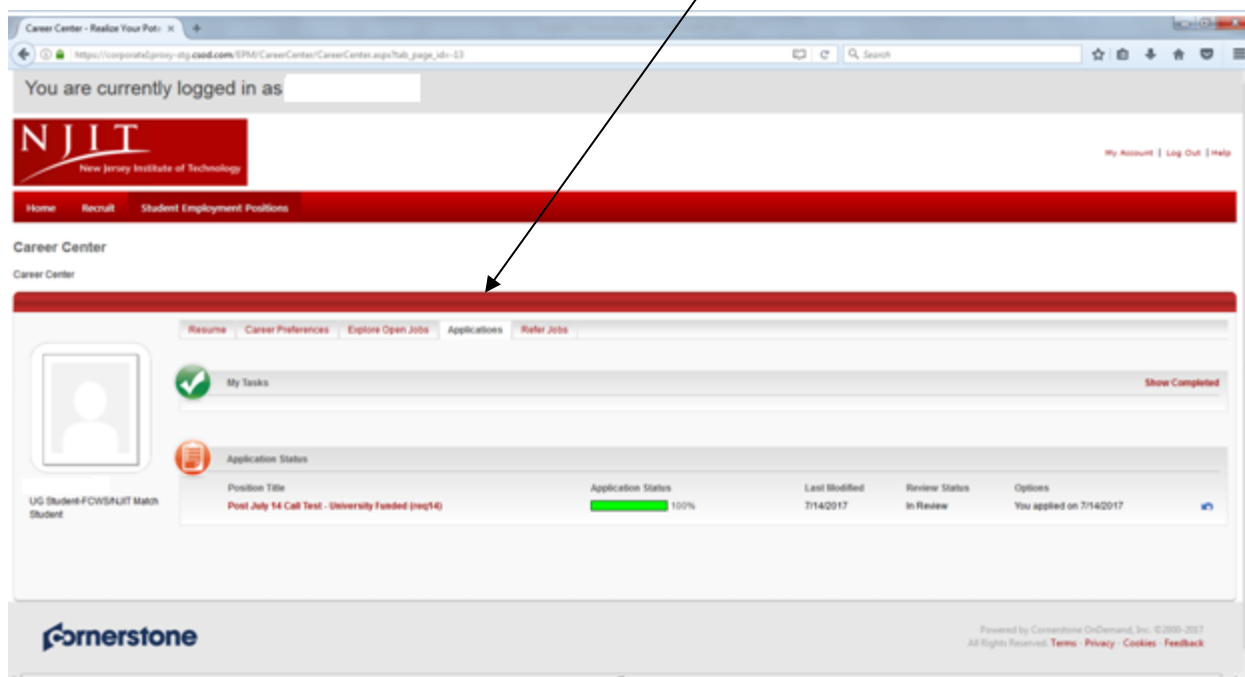
The final step is to click on “*Submit Application*”:

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 reads "Post July 14 Call Test - University Funded". Below this is a progress bar with three steps: "1 Optional Resume Attachment", "2 Disclaimer", and "3 Submit Application" (highlighted in green). The main content area is titled "Submit Application" and "STEP 1 - 1". It contains a section labeled "Default Action" 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 progress bar of the previous screenshot to this "Submit Application" button.

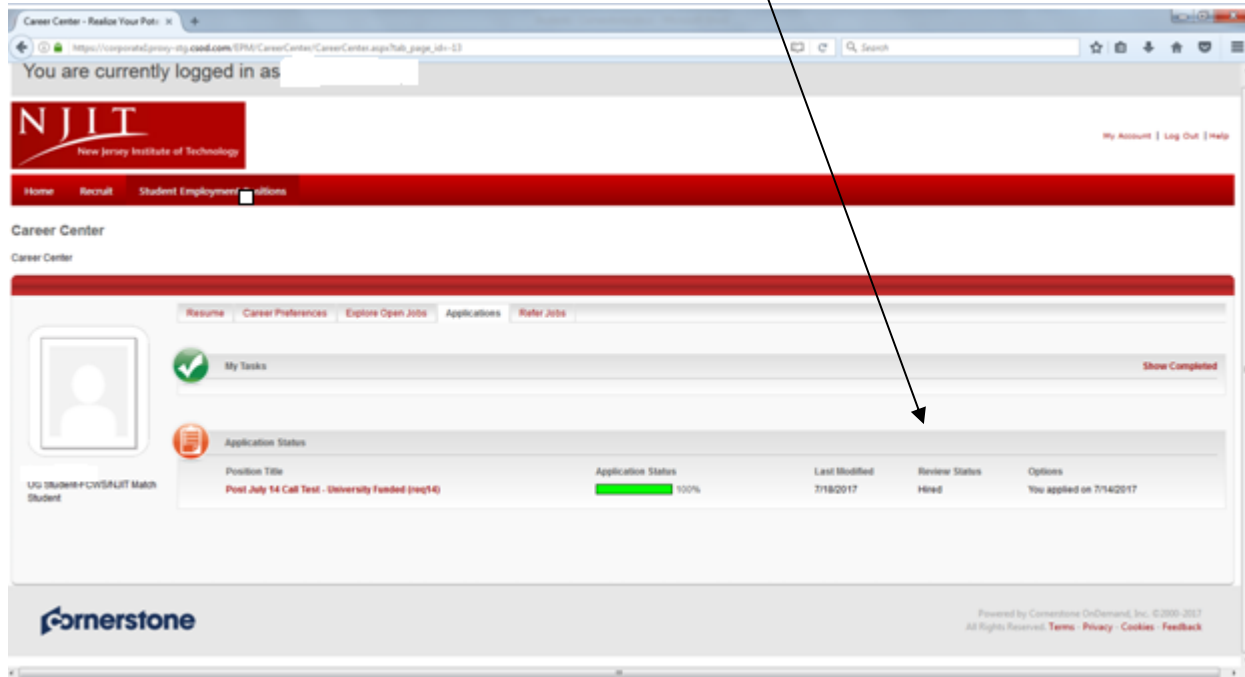
From here, the student is directed back to “Home Page” and is able to confirm application:



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".

