Cornerstone Applicant Tracking System Training - Frequently Asked Questions

1. When will I know a position has been approved/posted?
   - A position will stay in the "accepted" status once the position has been received by Employment Postings. Once the position has been approved for posting, the recruiter for the position will reach out to let you know.

2. Can a fraction be entered in the FTE section when submitting a requisition?
   - No, only a decimal number value may be entered in the FTE section. For positions less than 1.0, enter .50, .86, etc.

3. a. Can an email group be added as a reviewer?
   - An email group cannot be added as a reviewer; however, you can add the individuals in that email group as reviewers for the requisition.

   b. Is there specific criteria on who can be added as a reviewer?
   - Individuals who are added as reviewers should be limited to hiring authorities or HR professionals. As a reviewer, you are responsible for that requisition and have access to confidential information such as applications, Talent Plus results, etc. As always, please continue to protect this confidential information.

   c. Can you add additional reviewers after submitting a requisition request?
   - If you want to add additional reviewers after you have submitted your requisition request, please follow up with your recruiter.

4. Can the functions in Cornerstone, such as the interview scheduling function, be used for Post-Doc positions or any academic positions?
   - No, the functions in Cornerstone are unique to the positions that are posted in the system. If you were not posting positions via Greentree previously, then you will not be posting them in Cornerstone.

5. Will we receive all applicants available or only those screened/routed by recruiters?
   - You will receive the applicants routed by your recruiter, unless a different arrangement has been made with your recruiter. Instead of receiving the applications/resumes through separate emails, you will log into Cornerstone to view your Hiring Dashboard, which will show that you have applications available to review. As a Reviewer/ Hiring Manager, you will also receive a daily reminder email to check your hiring dashboard for any updates.

6. Who can reject/close candidates?
   - The hiring manager and the reviewers will be able to close out applicants.

7. Is there any way to edit fields after you submit the requisition request?
    - Yes, please contact your recruiter before the posting goes live. If it has already been posted, and a major change needs to be made ex. job qualifications, title change, etc., then you may need to re-submit. Please speak with your recruiter if this situation applies.

8. Do we still add approvers before submitting the requisition?
    - No, you will no longer add approvers. All positions will automatically go to Employment Postings. For School of Medicine Research and Education positions, please upload approval.

9. Should we add the organizational charts for new positions?
    - Yes, if you know that the position you are requesting requires an organizational chart, you can include it as an attachment when submitting the requisition request. If you are not sure whether a position requires an organizational chart, please ask your recruiter.

10. How frequently will we get "review applicant" notification emails?
    - The hiring manager and reviewers will get a daily reminder email to check their dashboard.

11. Will we continue to have access to Greentree for historical purposes? If so, for how long?
    - Yes, Greentree Hiring Manager will still remain active for historical purposes. Currently, there is no timeframe for sunsetting Greentree Hiring Manager, but we will inform all hiring managers at least 30 days prior to sunsetting the system.

12. How does a manager tell which applicants are external and which are internal?
    - When a hiring manager clicks on the number of applicants in a certain status, they see the applicants' names in a list. The applicant's email address should be a Mednet email if they are internal (unless they applied on the external site using a personal email address), and there is also a "Type" column that indicates whether the applicant applied as "internal" or "external."

13. Can you "close" more than one application at a time, i.e. in a batch?
    - Above the list of applicants, there is a checkbox that allows you to check all applicants at once. You then click the "Actions" dropdown menu, and click "Change Status" to change the status of all applicants at once.

14. In the optional interview scheduling feature, what kind of message would an applicant receive when sending a scheduling request? Is it just an Outlook invitation, or do they also receive a message along with the invitation?

- They will receive a standard message along with the invitation that contains the details you entered for the interview, and they will also receive any comments you enter in the “Comments” box in the request.

15. Who can close or cancel reqs?
    - Only Talent Acquisition can close or cancel reqs. Reqs are closed once an applicant moves to the “Hired” status. Reqs can be canceled at any time; reach out to your recruiter if you decide to take the action of canceling a position.