

Cornerstone ATS Quick Reference Guide

Requisitions – Position Reports To

Introduction

The purpose of this guide is to help recruiters and hiring managers with correctly filling the Position Reports To email and UCLA User ID fields.

Position Reports To Guide:

Please use the Search Field next to the **Hiring Manager** Field, to find the **(9 Digit Badge ID#)** of the Position Reports to Supervisor.

The **Position Reports To** field should be populated with the Direct Supervisor of the employee (the one in charge of completing their Performance Evaluation).

The screenshot displays the 'Notes to HR' section of a requisition form. It features two input fields: 'Position Reports To (Email Address) *' and 'Position Reports To (9 Digit Badge ID#) *', both highlighted with a red border. Below these are 'External' and 'Internal' tabs. The form includes two rich text editors for 'Description *' and 'Qualifications', each with a 'Design' and 'HTML' toggle and a 'Minimum' or 'Ideal' selection. At the bottom, there is an 'Applicant Reviewer(s)' section with a note: 'Users listed as Reviewers are given access to all submissions. The Hiring Manager is the primary reviewer and can be used as a dynamic role for emails and approvals.' Below this are 'Hiring Manager *' and 'Reviewer(s)' fields, with a search icon next to the Hiring Manager field also highlighted with a red border.

When the Search Field button is selected, a search box will expand with the **User ID** and **User Name's** of all UCLA employees.

(The User Name can also be used in the Position Reports To email field, as it is the same as the Supervisors Mednet Email).

Note: These two fields are mandatory and necessary for processing.

The screenshot shows a search interface titled "Select". At the top, it says "Search is limited to 1000 records only". Below this are five input fields: "Last Name", "First Name", "ID", "User Name", and "Manager's Last Name". A blue "Search" button with a magnifying glass icon is to the right of the "User Name" field. Below the input fields is a table header with four columns: "Name", "User ID", "User Name", and "Manager". The "User ID" column header is highlighted with a red rectangular box.