Cornerstone ATS Training for Hiring Managers
I. Overview of Cornerstone

II. Creating a Requisition Request

III. Reviewing Applicants
What is Cornerstone?

• Cornerstone is an HRIS that has modules in: Learning Management, Compensation, Succession Planning, Performance Evaluation and an Applicant Tracking System (ATS).

• Starting on June 21, 2019, UCLA Health is transitioning from iGreentree to the Cornerstone Applicant Tracking System. From June 10 – June 21, there is a blackout period for posting requisitions at UCLA Health while we make this transition.
How will we Transition to Cornerstone?

• Talent Acquisition is in the process of converting all requisitions from iGreentree to Cornerstone.

• Please partner with your recruiter to establish who you are considering for interviews or who you would like to hire into your open requisition(s). Applicants who have applied to your open requisitions in iGreentree, by law should be given fair consideration.

• Any requisition not filled by June 21 will be transitioned to Cornerstone and will be assigned a new requisition number.
What does this mean for applicants?

• Applicants who have not applied to your opening by June 21 will apply through Cornerstone and hiring managers will only be able to view their applications in Cornerstone after this date.

• Applicants will not see a difference in the application process with the exception of applying with a different requisition number.

• If your final candidate has not applied to your position in Cornerstone, they will be instructed to apply before an offer is extended.
Logging In

- Cornerstone works for ANY browser including: Chrome, Internet Explorer, Firefox, etc. It also works on a Mac or PC!

- Navigate to the Mednet Homepage. Cornerstone is a “Quick Link” on the UCLA Health HR Drop Down menu.

- Login using your Active Directory (AD) Credentials
I. Overview of Cornerstone
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Navigate to: Recruit > Requisition Requests
Navigate to: Recruit > Requisition Requests
Requisition Requests

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Request Reviewers</th>
<th>Submitted</th>
<th>Status</th>
<th>Requisition ID</th>
<th>Options</th>
</tr>
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<tbody>
<tr>
<td>9139-CLIN NURSE 2</td>
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(5 Results)
# Create Requisition Request

Please complete all fields prior to submitting the requisition request. When selecting the Requisition Template, choose the template that most closely matches the opportunity. If a custom template does not exist, select the Default Template. Be sure to select your own name as the Hiring Manager and Interviewer. You may also add additional Applicant Reviewers and Interviewers.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Position</td>
</tr>
<tr>
<td>Requisition Template</td>
<td>Please Select</td>
</tr>
<tr>
<td>Display Job Title</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Please Select</td>
</tr>
<tr>
<td>Type of Request</td>
<td>Select</td>
</tr>
<tr>
<td>FTE (0-1)</td>
<td></td>
</tr>
<tr>
<td>Work Schedule</td>
<td></td>
</tr>
<tr>
<td>Duration</td>
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</table>
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Job Title
9139-CLIN NURSE 2 (9139)

Requisition Template
Please Select

Display Job Title

Cost Center
Cost Center

Employment Type
Please Select
Full Time
Part Time

Type of Request
Select

FTE (0-1)

Work Schedule
### Select Requisition Template

#### Default Requisition Template

<table>
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<th>Title</th>
<th>Description</th>
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<tr>
<td>427965 - 5 West - Acute Pediatrics</td>
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<td>RN – Medical ICU – 4 ICU</td>
<td>RN – Medical ICU – 4 ICU</td>
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<tr>
<td>RN – Pediatric ICU – 5 PICU</td>
<td>RN – Pediatric ICU – 5 PICU</td>
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<tr>
<td>RN - Pediatric Oncology - 3F</td>
<td>RN - Pediatric Oncology - 3F</td>
</tr>
<tr>
<td>RN – Perinatal Units - MedCtr-Nursing Labor &amp; Delivery RR</td>
<td>RN – Perinatal Units - MedCtr-Nursing Labor &amp; Delivery RR</td>
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</tbody>
</table>
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Job Title

Requisition Template

Display Job Title

Cost Center

Employment Type

Type of Request

FTE (0-1)

Work Location Address

Work Schedule

Duration

Hiring Manager Email

Hiring Manager Phone

Hiring Manager Address

Grants?

Senior Associate Director
Infection Preventionist

Play a key role in the delivery of world-class patient care. Continuously elevate quality of care within an award-winning health system. Leverage your expertise to make a life-changing difference. At UCLA Health, you can do all this and more.

Right now, we have an exciting opportunity for an Infection Preventionist. You will serve as an expert resource/consultant as you develop and implement critical infection prevention and control initiatives to comply with regulatory agency requirements. Working closely with our interdisciplinary team, you will help identify, prevent and control infections through in-depth data collection, surveillance and analysis. You will also develop key reports and deliver educational programs for personnel and patients. This role involves acting as a liaison with the Department of Health Services, engaging in infection control research and supporting accreditation and licensure efforts.
*For David Geffen School of Medicine Research and Education requisitions, also attach a document of approval to confirm that the appropriate leaders have signed off on the position.

*This is NOT required for other requisitions, as they go through the SRC process.
# Requisition Requests

**Create New Request**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Request Reviewers</th>
<th>Submitted</th>
<th>Status</th>
<th>Requisition ID</th>
<th>Options</th>
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(1 Result)
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<tbody>
<tr>
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</table>
I. Overview of Cornerstone
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Navigate to: Recruit > Hiring Dashboard
<table>
<thead>
<tr>
<th>Position</th>
<th>Openings</th>
<th>Status</th>
<th>ID</th>
<th>Hiring Manager</th>
<th>Location</th>
<th>Status</th>
<th>In Review</th>
<th>2</th>
<th>Interview</th>
<th>N/A Background Check</th>
<th>Other Status</th>
<th>Offer Letter</th>
<th>Active Applicants</th>
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<tbody>
<tr>
<td>Medical Assistant 2 - Per Diem</td>
<td>1 of 1 unfilled</td>
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<td>Westwood</td>
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<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
Joe Bruin
Infection Preventionist
123 Wilshire Blvd
Santa Monica, CA 90401
(123) 456-7890
testbruin123@gmail.com

This is my updated resume as of 2/6/19
Reginald Foster

Phone

Address
United States

Position
7241-ADMIN ANL PRN 1

Division
2807-MEDCTR-PROCUREMENT & STRATEGIC SOURCING

Type
Internal

Language Preference
Not Specified

Applied for 1 Job(s)

Medical Assistant 2 - Per Diem (req27)

Status: In Review
Applied: 5/17/2019

Applicant Summary

Current Status
In Review (1)
*You may view the results directly and Talent Acquisition will help you understand the results.*
<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Medical Assistant 2 - Per Diem</td>
<td>1 In Review 2 Interview</td>
<td>N/A Background Check 0 Other Statuses 0 Offer Letter 3 Active Applicants</td>
</tr>
<tr>
<td>Clinical Social Worker 3</td>
<td>0 In Review 1 Interview</td>
<td>N/A Background Check 0 Other Statuses 0 Offer Letter 1 Active Applicants</td>
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<tr>
<td>Applicant Name</td>
<td>Applicant Location</td>
<td>Applicant Preferred Language</td>
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<tr>
<td>Diane Lee</td>
<td>Agoura Hills, California</td>
<td>English (US)</td>
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<tr>
<td>Ian Roe</td>
<td>Los Angeles, California</td>
<td>English (US)</td>
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</table>
Medical Assistant 2 - Per Diem (req27)

Statuses

- New Submission
- In Review
- Phone Screening
- Interview

Interview Type: Scheduled Interview

- Schedule Interview(s)
- Send Notification to Applicant

Last sent on 5/29/2019 at 3:09 PM

Wednesday (5/15/2019)

Time: 11:00 AM - 12:00 PM (PST)  Location: Westwood

<table>
<thead>
<tr>
<th>Interviewer</th>
<th>Scheduling Status</th>
<th>Guide</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Reyes</td>
<td>Pending Confirmation</td>
<td>N/A</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Click and drag the name of the Interviewer(s) you would like to include with this applicant.
Questions?