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 UCLA 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).
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.