Cornerstone and HR Processes for Recruiting and Hiring

Full-Time Positions With Search Committees
Requisition Requests

Hiring Manager: Create requisition request in Cornerstone.

1. Log in to **CougarWeb**.
2. Click on **My Workplace**.
3. Launch **Cornerstone**.
4. Hover (do not click) on **Recruit**. Click **Submit Requisition Requests**.
5. Click **Create New Request**.

Hiring Manager: Create requisition request in Cornerstone.
Select the correct existing position by clicking **Job Title**, not the plus sign.

In the **ID field**, type **F2F1** (Professor 170, Academic), **FTWF** (Professor 170, Wkfrc/Tech), **F225** (Professor, 225 Contract), or **F260** (Professor, 260 Contract).

Add the correct org code in the **Division** field by searching by ID.

The org code for the position may be different from your org code.

Org codes will change based on new campus assignments and transfers.
For faculty positions, list a standard Collin College discipline. Check with your HRC if you have questions regarding which discipline to list.

If applicable, all replacement questions must be answered.

All four rationale questions must have detailed responses. To ensure Cornerstone does not time out, type your responses in Word in advance, and copy and paste them here.

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**Example of Rationale Question Responses**

**Fire Science Role Player**

**Provide a thorough rationale for this new, replacement, repurposed, or reclassified position.**

The PT Fire Science Role Player is integral to our FIRT 2351 Company Fire Officer course. We utilize recent Fire Academy graduates to serve as role players during live-fire training exercises for students enrolled in FIRT 2351. Increasing the number of PT Fire Science Role Players available in the pool for scheduling will meet the training needs of the students.

**How will student recruitment, success, or retention be impacted if the position is not filled?**

Students enrolled in FIRT 2351 will not be able to complete their prescribed skill functions as company fire officers without demonstrating the ability to lead crews during emergencies.

**Can this work be absorbed by or redeployed to other employees in the department?**

There are not enough PT personnel in the program to serve as role players. Each crew assigned in a training exercise is comprised of at least 3-4 personnel. Most training exercises involve 3-5 crews to accurately represent real-world responses to emergency incidents.

**If not, what projects/work will be in jeopardy or non-completion if the position is not filled?**

If these positions are not filled, we will not be able to offer the FIRT 2351 course, which is a requirement in the AAS Fire Officer degree program.
Before reviewing the job description, visit www.collin.edu/hr/hrcompensation and click Job Descriptions with Salary Ranges to view position requirements. Then, carefully review the job description in Cornerstone.

Contact HR with any changes to the job description or requirements. **DO NOT** make changes to the job description. Do not submit the requisition request if you have changes.

If applicable, add preferred extra screening questions, notes about where to post (such as Indeed and LinkedIn), and internal posting requests in the **Posting Notes for Recruiter**.
Add the number of openings for this position and the desired date by which you would like to be in the offer stage. Review all responses and submit the request.
Search Committee System Actions

Once the search committee is formed, members will need to meet and establish the ranking grid, interview questions, and interview plan. HR will email search committee system (SCS) log-in credentials to all committee members to use throughout the search process.

1. **Committee Chair: Add ranking grid, interview questions, and interview plan.**

Visit [collinhr.org](http://collinhr.org). Click **Search Committee System**.

Note: The phase tabs overview has not been updated for the 2019-2020 search process. For this year’s process, please refer to the email and attachments sent by Shelley Sheldon on 11/22/19.
Ensure the tab selected is **Phase 1(F)**, noted in dark blue. Enter the search number, user name, and password provided by HR.

Add criteria and select rating scales for a maximum of 10 criteria. *Please refer to the grid rating sheet sent with the 11/22/19 email for further information. As a reminder, you should have a maximum of 6-8 criteria.* Enter “N/A” in unused criteria and select “0” for the rating scale. When finished, click **Submit**.
Click the tab for **Phase 1(G)**. Add steps and deadlines for the interview plan. *Please refer to the standardized interview plan sent with the 11/22/19 email. Add specific dates based on your search agenda.* When finished, click **Update**.

Click the tab for **Phase 1(H)**. Add interview questions for Zoom (if applicable) and onsite interviews. When finished, click **Update**.
2. Hiring Manager: Review and approve grid, plan, and questions.

Click Hiring Manager Actions and log in. Review the interview plan and questions under **Phase 1(J) View Search Status**. Review the ranking grid under **Phase 1**. Once everything has been reviewed, click **Phase 1(J) Review and Sign Off**; check the box and click **Update**.

3. Ranking Committee: Review and rank applicants.

To view applications, log in to Cornerstone and the SCS.

Log in to **CougarWeb**. Click on **My Workplace**. Launch **Cornerstone**. Click Ranking Committee Actions. Make sure **Phase 2(B)** is selected before logging in to the SCS.
To review, click **View CougarHR Application**. It is easiest to review applications by having dual monitors, one with the SCS, the other with Cornerstone applications.

**Summary Tab:** Displays current status and links to resume/CV and application

**Status Tab:** Displays information about the applicant’s former and current status

**Application Tab:** Displays the responses to the online application and screening questions

**Documents Tab:** Used to manage and review all attachments
Click **Details** to rank applicants. Click **Update** when finished. Remember, your search should have a maximum of 6-8 criteria.

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4. Committee Chair: Indicate semi-finalists selected for interviews.

Click **Ranking Committee Actions** and go to Phase 2(C). Click **Details** and check the box to select applicants for interviews. Click **Update** when finished. Send email with semi-finalist names and snippet of rankings to associate dean/director for approval. *If the search has five or fewer qualified local candidates, Zoom interviews can be bypassed. Skip to Step 7.*
Review rankings and semi-finalist list provided via email. Notify chair of approval via email.

6. Zoom interviews.
Committee Chair: Notify candidates and coordinate committee members.

7. Interview Team: Vote on finalists for onsite interviews.
Click Interview Team Actions and log in. This will be different from the Ranking Committee credentials. Click Phase 3(D). Click Details next to each candidate name. Vote Yes or No for each candidate and click Update.

If you log in to Cornerstone, you may refer back to the application materials, if needed, by clicking View Candidate Info in CougarHR.
8. Committee Chair: Add candidates selected as finalists for onsite interviews.

Click Interview Team Actions and Phase 3(E). Enter your credentials. Click Details and check the box to select finalists. Click Update. Send email with finalist names and snippet of rankings to associate dean/director for approval.
Review rankings and finalist list provided via email. Notify chair of approval via email.

10. Onsite interviews and teaching demonstrations.
Committee Chair: Contact candidates, coordinate interviewers, and reserve interview locations.

11. Interview Team: Rank finalists.
Click Interview Team Actions and log in. Click Phase 4(B). Click Details next to each candidate name. Use the drop-down menu to rank the top 10 candidates from 1 to 10, with 1 being the most preferred. Select “Not in Top 10” for the remaining applicants. Click Update.

Click **Hiring Manager Actions** and log in. In **Phase 4(B)**, select the candidate selected for the position. If more than one opening is on the search, select more than one candidate.
Extending the Offer

Hiring Manager: Change status in Cornerstone.

Change the sole finalist’s/candidate’s status to **Recommended for Hire**. This will let HR know to create the salary calculation for your review.

The background investigation form will be sent to the sole finalist. HR will email you the reference contact form and candidate professional reference survey.

Email the sole finalist to obtain contact information for at least three professional references, one of which must be a supervisor.

Email the professional reference survey (example on next page) to the reference contacts provided by the sole finalist.

Add the completed reference surveys in Cornerstone under the **Document** tab as **Attachments**.

Once the background and reference check are completed, HR will initiate the offer process.

*Note: The reference process outlined above is a temporary solution until the reference feature is implemented in Cornerstone.*
Candidate Professional Reference Survey

1. Please provide the name of the candidate for whom you are providing a reference.
   
   Last name: 
   First name: 

2. Please answer a few questions about the candidate for whom you are providing a reference.
   
   Candidate's title at your company:

   Candidate's dates of employment:

   Reason for leaving:

   Eligible for rehire?

3. Was this individual employed full-time or part-time with your organization?

   □ Full-time
   □ Part-time

4. What were the candidate's essential job functions?

5. Please rate the candidate on the following:

   Attendance
   □ Poor  □ Below Average  □ Average  □ Good  □ Excellent  □ N/A

   Dependability
   □     □     □     □     □     □     □

   Interaction with others
   □     □     □     □     □     □     □

   Ability to take on responsibility
   □     □     □     □     □     □     □

   Professional/Technical Knowledge
   □     □     □     □     □     □     □

   Quality of Work
   □     □     □     □     □     □     □

   Quantity of Work
   □     □     □     □     □     □     □

   Supervisory Skills
   □     □     □     □     □     □     □

6. What are the candidate's top three (3) strengths?

7. What are the candidate's most significant weaknesses (or areas that need development)?

8. Do you have any further comments that you would like to add?

9. Would you recommend this candidate for employment with Collin College?