

Cornerstone and HR Processes for Recruiting and Hiring

Full-Time Positions Without Search Committees

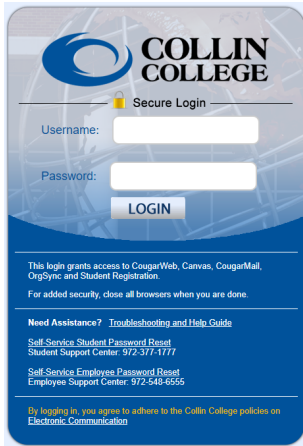


Collin's Hiring Process

- 01 Hiring manager creates job requisition request
- 02 Once req is opened by HR, applicants may apply
- 03 Hiring manager reviews applications
- 04 HR reviews candidates selected for interviews and interview questions
- 05 Hiring manager conducts interviews
- 06 Hiring manager recommends for hire
- 07 HR initiates contingent offer
- 08 HR initiates background; hiring manager contacts references
- 09 HR obtains approvals and generates final offer
- 10 HR initiates onboarding paperwork
- 11 Hiring manager calls candidates who were selected but not interviewed; HR closes req

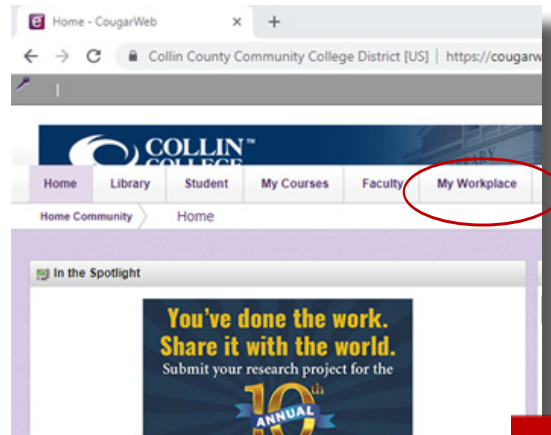
Creating the Requisition Request

Log in to **CougarWeb**.

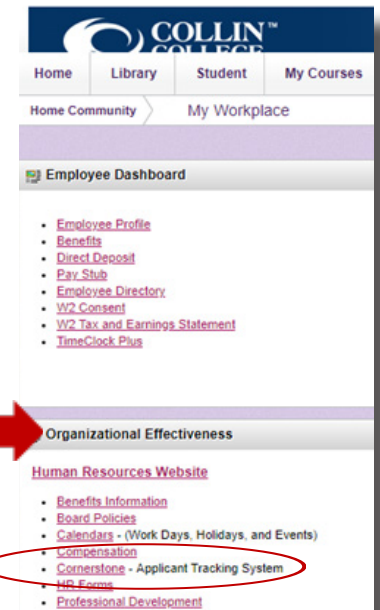


The image shows the Collin College Secure Login page. It features the Collin College logo at the top left. Below the logo is a 'Secure Login' section with fields for 'Username:' and 'Password:', followed by a 'LOGIN' button. At the bottom, there is a 'Need Assistance?' section with links to 'Troubleshooting and Help Guide', 'Self-Service Student Password Reset', 'Student Support Center: 972-377-1777', 'Self-Service Employee Password Reset', and 'Employee Support Center: 972-548-6555'. A disclaimer at the very bottom states: 'By logging in, you agree to adhere to the Collin College policies on Electronic Communication.'

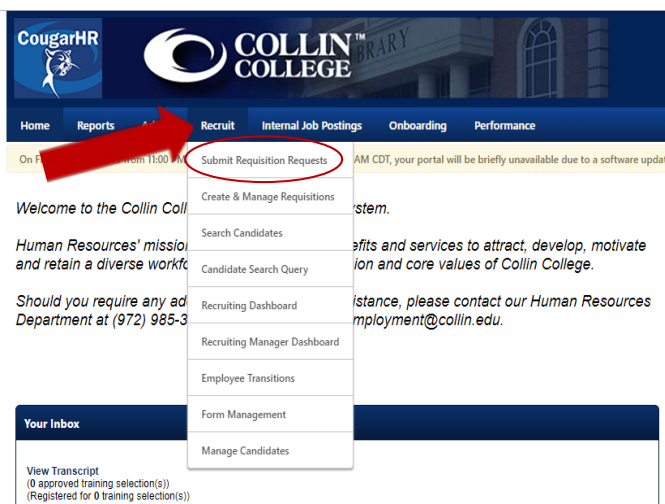
Click on **My Workplace**.



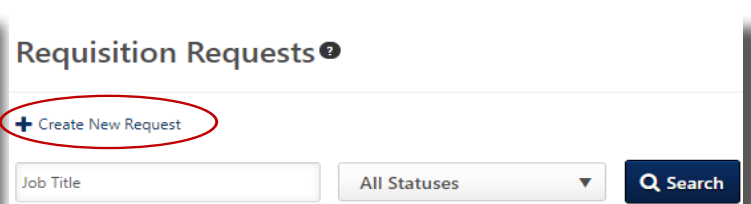
Launch **Cornerstone**.



Hover (do not click) on **Recruit**.
Click **Submit Requisition Requests**.



Click **Create New Request**.



The image shows the Collin College Requisition Requests page. It features the title 'Requisition Requests' with a help icon. Below the title is a '+ Create New Request' button, which is circled in red. There is also a 'Job Title' input field, a 'All Statuses' dropdown menu, and a 'Search' button.

Select the correct existing position by clicking the title, not the plus sign. If you receive an error when trying to load the position, please reach out to the compensation team.

Submit Requisition Requests

Create Requisition Request

General

Please complete all of the fields below. Your Requisition Request will not be approved unless the appropriate fields are completed. Fields marked with (*) are required for all staff postings. If you have any questions, please contact employment@collin.edu

*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

Job Title *

Requisition Template *

Division *

Location *

Address *

Grade *

Employment Type

Position

Please Select

Division

Location

No Address

Grade

Please Select

Full Time Part Time

Search Position

Title ID

Title	ID	Parent
ACCESS Transition Officer	E113	Collin College
Accompanist	P000	Collin College
Accountant	E000	Collin College

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 for associate faculty are by discipline.


Org codes will change based on new campus assignments and transfers.

Search Division

Title ID

Title	ID	Parent
Client Admin Division	CAD	Collin College
Cornerstone Administration Division	CSAD	Collin College
District - 1	1	Collin College
Onboarding - Internal Transition	ONB-INTTRA	Collin College
Onboarding - New Hire Transition	ONB-NEWHIRE	Collin College

(5 Results)

List Discipline (Faculty positions only)	<input type="text"/>
Position Number (PCN)	<input type="text"/>
New, replacement, repurpose or reclassification of existing headcount? *	Select ▼
If replacement, list the separation reason	Select ▼
Name of Person Being Replaced	<input type="text"/>
List Last Day Worked for Person Being Replaced	<input type="text"/> 
Provide a thorough rationale for this new, replacement, repurposed, or reclassified position. *	<div style="border: 1px solid #ccc; height: 60px;"></div>
How will student recruitment, success, or retention be impacted if the position is not filled? *	<div style="border: 1px solid #ccc; height: 60px;"></div>
Can this work be absorbed by or redeployed to other employees in the department? *	<div style="border: 1px solid #ccc; height: 60px;"></div>
If not, what projects/work will be in jeopardy or non-completion if the position is not filled? *	<div style="border: 1px solid #ccc; height: 60px;"></div>



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.

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.

ExternalInternal

abc

"Times New ..."

Size

B*abcx²x₂A*

Job Purpose:

Maintain accounting records, perform cash management, account analysis, and compilation of quarterly/annual financial reports for Collin College.

Essential Duties and Responsibilities:

- Prepare bank reconciliations on District bank accounts, including monitoring outstanding checks and maintaining a valid outstanding check listing.
- Compile and analyze financial information to prepare entries on general ledger accounts, documenting business transactions. Review and analyze various accounts on the general ledger and the subsidiary ledger for accuracy.
- Assist with the preparation of audit schedules, financial statements, and statistical data related to the annual audit and Comprehensive Annual Financial Report (CAFR). Assist with annual budget development.

Design

HTML

If applicable, add preferred extra screening questions, notes about where to post (such as Monster and LinkedIn), and internal posting requests in the **Posting Notes for Recruiter**.

Posting Notes for Recruiter

Requisition Owner(s) ?

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approval workflow is based on the Primary Owner. If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

Owner(s)

+ Add Owner(s)

The **Requisition Owner** is the HR consultant.

Applicant Reviewer(s) ?

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.

Hiring Manager



The **Hiring Manager** is the primary reviewer and has access to all submissions. **Reviewers** are given access to all submissions.

Reviewer(s)

+ Add Reviewer(s)

Applicant Interviewer(s) ?

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any applicant status with the 'Interview' type.

Interviewer(s)

+ Add Interviewer(s)

Interviewers are given access to candidates in interview status.

ATTACHMENTS ?

Attach up to ten (10) documents.

+ Add Attachment

Document Title	Upload User	Upload Date	Options
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Openings *



On Going

Target Hire Date *



(Target hire date of first opening)



Submit Request

Add the number of openings for this position and the desired date by which you would like to be in the offer stage. Consider setting a date at least two weeks from today's date. Review all responses and submit the request.

Reviewing Applications

Review Applicants

My Interviews (0)

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
1	Accountant - Budget Analyst (req83)		HRC Name	5/14/2018	5/29/2018	1	1	0

(1 Result)

Accountant - Budget Analyst (req83)

Job Details

Applicant Name

Show All Clear All Include Hired / Closed

Application Subm... 5 In Review 0 Phone Screening 0 Committee Interv... 0 Recommended fo... 0 References Compl... 0 Background Chec... 0 Initiate Offer Letter 0

Refine your search Search

1 Actions Show 20 Edit

Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type
Applicant Name		English (US)			External

Click the applicant's name to review the application.

Click **Edit** to filter results by column.

Define Page Layout

How would you like to edit the layout of this page?

☒ Customize the layout for this requisition only
☐ Edit the Default layout template
☐ Select from existing layout templates

Customize the layout for this requisition only

Configure the page layout for this requisition only.
Customizations made on this page will apply to this requisition only and will be saved upon return to this requisition.
Define Default Layout Template to enable "Select from existing layout templates" option.

Available Columns

Selected Columns

- Applicants (Default Sort) *
- Applicant Location
- Applicant Preferred Language
- Applicant (User) Flags
- Application Flags
- Type
- Source
- Ideal Matching Criteria
- Forms Assigned

0 out of 5 selected

Batch Process

Email

Phone

Position

Organization

Type
External

English (US)

MORGAN CITY, LA 70380
United States

Applied for 1 Job(s)

Accountant - Budget
Status: Application Submitted
Applied:

Accountant - Budget Analyst (req83)

Associate Faculty - Political Science (83)

Summary Statuses Application Documents History Email

Applicant Summary

Summary Tab: Displays current status 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.

Accountant - Budget Analyst (req83)

Job Details

Applicant Name

Show All Clear All Include Hired / Closed

Application Submitted 5 In Review 0 Phone Screening 0 Committee Interview 0 Recommended for... 0 References Completed 0 Background Check 0 Initiate Offer Letter 0

Refine your search Search

1 Actions

Change Status

Compare Candidates (Up to 5)

Add to Requisition

Move to Requisition

Resume/CV Review

Send Resume Review Link

Assign Assessment Task

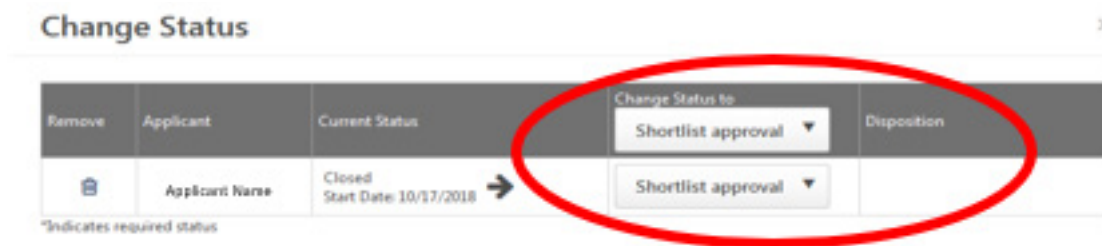
Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type
	English (US)			External

Under the **Actions** button, click the **Change Status** option to move candidates through the process of phone screening and interviews.

Before Interviewing

All Candidates Must be on the Short List

In Cornerstone, change the status of candidates you would like to interview. **HR must review and approve all candidates before they may be contacted for interviews.**



Remove	Applicant	Current Status	Change Status to	Disposition
	Applicant Name	Closed Start Date: 10/17/2018 →	Shortlist approval ▼	

*Indicates required status

Veterans

Collin College is a veteran-friendly organization. Per Collin College policy, applicants who indicate veteran's status and meet minimum job requirements must be considered as follows:

- If 6 or fewer interviews are scheduled, at least one interviewee must be a veteran.
- If more than six interviews are scheduled, 20 percent of interviewees must be veterans.

Interview Questions

Develop interview questions that will assess whether candidates have the needed and preferred knowledge, skills, abilities, and experience for the job. **Questions must be approved by HR before interviews begin.**

Sample Interview Questions by Subject

Skills/Strengths

- Even though we have your resume, please provide us with a general overview of your experience and education, computer skills, and related information.
- In what ways do you believe your education and training have prepared you for this position?
- What kind of computer skills/experience do you have? Take us through a project where you have utilized those skills (mail merges, Access, Excel, PowerPoint, web)?
- What licenses or certifications do you have that are relevant to this position?
- What skills do you have that you feel could enhance this position?
- What are your skills as a presenter? What can you teach other presenters?
- What do you consider to be your major strengths? What are your opportunities for growth?
- What strengths would you bring to this position?

Work Style

- What are two things in a job that are most important to you and why?
- What are things you like to avoid in a job and why?
- Describe your organizational skills.
- How do you assess priorities, and how do you assign them in order to meet deadlines or demands?
- Tell us about your experience multi-tasking workflow. Please provide specific work-related examples.
- Do you prefer to work independently or on a team?
- What are your team player qualities?
- How do you handle constant interruptions?
- Describe your previous experiences in dealing with multiple priorities and wearing "multiple hats."

Challenges

- Describe a time you had a conflict and how you resolved it.
- What challenges are you looking for in a position?
- What situations put you under pressure? How do you deal with pressure?
- This position works evening/weekend hours, etc. Would you be available to work these hours?
- Do you consider yourself to be flexible in a work environment? Please provide an example.
- What have been major obstacles/challenges you have had to overcome in previous positions? How did you deal with them?
- Describe the most serious complaint an employee brought to your attention. What did you do about it?
- Was there ever an occasion when you disagreed with a supervisor's decision or company policy? Describe how you handled the situation.
- We would be interested to hear about an occasion when your work or idea was criticized. What was criticized, who criticized you, and how did you handle it? What are your views on constructive criticism?

Accomplishments

- Describe a work-related accomplishment of which you are particularly proud.
- Describe a project or situation that best demonstrated your analytical skills.
- Describe a previous work responsibility or assignment that required good attention to detail. What did you do to ensure accuracy? How did you enjoy that type of work?
- Tell us about a time you solved a problem creatively.
- Tell us about a mistake you made recently and what you did about it.

Goals

- What short- and long-term goals have you set for yourself? How are you planning to achieve them?
- In what way(s) does this position meet your career goals and objectives?

People Skills/Work Relationships

- How do you motivate people?
- Talk with us about your experience in working with people from diverse social and cultural backgrounds as well as training sessions you have attended regarding this subject.
- Listening is an important part of providing good customer service. Describe good listening skills. Please give us an example of a time when you've demonstrated good listening skills.
- Describe how you like to be treated when you are a customer.
- How would you handle a situation where you had a customer who was very angry about a mistake someone else in your department made, but you were the only person available and must resolve the situation?
- Talk with us about a time you were confronted by an angry customer. What did you do to resolve the problem?
- What special training do you have that is relevant to this position?
- Describe the positions in which you have had supervisory responsibility. How many people have you supervised and in what kinds of positions? Did you have hiring/firing authority?
- What do you find most challenging in dealing with coworkers?
- How important is communication and interaction with others on your job? How many departments did you deal with? What problems occurred?
- Do you have any experience dealing with confidential information? If so, explain.
- Describe for us any communication skills you have acquired such as phone skills, writing skills, public speaking skills, etc.
- How would you rate your communication skills and why?

Concluding Questions

- Should you be the candidate recommended for hire, when Collin College conducts employment references, what will your references tell us about you as an employee?
- Why should we consider you for this position, and how would employing you benefit the department and Collin College?
- Is there anything else you would like to tell us about yourself that has not already been asked?
- What questions do you have for us?

Questions that directly or indirectly address current/future/past marital or parental status, age, race, national origin, religion, disabilities, and credit history are illegal.

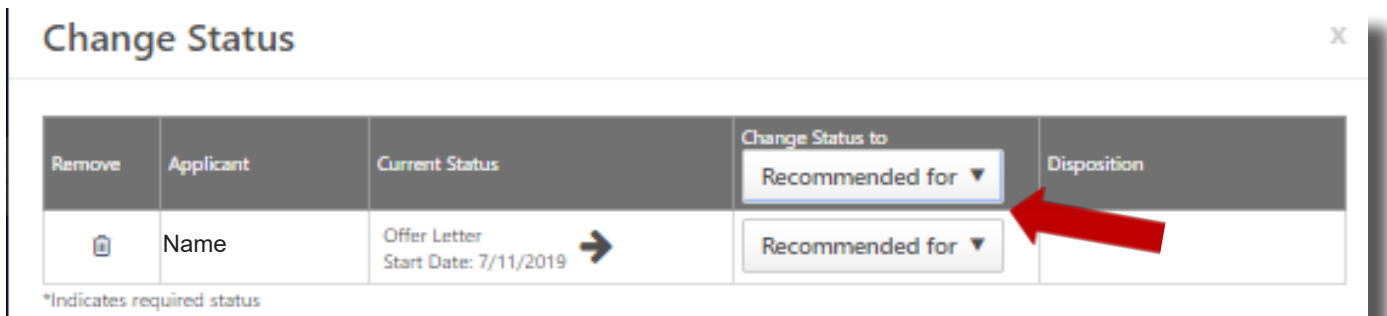
Avoid questions about arrest and conviction records. This information will be addressed during the background investigation if an offer of employment is made.


Do not ask about salary in current and previous roles. You can ask about the expected salary for the position for which the candidate is interviewing.

Redirect the conversation if a candidate begins to discuss personal matters.

Once the contingent offer has been accepted by the candidate and the background screen and reference checks are completed satisfactorily, you will change the candidate's status to **Initiate Offer Letter**.

The Offer Process



Remove	Applicant	Current Status	Change Status to	Disposition
	Name	Offer Letter Start Date: 7/11/2019 →	Recommended for ▼	

*Indicates required status

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

You have the option to give a verbal offer to the candidate, so long as you indicate it is a contingent offer and use the following language: "This offer of employment is **contingent** upon the **successful completion** of a **background investigation** and **reference checks**, as well as **approval by the Board of Trustees**."

The contingent offer and background investigation forms will be sent to the candidate. HR will email you the reference contact form and candidate professional reference survey.

Email the reference contact form to the candidate to obtain contact details.

Email the professional reference survey to the reference contacts provided by the candidate.

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

Once HR has updated the status in Cornerstone to **Background Check Completed**, the HRC will change the status to **Initiate Offer Letter** if references are satisfactory. HR will initiate the final offer process at this time.

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:

	Poor	Below Average	Average	Good	Excellent	N/A
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to take on responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional/Technical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?