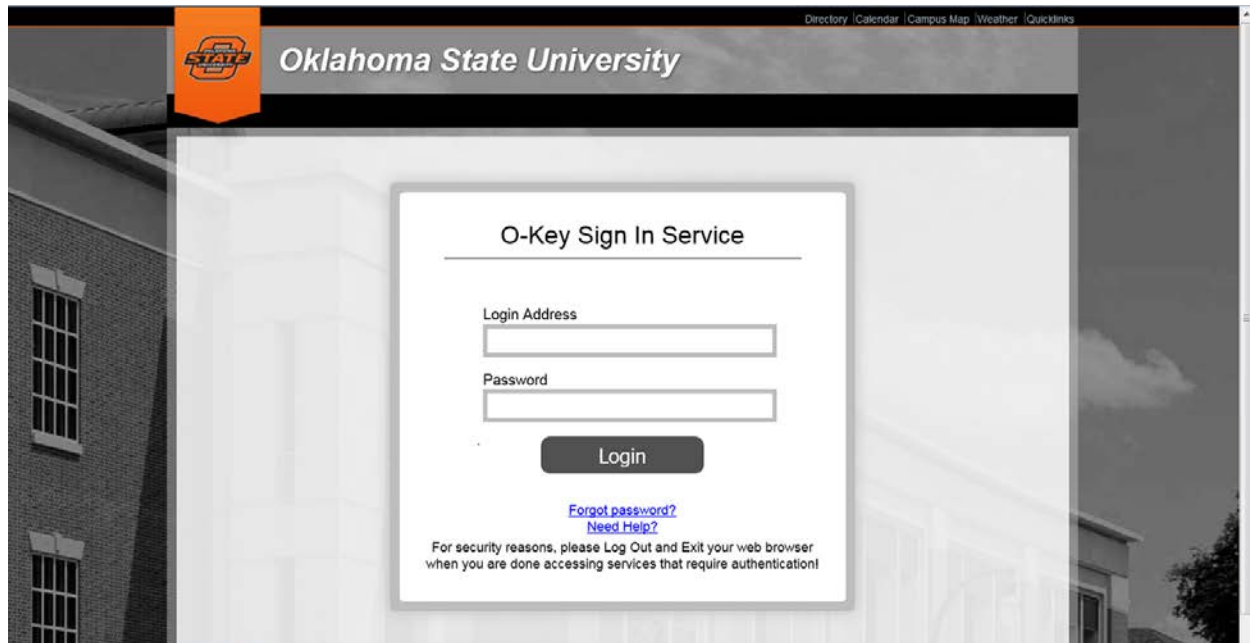
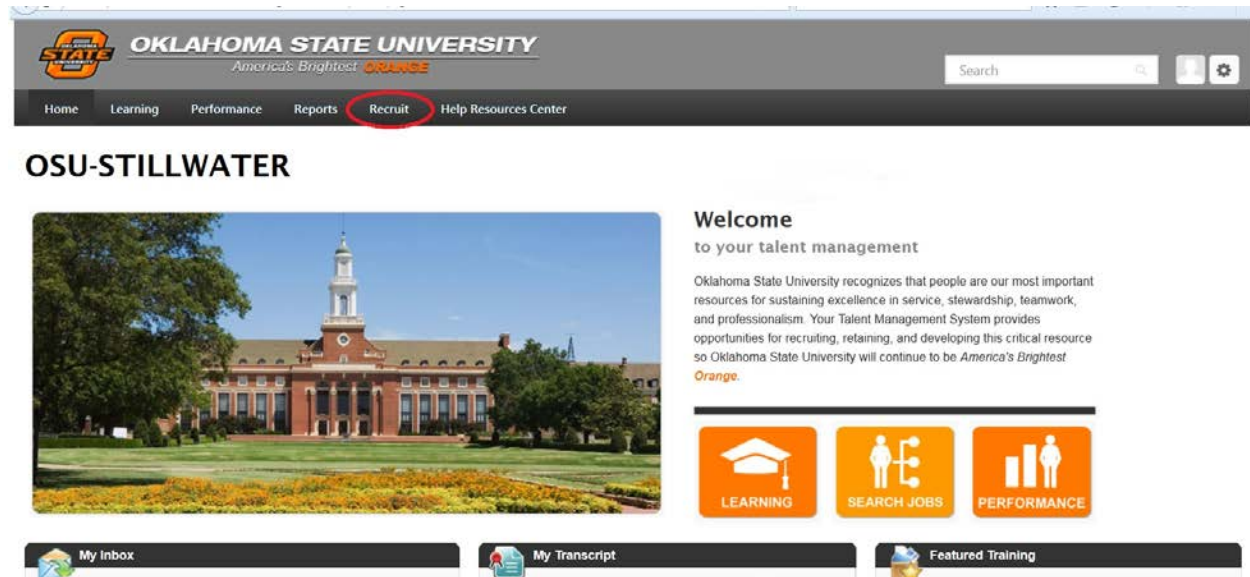


Go to <http://talent.okstate.edu> and log in with your **O-Key** login.



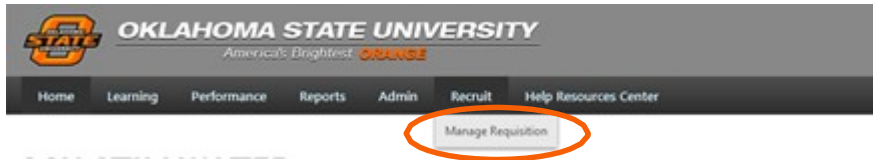
It will take you to your home screen. Go over to the recruit tab above the picture.



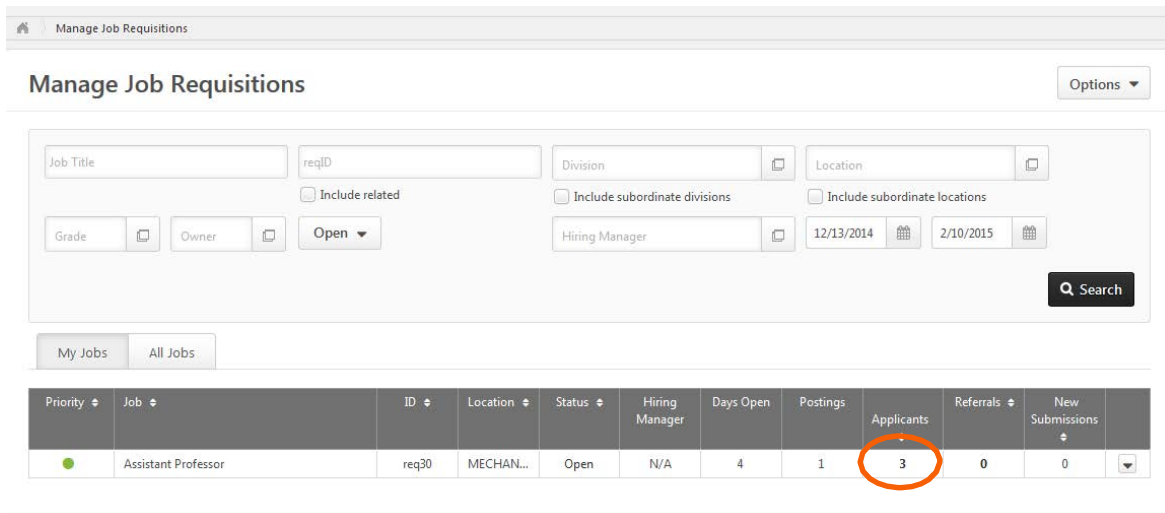
Managing Applicants to a Requisition

Accessing Applicant Pools

1. Click on Recruit > Manage Requisitions.



2. Once you locate the listing, click on the link which corresponds with the number of applicants currently in the pool. In the Assistant Professor example below, there are 3 applicants.

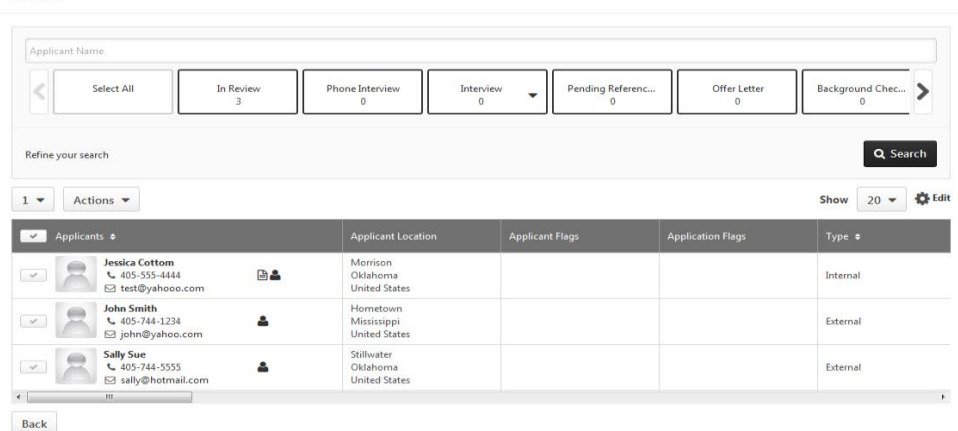


The screenshot shows the 'Manage Job Requisitions' interface. The 'Assistant Professor' listing is selected, and the number '3' in the 'Applicants' column is circled in orange.

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
	Assistant Professor	req30	MECHAN...	Open	N/A	4	1	3	0	0

3. Your list of applicants will be shown.

Assistant Professor (req30) Job Details

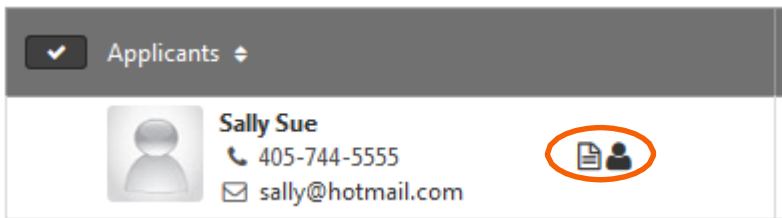


The screenshot shows the 'Assistant Professor (req30) Job Details' page. The 'Applicants' tab is selected, and the list of three applicants is shown.

Applicants	Applicant Location	Applicant Flags	Application Flags	Type
 Jessica Cottom 405-555-4444 test@yahoo.com	Morrison Oklahoma United States			Internal
 John Smith 405-744-1234 john@yahoo.com	Hometown Mississippi United States			External
 Sally Sue 405-744-5555 sally@hotmail.com	Stillwater Oklahoma United States			External


View Applicant Profile

1. Once you have located your applicant by following the directions above, you may click on the applicants name to open the applicant profile. You may also click on the icons circled below to quickly preview the application and resume.



Applicant Profile

Options ▾
No Flags



Sally Sue
[Snapshot](#)


[sally@hotmail.com](#)
405-744-5555
123 Test Ave
Stillwater, ok 74059
United States

Position: Not Defined
Organization: Not Defined
Type: External

Summary | Statuses | Application | Documents | History


Applicant Summary


Current Status: In Review

Resume/CV: 

Application:
Source: OSU Career Site

Application Received: 2/10/2015
Communication: Send Email

Application Flags:  No Flags

Matching Criteria: 0% 
0 of 0

Application Custom Fields

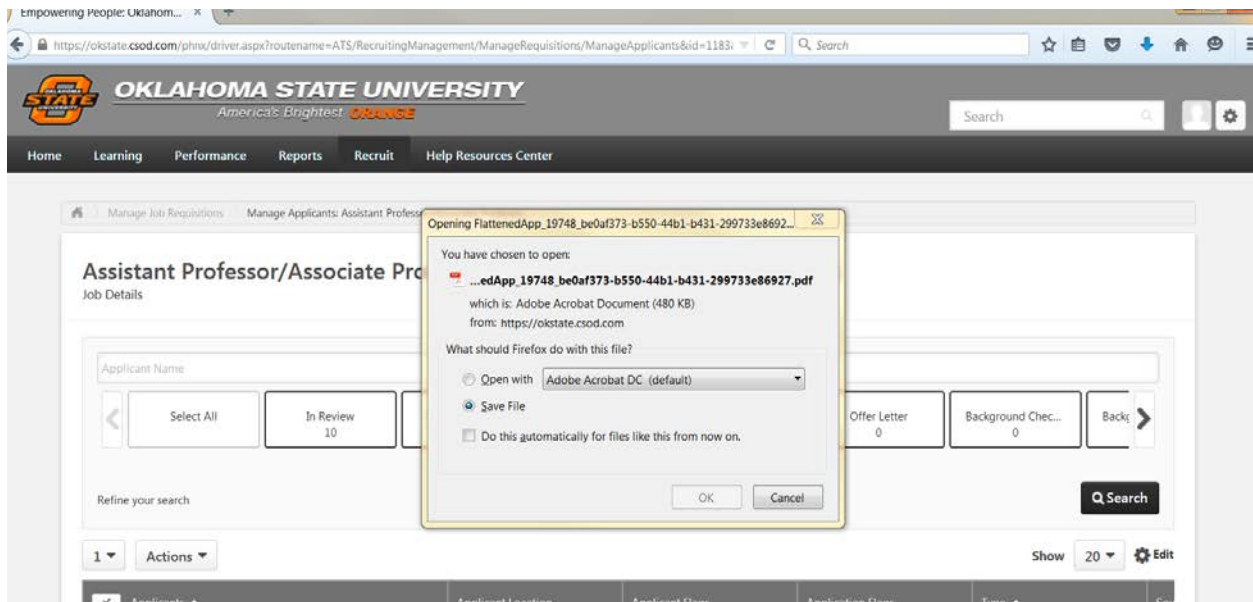
No Application Custom Fields

Requisition Summary

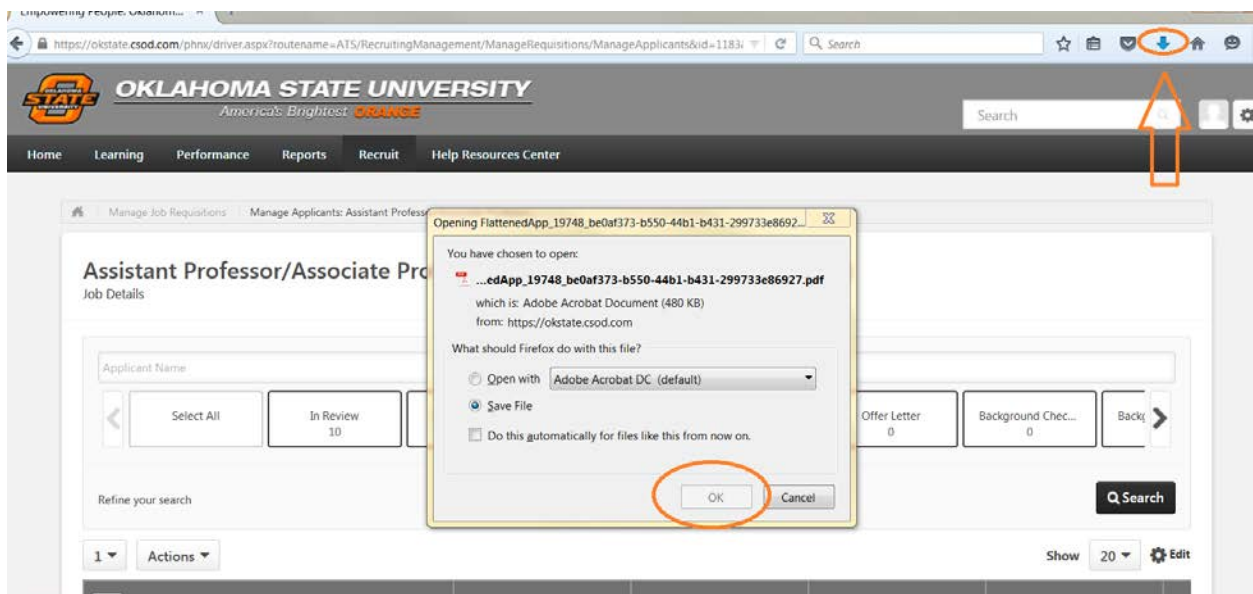
Job Description: Job Details

Requisition Owner(s): Linda Williams , Dana Hobson

Once you click on the icons circled above you will get the following screen.



Once you click on OK in the text box, it will save the document in your download file. The arrow in top right hand corner will take you to download files. From there you can print or save to your computer.



Once a decision is made on the applicant statuses you will work with the designated person in your department to assign the correct status of each person in your applicant pool. A list of the dispositions are attached. When the status is changed a system generated e-mail will be sent to the applicant. Examples of those are also attached for your information.

Cornerstone ATS Disposition List

App Screened: Does not meet Edu/Cert Req (Email)

App Screened: Does not meet Experience Req (Email)

App Screened: More Edu/Cert selected (Email)

App Screened: More Exper. selected (Email)

App Screened: Not Best Qualified (Email)

Applicant no longer interested in position

Declined Interview

Declined Offer: Location

Declined Offer: Other Terms & Cond

Declined Offer: Salary

Department Rescinded Offer

Dept closing position/will re-open (Email)

Dept not filling position (Email)

Failed to upload required documents (Email)

Finalist: Not Selected (Email)

Finalist: Not Selected (No Email)

Interview no show

Interviewed: More Qual cand select/EduCert(Email)

Interviewed: More Qual cand selected/Exper (Email)

Interviewed: Not Best Qualified (Email)

Lacks favorable references (Email)

No show for first day scheduled

Unable to Reach/Contact

Voluntary Withdrawal (Email) – *typically initiated by applicant*



Applicant Tracking System – Applicant Disposition Emails

While managing applicant pools within the Cornerstone Applicant Tracking System, the appropriate disposition reason should be used when passing on applicant submissions. Some disposition reasons will trigger an email notification to the applicant. Those disposition reasons will be shown with “(Email)” at the end of the name to indicate that a trigger email is associated with the reason. The Disposition Email Notification is listed below. A list of each of the disposition reasons with the email notification trigger is also listed as well as the corresponding custom email message.

Disposition Email Notification

Dear Applicant,

Thank you for your interest in employment with Oklahoma State University and the position of JOB.TITLE.

EMAIL.CUSTOM.MESSAGE *(See custom messages below for each disposition reason)*

Respectfully,

Hiring Manager

Custom Email Messages

App Screened: Does not meet Edu/Cert Req (Email)

Application has been screened and does not meet the Education or Certification requirements for the position.

“We have completed the initial screening of applicants and have determined that you do not meet the minimum qualifications for the position. Therefore, we regret that we are not able to extend further consideration to your application.”

We encourage you to consider other open positions within the organization, for which you qualify, in the future.

We wish you the very best as you pursue your career goals.”

App Screened: Does not meet Experience Req (Email)

Application has been screened but does not meet the Experience requirement for the position.

"We have completed the initial screening of applicants and have determined that you do not meet the minimum qualifications for the position. Therefore, we regret that we are not able to extend further consideration to your application.

We encourage you to consider other open positions within the organization, for which you qualify, in the future.

We wish you the very best as you pursue your career goals."

App Screened: More Edu/Cert selected (Email)

Application has been screened and not selected for interview. More qualified candidates with regards to Education/Certification have been selected for interview.

"We regret that we are not able to extend further consideration to your application.

The selection committee appreciates the time you invested in your application. We encourage you to consider other open positions within the organization, for which you qualify, in the future.

We wish you the very best as you pursue your career goals."

App Screened: More Exper. selected (Email)

Application has been screened and not selected for interview. More qualified candidates with regards to Experience have been selected for interview.

"We regret that we are not able to extend further consideration to your application.

The selection committee appreciates the time you invested in your application. We encourage you to consider other open positions within the organization, for which you qualify, in the future.

We wish you the very best as you pursue your career goals."

Dept closing position/will re-open (Email)

Department has requested to close the requisition and will re-open in the future.

"In a recent review of job openings, the decision was made to close the opening and recruit again in the near future. This is in no way any reflection on the applications we received and we hope you will consider applying for other openings at OSU.

Please continue to check for job opportunities with Oklahoma State University at jobs.okstate.edu."

Dept not filling position (Email)

Department has requested to close the requisition. No intention of re-opening the position at this time.

"At this time, the recruitment for the position is being closed. Please continue to check for job opportunities with Oklahoma State University at jobs.okstate.edu."

Failed Pre-screening

Applicant is disqualified based on pre-screening questions answered during the application process. System determines the applicant does not meet minimum qualifications.

“Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you. We encourage you to apply for posted positions within the organization, for which you qualify, in the future.”

Interviewed: More Qual cand selected/Exper (Email)

The applicant has been interviewed but not selected for hire. More qualified candidate with regard to Experience has been selected.

“A number of qualified persons have applied and have been interviewed, and we have made our final selection. While we selected another individual for this position, we appreciated the opportunity to meet with you and discuss your qualifications.

We encourage you to consider other open positions at OSU and hope you will apply for future openings.

Again, thank you for your interest in OSU. We wish you success in meeting your career goals.”

Interviewed: More Qual cand selected/EduCert (Email)

The applicant has been interviewed but not selected for hire. More qualified candidate with regard to Education or Certification has been selected.

“A number of qualified persons have applied and have been interviewed, and we have made our final selection. While we selected another individual for this position, we appreciated the opportunity to meet with you and discuss your qualifications.

We encourage you to consider other open positions at OSU and hope you will apply for future openings.

Again, thank you for your interest in OSU. We wish you success in meeting your career goals.”

Finalist: Not Selected (Email)

The candidate is a finalist not selected for hire.

“It was a pleasure meeting with you to discuss possible employment with our organization. Your interest is very much appreciated. Although we were impressed with your skills and experience, we regret to inform you that the decision has been made to select another candidate that more closely matches our needs for the position.

We encourage you to consider other open positions at OSU and hope you will apply for future openings.”