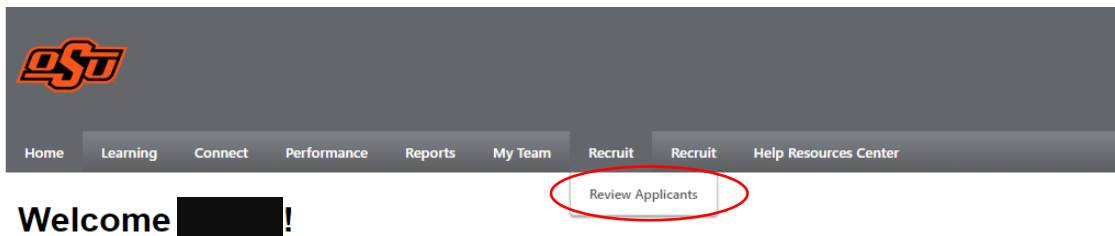


Getting started with the Cornerstone Applicant Tracking System

Tips:

The website uses your OKEY login and works best from Google Chrome or Mozilla Firefox.
Do not use Internet Explorer.

1. From the web browser, type talent.okstate.edu into the address bar (do not save the address to your favorites, as it may not load right the next time).
2. Use your OKEY to login.
3. On the tool bar across the top (in grey), hover your mouse over the Recruit tab. Select "Review Applicants" as circled in the illustration below.
 - a. You will not have the "Recruit/Review Applicants" feature unless you have received one application in the job. You may need to continue checking back.



Oklahoma State University recognizes that people are our most important resources for sustaining excellence in service, stewardship, teamwork for recruiting, retaining, and developing this critical resource so Oklahoma State University will continue to be **America's Brightest Orange**.

4. Once you click on "Review Applicants" you will see the jobs open for you and the applicant pool for each job (you will only see your jobs).

Accessing Applicant Pools:

1. Once you locate the listing, click on the number in the Applicants column. The number corresponds with the number of applicants currently in the pool circled below.

Review Applicants

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
●	Network Engineer (req8452)	Tulsa OK	Bobbie Mathews Helen Bailey	9/4/2020			15	15

(1 Result)

2. Once you have clicked on the number, your list of applicants will be shown as you see below.

Network Engineer (req8452)

Job Details

Applicant Name

Show All Clear All Include Hired / Closed

In Review 15 Reviewed 0 Interview 0 Background Chec... 0 Inactive 1 Hired 0

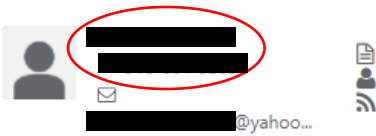
Refine your search Search

1 Actions Show 20 Ed

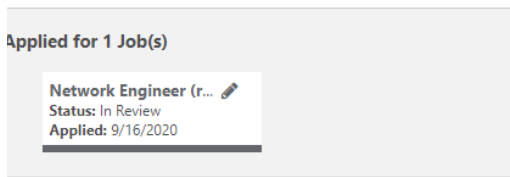
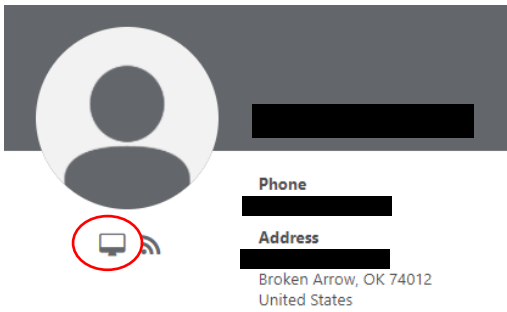
Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags	Type	Source
<input type="checkbox"/> [Profile Icon]	Broken Arrow Oklahoma United States	English (US)			External	Main
<input type="checkbox"/> [Profile Icon]	Broken Arrow Oklahoma United States	English (US)			External	Main

View Applicant Profile:

1. Once you have located your applicant pool, you need can click on the applicants name to open the applicant profile.



The applicant profile will open as seen below. The best way to view the applicant is to click on the Snapshot as circled in the picture below.



2. The Snapshot shows the applicant's profile with an overview of the experience, work, history, skills, and education (if the applicant completed this portion).

Applicant Snapshot

Resume/CV
Documents
Custom Fields

Title	Requisition	Upload User	Upload Date	Options
[Redacted]	Network Engineer (req8452)	[Redacted]	9/16/2020	[Icon]

Prior Experience

Employer Name & Position Title	Dates of Employment (mm/yy-mm/yy)	Supervisor Name and Contact Information	Work Experience	Reason for Leaving
Helmerich and Payne- Network Admin	11/2017-09/2020	Jason Miller 9139827835	Cisco Switching and Routing Palo Alto Cradlepoint	Still employed

Education

Name of School	Degree	Major/Course of Study	Degree Received	Hours/Years Completed
OKLAHOMA STATE UNIVERSITY	N/A	COMPUTER SCIENCE	N/A	N/A
TULSA COMMUNITY COLLEGE	N/A	COMPUTER SCIENCE	N/A	N/A

Skills/Certifications/Licenses

Skills/Certifications/Licenses	Date Received	Details	Expiration Date

Back

3. You can also view the resume, cover letter, and references by clicking on the Documents tab, and then on the document you want to view.

Applicant Snapshot

Resume/CV **Documents** Custom Fields

Title	Requisition	Upload User	Upload Date	Options
[REDACTED]	Network Engineer (req8452)	[REDACTED] ([REDACTED]@okstate.edu)	9/16/2020	

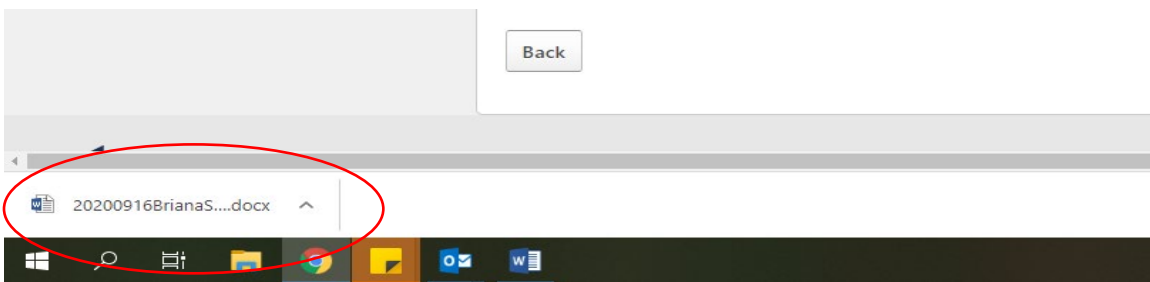
Prior Experience

Applicant Snapshot

Resume/CV Documents Custom Fields

Title	Requisition	Type	Upload User	Upload Date	Options
Flattened Application	Network Engineer (req8452)	Application	Cornerstone Admin [cesadmin]	9/16/2020	
Briana Simmons Resume	Network Engineer (req8452)	Resume/CV	[REDACTED]	9/16/2020	

4. After you click on the document that you want to view, it will appear at the bottom of your page on your tool bar when it is ready to view.



For more information, please contact your Human Resources Consultant or Tulsa.hr@okstate.edu (918-594-8221).