

# Quick sheet

Topic: Searching Applicants

CORNERSTONE TRAINING

FROM THE OFFICE OF HR



## Overview of Interview styles

Multiple styles can be incorporated into the interview format to obtain the best results based on the position. Some common styles include:

Direct Questioning, which is used when a direct answer is wanted such as dates of employment, reason for leaving, explanation of employment gaps, or to verify information.

Behavior Interviewing is based on the philosophy that past behavior is a good indicator of future behavior. Behavior interview questions rely on the applicant giving an actual situation from the past related to the question and then providing the task they were responsible for completing, the actions taken and the result.

Situational Interviewing offers the opportunity to observe a certain aspect of the job. An applicant might be given a tour of the workplace to see the work area or duty and then asked to evaluate that in terms of interest or ability to perform those duties or work in an area. NSU does not want an applicant to perform actual job duties during the interview.

Stress Interviewing is an approach that is used to test an applicant's ability to handle workday stressful conditions. It is designed to put stress in a context similar to work. This style asks a question that is unexpected and requires one to remain calm, listen and process the question for an appropriate response. The interviewer needs to realize that the nature of an interview is a stressful situation and this style should only be a small part of an interview when applicable to the job. The Office of Human Resources will guide hiring management in this area.

Non Job-Related Questions should be avoided. Avoid asking applicants about personal characteristics that are protected by law, such as race, color, religion, sex, national origin or age, applicant's pregnancy or plans to start a family or if they have a disability.

## Cornerstone

The Hiring Manager and all members of the screening team, as assigned, have access to applications through the Hiring Dashboard under Requisitions:

A screenshot of the Cornerstone HR system's Requisitions dashboard. The header shows '2 REQUISITIONS', '5 Selected', and '5 Rows'. A green button labeled 'New Requisition Request' is visible. The main content area displays a table with one row for 'N99601 Administrative Secretary'. The table has columns for 'In Review' (2), 'Interview' (0), 'Background Check' (0), 'Other Statuses' (0), 'Offer Letter' (0), and 'Active Applicants' (2). The 'Active Applicants' cell is circled in red.

REQUISITIONS	In Review	Interview	Background Check	Other Statuses	Offer Letter	Active Applicants
<b>N99601 Administrative Secretary</b> Openings: 1 of 1 unfilled ID: req40 Hiring Manager: Charles Chair Location: Tahlequah Status: Open	2	0	0	0	0	2

When “Active Applicants - #” is selected, the applicant list displays:

Name	Status	Status Change Date	Rating	Exam Assignment	Submission Date	Interview	Applicant Preferred Language
Shirley Johnson	In Review	1/16/2019 11:00 AM	3 Ratings		1/16/2019 11:00 AM	N/A	English (US)
Michael Chambers	Background Check	1/16/2019 11:00 AM	2 Ratings		1/16/2019 11:00 AM	N/A	English (US)
Ann Alagon	In Review	1/16/2019 11:00 AM	2 Ratings		1/16/2019 11:00 AM	N/A	English (US)
Michael Johnson	Offer Letter	1/16/2019 11:00 AM	2 Ratings		1/16/2019 11:00 AM	N/A	English (US)
Michael Johnson	Reference Check	1/16/2019 11:00 AM	2 Ratings		1/16/2019 11:00 AM	N/A	English (US)

The list includes a display of all statuses at the top, with the number of applicants in each status noted. Each applicant is listed below, and arrives in the pool under the initial status of “In Review.” In the example above, one applicant is in “In Review” status, one is in Interview status, etc.

As screening continues, it is vital that each status change in the process is recorded by editing the status field within the applicant file. While all members of the screening committee have access to the status changing function, **the Hiring Manager ONLY is responsible for tracking the search process, using the status function in the system. The system maintains a complete record of all status changes made, including User name, date and time of entry.**

**\*\*\* DO NOT ASSIGN CLOSE STATUS** unless you are certain that you will not consider this applicant! When you move applicants into this status, you assign a disposition reason from a drop-down list, and the applicant receives an email, advising them that they are no longer under consideration for this position (the reason is not noted in the email).

## How to Change Statuses

1 Actions Statuses can also be edited from the applicant list by checking the box to the left of the applicant name, going to actions at the top of the list, and selecting Change Status from the drop down, and proceeding as above.

Committee members can rate each applicant, using the rating scale of 1 to 5 stars. The system will automatically average all submitted ratings. In the example above, 3 ratings have been submitted: 3\*, 1\* and 4\*, averaging to ~2 ½ \* (the average displays as each rating is entered). To view the individual ratings, click on (# Ratings) next to the stars. (Individual ratings can be altered as needed to reflect re-evaluation of a candidate based upon further review, i.e. phone screening or in person interview.). The system retains a history of all ratings:

**Applicant Summary**

Current Status: Phone Screening

Resume/CV: [Icon]

Application: [Icon]

Source: Northeastern State University Career Page

Application Received: 9/14/2019

Communication: Send Email From Template Send Customizable Email

**Rating: ★★☆☆☆ (3 Ratings)**

Application Flags: No Flags

Matching Criteria: 0% 0 of 0

Add to Requisition

**\*\*\*Please refer to the user guide for a more in depth knowledge base of how to use Cornerstone as a Hiring Manager\*\*\***