

Quick sheet

Topic: Offer and Background

CORNERSTONE TRAINING

FROM THE OFFICE OF HR



Initiating the Offer Letter and Finalizing the Search

When the search committee has made a decision to hire, appropriate internal/departmental approvals may be obtained as needed. Once this is complete, the Hiring Manager moves the appropriate applicant to Background check status in the system, and Human Resources initiates the Offer Letter process and approvals by corresponding with the applicant/candidate.

The Hiring Manager can view the status of the Offer Letter creation, approval(s) and acceptance by going to the applicant file > Statuses tab > Offer Letter. By selecting the Offer document icon, they can review the actual letter:

The screenshot shows a software interface with a navigation menu on the left containing 'Interview', 'Reference Check', and 'Offer Letter'. The 'Offer Letter' section is expanded, showing a table with columns: Version, Offer, Approval, Send to Candidate, Candidate Response, and Final. A red box highlights the 'View Offer Letter' button in the 'Offer' column of the first row (Version 2). A red line also points from this button to the 'View Offer Letter' text in the expanded menu.

Version	Offer	Approval	Send to Candidate	Candidate Response	In Progress	Final
2		Approved 2/26/2020 View Details	Sent 2/26/2020 View Details	Accepted 2/26/2020 View Details		
1		Submit For Approval View/Edit Approval				

When the Background check has been successfully completed and the Offer Letter accepted, the Hiring Manager will receive an email advising them to finalize the search in Cornerstone. At this point, the Hiring Manager must disposition all remaining candidates by moving them to Closed status and indicating the specific disposition reason for each applicant from the drop-down list in the system. Where appropriate, the department will contact the new employee regarding official transcripts.

Contact the Office of HR to learn more about the employee's onboarding process.

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