



August 2022 Newsletter

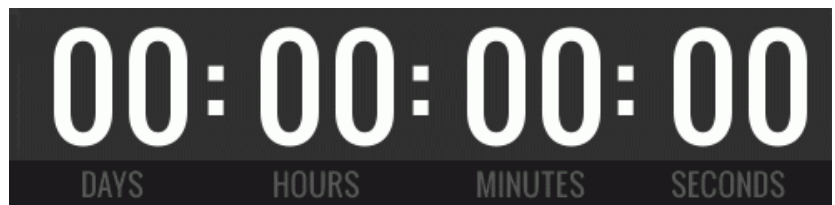
*Please remember to send ALL emails for Transactions,  
Extensions, Waivers, Visiting Extension Request, Search Committee  
Questions to the OAE Email [OAE\\_EEO@UIC.EDU](mailto:OAE_EEO@UIC.EDU)*

## Cornerstone Updates

Please be sure to review the [Cornerstone Transaction Instructions](#)

### The countdown begins!

Both JDXpert and Cornerstone are up and running in this phase. Any searches that were previously started in HireTouch should be closing down. It is extremely important that you are closing any searches that are still in progress in HireTouch. **HireTouch will be shut down permanently on Friday, September 2<sup>nd</sup>** and all job searches must be completely finished prior to the shutdown.



### Academic Search Coordinator's

- ◆ Please send all OAE communication to your staff-  
Because Cornerstone no longer needs the ASC's approval, the communication from OAE will be imperative to your team members.

## MoST CoMmOn Errors

What are the most common errors for transactions in Cornerstone?

1. Applicant Interviewer section incomplete
2. Missing external ad preview along with the recruitment plan with external advertising sources
3. Position close dates on the External and Internal Tabs and the Submit and Manage page
4. All The Above



# OAE Cornerstone Tips

## [Requisition Completion Instructions](#)

### OAE Approval

- Route positions to “OAE Approval”- ALL Academic Professional and Faculty positions 50%>
- Please do not list Dorcas or Keana

### *Applicant Interviewer*

- This section must be completed for OAE approval
- Academic Hiring Manual policy- Minimum 3 members; include members with diverse demographic backgrounds and perspectives
  - 3>1 member must be diverse
  - 5> 3 members must be diverse
  - 7>3 members must be diverse
- Faculty positions-

ALL members of the committee must complete [Search Committee training](#) before the position notice is submitted to OAE for approval. **The position will be denied if members are not in compliance with the policy.**

### *Attachments (section underneath interviewers)*

External Job ad preview with closing date/ fullest consideration date and required statements

The recruitment plan should include websites for advertisement and note the diversity of the search committee efforts [Recruitment-Plan-Checklist](#)

### *Posting Dates*

- Positions should be posted a minimum of 2 weeks or 90 days max
- Close dates should be listed in the job posting/preview on the external and internal tabs for the exact close date. **The department must type this information in manually**
- On the “submit and manage postings” page the dates should be extended for 1 day
  - For example: If the closing date is September 1, 2022, the job board dates should reflect September 2, 2022 (please review the instructions for the submit and manage posting page) follow link above. Please remember your positions should close on a business day.

### *Resubmitting Positions*

- If your position was approved by OAE and the department is requesting changes
- Please send an email to [OAE](#) with the requested changes. Once reviewed and approved, the department will be notified to make the changes.
- If your position was denied by OAE
- Change the Cornerstone requisition back to Draft and make the necessary changes
  - At the bottom of the requisition, click the Requisition Status drop-down and select the “Draft” option then click the Save button. This will send you back to the Create & Manage Requisition page but the req will now be back in Draft mode. You then should be able to click on the Job title again and make your edits and resubmit for approval.
- Remove the original approver and reroute the requisition back to OAE
- Forward OAE the denial email confirming that all changes were completed