

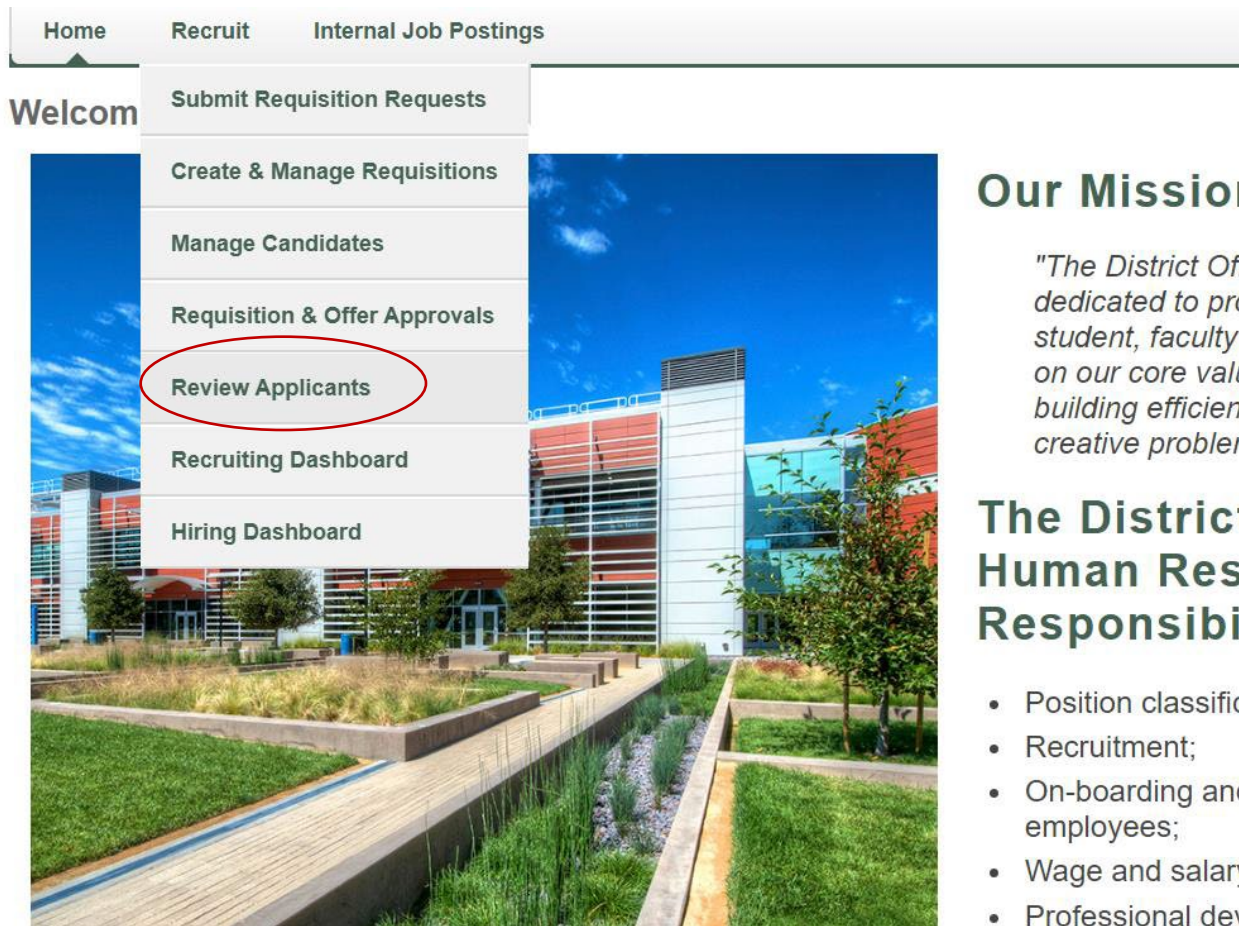
If you are a TEA, PTF, student, consultant, or community member, please log in using this link: <https://fhda.csod.com/>)

If you are a permanent employee, please log in through MyPortal > Apps > Staff > Cornerstone

If you need an account set up or need assistance with technical difficulties, please email Keisha Sentosa at sentosakeisha@fhda.edu

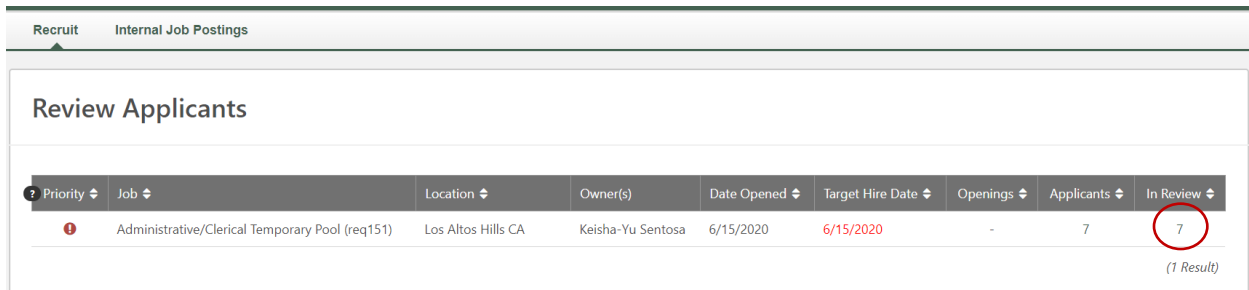
Hiring Committee Instructions:

1. Hover over Recruit – Review Applicants



The screenshot shows a navigation menu with the following items: Home, Recruit, and Internal Job Postings. A dropdown menu is open under 'Recruit', listing: Submit Requisition Requests, Create & Manage Requisitions, Manage Candidates, Requisition & Offer Approvals, Review Applicants (circled in red), Recruiting Dashboard, and Hiring Dashboard. To the right, there is a banner for 'Our Mission' with a quote: "The District Of... dedicated to pro... student, faculty... on our core val... building efficien... creative proble...". Below this is another banner for 'The District Human Res Responsibility' with a list of bullet points: Position classific, Recruitment;, On-boarding and employees;, Wage and salary, and Professional dev.

2. Click the number under In Review:

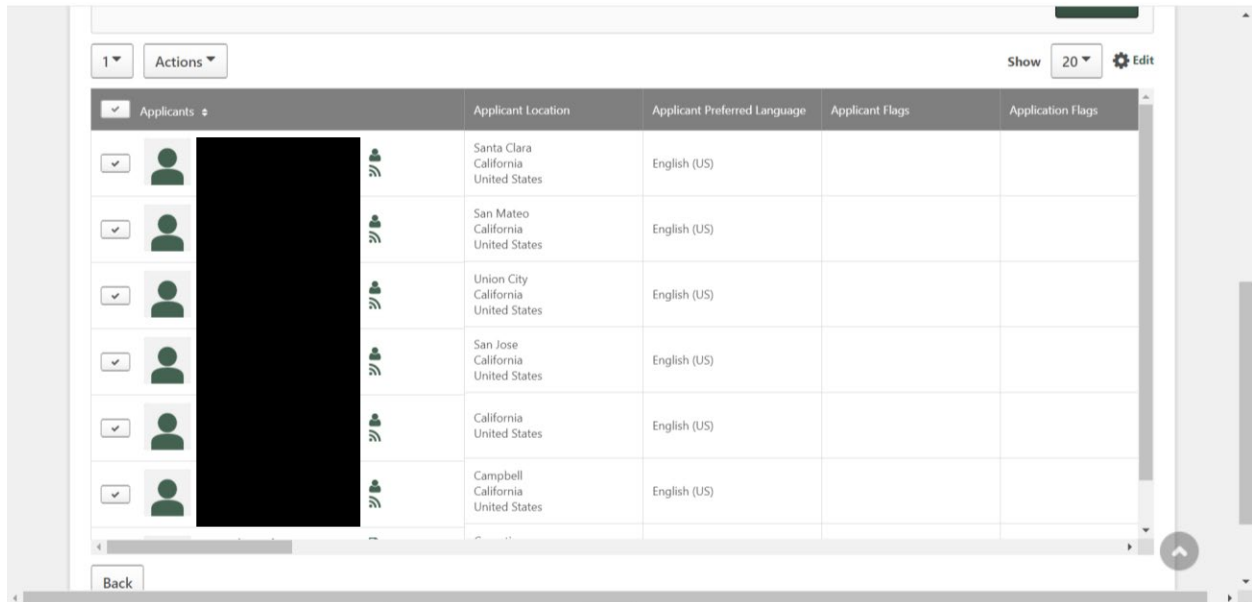


The screenshot shows a table titled 'Review Applicants' with the following columns: Priority, Job, Location, Owner(s), Date Opened, Target Hire Date, Openings, Applicants, and In Review. The first row contains the following data: Priority (1), Job (Administrative/Clerical Temporary Pool (req151)), Location (Los Altos Hills CA), Owner(s) (Keisha-Yu Sentosa), Date Opened (6/15/2020), Target Hire Date (6/15/2020), Openings (-), Applicants (7), and In Review (7, circled in red). Below the table, it says '(1 Result)'.

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
1	Administrative/Clerical Temporary Pool (req151)	Los Altos Hills CA	Keisha-Yu Sentosa	6/15/2020	6/15/2020	-	7	7

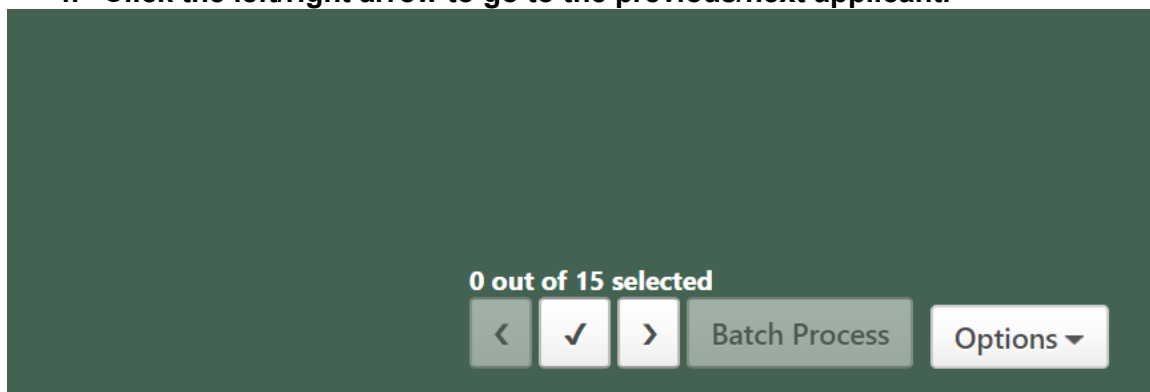
(1 Result)

- It will bring you to the list of applicants. You can click on "Applicants" to sort by the first name. Then, click on the person's name to get to that person's application page.



Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags
<input type="checkbox"/>	Santa Clara California United States	English (US)		
<input type="checkbox"/>	San Mateo California United States	English (US)		
<input type="checkbox"/>	Union City California United States	English (US)		
<input type="checkbox"/>	San Jose California United States	English (US)		
<input type="checkbox"/>	California United States	English (US)		
<input type="checkbox"/>	Campbell California United States	English (US)		

- Click the left/right arrow to go to the previous/next applicant.



0 out of 15 selected

< ✓ > Batch Process Options

Position

Executive Coordinator, Administrative Assistant I, II and III

Applicant (User) Flags

No Flags

Organization

Roman Catholic Diocese of San Jose

Type

External

Language Preference






English (US)

To review an application:

Go to the **Summary** tab and click on the green-sheet icon to download the entire applicant's file to your computer. **(Be sure to delete all applicant's information and files downloaded when the review process is completed)**

Summary Statures Application Documents History Email

Applicant Summary

Current Status	Available
Resume/CV	
Application	
Source	Added Manually 
Application Received	9/3/2020
Communication	<input checked="" type="checkbox"/> Send Email From Template <input checked="" type="checkbox"/> Send Customizable Email
Application Flags	 No Flags
Matching Criteria	<div data-bbox="516 800 737 827"><div style="width: 0%;"></div></div> 0% 
Add to Requisition	Select Requisition

Resume ▼