

Home Screen: This is what appears after you login
(Login at: <https://fhda.csod.com/sam/default.aspx>)

The screenshot shows the home screen of the Foothill-De Anza Community College District HR system. The header includes the college logo and a search bar. The navigation menu has 'Home', 'Recruit', and 'Internal Job Postings'. A yellow banner at the top right contains a message: 'On Friday, Submit Requisition Requests 30 PM PDT, your portal will be briefly unavailable due to a software update.' Below the banner, the 'Recruit' menu item is expanded, showing 'Submit Requisition Requests' and 'Interview Events & Sessions'. A red arrow points to the 'Submit Requisition Requests' option. The main content area features a large image of a modern building, a mission statement, and a list of responsibilities. On the right, there are two boxes: 'Your Action Items' (No Pending Actions) and 'Your Inbox' (View Transcript).


To submit a new staffing request in Cornerstone:

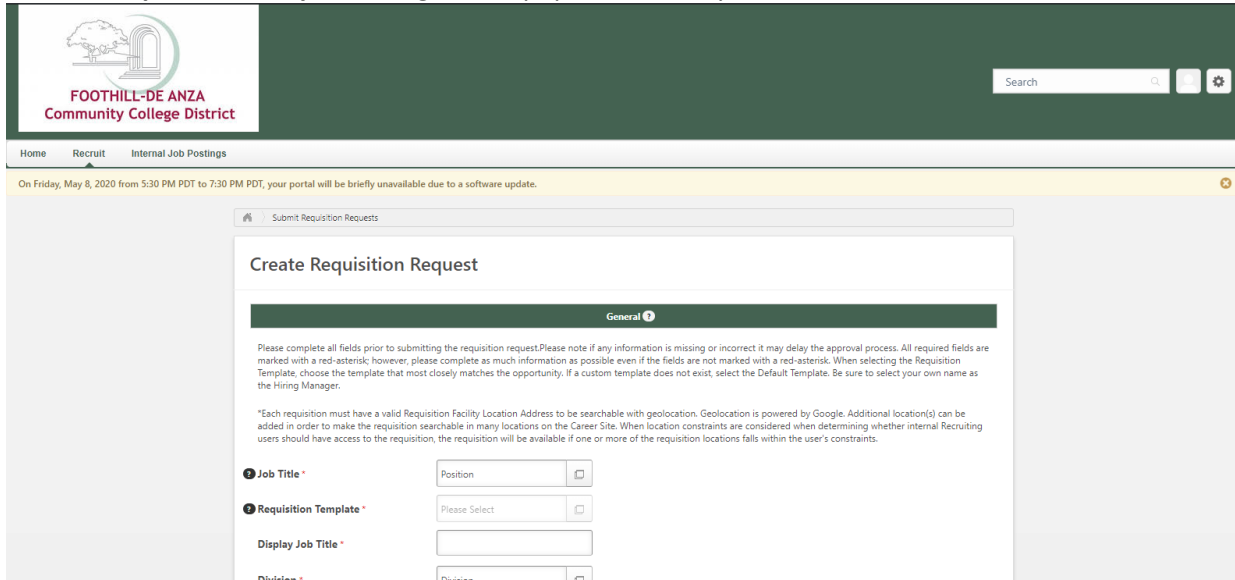
- Hover over **Recruit**.
- Click **Submit Requisition Request** from the drop-down.
- On the Requisition Requests screen click **+ Create New Request**.

The screenshot shows the 'Requisition Requests' screen in the HR system. The header is the same as the previous screenshot. The main content area has a 'Requisition Requests' title and a '+ Create New Request' button, which is highlighted with a red arrow. Below the button is a search form with a 'Job Title' input field, an 'All Statuses' dropdown menu, and a 'Search' button. Below the search form is a table with columns: 'Job Title', 'Request Reviewers', 'Submitted', 'Status', 'Requisition ID', and 'Options'. The table currently shows 'No submitted requests.' and '(0 Results)'. The footer includes the 'Cornerstone' logo and copyright information: 'Powered by Cornerstone OnDemand, Inc. ©2000-2020 All Rights Reserved. Terms - Privacy - Cookies - Feedback'.

The following will appear and you will need to complete all the fields marked with a red asterisk * and as much information as accurately as possible.

(Incorrect information, once submitted, will require the approval process to RESTART to correct the data).

- **Job Title** – Click on the  icon to pull up the menu. Type in the Title or ID (position number) to search for the corresponding vacant position. Be sure to select the position and the corresponding position ID (position number) that is truly vacant. If the position is **NEW** please select the position and the position ID that looks like “NEW-XXXXXX”.
- **Requisition Template** will get auto populated after you selected a Job Title.



FOOTHILL-DE ANZA Community College District

Home Recruit Internal Job Postings

On Friday, May 8, 2020 from 5:30 PM PDT to 7:30 PM PDT, your portal will be briefly unavailable due to a software update.


Submit Requisition Requests


Create Requisition Request

General


Please complete all fields prior to submitting the requisition request. Please note if any information is missing or incorrect it may delay the approval process. All required fields are marked with a red asterisk; however, please complete as much information as possible even if the fields are not marked with a red asterisk. When selecting the Requisition Template, choose the template that most closely matches the opportunity. If a custom template does not exist, select the Default Template. Be sure to select your own name as the Hiring Manager.

*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

Job Title * 

Requisition Template * 

Display Job Title *

Division * 

Search Position

Title **ID**

Title	ID	Parent
Dir, Financial Aid & Scholarsh	210024	Foothill-De Anza Community College District
Director, Financial Aid	110010	Foothill-De Anza Community College District
Financial Aid Assistant	130026	Foothill-De Anza Community College District
Financial Aid Assistant	230113	Foothill-De Anza Community College District
Financial Aid Assistant	130161	Foothill-De Anza Community College District
Financial Aid Assistant	230210	Foothill-De Anza Community College District
Financial Aid Assistant	230372	Foothill-De Anza Community College District
Financial Aid Assistant	DA0142	Foothill-De Anza Community College District
Financial Aid Assistant	FH0135	Foothill-De Anza Community College District
Financial Aid Assistant	232218	Foothill-De Anza Community College District

(20 Results)

- Enter the FOAP(s) to be used and the percentage assigned to each FOAP:

→	Fund 1 *	<input type="text"/>
	Organization 1 *	<input type="text"/>
	Account 1 *	<input type="text"/>
	Program 1 *	<input type="text"/>
→	%1 (percentage assigned to FOAP 1) *	<input type="text"/>
	Index 1 (if known)	<input type="text"/>
	Fund 2	<input type="text"/>
	Organization 2	<input type="text"/>
	Account 2	<input type="text"/>
	Program 2	<input type="text"/>
	%2 (percentage assigned to FOAP 2)	<input type="text"/>

- **Job Summary** is what you wish to include in addition to the existing job classification for this recruitment only. For TEA positions, this is where you can describe, for example, the duties and/or project the employee is expected to work on.
- If entering any **Comments**, make sure you insert your initials and the date at the end of your comment.
- **Approval Queue** – you need to enter the names of approving individuals in the text box as stated on the approval queue document, in the exact order that they are expected to approve:
 - **Permanent positions approver queue** – <http://hr.fhda.edu/downloads/Cornerstone%20Requisition%20Approval%20Queue%20-%20071320.pdf>
 - **TEA positions approver queue** – <http://hr.fhda.edu/downloads/TEA%20Cornerstone%20Requisition%20Approval%20Queue%20-%2006082020.pdf>

Job Summary	<input type="text"/>
Comments (additional information you would like to add about this position/requisition)	<input type="text"/>
→ Approval Queue (enter the names of approving individuals according to the approval queue document) *	<input type="text"/>

- The **Owner(s)** should be added according to the Owner queue document:
 - Permanent positions owner queue** – <http://hr.fhda.edu/downloads/Cornerstone%20Requisition%20Owners.pdf>
 - TEA positions owner queue** – <http://hr.fhda.edu/downloads/TEA%20Cornerstone%20Requisition%20Owners%20-%2006172020.pdf>

- The **Applicant Reviewer(s)** are the committee members. You only need to add them if you know who they are. If you don't know who they are at the moment you may leave it blank.

Requisition Owner(s) ?

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approval workflow is based on the Primary Owner. If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

Owner(s) *

+ Add Owner(s)

Applicant Reviewer(s) ?

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic role for emails and approvals.

Hiring Manager *

Openings *

On Going

Cancel

Submit Request

Verify all the information are correct then click **Submit Request**.