



Recruiting Release Notes November 2022

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Recruiting

Candidate API – Support Jobs Posted Only in Internal Career Site

Prior to this enhancement, jobs must be posted in at least one external career site to be available in Candidate API (CAPI).

With this release, candidates can apply for positions through CAPI that are only on internal career sites (ICS).

API Resources

See the following resources in the Cornerstone Success Center (CSC) for more information about APIs and the API Explorer:

- [Introduction to APIs](#)
- [API Explorer Overview](#)

Additional documentation is available in the API Explorer. *See [Edge - API Explorer](#).*

Considerations

Organizational Units (OUs) availability must match the candidate's OU.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Edge Integrations - Manage	Grants access to the Integrations service for Edge Integrate where the administrator can configure, enable, and disable their third-party integrations that are used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission.	Edge
Edge Marketplace - Manage	Grants access to the Marketplace service for Edge Integrate where the administrator can browse and purchase integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission.	Edge

Email on Manage Candidates – Support Rich Text Editor

Prior to this release, recruiters were only able to send email in plain text format.

With this release, a Rich Text Editor tool is provided when composing email to candidates. The rich-text editor provides additional formatting and alignment options, such as font size, bold and italicized text, bullets and numbering, and where text is aligned on the page. A **PREVIEW** button is also provided to review the content of the email before sending it.

Users can view emails created using the Rich Text Editor under Candidate Messages on the Manage Candidates page

Starter Guide

Select this link to download the Manage Candidates Starter Guide.

Implementation

- This functionality is automatically enabled for all organizations with Email from Managed Candidates enabled.
- Administrators must activate the Email on Manage Candidates feature to use this functionality. Go to ADMIN > TOOLS > RECRUIT > FEATURE ACTIVATION PREFERENCES to activate this setting.

Permissions

The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Applicants: Comments - Manage	<p>Grants ability to view and manage comments for applicants.</p> <p>This permission also defines whether comments posted when an interviewer submits an interview recommendation are posted to the Comments section on the Applicant Profile tab. Note: <i>Interview recommendation comments for interviewers who have this permission display on the Applicant Profile tab. For interviewers who do not have this permission, the comments do not display on the Applicant Profile tab.</i></p>	Recruiting

Applicants: Comments - View	Grants ability to view comments for applicants.	Recruiting
Applicants: Add/Move to Requisition	Grants ability to add or move applicants to requisitions the applicant did not apply for. This permission can be constrained by OU, User's OU, and Grade.	Recruiting
Applicants: Status Change	Grants ability to change applicant status for any applicant to whom the user already has access. This permission cannot be constrained.	Recruiting
Requisition: Manage	Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade.	Recruiting
Requisition: Owner	<p>Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained.</p> <p>Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of the Requisition: Owner permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition.</p>	Recruiting

Job Alerts on Mobile-Friendly Career Sites

Prior to this enhancement, candidates on mobile sites were unable to set job alerts for relevant jobs.

Note: At this time, customers on SL4 environment cannot receive emails sent from Job Alerts on Mobile-Friendly Career Site.

Administrators

With this enhancement, administrators can enable job alerts to allow candidates to create job alerts on a mobile-friendly site job search page. Administrators must enable Job Alerts for each mobile-friendly career site that requires it.

Administrators can enable job alerts in the following location: ADMIN > TOOLS > RECRUIT > CAREER SITE > MOBILE-FRIENDLY CAREER SITES - SETTINGS.

Candidates

Candidates can now go to their Career Site Home page to create job alerts that send an email when relevant jobs are posted to mobile-friendly career sites.

When creating job alerts, candidates can defining the frequency of the alert and the search criteria for the alert according to the search query and filters available on the career site.

When jobs are posted that match the job alert request, an email is sent to the candidate that contains the a **View job** link and a **See all jobs** link if there are more than 10 matching jobs.

The email contains an **Unsubscribe** link that accesses the candidate's My Profile page to delete the job alert.

Considerations

- Job alerts are sent at 8:00 am GMT.
- Customers on SLane4 environment cannot receive emails sent from Job Alerts on Mobile-Friendly Career Site

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.

Permissions

The following existing permissions apply to this functionality:

PERMISSION	PERMISSION DESCRIPTION	CATEGORY
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NAME		
Career Site - Manage	Grants ability to access and manage Career Site Management. This permission can be constrained by OU and User's OU. This is an administrator permission.	Recruiting Administration

Manage Candidates – Configure and Send Email Templates

With this enhancement, administrators can now create and activate email templates that recruiters can select and send from the Managed Candidates page.

Administrators

To configure email templates, administrators can go to **ADMIN > RECRUIT > EMAIL TEMPLATES**.

- Administrators can create, edit, activate, and inactivate templates. Only active templates appear on the Manage Candidates page.
- Only templates created by selecting the Candidate Email category display on the Manage Candidates page.
- Templates must be created in a default language first, followed by other languages, if necessary.

Recruiters

To access email templates, Recruiters can go to the Manage Candidates page.

- Recruiters can select active, configured templates from the Choose a Template drop-down.
- Selecting a template automatically populates the associated Subject and Message information. These fields are editable, if necessary.
- By default, language is selected based on the logged-in user's language. To see the template in a different language, select an option from the Language drop-down.
- Tags can be used in email templates. The tags are replaced with relevant data when the email is sent.

Considerations

Activating or inactivating a template applies to the template for all languages. It is not possible to mark a specific language in a template as active or inactive.

Implementation

This functionality is automatically enabled for all organizations who have the Email from Manage Candidates functionality enabled.

Permissions

The following new permission applies to this functionality:

PERMISSION	PERMISSION DESCRIPTION	CATEGORY
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NAME		
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Recruiting Configure Email Templates- Manage	Grants ability to configure email communication templates. This permission cannot be constrained. This is an administrator permission.	Recruiting
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The following existing permissions apply to this functionality:

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
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Requisition: Manage	Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade.	Recruiting
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Requisition: Owner	<p>Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained.</p> <p>Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of the Requisition: Owner permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition.</p>	Recruiting
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New Tags for Onboarding Email Templates

In this release, the following new email tags are added to the Onboarding Form Assigned and Completed Email templates:

TAG NAME	TAG DESCRIPTION
ONBOARDING.USER.EMAIL	Onboarding user's email address
ONBOARDING.USER.FIRST.NAME	Onboarding user's first name
ONBOARDING.USER.FUTURE.DIVISION	Pending new Division OU for onboarding user
ONBOARDING.USER.FUTURE.LOCATION	Pending new Location OU for onboarding user
ONBOARDING.USER.FUTURE.POSITION	Pending new Position organizational unit (OU) for onboarding user
ONBOARDING.USER.LAST.NAME	Onboarding user's last name
ONBOARDING.USER.HIRE.DATE	Onboarding user's hire date
ONBOARDING.USER.PHONE	Onboarding user's phone
ONBOARDING.USER.USERNAME	Onboarding user's user name

Implementation

This functionality is automatically enabled for all organizations who have the Email from Manage Candidates functionality enabled.

Referoo Integration

Referoo has integrated with Cornerstone to allow Cornerstone users to select candidates and request they complete the Referoo reference check process. Clients can create unlimited packages within the Referoo Application and access them within Cornerstone. Status updates are displayed in Cornerstone and final results and report URL returned to Cornerstone.

Implementation

The integration is available to self-enable as of 23 September 2022 via **Edge Marketplace** for all organizations using Recruiting and also have an account with the integration vendor.

Additional instructions for enabling and configuring the integration are available in Edge. *See [Edge Integration - Configure](#).*

Permissions

The following existing permissions apply to this functionality:

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Edge Marketplace - Manage	Grants access to the Marketplace service for Edge Integrate where the administrator can browse and purchase integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission.	Edge

Reset Password Workflow Enhancement – Eligible for Rehire

Prior to this enhancement, if inactive and eligible for rehire candidates wanted to use their old system credentials to log in to the system to apply for a position with a previous employer, they had to answer security questions for which they may no longer have answers.

With this enhancement, instead of answering security questions, inactive and eligible for rehire candidates who want to log in to the system, receive an email with a link to reset their password.

Considerations

The reset password email is sent to the user's registered email ID.

Implementation

This functionality is automatically enabled for all organizations using the Recruiting module.