

The Student Hiring Process **(Please note the rehiring process is different)**

*Student applies – supervisor reviews application – supervisor interviews applicant – supervisor changes student status to recommended for hire – supervisor completes and submits PAF – supervisor completes New Student Work Authorization Form (WAF) if student has not worked for Belmont or has previously worked in Dining/Event Services – after completing the WAF the supervisor has the student to complete the I-9, W-4, and Direct Deposit Form – If student has worked for Belmont previously and it was not in Dining/Event Services, they can begin working immediately (**supervisors will not get an email on these students**)* – Walinda enters in new PAF information and sets up student's time sheet for the job listed on the PAF.

*If student NEEDS TO COMPLETE W-4 AND I-9 they complete this with the supervisor – supervisor sends W-4, I-9, WAF, and ID documents to Belmont Central – forms will be processed and sent to Walinda in Payroll – Walinda matches W-4 and I-9 with PAF and sets up student's time sheet.

Student Employment How To's for Cornerstone

(You access Cornerstone by logging into MyBelmont – Human Resource tab – Belmont Be You)

*** How to Post a BRAND New Position (Requisition)**

- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu
- Hover over Recruit tab and click “Submit Requisition Request” and then “Create New Request” which is right under the words “ Submit Requisition Request”
- Click box that says “Job Title” and select “Student Employment”
- Click box next to Requisition Template and select “New Student Position”
- In the next box “Display Job Title” type the title of the position you wish to be displayed on the job website
- Next box is department box and student employment should already be there
- **Be sure to enter pay rate**
- In the “List any supplemental questions...” box please indicate names of individuals that will need access to review applications and if the posting should be internally or externally posted before listing your supplemental questions
- You do NOT have to fill in AAP code, hours per week, or accounting FOPAL
- Please be sure to complete Education, Experience, Working Conditions, Job Description (should also include Job Functions), and Qualifications boxes before submitting request
- Check the box next to “on going” and do not put anything in the “Openings” space, select a desired hired date, and then click submit

***How to Post a PREVIOUS Position (Requisition)**

- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu
- Then hover over the Recruit tab at the top of the page and select “Student Hiring”
- Then select “Student Position Request Form”. Please delete any prepopulated information that does not apply to the position listed and then follow the steps to complete the information needed. Please be sure to list the correct title of the job that needs reposting.
- Since this is a request to repost a position, you do not have to complete the description and job function sections unless something has changed or needs updating. If it is internal (you already know who you are hiring for the position) please indicate that in the section that says “more information about this position”. I will send you the link to send to your students once I post your internal position(s)
- Once you submit the request I will get it posted

***How to view posting once posted**

- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu
- Hover over Recruit tab and click Hiring Dashboard
- At the bottom of the screen is the list of all positions for which you have access to. You can click the title of the position to see the actual Requisition. It will be read-only; you cannot make edits
- Click Application Workflow at the top of the page and if any, you will see all the questions that are included on the application. To see the full application the way it appears to an applicant, click “Preview” (small blue link at the very bottom of the screen.)

***How to View Applicants**

- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu
- Hover over Recruit tab and click “Review Applicants”
- Click on the number under the “Applicants” column for the position you wish to review applications for.
- A list of applicants in the “In Review” status will populate on the next screen
- You can then click on the paper looking icon next to the applicant’s name to review the download a PDF of the applicant’s responses

***How to Hire a Student in Cornerstone**

- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu
- Hover over recruit and click “review applicants”
- Click the number under the applicant column for the position you wish to hire students in.
- Once the list of applicants populates, click the box with the check mark in it to the left of the applicant’s name. You can select multiple applicants at one time if you wish
- Once applicant(s) is/are selected, click the “actions” button right above the applicants section, and choose “change status”
- You can then use the “Change Status To” option (this will change all applicants you selected to the same status) or the dropdown menu under the “New Status” column to change the status of each applicant to the 2nd “Recommend for Hire”
- Click Submit and proceed to “How to Complete a PAF”

*** Students who you do not wish to hire need to be changed to a “Closed” status. Follow previous steps, but select “Closed” and then choose a “Disposition” and click submit ***

***How to Change Applicant Status in Cornerstone**

- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu
- Hover over Recruit tab and click “Review Applicants”
- Click the number under the applicant column for the position you wish to review applicants for. A list of applicants in the “In Review” status will populate on the next screen
- You will then select the checkmark box either at the top of the “Applicants” list to change all applicants or you can select the checkmark box beside a specific applicant to only change that applicant’s status
- Once you have selected your applicants you wish to change, then select the “Actions” dropdown box and select “Change Status”
- Please select the appropriate status. If not hiring the student select “closed”. You will then chose a “Disposition” and submit

***How To Complete a PAF in Cornerstone**

- **Make sure you have completed New Student Work Authorization Form (WAF)**
- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu. Hover over recruit
- Click “Student Hiring” then click “Student PAF”
- Complete the form with all of the student’s information, the approving supervisor’s information, and budget codes (Finance and Accounting can give you the correct budget codes)
- Submit form approval

*** If this student has worked for Dining/Event Services or has NEVER worked for Belmont before you will proceed to Step 3. If they have worked for Belmont (not in Dining/Event Services) before, you have successfully hired the student! ***

***How to View Submitted PAFs**

- Log into MyBelmont and select the Human Resources tab from the top
- Choose **Belmont Be You** from the dropdown menu
- Hover over the “Home” tab and click “University Profile”
- Click the “Snapshot” link at the top
- Click “Documents”
- You will then see a few different folders, one being “Submitted PAFs”