

Cornerstone - Diversity of the Pool and Applicant Source Reports

How to Access the Cornerstone System

1. Open internet browser and go to: apps.uillinois.edu
2. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

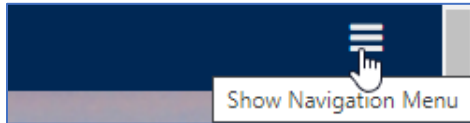
Diversity of the Pool Report and Applicant Source Report Overview

- The **Diversity of the Pool** report is a summary of the voluntary self-identification responses that are provided during the application process. The report provides aggregated data. It shows the total number of applicants based on various demographics, including ethnicity, race, gender, disability status and veteran status. No names are included.
 - Automated diversity of the pool reports are sent to select college HR staff once per week, for the workflows they have access to view in Cornerstone.
 - Additional diversity of the pool reports (beyond the automated version) can be run by the same college level HR staff, for the workflows they have access to view in Cornerstone.
- Another report which can be run by the same college level HR staff is the **Applicant Demographics by Source** report. If applicant source codes were used when placing advertisements, this report will provide the same demographic data as the diversity of the pool report, along with a breakdown of the sources where applicants found the positions. (For more information about using source codes, please refer to the Custom Applicant Source Code job aid in the [Search Process Toolkit](#).)
- The list of college contacts who have access to reports can be found in the [Search Process Toolkit](#) document titled "Applicant Demographics by Source Code and Diversity of the Pool Report Access".
- **Confidentiality is critical.**
 - There must be at least three applicants to run either report. If there are only one or two applicants, a report cannot be run, to protect the individual self-identification responses.
 - The reports should only be shared with the diversity advocate, search chair, hiring manager, search coordinator, EEO officer and vice chair.
- If it is determined that the pool is insufficient and the close date needs to be extended to conduct additional recruitment efforts, please contact [Illinois Human Resources](#). This should be done before the announcement comes off the job board.

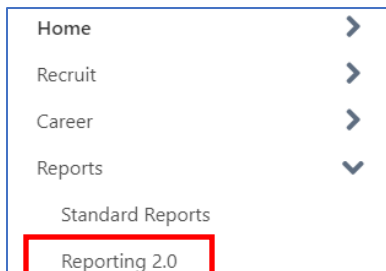
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How to Run a Diversity of the Pool or Applicant Source Report

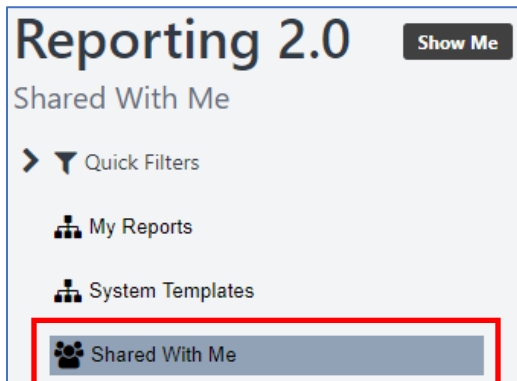
1. In the top right corner, click the three white lines to open the navigation menu



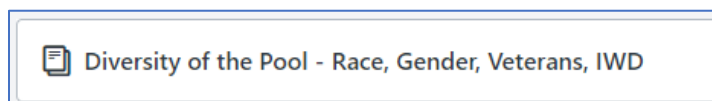
2. Go to Reports, click the arrow, and then select Reporting 2.0



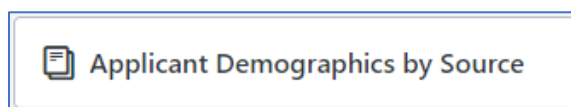
3. In the menu on the left side, select Shared with Me



4. Select the appropriate report, based on the desired data
 - a. Diversity of the Pool – Race, Gender, Veterans, IWD




- b. Applicant Demographics by Source

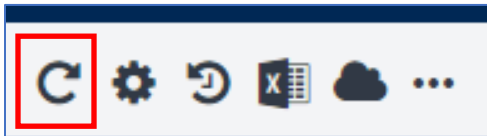


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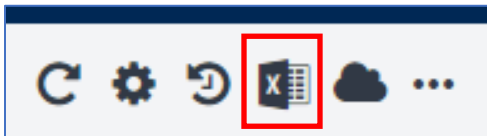
5. Enter the Requisition ID



6. In the top right corner click the refresh icon (looks like the letter C with an arrow at the top)



7. After the screen updates, go to the top right corner and click the export report to Excel file icon (has a black box with a white X)



8. After it downloads, find and open the report from the bottom left corner of the screen

9. The basic report formatting shows the data horizontally; if a vertical format is preferred before sharing the report with others, please feel free to use this template

<https://uofi.box.com/s/w6lidr8mhf3gbue22wg6o70iuloa3sbz>

10. If a different file type (other than excel) is preferred, go to the top right corner, and click the cloud icon; Then click the down arrow and select the file type

