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.
    - o 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.
    - o 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.**
    - o 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.
    - o 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.

- A **macro** (a single instruction that expands automatically into a set of instructions to perform a particular task) was created to help users send out these requisitions to the requisition owners that are listed on the report. To use the macro, refer to the "How to use the DPR Macro" section of this job aid.
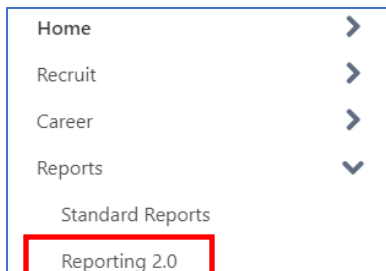
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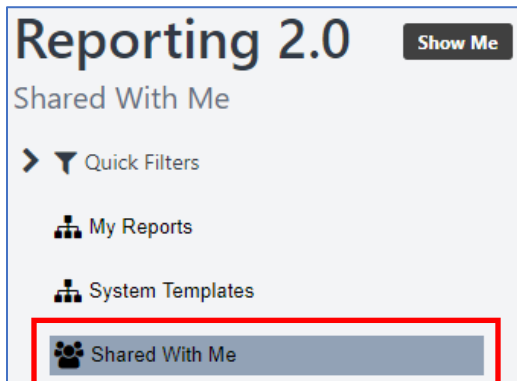## How to Run a Diversity of the Pool or Applicant Source Report

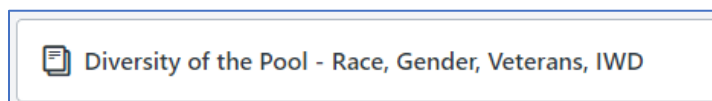1. **In the top right corner, click the three white lines to open the navigation menu**
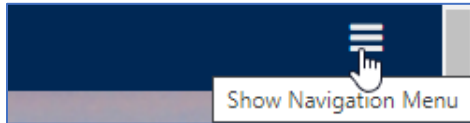
2. **Go to Reports, click the arrow, and then select Reporting 2.0**
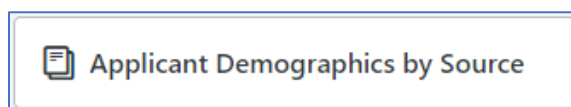

3. **In the menu on the left side, select Shared with Me**

4. **Select the appropriate report, based on the desired data**

   a. **Diversity of the Pool – Race, Gender, Veterans, IWD**

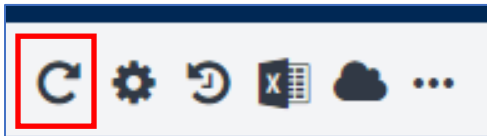   b. **Applicant Demographics by Source**

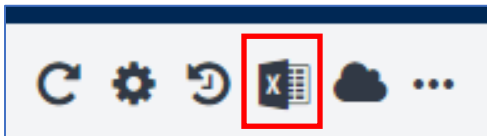# Cornerstone - Diversity of the Pool and Applicant Source Reports

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**
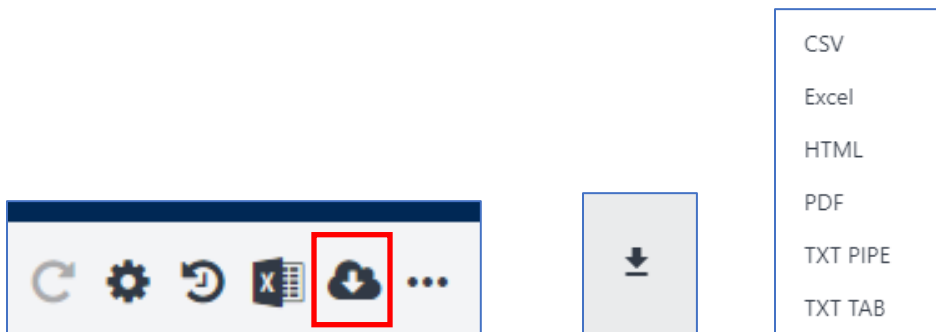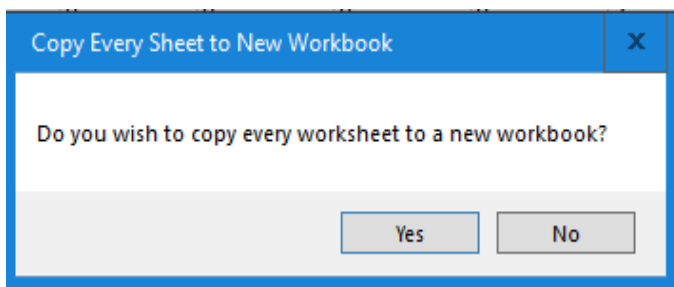
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How to use the DPR Macro

1. Open the Excel workbook that contains the macro

2. Save the macro workbook to your desktop

3. On the automated Diversity of the Pool Report, delete the requisitions that contain applicant pools of fewer than three applicants

4. Paste the remaining data from the automated Diversity of the Pool Report into the Excel workbook that contains the macro

5. Select Alt F8 and then select DPR Marco in drop down list; Then click run
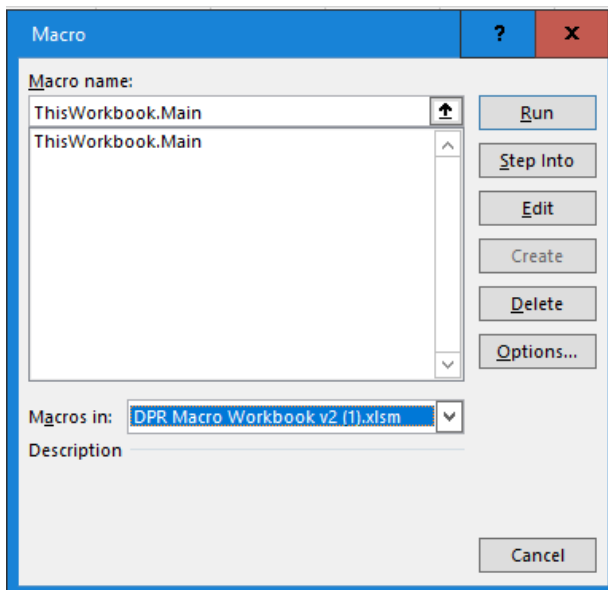
6. That will prompt you with the following message: "Do you wish to copy every worksheet to a new workbook?" Select Yes.

7. You will receive a message "Do you wish to email DPR for xxx@illinois.edu to xxx@illinois.edu?"

    a. Review email addresses carefully to ensure the individuals still work in your college/department and with the university

    b. Select Yes or No, keeping in mind that emails will be sent directly to the requisition owner's email inbox as soon as you click Yes
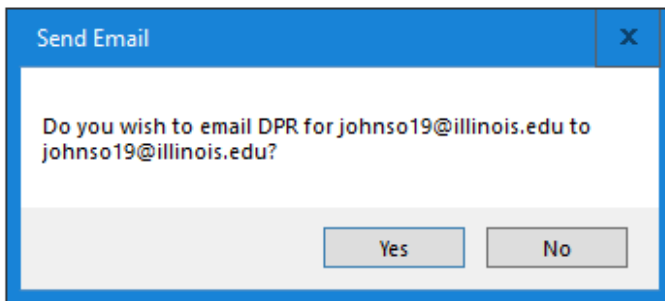
8. You will receive a message stating where the data is being stored
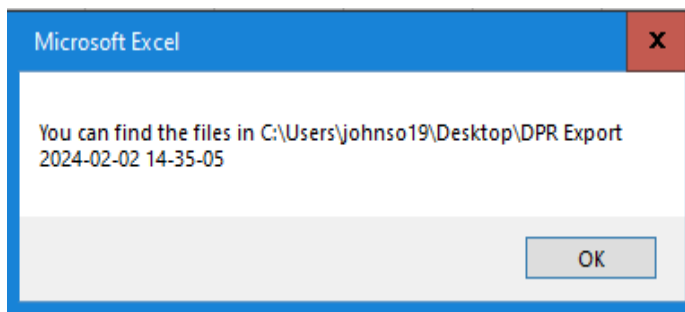
9. You will receive one more message that asks if you would like to close out of the macro; Select Yes