Frequently Asked Question’s

Is a diversity question required in the interview questions?

- It’s not required but it is recommended. You can find additional information here.

How do I know if reference checks/letters are required for a position?

- Please check the Guidelines for Conducting Reference Checks on Academic Professional and Civil Service Employees and FAQs.

Are reference checks/letters required for internal candidates?

- Please check the Guidelines for Conducting Reference Checks on Academic Professional and Civil Service Employees and FAQs.

Can an internal candidate that is no longer being considered for a position interview the finalists?

- Internal applicants who apply for a position but are not chosen to proceed beyond the initial, semi-finalist, or finalist stages of the search should recuse themselves from the remainder of the search process. They should refrain from participating in the group/office interviews, attending talks, completing evaluation forms, etc. HR search contacts and administrative support personnel should exercise discretion and caution when distributing candidate information and search updates via distribution lists to prevent any internal applicants from receiving confidential documents.

Should an internal applicant withdraw their application, they may then participate in stakeholder interviews. This practice is not required, but it’s permitted, and it’s up to the college and/or department to decide the best approach for the particular situation.

If you record an interview, and an applicant asks for the recording, can you give this to them?

- You should not send the candidate the recording. If the search committee is using the recording for transitory purposes, it should be deleted after reviewing the recording. If
not being used for transitory purposes, for which it is recommended, then we still should not give the candidate the recording. Our practice is to not give search documentation/materials to applicants.

If an applicant needs to change their answer on an application and/or self-id form, can they?

- They can’t change their current application, but they can withdraw and reapply. If the position is still posted, the applicant can resubmit their application.

When attempting to run a Diversity of the Pool Report, I’m encountering an issue where I’m receiving zero records despite the presence of applicants who have applied.

- You most likely don’t have the correct org code access. Even though you can see the manage requisitions page as an owner, this does not give you access to the reports in Cornerstone.

If I create a requisition in Cornerstone to seek approval for a position number, but the requisition will not to be posted, how do I close the requisition out?

- The requisition can be cancelled in Cornerstone.

What should be done with an “overqualified” person?

- There are good reasons why a person might choose to take a job with a lower level of responsibility than they’ve had in the past. If you find yourself making assumptions about the person’s motivation, check them out at the interview, or call the person and make sure they understand that the job will not be at a higher level than advertised. Don’t assume that holding a higher-level job necessarily means that a person can do lower-level tasks. You need to assess each person’s qualifications for this position. If the person’s application suggests that they can do the job, our policy is to hire the best-qualified person.

Does the recency of a person’s education or job experience matter?

- It may, but only in fields that have changed significantly in recent years and remember that the applicant may have kept him or herself current in other ways.