



# MILWAUKEE COUNTY

## APPLICANT TRACKING REFERENCE GUIDE

**NOTE:** The Cornerstone system automatically logs users off when it sits idle for 60 minutes. A pop-up box appears five minutes before the time limit is reached indicating the user will be logged off unless there is activity within that five minutes. Any work that has not been saved within the past 60 minutes cannot be recovered once the user is logged out.

### SEARCH OPEN POSITIONS

Copy and paste web link noted below

<https://MilwaukeeLearning.csod.com/ats/careersite/search.aspx?site=6&c=milwaukeelearning>

Alternatively you can bookmark <http://county.milwaukee.gov/Careers> and click on the view job openings to access current postings. Search for specific titles, locations, divisions, employment type, and/or compensation type using the search fields. The Job Search page only displays job postings that are open.

### Job Alert

Applicants can create a “Job Alert” to receive email notifications when job opportunities that match a candidate’s search criteria become available. Applicants must first perform a search in order to create a job alert.

Once a search is performed, click the *Create Job Alert* link. This opens the Create Job Alert pop-up. Enter a title, up to 60 characters. This is a required field. Select the frequency of the job alert:

- **Daily** - Job alerts are sent daily on each day for which there is at least one requisition that meets the criteria defined for the job alert. This is selected by default.
- **Weekly** - Select this option to receive job alerts on a weekly basis. Job alerts are sent each week beginning one week from the date on which the job alert is created and only if there is at least one requisition that meets the criteria the applicant defined for the job alert.

Click **Create**. This closes the Create Job Alert pop-up and returns the applicant to the Job Search page.

Scroll down through the **All Jobs** list to see all current postings.

### View/Search Jobs

By click on the search  icon all current posting will be visible for viewing. The job list will display in a table format and clicking on the job title link will provide more specific details (including department, location, qualifications and compensation).

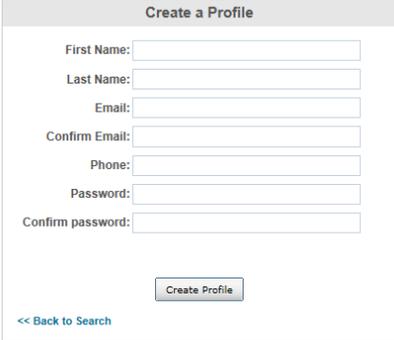
Job Title	Date Posted	Department
<a href="#">Compensation Assistant/HRIS</a>	3/11/2016	1140 Human Resources
<a href="#">Contracts Administrator</a>	3/22/2016	1152 DAS-Procurement
<a href="#">Test Requisition - CR</a>	3/4/2016	1018 DAS PERSONS WITH DISABILI

(3 Results)

## Create a Profile

Applicants must create an Applicant Profile the first time they apply for a position. After that, applicants log in to their created profile to apply for other positions. Create a new account by clicking on the “Create a Profile” link in the upper right hand corner of the page.

**NOTE: The first time you use this system you will need to create a profile, your previous credentials and resume information are no longer valid or accessible through this system.**



By signing in or creating a profile you agree to our [Terms of Service](#)

- First Name - Enter your first name. The character limit for this field is 100. This is a required field.
- Last Name - Enter your last name. The character limit for this field is 100. This is a required field.
- Email - Enter the email address you want to associate with your profile and use when logging in to the career site. The character limit for this field is 100.
- Confirm Email - Reenter your email address to ensure it is entered correctly. This email address must match the one entered above.
- Phone - Enter the phone number you want to use as your contact number. The field accepts up to 30 characters.
- Password - Enter the password you want to use when logging in to the career site. Passwords must meet the following requirements:
  - Passwords must contain both upper and lower case letters.
  - Passwords must contain alpha and numeric characters.
  - Passwords must be 4-16 characters.
  - Passwords cannot have leading or trailing spaces.
  - Passwords cannot be the same as the email address.
  - When changing passwords, new passwords cannot be the same as the previous password.
- Confirm Password - Reenter your password to ensure it is entered correctly. This password must match the one entered above.

If you have already created a new user ID and password on the Cornerstone site and cannot remember your password, reset your password by clicking on the “Log In” link in the upper right hand corner of the career site.

Click the “Forgot Password” link below the “Sign In” button. Once the user fills out their user ID (email address), an email is sent which allows them to resubmit their password.



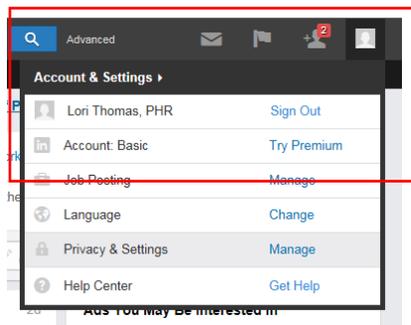
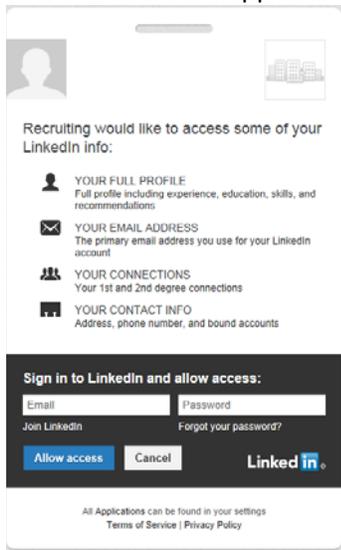
## APPLY FOR OPEN POSITION

Select the desired position from the list of positions matching search criteria, positions listed in the All Jobs list or Saved Jobs in your Profile. From the position description page you can:

- Apply with LinkedIn profiles
- Apply using your Cornerstone Profile
- Refer the job to others via email, Facebook and/or LinkedIn
- Add the position to Saved Jobs
- Go back to the Current Postings list



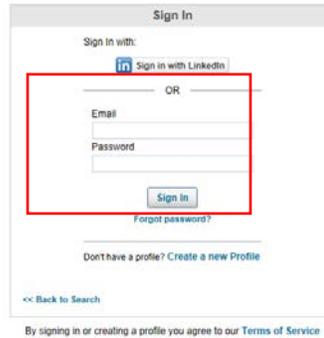
**Apply using LinkedIn** Select the  icon in the upper left corner of the page. Sign in to LinkedIn and allow access. Applicant will be taken to the first step in the application process.



**NOTE:** You **must** set your LinkedIn public profile. From the account box in the top banner, scroll down to Privacy & Settings and click on Manage. Select “Edit your public profile” in the Helpful Links list and select “Make my public profile visible to everyone”.

## Apply using your Cornerstone Profile

Select the  icon in the upper left corner of the page.



The image shows a 'Sign In' form. At the top, it says 'Sign In with:' followed by a 'Sign in with LinkedIn' button. Below this is an 'OR' separator. There are two input fields: 'Email' and 'Password'. A red box highlights the 'Email' and 'Password' fields. Below the input fields is a 'Sign In' button and a 'Forgot password?' link. At the bottom, there is a link for 'Don't have a profile? Create a new Profile' and a '<< Back to Search' link. A small footer note reads 'By signing in or creating a profile you agree to our Terms of Service'.

Enter your email address and password. Click on “Sign In”. Applicant is taken to the first step in the application process.

- If the user is logged in either with LinkedIn or system credentials, the user is taken to the first step in the application process.
- If the user is not logged in, the user is taken to the Sign In page. Upon logging in or creating a new profile, the user is taken immediately to the Application page of the selected job.
- If the user is logged in and has already completed the application for a position, this option is not available. Instead, a message displays the date on which the user applied for the position.
- If the user is logged in and has partially completed the application for a position, this option is not available. Instead, the user's completion percentage is displayed and a Continue Application button appears.

## Refer Job

To refer the job via email, select the **Refer Job:**  icon. Enter recipient email address(es) and your first and last name. You can send the job ad to multiple friends at once by entering multiple email addresses in this field, separating each address with a comma. Click on Send.



The image shows a 'Send to a Friend' form. It has a title bar with 'Send to a Friend' and a close button. The main text says 'Email this Job Ad to your friend(s) by adding their email address(es) along with your details to the field below.' Below this is a note: '\*Separate each recipient email address with a comma.' There are three input fields: 'Recipient email address(es):', 'Your First Name:', and 'Your Last Name:'. Below these is a dropdown menu for 'Language:' with 'English (US)' selected. A 'Send' button is at the bottom right.

To refer the job via Facebook or LinkedIn, select the appropriate icon . Log in and follow steps indicated.

## Save Job

To save a position to your profile, select the  icon. The position is listed on your profile page. To access your profile from the jobs.cscs.com page, select the “My Profile” link in the top right corner. Enter your email and password.

## COMPLETE ONLINE APPLICATION

Once you are signed in, applicants are taken to the first step in the application process. The Job Title and Application Status Bar appear at the top of the page.



- Job Title - This displays the title of the job to which the applicant is applying.
- Application Status Bar - This is used to give the applicant a visual representation of the steps involved in the application as well as their completion progress through the application.
  - The status bar is divided into sections as defined in the application workflow for the selected job requisition, including each section title.
  - The width of each section is proportional to the percentage associated with the section within the application workflow.
  - The section that the user is currently working on is partially highlighted with yellow to indicate to the user where they are in the application process.
  - Completed sections are completely highlighted with green to indicate the section is complete.
  - After you complete each click submit, the final section will require a certification to confirm that all provided information is accurate.
  - You will receive an email confirmation within 24 hours of submitting your application materials.