Getting started with the Cornerstone Applicant Tracking System

Tips:
The website uses your OKEY login and works best from Google Chrome or Mozilla Firefox.
Do not use Internet Explorer.

1. From the web browser, type talent.okstate.edu into the address bar (do not save the address to your favorites, as it may not load right the next time).
2. Use your OKEY to login.
3. On the tool bar across the top (in grey), hover your mouse over the Recruit tab. Select “Review Applicants” as circled in the illustration below.
   a. You will not have the “Recruit/Review Applicants” feature unless you have received one application in the job. You may need to continue checking back.

4. Once you click on “Review Applicants” you will see the jobs open for you and the applicant pool for each job (you will only see your jobs).

Accessing Applicant Pools:

1. Once you locate the listing, click on the number in the Applicants column. The number corresponds with the number of applicants currently in the pool circled below.

2. Once you have clicked on the number, your list of applicants will be shown as you see below.
View Applicant Profile:

1. Once you have located your applicant pool, you need can click on the applicants name to open the applicant profile.

   ![Applicant Profile]

   The applicant profile will open as seen below. The best way to view the applicant is to click on the Snapshot as circled in the picture below.

2. The Snapshot shows the applicant’s profile with an overview of the experience, work, history, skills, and education (if the applicant completed this portion).
3. You can also view the resume, cover letter, and references by clicking on the Documents tab, and then on the document you want to view.

4. After you click on the document that you want to view, it will appear at the bottom of your page on your tool bar when it is ready to view.

For more information, please contact your Human Resources Consultant or Tulsa.hr@okstate.edu (918-594-8221).