



# CORNERSTONE

## Applicants for Volunteer Adjunct Instructor/Facilitator – College Credit Plus

Revision Date 4/17/17

Guide for using the Cornerstone Applicant Tracking System to apply for College Credit Plus (non-CSCC employee) postings.

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**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 POSTINGS

From any internet browser, enter [ccpaffiliates.csc.edu](http://ccpaffiliates.csc.edu) to view current postings. To conduct a search on the home page by keyword or requisition ID (ReqID), enter the information into the Search Jobs text box.

**COLUMBUS STATE**  
COMMUNITY COLLEGE

Create a Profile | Log In

**Notice to Applicants**

The Dual Credit Office at Columbus State Community College has adopted a new system for accepting applications of potential College Credit Plus Volunteer Adjunct Instructors and Facilitators.

We have developed this **Quick Guide** to assist you in navigating through the new system.

Please add [cornerstone@csc.edu](mailto:cornerstone@csc.edu) to your "Safe Senders" list, so that your spam blocker does not filter out any important emails concerning your application.

**Search Postings**  
Keyword or ReqID

**All Postings**

- > DC Math
- > Dual Credit Accounting Instructor
- > Dual Credit Accounting Instructor
- > Dual Credit Classics Instructor
- > Dual Credit Sport & Exercise Studies Instructor

**CollegeCredit PLUS**

**Posting Title**

**COLUMBUS CAMPUS**  
550 East Spring St., Columbus, OH 43215  
(614) 287-5353  
[information@csc.edu](mailto:information@csc.edu)  
[Campus](#) | [Parking](#) | [Buildings](#) | [Directions](#)

**REGIONAL LEARNING CENTERS:**  
[Dublin](#) | [Gahanna](#) | [Marysville](#) | [Grove City](#) | [Reynoldsburg](#) | [Southwest at Bolton Field](#) | [Pickaway County](#) | [Tolles](#) | [Westerville](#)

**DELAWARE CAMPUS**  
5100 Cornerstone Dr., Delaware, OH 43015  
740-203-8000  
[delaware@csc.edu](mailto:delaware@csc.edu)  
[Campus](#) | [Maps & Directions](#)

For posting details, click the posting title.

Welcome Daniel Bryan [My Profile](#) | [Log Out](#)

[Apply Now](#)

[Terms of use](#)

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[Add to Saved Jobs](#)

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[Back](#)

**Requisition ID:** req648

**Title:** Dual Credit Sport & Exercise Studies Instructor

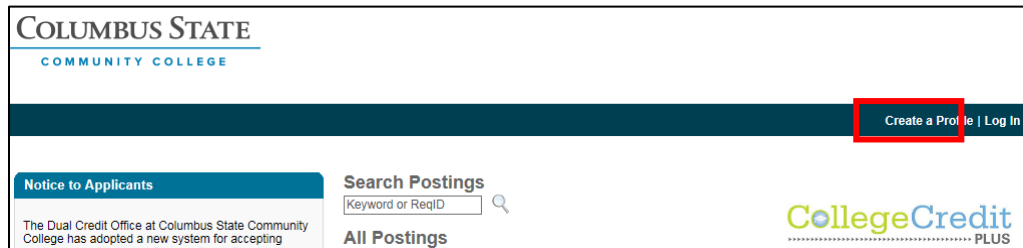
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**Description:** Teach Dual Credit classes in Classics for the College Credit Plus program in accordance with current department-approved course description, course outline, syllabi, and by following department and college procedures.

**Additional Information:**

## CREATE AN APPLICANT PROFILE

Applicants must create an Applicant Profile the first time they apply to a posting. After that, applicants can log into their profile to apply for other postings. To create a new account, click “Create a Profile” in the upper right hand corner of the page.



Enter the following information on the Create a Profile page to create a new applicant profile.

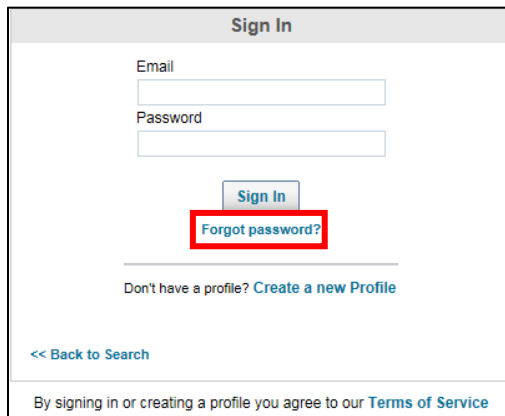
 A screenshot of the 'Create a Profile' form. The form contains the following fields: First Name, Last Name, Email, Confirm Email, Phone, Password, and Confirm password. Below the fields is a 'Create Profile' button and a '<< Back to Search' link. At the bottom, there is a disclaimer: 'By signing in or creating a profile you agree to our Terms of Service'.

- First Name - Enter the user’s first name. The character limit is 100. This is a required field.
- Last Name - Enter the user’s last name. The character limit is 100. This is a required field.
- Email - Enter the email address the user wants to associate with his/her profile and use when logging into the site. The character limit is 100.
- Confirm Email – Re-enter the email address to ensure it is entered correctly. The email address must match the one entered above.
- Phone - Enter the ten digit phone number to use as the user’s contact number (example: 614-287-5353).
- Password - Enter the password the user wants to use when logging in to the 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.
- Confirm Password – Re-enter the password to ensure it is entered correctly. The password must match the one entered above.

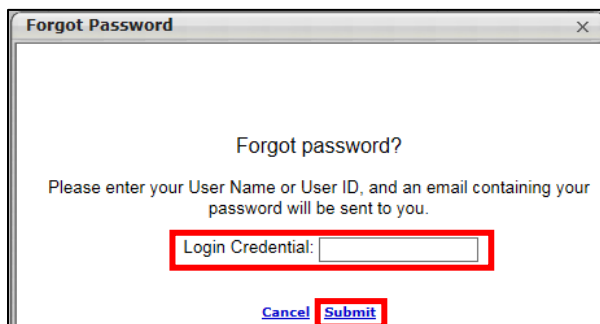
If you already created a user account and password on the site and cannot remember the password, reset it password by clicking “Log In” in the upper right hand corner of the page.



Click the “Forgot Password” link below the “Sign In” button. Once the user fills out his/her login credential (full email address), an email is sent which allows him/her to create a new password.



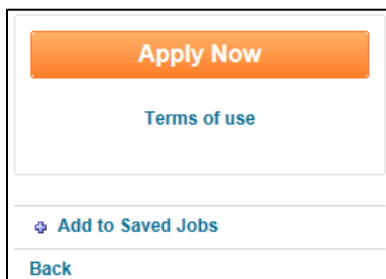
**\*NOTE:** The Forgot Password functionality is **NOT** compatible with mobile devices such as cell phones and tablets. It is recommended to use a desktop computer or laptop.




## APPLY TO AN OPEN POSTING

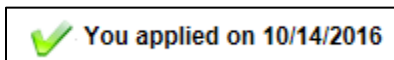
Locate the desired posting from the list of postings that match the search criteria entered (if applicable). From the posting description page you can:

- Apply using your Cornerstone Profile
- Add the position to Saved Jobs
- Return to the Current Postings list

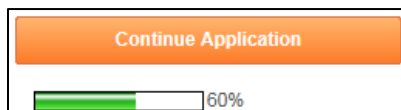


Select the  icon in the upper left corner of the page.


- If the user is logged in, he/she is taken to the first step in the application process.
- If the user is logged in and has already completed the application for a posting, this option is not available. Instead, a message displaying the date the user applied to the posting is shown.

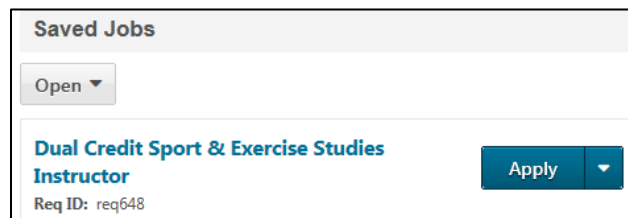


- If the user is logged in and has partially completed the application for a posting, this option is not available. Instead, the user's completion percentage is displayed and a Continue Application button appears.



- If the user is not logged in, he/she is taken to the Sign In page. Upon logging in or creating a new profile, the user is taken to the Application page of the selected posting.

To save a posting to the user's profile, select the  icon. The posting is then listed on the user's profile page.



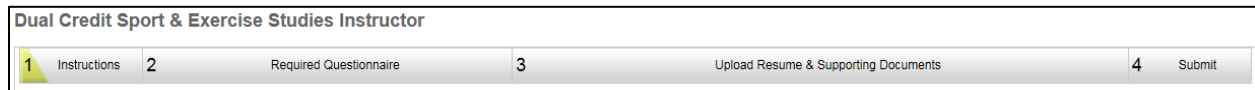
To access the saved posting, click "My Profile" in the upper right corner of the [ccpaffiliates.csc.edu](http://ccpaffiliates.csc.edu) page and enter the user's email address and password.



- If the user is logged in, the posting is added to his/her list of saved jobs on the My Profile page.
- If the user is not logged in, he/she is taken to the Sign In page. Upon logging in or creating a new profile, the user is returned to the Job Details page. Click "Add to Saved Jobs" to save the posting.
- If the posting is already in the user's list of saved jobs, the option is not available.

## COMPLETE APPLICATION

Once 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 posting to which the applicant is applying.
- Application Status Bar - Provides applicants with a visual representation of the steps involved in the application as well as their completion progress throughout the application.
  - The status bar is divided into sections as defined in the application workflow.
  - The width of each section is proportional to the percentage associated with the section within the application workflow.
  - The section the applicant is currently working on is partially highlighted in yellow to indicate where the user is in the application process.
  - Completed sections are completely highlighted in green.
  - The following sections are included on the Application Status Bar:
    - Instructions
    - Required Questionnaire
    - Upload Resume and Supporting Documents
    - Submit

At the bottom of the page, the following **action buttons** may be available, depending on the stage in the application process:

- Back - Click to save any progress made on the current page and return to the previous page in the application process. This option is not available on the first page of the application.
- Save/Return Later - Click to save progress on all application pages and navigate to the My Profile page. The saved application is added to the user's Application Status section on the My Profile page.
- Cancel - Click to cancel the application entirely and delete all progress. A confirmation pop-up box appears to confirm the action.
- Next - Click to validate all information on the page and proceed to the next step in the application process. This option is not available on the last page of the application.





**Step 1: Instructions** and notices are provided to the applicant.

Please have the following items available as they are required to complete the application:

- Current resume or curriculum vitae (CV)
- Copies of undergraduate and graduate school transcripts
- Letter of recommendation from the applicant's school principal

The screenshot shows a web application interface for a job application. At the top, there is a navigation bar with four steps: 1. Instructions (highlighted), 2. Required Questionnaire, 3. Upload Resume & Supporting Documents, and 4. Submit. Below the navigation bar, the page title is 'Dual Credit Sport & Exercise Studies Instructor'. The main content area is titled 'Instructions & Notices' and includes the following text: 'Any changes you make to your application will not be updated to jobs for which you have already applied. Please have the following items prepared as they are required to complete the application: curriculum vitae or current resume, photocopies of undergraduate and graduate school transcripts, and letter of recommendation from your school principal.' At the bottom right of the main content area, there are three buttons: 'Save / Return Later', 'Cancel', and 'Next >'. The page is labeled 'STEP 1 - 1' in the top right corner.

## Step 2: Required Questionnaire

Free form questions are included in this section, meaning the applicant is provided with an open text box to provide the information asked. The character limit for each response is 4,000.

Applicants must answer all questions and click Submit at the bottom of the page. Click Next to continue to the next section in the application.

The screenshot shows a web application interface for a job application. The main content area contains two text input fields. The first field is labeled 'List the course(s), including course number(s) you are requesting to teach below. To view available courses to teach, please click [here](#).' The second field is labeled 'Describe your teaching experience below, including the number of years and courses taught.' At the bottom right of the main content area, there is a 'Submit' button highlighted with a red box. At the bottom of the page, there are four buttons: '<< Back', 'Save / Return Later', 'Cancel', and 'Next >>'. The page is labeled 'STEP 1 - 1' in the top right corner.

### Step 3: Upload Resume & Supporting Documents

Applicants must upload their current resume or CV, photocopies of undergraduate and graduate school transcripts, as well as letter of recommendation from their principal in this section.

#### A. Resume/CV

Options for attaching the Resume/CV include:

- Uploading from computer (accepted file types: .doc, .docx, .pdf, .txt)
  - Maximum file size is 5MB
- Manually write or paste

#### Upload a Resume/CV from my computer

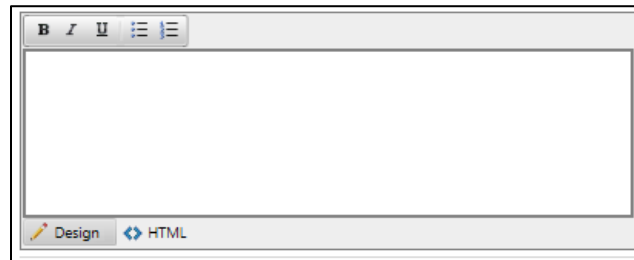
Select this option to upload a resume or CV from the applicant's device. Click the

[Upload Resume/CV](#) link to enter the document title and file location. Then click Upload.

\*\*Applicants can edit information uploaded into their application on the Review Page (next).

## Write or Paste Resume/CV

Select this option to enter or paste Resume/CV content into the text box provided.



\*\*Applicants can edit information uploaded into their application on the Review Page (next).

## B. Cover Letter

Cover letters are NOT required. However, options for uploading the Cover Letter include:

- Uploading from computer (accepted file types: .doc, .docx, .pdf, .txt)
  - Maximum file size is 5MB
- Manually write or paste

**No Cover Letter** – Select this option and not include a cover letter.

### Upload a Cover letter from my computer

Select this option to upload a resume or CV from the applicant's computer. Click the [Upload Cover Letter](#) link to enter the document title and file location. Then click Upload.

\*\*Applicants can edit information uploaded into their application on the Review Page (next).

### Write or Paste a Cover Letter

Select this option to enter or paste Resume/CV content into the text box provided.

\*\*Applicants can edit information uploaded into their application on the Review Page (next).

### C. Other Documents

Applicants can upload up to 10 attachments to their application. This is where photocopies of undergraduate and graduate school transcripts, as well as the letter of recommendation from school principal should be uploaded. The maximum file size is 5MB and the accepted file types are .doc, .docx, .pdf, and .txt.

Click the [Upload Other Document](#) link to enter the document title and file location. Then click Upload.

Click Next at the bottom of the page to continue to the second step of the Upload Resume & Supporting Documents section.

### Edit Application Information

On the Review page, applicants can review, edit, delete, and/or add to their resume content. The resume information that initially appears on the Review page is the content parsed from the resume information added on the Upload page.

The Review page is divided into five sections:

#### 1) Contact Information

Initially, the contact information is taken from the submitted resume, if applicable.

In the Contact Information section, enter the following information. **Any information manually entered overwrites the existing information on the User Record.**



- Phone - The character limit for this field is 30. If the applicant's uploaded resume includes a phone number, the system populates the Phone field with that value.
- Address Line 1 - The character limit for this field is 200.
- Address Line 2 - The character limit for this field is 200.
- City - The character limit for this field is 100.
- State - The character limit for this field is 2.
- Zip - The character limit for this field is 20.
- Country – Select a Country from the drop-down menu.

#### 2) Employment History

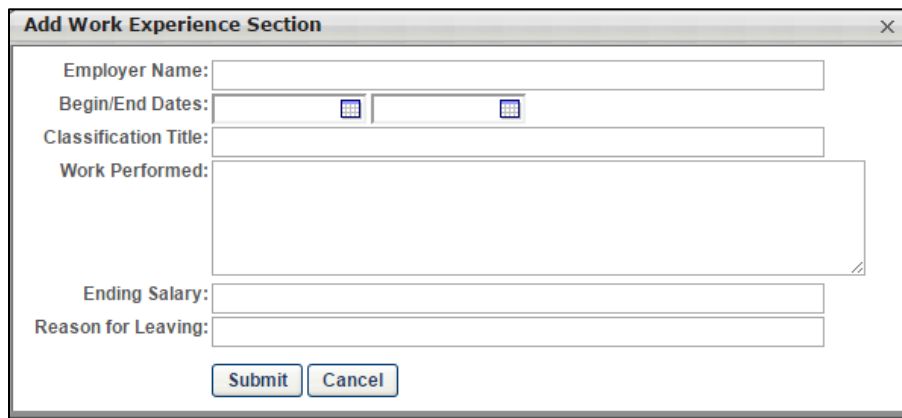
Initially, employment history information is taken from the submitted resume, if applicable. The following information is displayed for each position:

- Employer Name – The employer’s name.
- Begin/End Dates - The applicant’s begin and end date(s) with employer. If the applicant is currently working at the employer, leave the End Date blank.
- Classification Title - The title of the position held.
- Work Performed - Details and/or responsibilities associated with the position.
- Ending Salary - The applicant's most recent salary. If hourly, add hourly rate with “/hr” after rate.
- Reason for Leaving - The applicant’s reason for leaving. Enter “N/A” if still with employer.

The following options are available in the Options column:



- Edit - Click to edit the employment entry. 
- Delete - Click to delete the employment entry. 

To add employment history, click the [Add New](#) link. The Add Work Experience Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.



**Add Work Experience Section**

Employer Name:

Begin/End Dates:    

Classification Title:

Work Performed:

Ending Salary:



Reason for Leaving:

### 3) Education

Initially, education information is taken from the submitted resume, if applicable. The following information is displayed for each education entry:

- Institution – Name of institution attended or attending.
- Degree – Select the degree obtained or in process of obtaining.
- Degree in Progress – Place a check in this box if in process of obtaining degree.
- Major - The major focus of study.
- Graduation Date - The user's graduation date associated with the education.
- Location (City, State) - The city and state the institution is located.

The following options are available in the Options column:

- Edit - Click to edit the education entry. 
- Delete - Click to delete the education entry. 



To add education, click the [Add New](#) link. The Add Education Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.

#### 4) Certifications

Initially, certification information is taken from the submitted resume, if applicable. The following information is displayed for each certification entry:

- Certification - The name of the certification or license earned.
- Date Received - The date on which the certification or license was received.
- Details - Any additional details pertaining to the certification or license.

The following options are available in the Options column:

- Edit - Click to edit the certification entry. 
- Delete - Click to delete the certification entry. 

To add a certification, click the [Add New](#) link. The Add Certifications/Licenses Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.



#### 5) Skills

Initially, the skills information is taken from the submitted resume, if applicable. The following information is displayed for each skills entry:

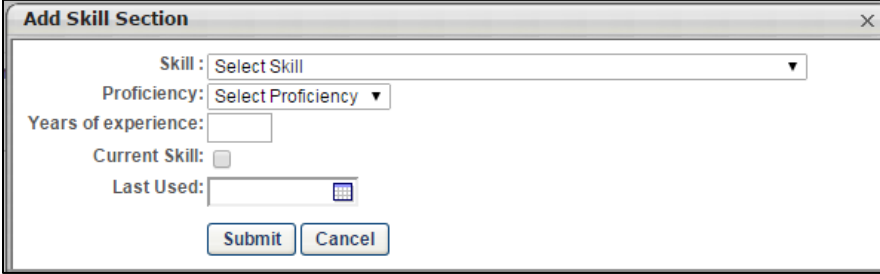
- Skill - The skill name (Spanish, Microsoft Office, Scuba Diver, etc.).
- Proficiency - The proficiency of skill (Low, Medium, High).
- Years of experience - The years of experience the applicant has for the skill.
- Current Skill - Place a check mark in the box if the skill is currently used.

- Last Used – The date of the last time the skill was used.

The following options are available in the Options column:

- Edit - Click to edit the skills entry. 
- Delete - Click to delete the skills entry. 

To add a skill, click the [Add New](#) link. The Add Skill Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.



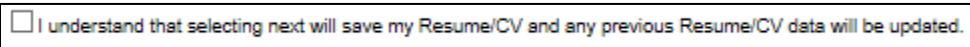
The image shows a pop-up window titled "Add Skill Section". It contains the following fields and controls:

- Skill:** A dropdown menu with "Select Skill" as the current selection.
- Proficiency:** A dropdown menu with "Select Proficiency" as the current selection.
- Years of experience:** A text input field.
- Current Skill:** A checkbox.
- Last Used:** A date picker field.
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

### Resume/CV Acknowledgement

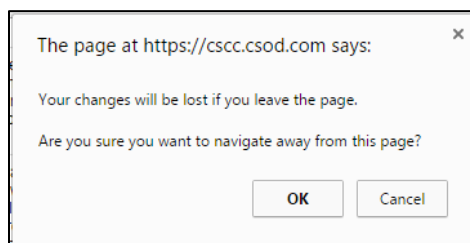
At the bottom of the page, the Resume/CV Acknowledgement must be checked prior to advancing to the next section in the application.

Selecting this option indicates the applicant's acknowledgement that by advancing to the next section, he/she is replacing any existing resume information with this resume information. When **Next** is clicked, any previously saved resume data is overwritten with this data.



I understand that selecting next will save my Resume/CV and any previous Resume/CV data will be updated.

**NOTE:** If the applicant attempts to navigate back in the application from this page using the Back button, a pop-up box appears indicating any changes made on this page will be lost.



The image shows a warning pop-up box with the following text:

The page at <https://cscs.csod.com> says:

Your changes will be lost if you leave the page.

Are you sure you want to navigate away from this page?

Buttons: OK, Cancel

If the applicant needs to navigate back in the application and make significant changes after the resume was parsed, it is recommended to make a copy (hard copy of electronic) of what is on the page so when the applicant returns, he/she knows what changes were made and can update the page accordingly.

### Applicant Disclaimer

In order to be considered for either a Dual Credit Volunteer Adjunct Instructor or Facilitator, photocopies of the applicant's undergraduate and graduate school transcripts, as well as a letter of



recommendation from his/her principal must be included in the application materials. By responding “Yes” to the “Do you agree” question, you are confirming the required documents are attached. If the documents are not attached, please return to the first step in the Upload Resume & Supporting Documents section and add the necessary files.

1	Instructions	2	Required Questionnaire	3	Upload Resume & Supporting Documents	4	Submit
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**Have you uploaded copies of your transcripts and letter from principal?** STEP 3 - 3

You MUST attach the following items to your application:

- photocopies of undergraduate and graduate transcripts
- letter of recommendation from your school principal

Your application will not be considered if any of the items listed are not attached. If you have not uploaded these documents please click the "back" button and upload your documentation on the previous page.

Do you agree?

Yes  No

#### Step 4: Submit

The Submit step enables applicants to submit their finalized application. This must be completed in order for the application to be submitted.

Please ensure the applicant’s information is complete and that he/she is completely satisfied before pressing the Submit button.

**Please make sure a resume or CV, photocopies of undergraduate and graduate school transcripts, letter of recommendation from principal and any other relevant materials that should be considered as part of your application are included.** Once the applicant presses the Submit button, his/her application is submitted for consideration.

**Note:** NO changes can be made by applicants once the application has been submitted. If applicants need assistance, please contact the Dual Credit office.

1	Instructions	2	Required Questionnaire	3	Upload Resume & Supporting Documents	4	Submit
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**Submit Application** STEP 1 - 1

Please make sure that your information is complete and that you are completely satisfied before pressing the Submit button.

By submitting this application, I agree to perform the duties of a Dual Credit Volunteer Adjunct or Facilitator. Also, I agree and understand that I am not an agent or employee of Columbus State Community College, nor the State of Ohio for any purposes whatsoever, including but not limited to: compensation, benefits, retirement contributions or any other liabilities.

As set forth in the Dual Credit Agreement between my District and Columbus State Community College, the pertinent provisions of the Ohio Revised Code and all policies and actions of the College Board of Trustees are expressly incorporated herein, and this Agreement is conditioned upon my compliance therewith.

Finally, I attest that I have the necessary education and experience qualifications to carry out the duties of a Dual Credit Volunteer Adjunct or Facilitator.

Once you press the Submit button, your application will be submitted for consideration.