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Hiring Procedures and Forms

Effective November 1, 2017, all requests to create, replace, and fill vacant positions must be submitted via the Cornerstone Recruit system, replacing the Position Request Form (PRF) process. Cornerstone can be accessed from your employee tab in ULink, and should appear as a link under the Human Resources section. Approvals for hiring candidates will still utilize the Personnel Action Form (PAF). Any questions regarding hiring procedures can be directed to HRRReply@louisiana.edu.

[Hiring Checklist](#)

[Personnel Action Form](#)

[Personnel Action Form Instructions](#)

[Employment Types and Hiring Procedures](#)

[Unclassified Faculty Vacancy for Cornerstone Job Ads](#)

[Westaff Requisition Form\(PDF\) \(Word Version\)](#)

[Westaff Contract Rate Sheet](#)

[University Volunteer Agreement](#)

[Employment Application \(Temporary Part-time Employees\)](#)

[Time Sheet \(Temporary Part-time Employees\)](#)

Cornerstone Recruit Training

- [General Use and Overview](#)
- [Creating a Requisition](#)
- [Approval Process of Requisitions](#)
- [Applicant Process](#)
- [Applicant Review and Hiring](#)
- [Creating an Interview Session](#)

- Confidential Reference Requests

Cornerstone Performance (PES) Reviews (Classified employees only)

Steps for Planning

- Step 1: Evaluating Supervisor
- Step 2: Second Level Review
- Step 3: Evaluating Supervisor Discussion and Sign-Off
- Step 4: Employee Acknowledgement

Cornerstone Performance Reviews: Executive and Senior Administrators

- Step 1: Executive & Sr. Administrator Self-Assessment
- Step 2: Executive & Sr. Administrator Supervisor Review
- Step 3: Sr. Administrator 2nd Level Evaluator Review
- Step 4: Executive & Sr. Administrator Discussion & Sign-Off
- Step 5: Executive & Sr. Administrator Acknowledgement

Cornerstone Performance Reviews: Faculty

- General Information
- Faculty Member Self Review
- Department Head Review
- Dean Review
- Department Head Discussion and Acknowledgement
- Faculty Member Acknowledgement

Cornerstone Performance Reviews: Unclassified Staff

- Professional Competencies

Please bookmark this page and only use the forms found here when you are initiating new action, as these forms may change as we refine the hiring process.



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