

HireTouch Application Instructions:

Applicants must apply at <https://jobs.uic.edu/>



Welcome

Welcome to the University of Illinois at Chicago (UIC) and University of Illinois Hospital & Health Sciences System Human Resources employment website. Employees at UIC and the UI Health System work for one of the premier public institutions of higher education and healthcare in the nation and the world. Please view our job openings for our various vacancies by clicking one of the Job links in the menu bar at the top of this page.

Applicant Login

User Name:
Password: Display characters

[Login](#)

[Forgot User Name or Password?](#)



DO NOT create a new account if you have ever started an application with the University in the past. If you do not know your User Name, contact the UIC Human Resources Help Desk at (312) 413-4848 or uicrhhelpdesk@uillinois.edu before continuing.

Step 1

[Create account](#)

- If you already have a UI/UIC account, login using User Name and Password.
- If you have not applied at UIC before, click “Create account.”

THE
UNIVERSITY OF
ILLINOIS
AT
CHICAGO





Hospital & Health Sciences System
Changing medicine. For good.

FIND JOBS LOGIN CIVIL SERVICE POSITIONS HELP

Profile Creation

Please enter your information into the spaces provided. A valid e-mail address is required to log in to our system. If you do not have one, you can sign up for a free e-mail account with a provider such as [Outlook](#) or [Gmail](#).

Please remember your username because you will need this to return to our website and access your account.

* - Indicates a required field

User Details

*First Name:

*Last Name:

Address:

City:

State:

Postal Code:

Contact Information

*Email:

Secondary Email:

Home Phone:

Cell Phone:

Login Information

*User Name:

User name is available.

*Password: Display characters

*Confirm Password: Display characters

* required

UIC UNIVERSITY OF ILLINOIS AT CHICAGO

UNIVERSITY OF ILLINOIS Hospital & Health Sciences System Changing medicine. For good.

[Support](#)
[Employment Notices](#) - view Federal and State notices related to employment at the University of Illinois.

Step 2:

- Enter information into the required fields (marked with *)
- Click “Save.”



My Profile

Welcome, [Test Test](#)

Within your profile page, you can complete forms required to complete your job application, view jobs you have previously applied, edit your account, search for additional jobs and log out of your account.

[MY JOBS](#)

[EDIT ACCOUNT](#)

[JOB SEARCH](#)

[LOGOUT](#)

Forms to Complete

Applications that have been submitted and require additional action are displayed below. To complete an action, click the hypertext link to the right of the form and follow the directions provided.

Note: Your application will not be completed until all active tasks (i.e., Action items denoted with **Start**) have been completed. Completed forms can be viewed and in some cases edited.

Account created successfully

You have not applied for any jobs.

Step 3:

Click "JOB SEARCH"

Job Search

Refine your search by specifying keywords, job categories, location, or any combination of these.

Keyword:

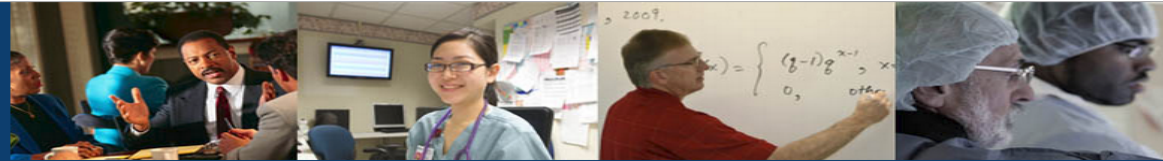
Location: Chicago
 Division of Specialized Care for Children
 Peoria
 Rockford
 UI Health

Job Category: [Show Job Category](#)

Job Functions: [Show Job Functions](#)

Step 4:

Select “Show Job Category”



Job Search

Refine your search by specifying keywords, job categories, location, or any combination of these.

Keyword:

Location:

- Chicago
- Division of Specialized Care for Children
- Peoria
- Rockford
- UI Health

Job Category: [Hide Job Category](#)

- Academic Hourly
- Academic Professional
- Academic Professional-Visiting
- Civil Service
- Extra Help
- Faculty
- Faculty and Other Academic
- Graduate Assistant
- Graduate Hourly
- Hourly
- Nursing
- Postdoc Res Assoc
- Standalone Form

Job Functions: [Show Job Functions](#)

Step 5:

- Check “Academic Professional”
- Click Search

Job Search

Refine your search by specifying keywords, job categories, location, or any combination of these.

Search Criteria

Job Category: Academic Professional

Search Results

[Assistant Dean for Technology Enhanced Instruction- Academic Affairs](#)

Location: (Peoria) Job Category: Academic Professional Job Functions: Health Care

[Assistant Director, GI/Endoscopy Lab](#)

Location: (UI Health) Job Category: Academic Professional

[Assistant Varsity Coach Strength and Conditioning](#)

Location: (Chicago) Job Category: Academic Professional Job Functions: Other

[Associate Dean for Administration - Urban Planning and Public Affairs](#)

Location: (Chicago) Job Category: Academic Professional Job Functions: Administrative

[Clinical Research Coordinator](#)

Location: (Chicago) Job Category: Academic Professional

[Clinical Research Coordinator](#)

Location: (Chicago) Job Category: Academic Professional Job Functions: Human Resources

[Clinical Research Coordinator - Medicine](#)

Location: (Chicago) Job Category: Academic Professional Job Functions: Human Resources

[Director of Development—College of Liberal Arts and Sciences](#)

Location: (Chicago) Job Category: Academic Professional Job Functions: Marketing

[Director of Marketing & Communications, College of Architecture, Design, and the Arts](#)

Location: (Chicago) Job Category: Academic Professional

[Genetic Counselor - Pediatrics](#)

Location: (Peoria) Job Category: Academic Professional Job Functions: Health Care

[Manager, Pastoral Care](#)

Location: (UI Health) Job Category: Academic Professional

[Maxillofacial Prosthodontist- Craniofacial](#)



Step 6:

Select the appropriate job link

Job Details

Title: Assistant Director, GI/Endoscopy Lab (Job ID #50190)
Department: Diagnostic Services
Category: Academic Professional
Location: UI Health
Close Date: 05/12/2015
Description:

SEARCH EXTENDED

Assistant Director, GI / Endoscopy Lab

The University of Illinois Hospital & Health Sciences System is seeking an Assistant Director for the GI / Endoscopy Lab. Reporting to the Associate Director of Hospital, Imaging & Diagnostic Services and Associate Director of Nursing, the incumbent will plan, direct, organize, control and evaluate the operations of GI/Endoscopy Lab operations.

Duties: This position is responsible for daily operations ensuring efficient workflows and patient throughput and managing personnel including technologists, nurses, medical assistants and clerical staff. Assist with budgets, human resources, hospital billing, and customer relations. Acts as a resource to physicians and staff on current trends and policy changes relative to Imaging operations and provides training, if necessary, on these issues. Is also accountable for the ongoing evaluation of GI/endoscopy Lab financial performance measures, assessing department's compliance with a variety of regulatory agencies and achievement of the goals and objectives of the GI/Endoscopy lab.

Qualifications: Requirements include:

- Bachelor's degree in Nursing required.
- Master's degree in Healthcare or Business Administration preferred.
- RN license
- Minimum three (3) years of management level experience in healthcare which includes both supervisory and financial responsibilities.
- Experience in managing GI/Endoscopy lab operations is preferred

Salary & Benefits:

The University of Illinois offers competitive benefit packages, including: vacation days, paid holidays, Floating Holidays, State University Retirement System, tuition waiver, tuition discount for dependents, and excellent medical, dental, and vision packages.

For fullest consideration, please submit application, resume, and cover letter by May 12, 2015.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

[Apply for position](#) [Back to Job Board](#)


Step 7:

- Verify that it is the correct position
- Click “Apply for Position”



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UNIVERSITY OF ILLINOIS Hospital & Health Sciences System
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FIND JOBS LOGIN MY PROFILE CIVIL SERVICE POSITIONS VIEW CS REGISTER ACTIVITY HELP
LOGOUT

My Profile

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[MY JOBS](#)
[EDIT ACCOUNT](#)
[JOB SEARCH](#)
[LOGOUT](#)

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You are now logged in. Welcome, Test

Assistant Director, GI/Endoscopy Lab

Academic Professional/Others

[Start](#)

Academic EEO Form

[Start](#)

Recruitment Sources

[Start](#)

Step 8:

Click "Start" for the Faculty Application






















Academic Professional/Others

Personal (STEP 1 OF 7)

1. Personal | 2. UI Status | 3. Experience | 4. Education | 5. Skills/Licenses | 6. Documents | 7. Review/Submit

Demographics

	*First Name:	<input type="text" value="Test"/>
	Middle Name:	<input type="text"/>
	*Last Name:	<input type="text" value="Test"/>
	Suffix:	<input type="text" value="- Select -"/>
	*Mailing Address:	<input type="text"/>
	Mailing Address Line 2:	<input type="text"/>
	*City:	<input type="text"/>
	*State:	<input type="text" value="- Select -"/>
	*Zip Code:	<input type="text"/>
	*Country:	<input type="text"/>
	County:	<input type="text"/>
	Home Phone:	<input type="text"/>
	Work Phone:	<input type="text"/>
	Alternate/Cell Phone:	<input type="text"/>
	*E-mail Address:	<input type="text"/>
	* Birth month and day (For identification purposes only):	<input type="text"/> <input type="text"/>
	*Are you legally able to work in the United States::	<input checked="" type="radio"/> Yes <input type="radio"/> No
	*Are you under the age of 18:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	*Are you currently receiving or will you be receiving in the next year, an annuity (pension) from the State University Retirement System (SURS)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	*Do you have a bachelors degree or equivalent degree or higher?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	*Select the highest grade level you have completed:	<input type="text" value="- Select -"/>
	*Preferred working location(s) (more than one may be selected):	<input type="checkbox"/> Chicago <input type="checkbox"/> Division of Specialized Care for Children <input type="checkbox"/> Peoria <input type="checkbox"/> Rockford <input type="checkbox"/> UI Health

Step 9:

Enter information into the require fields (marked with *)

Please list any relatives (related through blood or marriage) who work for the University of Illinois, and also list any relatives who are on the Board of Trustees of the University of Illinois.

NAME	RELATIONSHIP	DEPARTMENT
None		

[+ Add](#)

Step 10:

- If you have any relatives who work for the University (including the BOT), click the link for “+Add”, fill out required information, and click “Save.”
- If you do not, skip this step.

Step 11:

Enter information into the require fields (marked with *)

Peoria
 Rockford
 UI Health

Please list any relatives (related through blood or marriage) who work for the University of Illinois, and also list any relatives who are on the Board of Trustees of the University of Illinois.

NAME	RELATIONSHIP	DEPARTMENT
None		

[+ Add Relative](#)

Full time or part time position:

Select the days you are available to work:

Select the hours you are available to work:

When are you available to start work? Today

*May we contact you at work: Yes No

*Have you ever had any license denied, suspended, and/or revoked? Yes No
 If yes, please explain:

*Have you ever been convicted of a crime? Yes No
 *If yes, please describe in detail:

(You are not obligated to disclose sealed or expunged records of conviction or arrest; or whether you have had records expunged or sealed in the past. A conviction record does not necessarily bar an individual from employment.)

Additional comments to your application:



NAME	ORGANIZATION	REFERENCE TYPE
None		

 + Add

Step 12:

You will need to enter the requested number of references.



Click the link for “+Add.”

References

Please add the names of three references to your application. These references might be contacted in the event you are a finalist for this position.

Please Note: References are requested at the discretion of the Search Committee for each position. You will be notified if/when your references have been contacted.

NAME	ORGANIZATION	REFERENCE TYPE
None		

  * First Name:

* Last Name:

Street:

City:


State:

Postal Code:

Organization Name:

Title:

Phone Number:

 * Email Address:

Reference Type:

Step 13:

To create a new reference:

- Enter information into the required fields (marked with *)
- Click "Save."

References

Please add the names of three references to your application. These references might be contacted in the event you are a finalist for this position.

Please Note: References are requested at the discretion of the Search Committee for each position. You will be notified if/when your references have been contacted.

NAME	ORGANIZATION	REFERENCE TYPE
Ref1 Ref1		Professional
Ref2 Ref2		Professional
Ref3 Ref3		Professional

[+ Add](#)

Step 14:

Repeat steps 12 & 13 until the requested number of references are listed

Click “Continue.”



Academic Professional/Others

UI Status (STEP 2 OF 7)

1. [Personal](#) | 2. UI Status | 3. Experience | 4. Education | 5. Skills/Licenses | 6. Documents | 7. Review/Submit

* Choose your current UI Employment Status:

▼

- Applicant
- Former Civil Service Employee
- Current Permanent Civil Service Employee
- Current Extra Help Civil Service Employee
- Current Academic Employee
- Former Academic Employee

If you choose 'Current Permanent Civil Service Employee' or 'Current Academic Employee' and this is the first time you have selected this option, you will be prompted to login using your NetID when you continue from this page. You will be redirected back to the application after logging in.

If you choose 'Current Permanent Civil Service Employee' or 'Current Academic Employee' and this is the first time you have selected this option, you will be prompted to login using your NetID when you continue from this page. You will be redirected back to the application after logging in.

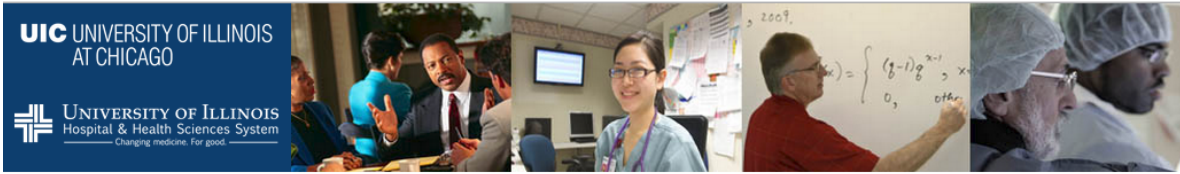
[Back](#) [Continue](#) [Exit](#)

Step 15:

Choose employment status based on choices given.

Note: If you choose 'Current Permanent Civil Service employee' or 'Current Academic employee' and this is the first time you have selected this option, you will be prompted to login using your NetID when you continue from this page. You will be redirected back to the application after logging in.

Click "Continue."



You are now logged in. Welcome, Test

Academic Professional/Others

Experience (STEP 3 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | [6. Documents](#) | [7. Review/Submit](#)

Employment History

Please add your work history by clicking add. By not including any work history, you are certifying that you do not have any work history. Click continue to go to the next page.

ORGANIZATION	TITLE	START DATE	END DATE
None			

[+ Add Employment History](#)

Military Information

Military Branch:

- Select -

Start Date:

[Today](#)

End Date:

[Today](#)

Presently in Service:

[Back](#) | [Continue](#) | [Exit](#)

Step 16:

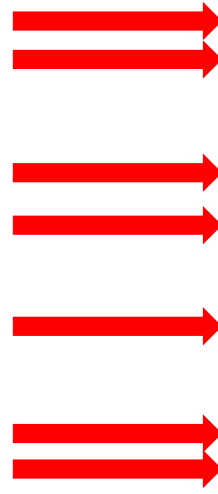
You will need to enter employment history
Click the link for “+Add Employment History.”



Employment History

Please add your work history by clicking add. By not including any work history, you are certifying that you do not have any work history. Click continue to go to the next page.

ORGANIZATION	TITLE	START DATE	END DATE
None			



* Position Title:

* Organization:

City:

State:

Country:

* Is this your current employer? If not, please indicate an end date for the job:

* Start Date:

End Date:

Salary:

* Duties:

Reason for Leaving (please limit to 60 characters):

* Full/Part Time:

* Hours Per Week:

Supervisor Name:

Supervisor Phone:

Supervisor Phone Extension:

Prior Name Used:

[+ Save](#) [Cancel](#)

Step 17:

To add employment history:

- Enter information into the required fields (marked with *)
- Click “Save.”



You are now logged in. Welcome, Test

Academic Professional/Others

Experience (STEP 3 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | [6. Documents](#) | [7. Review/Submit](#)

Employment History

Please add your work history by clicking add. By not including any work history, you are certifying that you do not have any work history. Click continue to go to the next page.

ORGANIZATION	TITLE	START DATE	END DATE
EmplyHist1	EmplyHist1	04/2012	04/2015
EmplyHist2	EmplyHist2	05/2008	03/2012

[+ Add Employment History](#)

Military Information

Military Branch:

- Select -

Start Date:

Today

End Date:

Today

Presently in Service:

[Back](#) [Continue](#) [Exit](#)

Step 18:

Repeat steps 16 & 17 until entire employment history is listed

Click "Continue."



Academic Professional/Others

Education (STEP 4 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | [6. Documents](#) | [7. Review/Submit](#)

High School

SCHOOL TYPE

None

[+ Add High School](#)

College/University

SCHOOL NAME

MAJOR/MINOR

None

[+ Add College/University](#)

[Back](#) [Continue](#) [Exit](#)

Step 19:

You will need to enter education history

Click the link for “+Add High School.”

Click the link for “+Add College/University.”



Academic Professional/Others

Education (STEP 4 OF 7)

1. Personal | 2. UI Status | 3. Experience | 4. Education | 5. Skills/Licenses | 6. Documents | 7. Review/Submit

High School

SCHOOL TYPE

None

* High School Status: - Select -
Currently Attending:
Start Date:

+ Save - Cancel

College/University

SCHOOL NAME	MAJOR/MINOR
None	

* School Name:
City:
State: - Select -
Start Date:
End Date:
Graduated:
Degree: - Select -
GPA (Based on a 4 point scale):
Hours Earned (Decimal numbers allowed, ex. 99.99):
Majors and Minors
 Remove * Type: Major
* Field:

+ Add a Major or Minor

+ Save - Cancel



Step 20:

To add High School:

- Enter information into the required fields (marked with *)
- Click "Save."

To add High School:

- Enter information into the required fields (marked with *)
- Click "Save."



Academic Professional/Others

Education (STEP 4 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | [6. Documents](#) | [7. Review/Submit](#)

High School

SCHOOL TYPE
High School Grad

College/University

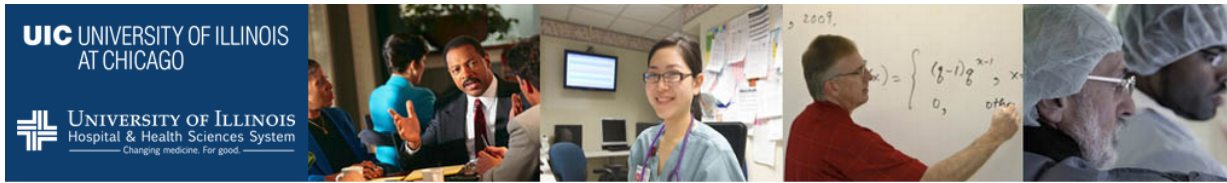
SCHOOL NAME	MAJOR/MINOR
University1	Major: Health Administration

[+ Add College/University](#)

[Back](#) [Continue](#) [Exit](#)

Step 21:

Once education history is entered, click “Continue.”



Academic Professional/Others

Skills/Licenses (STEP 5 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | 5. Skills/Licenses | [6. Documents](#) | [7. Review/Submit](#)

Professional Licenses

LICENSE NAME	ORGANIZATION	ACQUISITION DATE	EXPIRATION DATE
None			

[+ Add Professional License](#)

Skills

List any specific skills that you have:

SKILL	COMMENTS
None	

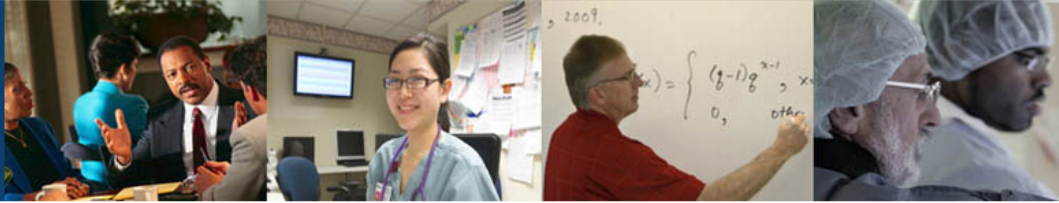
[+ Add Skill](#)

[Back](#) [Continue](#) [Exit](#)

Step 22:

List any licenses or skills that you have (optional).

Click “Continue.”



Academic Professional/Others

Documents (STEP 6 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | 6. Documents | [7. Review/Submit](#)

Documents can include resume, references, letters of recommendation, etc.

- In the File Upload section, click Browse to locate and select the document for upload.
- In the Document Type drop down list, select the type of document that you are uploading.
- When finished, click Save.

NOTE: You are required to upload your resume/curriculum vitae and any other documentation listed in the job posting. **If you have uploaded an incorrect document, it can only be deleted during this current/active session. Once you log out of the application system, you will not be able to delete any previously uploaded documents.**

NAME	TYPE	FILE	SIZE UPLOADED
None			

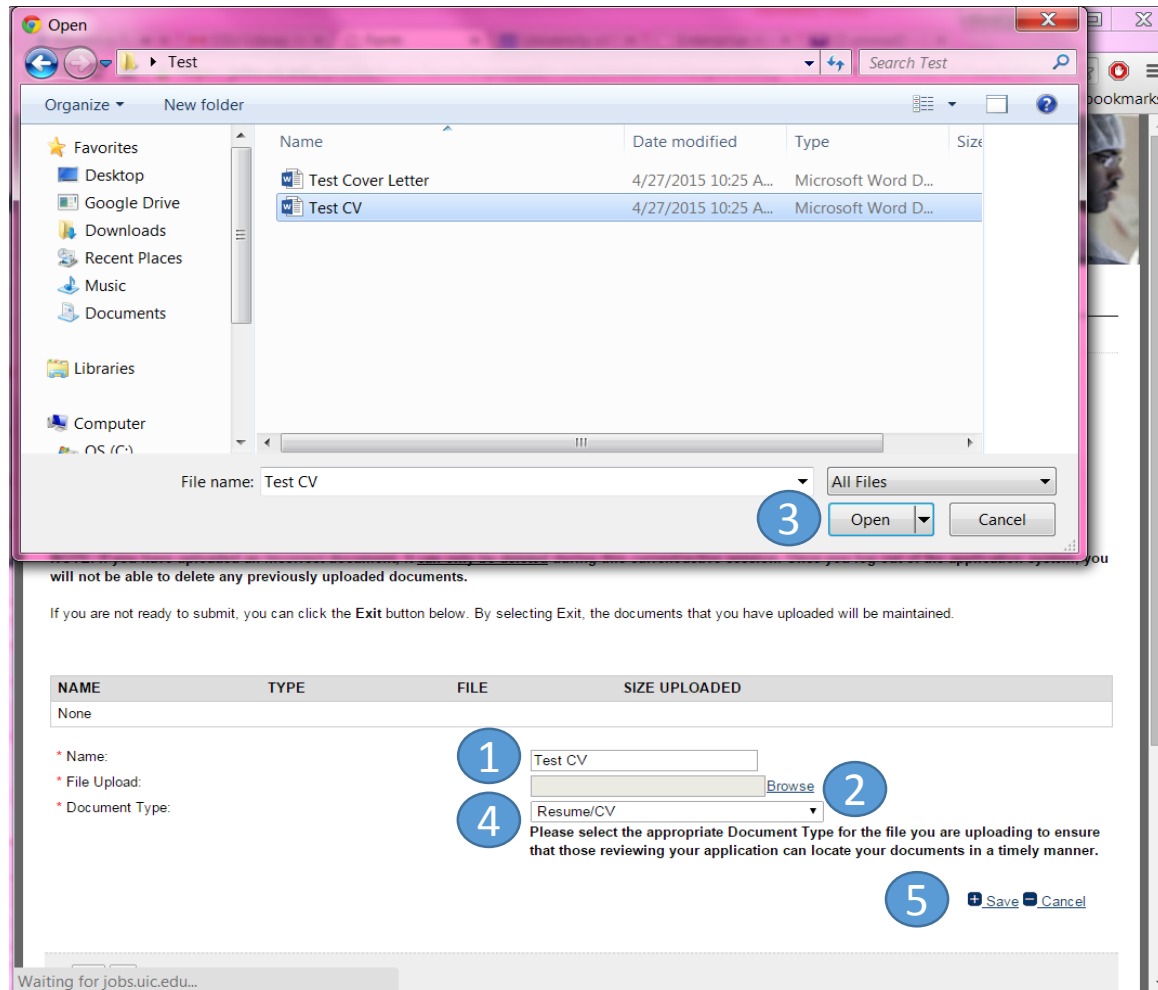
[+ Add](#)

[Back](#) [Continue](#) [Exit](#)

Step 23:

Applicants should upload a cover letter and CV (or resume).

To upload, click the link for “+Add.”



Step 24: Upload CV

1. Name your document (this is how it will be shown in HireTouch)
2. Click “Browse” next to file upload
3. Select your file and click “Open” (this will be different on a Mac – use standard file selection)
4. Select Document Type
5. Click link for “+Save.”

- **NOTE: If you have uploaded an incorrect document, it can only be deleted during this current/active session. Once you log out of the application system, you will not be able to delete any previously uploaded documents.**



Academic Professional/Others

Documents (STEP 6 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | 6. Documents | [7. Review/Submit](#)

Documents can include resume, references, letters of recommendation, etc.

- In the File Upload section, click Browse to locate and select the document for upload.
- In the Document Type drop down list, select the type of document that you are uploading.
- When finished, click Save.

NOTE: You are required to upload your resume/curriculum vitae and any other documentation listed in the job posting. **If you have uploaded an incorrect document, it can only be deleted during this current/active session. Once you log out of the application system, you will not be able to delete any previously uploaded documents.**

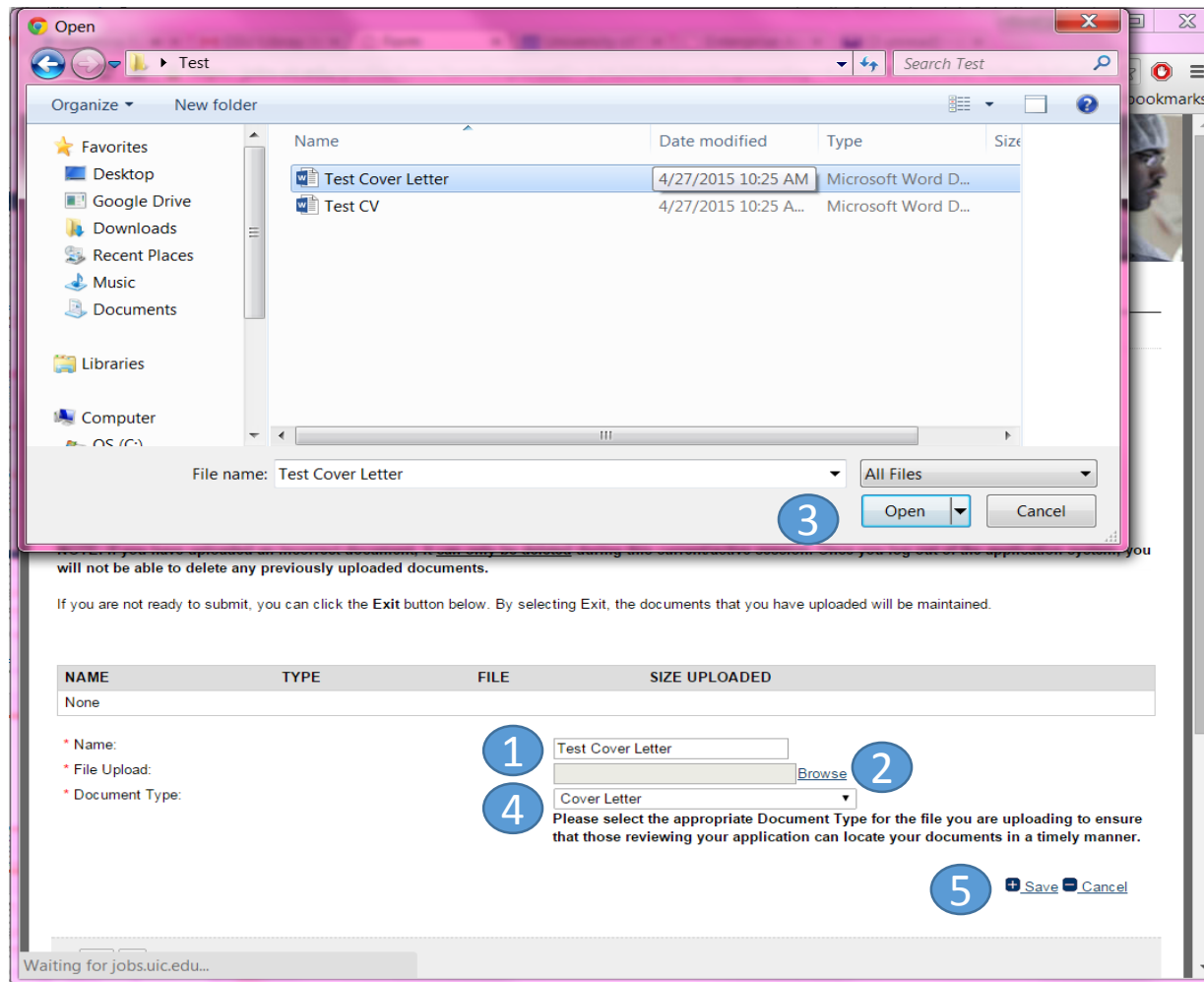
NAME	TYPE	FILE	SIZE UPLOADED
Test CV	Resume/CV	Test CV.docx	11234



[Back](#) [Continue](#) [Exit](#)

Step 25:

Click link for “+Add.”



Step 26: Upload Cover Letter

1. Name your document (this is how it will be shown in HireTouch)
2. Click "Browse" next to file upload
3. Select your file and click "Open" (this will be different on a Mac – use standard file selection)
4. Select Document Type
5. Click link for "+Save."

- **NOTE: If you have uploaded an incorrect document, it can only be deleted during this current/active session. Once you log out of the application system, you will not be able to delete any previously uploaded documents.**



Academic Professional/Others

Documents (STEP 6 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | 6. Documents | 7. Review/Submit

Documents can include resume, references, letters of recommendation, etc.

- In the File Upload section, click Browse to locate and select the document for upload.
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- When finished, click Save.

NOTE: You are required to upload your resume/curriculum vitae and any other documentation listed in the job posting. If you have uploaded an incorrect document, it can only be deleted during this current/active session. Once you log out of the application system, you will not be able to delete any previously uploaded documents.

NAME	TYPE	FILE	SIZE UPLOADED
Test CV	Resume/CV	Test CV.pdf	11234
Test Cover Letter	Cover Letter	Test Cover Letter.docx	11240

[+ Add](#)

[Back](#) [Continue](#) [Exit](#)

Step 27:

Once CV and Cover Letter are successful uploaded, click “Continue.”



Academic Professional/Others

Review/Submit (STEP 7 OF 7)

[1. Personal](#) | [2. UI Status](#) | [3. Experience](#) | [4. Education](#) | [5. Skills/Licenses](#) | [6. Documents](#) | [7. Review/Submit](#)

University of Illinois Chicago Campus
The University of Illinois is an Affirmative Action/Equal Opportunity Employer

Personal Data

Position Applying for: Assistant Director, GWEndoscopy Lab			
First name Test	Middle Test	Last Name Test	Suffix
Mailing Address Test			
City Test	State IL	Postal Code 12345	
Country United States			
Home Phone	Work Phone	Cell Phone	
Email Test Email			

Are you legally authorized to work in the U.S.? Yes No
 Are you under the age eighteen? Yes No
 Highest Grade Level: 5 or more years College
 Current UI Employment Status:
 Preferred Location(s): Chicago
 Birth month and day: January, 01
 Last 4 Digits of SSN:
 User Name: chorlatte.mack

References

Ref1 Ref1
Test
Professional Reference

Ref2 Ref2
test
Professional Reference

Ref3 Ref3
test
Professional Reference

Step 28:

Review your application. You may: review on screen by scrolling down or review on paper by printing the document.

- If the application needs to be edited, click “Back” and correct application
- If the application is correct, move to Step 21.

I certify that to the best of my knowledge the information provided to the University of Illinois in my application is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may invalidate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois does not obligate the University of Illinois, the State Universities Civil Service System, or any institution or agency served by it nor does it indicate that there are positions open.

*

I Agree

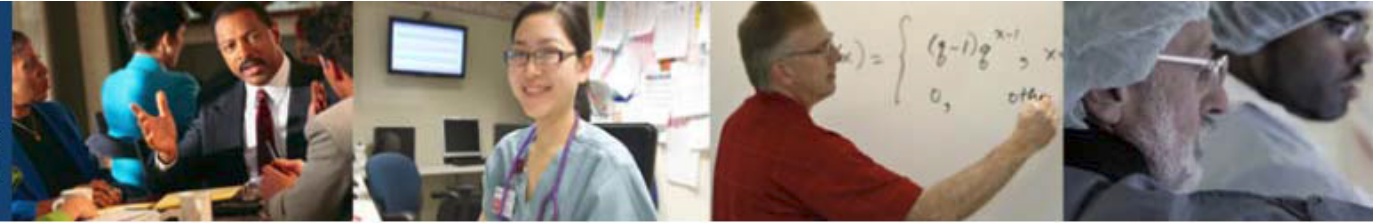
Back Submit Exit

Step 29:

Review the certification.

Click the box for “I agree.”

Click “Submit”



Academic EEO Form

Equal Opportunity Information Request Form

1. Equal Opportunity Information Request Form | 2. Voluntary Self-Identification of Disability

As a federal contractor, the University of Illinois at Chicago is required to request and maintain data on the racial, ethnic, and gender identity as well as on the disability and veteran status of all applicants for employment. This data enables the University and federal government to monitor compliance with equal opportunity laws and regulations.

This information will NOT be seen by the hiring units within the University.

Assurance: Submission of the information requested is voluntary, and will not affect your employment application. Furthermore, refusal to provide it will not subject you to discharge, disciplinary action, or unfair evaluations. Information obtained concerning your medical condition or history shall be kept confidential except that (i) supervisors and managers may be informed regarding restrictions on the work duties or disabled individuals, or disabled veterans and regarding accommodations, (ii) first aid and safety personnel may be informed, where appropriate, if the condition may require emergency treatment, (iii) government officials investigating compliance with the laws protecting persons with disabilities shall be provided relevant information upon request. Failure to come forward at this time does not preclude one from doing so in the future.

We do request, however, that you click the **Submit** button at the end of this form so that our information will be as complete as possible.

Step 30:

Complete the Equal Opportunity Information Request Form (optional)

Click "Submit" at bottom of the form



Academic EEO Form

Voluntary Self-Identification of Disability

[1. Equal Opportunity Information Request Form](#) | 2. Voluntary Self-Identification of Disability

Form CC-30 5

OMB Control Number 1250-0005

Expires 1/31/2017

Step 31:

Complete the Voluntary Self-Identification of Disability Form (optional)

Click “Submit” at bottom of the form



Recruitment Sources

Survey (STEP 1 OF 1)

How did you learn about this opening?

- Professional Conference
- Professional Contact
- Professional Journal Publication
- Personal Friend
- Job Posting
- HERC-Higher Education Recruitment Consortium; Greater Chicago
- Local News Ad
- The Chronicle of Higher Education
- Other - Specify Below

Submit

Step 32:

Complete Recruitment Sources Survey

Click "Submit."



[FIND JOBS](#) [LOGIN](#) [MY PROFILE](#) [CIVIL SERVICE POSITIONS](#) [VIEW CS REGISTER ACTIVITY](#) [HELP](#)
[LOGOUT](#)

My Profile

Welcome, [Test Test](#)

Within your profile page, you can complete forms required to complete your job application, view jobs you have previously applied, edit your account, search for additional jobs and logout of your account.

[MY JOBS](#)
[EDIT ACCOUNT](#)
[JOB SEARCH](#)
[LOGOUT](#)

Forms to Complete

Applications that have been submitted and require additional action are displayed below. To complete an action, click the hypertext link to the right of the form and follow the directions provided.

Note: Your application will not be completed until all active tasks (i.e., Action items denoted with **Start**) have been completed. Completed forms can be viewed and in some cases edited.

Assistant Director, GI/Endoscopy Lab		
Academic Professional/Others	04/29/15 at 10:36 AM	Completed Edit
Academic EEO Form	04/29/15 at 10:39 AM	Completed Edit
Recruitment Sources	04/29/15 at 10:39 AM	Completed

Step 33:

Done!

If all tasks are marked “Completed”, your application has been submitted.

You have submitted an application for Assistant Director, GI/Endoscopy Lab Inbox x



uichruohr@uillinois.edu via sendgrid.me
to me

10:45 AM (0 minutes ago) ☆ ↶ ▾

Dear Test Test,

Thank you for your interest in employment with the University of Illinois at Chicago (UIC). This message verifies that you have submitted an employment application for the **Assistant Director, GI/Endoscopy Lab** position through the University of Illinois at Chicago job site.

Please note the closing date for the position to which you have applied. Review of candidates normally begins after the closing date. If you have specific questions regarding this position, please use the contact information provided in the job posting to contact the unit.

For technical questions regarding your application, please contact the UICHR Help Desk at [\(312\) 413-4848](tel:3124134848) or uichrhelpdesk@uillinois.edu.

THE
UNIVERSITY OF
ILLINOIS
AT
CHICAGO



Step 34:

You will receive a confirmation email from the system once your application is received.