HireTouch Workflow Instructions:

https://employ.uillinois.edu/admin





Hire Touch

Step 1: Click the Blue Bar "University of Illinois staff should click here to login with their Enterprise ID"

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powered by

Universit urbana-Champaign	Y OF ILLINOIS
Enterprise Aut	hentication Login
(Important: DO NOT include "@ullinois.edu", "@illinois.edu", "@uic.edu" or "@uis.edu" when entering your EnterpriseID) EnterpriseID: Password: Login	ATTENTION: FIRST-TIME USERS of UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications. First Time Users
Change Your Password If you know your password, but would like to change it, please check the box and login first.	Eorgot Your Password? Please enter your EnterpriseID at the top of the page and then click the button below Reset Your Password
Establish / Update Y If you know your password, and would like and login.	Your Security Questions to update your security questions, please check the box
This page is being replaced with new technology. F veb.uillinois.edu/iam/CASiteMinder.	or information and replacement dates:

For access problems, questions, or comments, contact the AITS Service Desk at (217) 333-3102 (Urbana & UIS) or (312) 996-4806 (UIC).

You can also e-mail the AITS Service Desk at servicedeskaits@uillinois.edu

Enterprise Authentication Service, Version 4.1.7

Step 2:

Login using your Enterprise ID.

Note: The purpose of this job aid is to show the complete step-by-step Academic Professional workflow. However, the Job Description and Position Authorization are not reviewed by the Office for Access and Equity, only the Position Notice.

HOME APPLICATES JOBS REPREVECS APPLICANTS TASKS REPORTS

My Dashboard

UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS		
System Maintenance	The HireTouch Admin site will be unavailable during the following dates and times due to system maintenance. Please make note of these times so that you ensure you meet any deadlines:	
	Sunday, May 3, 2015: 5:00 am - 3:00 pm	
	Sunday, May 17, 2015: 5:00 am - 11:00 am	
	If you have any questions, please contact the UIC HR Help Desk at 312-413-4848 or uichrhelpdesk@uillinois.edu.	
	If you have any questions, please contact the UIC HR Help Desk at 312-413-4848 or uichrhelpdesk@uillinois.edu.	

Step 3:

This is what your HireTouch Dashboard should look like. To begin, Click "Jobs" University of Illinois - Chicago

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HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS REPORTS

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Open Rank) Professor	2604() Standalone Form	Pending			2672000	Information/Decision Sciences			•			
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Step 4:

Click "Start a Workflow".

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	Hire Touch © 2015 Image Trend, Inc. All Rights Reserved	powered by IMAGETREND
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Step 7:

Click "Continue".

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Start Form

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Step 8: Job Description

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Step 9:

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Information has been auto-populated.

To select Hiring Manager, click on picture image.

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*Academic Search Co	ordinator:		Abdelhady, Khaled (khaled1@uic.edu)	•		
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I agree

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Step 10:

Search for hiring manager by name.

Click "Select User"

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Step 11:

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To select Academic Search Coordinator, click on picture image.

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Step 12:

Search for coordinator by name.

Click "Select User".

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Step 14:

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- 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)
 - Click link for "+Save."



Step 15:

Click the box for "I agree."

Click "Submit".

HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS REPORTS Test Academic Professional - Pending Properties Applicants Activity Processes Forms Job Forms | Comments Approvers Title Name Unit HR v 💩 Approver: Approver: "HR Compensation AP Job D. "HR-Compensation, _ "HR-Employment, _ "OAE Approval, _ Abdou, Morhsin Abidu, Faizan Adams, Lillie Adams, Lillie College 8 HR Compensation AP Job Description/Approval 8 Save Save Approvers Only Admin, System Ash, Lashonda Ayala, Brenda Barnett, Laura Barrera, Patricia Bass, Michael Bentley, Daisy Bills-Windt, Caryn Black, Gladys Blain, Theresa Boehm, James boller, dj © 2015 ImageTrend, Inc. All Rights Reserved powered by Hire Touch

University of Illinois - Chicago

Step 16:

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Click drop down arrow to search for Unit HR approver.



Step 17:

Click drop down arrow to search for College approver.

Click "Save".

Note: Once the appropriate approvers have approved the form, you will be notified when to complete the next step.

HOME APPLICANTS JOBS	RETRIEVE CS APPLICA	NTS TAS	KS REPORTS										
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Academic Professional - Pend Properties Applicants A Job Forms Comments	ng Activity Processes	Forms										Edit Demographics Edit Questions Edit Questions Send Corresponden Upload a Document Attach a Note Attach a Note	ce
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Position Authorization							<pre></pre>	Start					

Step 18: Position Authorization

Click the link for "Start"

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*FTE Requested: (#known) *Business Necessity: Use decinal numbers (e.g. 1.05) *Business Necessity: Business Continuity *Justification to Fill Position: Image: Continuity	Position Number 🐨	If you are filling a vacancy, please reuse the prior incumbent's position number. If this is a new position, leave this field blank.
*Business Necessity : Use decimal numbers (e.g. 1.05) *Justification to Fill Position: Business Continuity I Net Revenue Generation I Critical Leadership Role	TTE Desucated	(if known)
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Please explain how filing this position is a business necessity, providing background and supporting documentation, if necessary.		 Please explain how filling this position is a business necessity, providing background and supporting documentation, if necessary.
	Stop 10.	
Stop 10.	Steb 1a:	
Step 19:		
Step 19:	Enter information into	the required fields (marked with *)

THE UNIVERSITY OF ILLINOIS AT CHICAGO



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Step 20:

Enter information into the required fields (marked with *)



THE UNIVERSITY OF ILLINOIS AT CHICAGO

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Step 21:

Enter information into the required fields (marked with *)

Upload Documents.

• For Faculty positions, please upload the appropriate job description. For Hourly Faculty/Clinical/Research, Academic Professional, and Visiting Academic Professional Positions, prior approval was needed and you DO NOT need to upload the job description again.
• For Justification to Hire, please attach the explanation here if the text is too large for the above field.

NAME	TYPE	JOB TITLE	FILE	SIZE UPLOADED
Test DJ	*Job Description	Test	Test JD.pdf	11324
Job Description Approval	Job Description Approval	Test	Job Description Approval.pdf	108909
Job Description Approval	Job Description Approval	Test	Job Description Approval.pdf	109452
Job Description Approval	Job Description Approval	Test	Job Description Approval.pdf	111495
Job Description Approval	Job Description Approval	Test	Job Description Approval.pdf	111642
Job Description Approval	Job Description Approval	Test	Job Description Approval.pdf	112090

🗄 Add



Hire Touch

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Step 22:

Click "Continue to Approvals".





Step 23:

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Click drop down arrow to search for Unit HR approver.



Step 24:

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Click drop down arrow to search for College approver.

Click "Save".

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Note: Once the appropriate approvers have approved the form, you will be notified when to complete the next step.

HOME APPLICANTS JOBS RETRIEVE C	SAPPLICANTS TA	ISKS REF	FORTS									at provide	
Test												Actions	
Chicago - Academic Professional - Pending Properties Applicants Activity Pro- <u>dob Forms</u> Comments	Cesses Forms											Edit Demográphics Edit Outestions End Curestions Send Correspondence Upload Document Attach a Note Ocoy Job	
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Join Notice for Academic Search								-				Oreated 05/01/2015	
Position Notice for Academic Search								Start				Category: Academic Professional	



Step 25: Position Notice

Click the link "Start"

		Processes
Position Notice for Academic S	Search	Position Notice: Start Form
UIC Position Notice for Academic	c Administrator/Academic Professional Search (step 1 of 2)	Job Description Approved Approval:
1, UIC Position Notice for Academic Administrator/Acade	mic Professional Search (2. Search Committee Members	Job Defails
HireTouch Job ID/EEO # This form is necessary for all academic positio process has been approved by a campus aff	52037 Ins and must be submitted prior to advertisement or public announcement of the position. No candidate for any academic or professional appointment for 50 percent or more time may be interviewed until the full sear firmative action officer. OAE assists units with searches. Please contact OAE about any aspect of recruitment or consult http://www.uic.edu/depts/oae/AH/RecruitmentResources.htm.	Created: 05/01/2015 Category: Academic Professional Status: Pending Location: Chicago Reg.Code: A1501324
Position Info Job Title: Job Category: 'Location Chart and Organization Code: College/Unit Name Organization Name: 'Posting Close Date: 'Job Summary - for posting to UIC Job Board:	Test Acadomic Professional Chicago 2779000 Access and Equity Office for Access and Equity (2779000) Office for Access and Equity (2779000) Source of the state of	

Step 26:

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Enter information into the required fields (marked with *)



Step 27:

Enter information into the required fields (marked with *)

Department/Unit Contact ە 🚵 Galloway, Keana This includes notice of job approval and notice of new applicants: Galloway, Keana Hiring Manager: Galloway, Keana Unit/College Search Coordinator: - Select -• Job Function: Search Staff Support/Recruiters Please select all search staff support and/or recruiters needing access to candidate information for this search. If adding a casual user that is a University of Illinois employee, the user name should be their Enterprise ID. When you type the email address for the user, the address will automatically fill in as the user name. You will need to remove this user name and replace it with their Enterprise ID .: - 🤷 🛛 Minimum Salary: Maximum Salary: 25000 Search Committee Please select all search committee members needing access to applicant information for this search. If adding a casual user that is a University of Illinois employee, the user name should be their Enterprise ID. When you type the email address for the user, the address will automatically fill in as the user name. You will need to remove this user name and replace it with their Enterprise ID .: - 🦾 o Type of Position- Academic Administrator positions include Associate Director level and above. Academic Professional positions include titles below Associate Director level. * Non-faculty positions require an exemption from the State University Civil Service System. Please attach a copy of the approved Job Description. *Posting/Advertising (attach documents, if necessary) Enter the exact wording of the posting or advertisement to be used to solicit candidates including women and minorities. For recruitment resources, see http://www.uic.edu/depts/oae/AH/RecruitmentResources.htm. Recruitment resources include professional or target group periodicals, newspapers, or listserves; job recruitment Web sites, metropolitan newspapers; listing with professional, women, or underrepresented group caucuses or organizations; letters to organizations/associations, departments, or individuals, etc. Will the search be (select all that apply)? National Chicago-area *Internal only * If you believe this search should be limited to internal University candidates, please explain why University specific experience is required for the position in the field below. Reason for Internal Search (attach documents, if necessary) **Step 28:** Enter information into the required fields (marked with *)

Planned List of External Advertising Resources (RECRUITMENT PLAN): Once approved by OAE, the position will be automatically added to the UIC Job Board and IllinoisDiversity.com. Please s	seek OAE approval prior to the Job Position Close Date should your Recruitment Plan change.
	<u>^</u>
What are the anticipated dates of posting or advertisement?	
*Start Date:	Today
	i oday
Describe other solicitations, such as conferences, mailings to other Universities, etc.	

Personal Contacts. Describe personal contacts to be made in person or by telephone, especially with organizations, departments, colleges, universities, or individuals likely to provide qualified female and minority applicants, include requests for nominations.

Personal Contact Name/Title/Dept/University



Affirmative Action/Equal Opportunity Statement

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The University of Illinois is federally mandated to include an Affirmative Action/Equal Opportunity statement in all job descriptions, advertisements, announcements, and other recruitment texts. Examples of appropriate Affirmative Action/Equal Opportunity statements can be found at http://www.uic.edu/depts/oae/AH/SearchToolkit.htm. At minimum, units must use the following: "UIC is an EOE/AA/M/F/Disabled/Veteran".

Step 29:

Enter information into the required fields (marked with *)

Upload Documents

Upload any additional supporting documentation, if necessary, for this Position Notice, such as:

Internal Search Justification

External Job Posting/Advertisement

· Ad placements and dates of expected publication or posting

NAME	DESCRIPTION	TYPE	JOB TITLE	FILE	SIZE UPLOADED
Test JD		*Job Description	Test	Test JD.pdf	11324
Job Description Approval		Job Description Approval	Test	Job Description Approval.pdf	108909
Job Description Approval		Job Description Approval	Test	Job Description Approval.pdf	109452
Job Description Approval		Job Description Approval	Test	Job Description Approval.pdf	111495
Job Description Approval		Job Description Approval	Test	Job Description Approval.pdf	111642
Job Description Approval		Job Description Approval	Test	Job Description Approval.pdf	112090
Position Authorization		Position Authorization	Test	Position Authorization.pdf	97490
Position Authorization		Position Authorization	Test	Position Authorization.pdf	104504
Position Authorization		Position Authorization	Test	Position Authorization.pdf	104630
Position Notice for Academic Search		Position Notice for Academic Search	Test	Position Notice for Academic.pdf	147517
Position Notice for Academic Search		Position Notice for Academic Search	Test	Position Notice for Academic.pdf	147651
Position Notice for Academic Search		Position Notice for Academic Search	Test	Position Notice for Academic.pdf	147770
Position Notice for Academic Search		Position Notice for Academic Search	Test	Position Notice for Academic.pdf	147889
Position Notice for Academic Search		Position Notice for Academic Search	Test	Position Notice for Academic.pdf	148012

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Diversity Assessment (completed by OAE)

A review of this position shows underrepresentation of:

Women African Americans Latinos/Hispanics Asian Americans No Underrepresentation

EEO Category: EEO/AA Job Code Number:

- Select -	•
A1501324	

D Continue S Save 🛆 Exit

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Step 30:

Click the link "+Add" to upload additional documents; such as job posting/advertisement

Click "Continue".

HOME APPLICANTS JOBS RETRIEVE CS APPLICA	ANTS TASKS REPORTS							
Test Chicago - Academic Professional - Pending					Actions			
Properties Applicants Activity Processes Job Forms Comments	Forms				Edit Questions Send Correspondence Gupload a Document Attach a Note			
		Job questions saved successfu	ly		Copy Job			
orm								
UIC Position Notice for Academic Administrator/Academic Professional S	Search 2. Search Committee Members				Approval: Position Authorization: Approved 50 Job Details			
arch Committee Members (OAE recommends a review of the search committee composition prior to convening the committee.)								
MEMBER	TITLE	GENDER	ETHNICITY	RACE	Req Code: A1501324			
				🔁 Add				
🛛 🐟 🖉 Submit & Continue to Approvals 🕃 Sole	▲ Exit							
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Verify Search Committee Members

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Click "Submit & Continue to Approvals".



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Step 32:

Click drop down arrow to search for Academic Search Coordinator approver. Please see link for list of Coordinators.

http://oae.uic.edu/AH/AcademicSearchCoordList.htm

Click "Save."

Note: Once the search coordinator has approved the Position Notice, it will then go to OAE for final approval. You will then be notified if the form has been completely approved or denied.