HireTouch Workflow Instructions:

https://employ.uillinois.edu/admin

THE UNIVERSITY OF ILLINOIS AT CHICAGO
UIC

Step 1:

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

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.

Step 3:
This is what your HireTouch Dashboard should look like.
To begin, Click "Jobs"

HOME   APPLICANTS   JOBS   RETRIEVE CS APPLICANTS   TASKS   REPORTS

All Jobs

Start a Workflow

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search   GO   CLEAR

Job Category | Job Status | Location   GO   CLEAR

		JOB INFORMATION					JOB DESCRIPTION	POSITION AUTHORIZATION		SEARCH PROCESS		
TITLE ▼	JOB ID	CATEGORY	STATUS	CLOSING DATE	LOCATION	ORG CODE	ORGANIZATION NAME			POSITION NOTICE	POSTING	MEETS MINIMUM QUALIFICATIONS	
(none)	28571	Standalone Form	Pending			2886000	Women's Leadership and Res Ctr		●			
(none)	28026	Standalone Form	Pending			2360000	Pharmacy Syst,Outcomes andPolicy		●			
(Curator of Art I) Assistant Director, Gallery 400	45220	Civil Service	Approved			2745001	Gallery 400	●				
(Extra-Help) Office Support Associate - Office of International Affairs	27738	Standalone Form	Closed			2435000	Ofc of International Affairs		●			
(Open Rank) Professor	26040	Standalone Form	Pending			2672000	Information/Decision Sciences		●		●	
*147978 Ticket Test (PROD)	50833	Faculty	Test	2015-03-19 00:00:00.0	Chicago	2407007	HR Share Services		●	●		
*147978 Ticket Test 2 (PROD)	50908	Faculty	Test		Chicago	2407007	HR Share Services		●			
*156318 Ticket Test (PROD)	50837	Civil Service	Test			2407007	HR Share Services		●			
*AP PA Test PROD - 050113	31750	Academic Professional	Pending	2014-04-14 00:00:00.0	Chicago	2407007	HR Share Services	●	●	●		
*CS Job Test 121213	38556	Civil Service	Test	2013-12-12 00:00:00.0	Chicago	2407007	HR Share Services		●		●	
*CS Standard Hospital Test	39701	Civil Service	Test			2407007	HR Share Services		●		●	
*Email Test Job (PROD)	46490	Faculty	No Post Job	2014-10-08 00:00:00.0	Chicago	2407007	HR Share Services		●	●	○	
*Faculty Search Test (PROD)	47374	Faculty	Pending		Chicago	2407007	HR Share Services		●			
*Grad Test (PROD)	47378	Graduate Assistant	Closed	2014-11-13 00:00:00.0	Chicago	2407007	HR Share Services	●	●		●	
*Hourly Job Test 121213	38564	Hourly	Pending	2013-12-12 00:00:00.0	Chicago	2407007	HR Share Services	●	●		●	
*HR Form Originator Test	47193	Academic Professional	Pending			2407007	HR Share Services	●				
*HR Test Job (VM)	46858	Academic Professional	Submitted			2407007	HR Share Services	●				
*HR Test Job 2 (VM)	46860	Academic Professional	Pending			2407007	HR Share Services	●				
*HRIS Test	46051	Civil Service	Pending			2407000	UIC Human Resources				●	
*HRIS Test AP Job	46449	Academic Professional	Pending			2407007	HR Share Services	●				
*HRIS Test Job	28200	Faculty	Pending	2013-12-31 00:00:00.0	Chicago	2407007	HR Share Services		●	●	○	
*RAHA Removal Grad PROD	29505	Graduate Assistant	Closed	2013-02-07 00:00:00.0	Chicago	2407007	HR Share Services	●	●		●	
			Closed	2013-02-07 00:00:00.0	Chicago	2407007	HR Share Services	●	●		●	

https://employ.uillinois.edu/admin/dashboard/default.cfm

Step 4:

Click "Start a Workflow".

Step 5:

Select "Academic Professional Search" job template.

Click "Continue".

Step 6:

Enter information into the required fields (marked with *)

Click "Continue".

Step 7:

Click "Continue".

Step 8: Job Description

Click the link for "Start"

Step 9:

Information has been auto-populated.

To select Hiring Manager, click on picture image.

Step 10:

Search for hiring manager by name.

Click "Select User"

Step 11:

To select Academic Search Coordinator, click on picture image.

Step 12:

Search for coordinator by name.

Click "Select User".

Step 13:

Upload job description

Click the link "+Add".

Step 14:

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. Click link for "+Save."

Step 15:

Click the box for "I agree."

Click "Submit".

Step 16:

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.

Step 18: Position Authorization

Click the link for "Start"

Step 19:

Enter information into the required fields (marked with *)

Funding

*Chart of Accounts (COA): - Select - ▼

*Fund ? :

*Organization:

*Account ? :

*Program:

Activity:

Location:

*Percentage (%):

⬆ Click To Add Additional Funding Codes

Position Information

Desired Start Date: [ ] 📅 Today

Job Title: Test

*Job Board Location: - Select - ▼

*Home Chart and Organization Code: 2779000

*Home College/Unit/Program Name: Access and Equity

*Home Organization Name: Office for Access and Equity (2779 🔲 •

Key Responsibilities/Duties:

Step 20:

Enter information into the required fields (marked with *)

Minimum Qualifications:

| Source | | | | | | | |

body p

*Department Contact:

*Position Reports To: Galloway, Keana

*Unit/College Search Coordinator: Galloway, Keana

Minimum Salary/Rate:

*Maximum Salary/Rate:

Additional Position Information

*Does this position work in a Hospital or Clinic setting? ○ Yes ○ No
*Is this position Security Sensitive? ○ Yes ○ No
*Does this position have Supervisory responsibility of 20 or more? ○ Yes ○ No
*Does this position have Purchasing Authority of $5,000 or more? ○ Yes ○ No
*Does this position require a License? ○ Yes ○ No
*Does this position require a Physical/Strength Test? ○ Yes ○ No
*Does this position require a Health Screening? ○ Yes ○ No
*Does this position require a Drug Screening? ○ Yes ○ No
*Does this position involve Direct Patient Care? ○ Yes ○ No

Step 21:

Enter information into the required fields (marked with *)

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Step 22:

Click "Continue to Approvals".

Step 23:

Click drop down arrow to search for Unit HR approver.

Step 24:

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.

Step 25: Position Notice

Click the link "Start"

Step 26:

Enter information into the required fields (marked with *)

*Key Responsibilities/Duties - for posting to UIC Job Board:

*Minimum Qualifications (required) - for posting to UIC Job Board
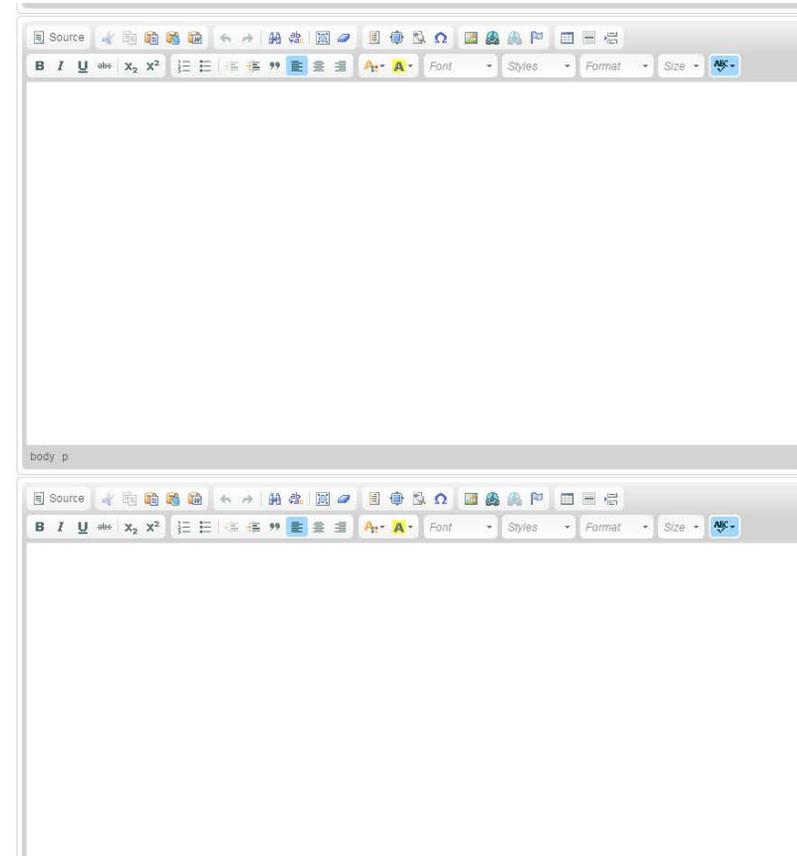Other Desirable Qualifications (optional) - for posting to UIC Job Board:

Step 27:

Enter information into the required fields (marked with *)

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 seek OAE approval prior to the Job Position Close Date should your Recruitment Plan change.

What are the anticipated dates of posting or advertisement?
*Start Date: [   ] 📅 Today
*End Date: [   ] 📅 Today

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
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

➕ Add

Diversity Assessment (completed by OAE)

A review of this position shows underrepresentation of: ☐ Women ☐ African Americans ☐ Latinos/Hispanics ☐ Asian Americans ☐ No Underrepresentation

EEO Category: - Select - ▼

EEO/AA Job Code Number: A1501324

▶ Continue Ⓢ Save △ Exit

Step 30:

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

Click "Continue".

Step 31:

Verify Search Committee Members

Click "Submit & Continue to Approvals".

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.