

# HireTouch Workflow Instructions:

<https://employ.uillinois.edu/admin>



THE  
UNIVERSITY OF  
ILLINOIS  
AT  
CHICAGO



HireTouch

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ImageTrend

## 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.

**UNIVERSITY OF ILLINOIS**  
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

**Enterprise Authentication Login**

(Important: DO NOT include "@uillinois.edu", "@uillinois.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.

**Forgot Your Password?**

Please enter your EnterpriseID at the top of the page and then click the button below

Reset Your Password

**Establish / Update Your Security Questions**

If you know your password, and would like to update your security questions, please check the box and login.

This page is being replaced with new technology. For information and replacement dates: [web.uillinois.edu/iam/CASiteMinder](http://web.uillinois.edu/iam/CASiteMinder)

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 [servicesdesk@uillinois.edu](mailto:servicesdesk@uillinois.edu)

Enterprise Authentication Service, Version 4.1.7

## 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 [uicrhelpdesk@uillinois.edu](mailto:uicrhelpdesk@uillinois.edu).

[Display Preferences](#)

## Step 3:

This is what your HireTouch Dashboard should look like.

To begin, Click “Jobs”

All Jobs

[+ Start a Workflow](#)

Search    Job Category  Job Status  Location

TITLE	JOB ID	CATEGORY	STATUS	CLOSING DATE	LOCATION	ORG CODE	ORGANIZATION NAME	JOB DESCRIPTION	POSITION AUTHORIZATION	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	29905	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".

## Add a Requisition

Choose Template Specify Settings Requisition Forms

Step 1. Choose a Template

**AVAILABLE JOB TEMPLATES**

Category: - All Categories -

Search:

- Academic Professional Search Waiver
- Academic Professional Search-Includes Visiting AP
- Accounting Associate (5000)
- Business/Administrative Associate (5010)
- Civil Service Reclassification/Reallocation
- Faculty Search Waiver
- Faculty/Faculty Administrator Search
- Graduate Assistant
- Graduate Hourly



Preview:

Job Title - Department: Academic Professional Search-Includes Visiting AP

\*Chart AND Organization Name:

\*Organization Name:

\*College/Unit Name:

Waiting for employ.uillinois.edu...

## Step 5:

Select "Academic Professional Search" job template.

Click "Continue".

## Add a Requisition

Choose Template Specify Settings Requisition Forms

Step 2. Specify the Job Settings

ALL FIELDS ON THIS PAGE ARE REQUIRED

Job Details > Academic Professional Search-Includes Visiting AP

\*Job Title - Department:   
*Example: Associate Professor - Chemistry; Civil Service use classification title.*

\*Home Chart AND Organization Code:   
*Example: 2110000  
(7 digits; no hyphen or special characters)*

\*Home Organization Name:   
*Select from drop-down list*

\*Home College/Unit Name:   
*Example: Business Administration*

## Additional Information

\* required

## Step 6:

Enter information into the required fields (marked with \*)

Click "Continue".

## Add a Requisition

Choose Template Specify Settings Requisition Forms

Step 3. Attach Forms to the Requisition

Forms have been preselected for this job. Click Continue to begin the hiring process.

[Back to Settings](#) [Continue](#)

## Step 7:

Click "Continue".

**Test**  
Academic Professional - Pending

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | [Comments](#)

Package added successfully

Show Job Forms

Form Name	EEO Number	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	<a href="#">+ Add/Remove Forms</a>
Job Description Approval											
Job Description Approval								<a href="#">Start</a>			

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

Job Description Approval: [Start Form](#) 5/1/15

**Job Details**

Created: 05/01/2015  
Category: Academic Professional  
Status: Pending

## Step 8: Job Description

Click the link for “Start”



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS

**Test**  
Academic Professional - Pending

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | [Comments](#)

Form

**Job Description Approval**

Job Description Approval (STEP 1 OF 1)

All fields marked with a red asterisk (\*) on this form are required.

\*Job Title:   
If this position is a Visiting Academic Professional, please add Visiting to the Job Title.

\*Chart and Organization Code:

\*College/Unit Name (Example: Business Administration):

\*Organization Name:

\*Hiring Manager:

\*Academic Search Coordinator:

\* Please upload job description which has been approved by UIC HR Compensation for this position.

NAME	DESCRIPTION	TYPE	JOB TITLE	FILE	SIZE UPLOADED
None					

[+](#) Add

I understand that willful violation of the State Universities Civil Service Act is a crime. I attest that the information provided in the attached job description accurately reflects the duties, knowledge, skills, abilities and experiences appropriate to perform the job. I further attest that the candidate selected will be expected to perform the duties described in the attached job description.

I agree

[Submit](#) [Save](#) [Exit](#)

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

Job Description Approval:	Start Form	5/1/15
---------------------------	------------	--------

**Job Details**

Created: 05/01/2015  
Category: Academic Professional  
Status: Pending

## Step 9:

Information has been auto-populated.

To select Hiring Manager, click on picture image.



HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS REPORTS

Test  
Academic Professional - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Form

Job Description Approval

Job Description Approval (STEP 1 OF 1)

All fields marked with a red asterisk (\*) on this form are required.

\*Job Title:

\*Chart and Organization Code:

\*College/Unit Name  
(Example: Business Administration):

\*Organization Name:

\*Hiring Manager:

\*Academic Search Coordinator:

\* Please upload job description which has been approved by UIC HR Compensation for this position.

NAME	DESCRIPTION	TYPE	LOADED
None			

Select User

Submit

I understand that willful violation of the State Universities Civil Service Act is a crime. I attest that the information provided in the attached job description accurately reflects the duties, knowledge, skills, abilities and experiences appropriate to perform the job. I further attest that the candidate selected will be expected to perform the duties described in the attached job description.

I agree

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

Job Description Approval:	Start Form	5/1/15

**Job Details**

Created: 05/01/2015  
Category: Academic Professional  
Status: Pending

**User Lookup - Hiring Manager**

Search Existing Users | Add a User

First Name: Last Name:

Email: User Name:

\*Hiring Manager: (Employ: ERCard@uillinois.edu)  
\*OAE Approval: (Employ: oae@uic.edu)  
Aakalu, Vinay (vaakalu@uic.edu)  
Abadinsky, Alisa (aabadins@uic.edu)  
Abando, Dancel (dabando@uic.edu)  
Abarbanel, Jonathan (jabar525@uic.edu)  
Abate, Mary Ann (mabate@rosecrance.org)  
Abbruzzese, Laura (labruzzo@uic.edu)  
Abcarian, Herand (abcarian@uic.edu)  
Abdelhady, Khaled (khaled1@uic.edu)

## Step 10:

Search for hiring manager by name.

Click "Select User"



HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS REPORTS

Test  
Academic Professional - Pending

Properties Applicants Activity Processes Forms

[Job Forms](#) | [Comments](#)

Form

### Job Description Approval

Job Description Approval (STEP 1 OF 1)

All fields marked with a red asterisk (\*) on this form are required.

\*Job Title:   
If this position is a Visiting Academic Professional, please add Visiting to the Job Title.

\*Chart and Organization Code:

\*College/Unit Name  
(Example: Business Administration):

\*Organization Name:

\*Hiring Manager:

\*Academic Search Coordinator:

\* Please upload job description which has been approved by UIC HR Compensation for this position.

NAME	DESCRIPTION	TYPE	JOB TITLE	FILE	SIZE UPLOADED
None					

[+](#) Add

I understand that willful violation of the State Universities Civil Service Act is a crime. I attest that the information provided in the attached job description accurately reflects the duties, knowledge, skills, abilities and experiences appropriate to perform the job. I further attest that the candidate selected will be expected to perform the duties described in the attached job description.

I agree

[Submit](#) [Save](#) [Exit](#)

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

Job Description Approval:	Start Form	5/1/15
---------------------------	------------	--------

**Job Details**

Created:	05/01/2015
Category:	Academic Professional
Status:	Pending

## Step 11:

To select Academic Search Coordinator, click on picture image.



HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS REPORTS

Test  
Academic Professional - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Form

### Job Description Approval

Job Description Approval (STEP 1 OF 1)

All fields marked with a red asterisk (\*) on this form are required.

- \* Job Title:
- \* Chart and Organization Code:
- \* College/Unit Name  
(Example: Business Administration):
- \* Organization Name:
- \* Hiring Manager:
- \* Academic Search Coordinator:

Please upload job description which has been approved by UIC HR Compensation for this position.

NAME	DESCRIPTION	TYPE	LOADED
None			

User Search: Coordinator

Search Existing Users | Add a User

First Name: Last Name:

Email: User Name:

Abundo, Mary

Select User Close

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

Processes

Job Description Approval:	Start Form	5/1/15
---------------------------	------------	--------

Job Details

Created: 05/01/2015  
Category: Academic Professional  
Status: Pending

I understand that willful violation of the State Universities Civil Service Act is a crime. I attest that the information provided in the attached job description accurately reflects the duties, knowledge, skills, abilities and experiences appropriate to perform the job. I further attest that the candidate selected will be expected to perform the duties described in the attached job description.

I agree

Submit Save Exit

## Step 12:

Search for coordinator by name.

Click "Select User".

Test  
Academic Professional - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Form

### Job Description Approval

Job Description Approval (STEP 1 OF 1)

All fields marked with a red asterisk (\*) on this form are required.

\*Job Title:   
If this position is a Visiting Academic Professional, please add Visiting to the Job Title.

\*Chart and Organization Code:

\*College/Unit Name  
(Example: Business Administration):

\*Organization Name:

\*Hiring Manager:

\*Academic Search Coordinator:

\* Please upload job description which has been approved by UIC HR Compensation for this position.

NAME	DESCRIPTION	TYPE	JOB TITLE	FILE	SIZE UPLOADED
None					

 Add

I understand that willful violation of the State Universities Civil Service Act is a crime. I attest that the information provided in the attached job description accurately reflects the duties, knowledge, skills, abilities and experiences appropriate to perform the job. I further attest that the candidate selected will be expected to perform the duties described in the attached job description.

I agree

Submit  Save  Exit

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

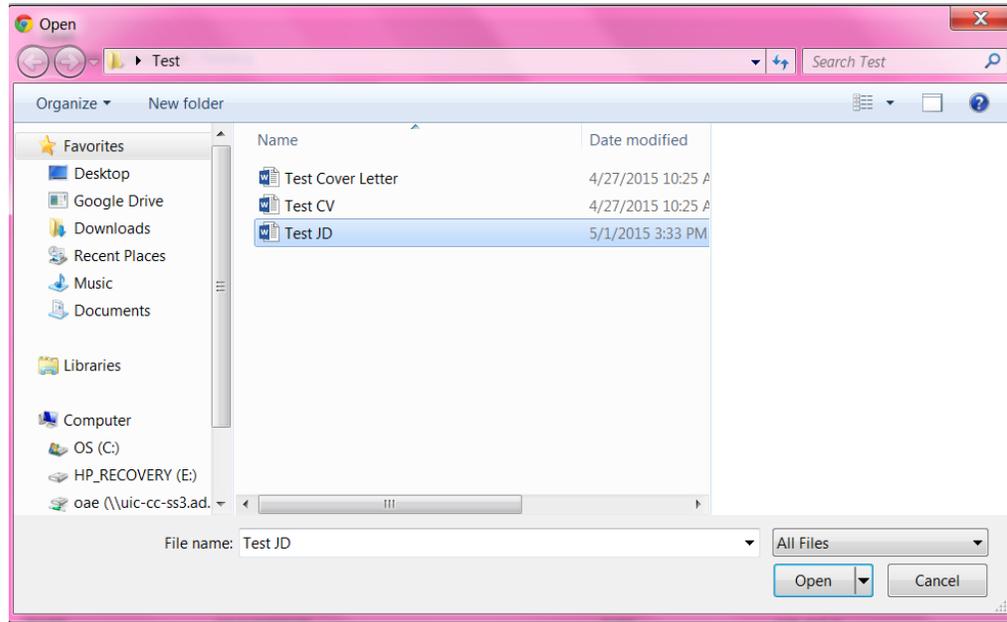
Job Description Approval:	Start Form	5/1/15
---------------------------	------------	--------

**Job Details**

Created: 05/01/2015  
 Category: Academic Professional  
 Status: Pending



**Step 13:**  
Upload job description  
Click the link "+Add".



Please add *Visiting* to the Job Title.

NAME	DESCRIPTION	TYPE	JOB TITLE	FILE	SIZE UPLOADED
None					

Name:

Description:

File Upload:  [Browse](#)

Document Type:

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

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

Job Description Approval:	Start Form	5/6/15
---------------------------	------------	--------

**Job Details**

Created: 05/06/2015  
Category: Academic Professional  
Status: Pending

## 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.”



52037-Test-HireTour

https://employ.uillinois.edu/admin/jobs/forms/form.cfm?jobFormID=109571&jobID=52037&formID=725

Test

Academic Professional - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Form

### Job Description Approval

Job Description Approval (STEP 1 OF 1)

All fields marked with a red asterisk (\*) on this form are required.

\*Job Title:   
If this position is a Visiting Academic Professional, please add Visiting to the Job Title

\*Chart and Organization Code:   
Access and Equity

\*College/Unit Name (Example: Business Administration):

\*Organization Name:

\*Hiring Manager:

\*Academic Search Coordinator:

\* Please upload job description which has been approved by UIC HR Compensation for this position.

NAME	DESCRIPTION	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

I agree

3:51 PM 5/1/2015

## Step 15:

Click the box for “I agree.”

Click “Submit”.

Test  
Academic Professional - Pending

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | [Comments](#)

### Approvers

Title	Name
Unit HR	Approver: 
College	Approver: 
HR Compensation AP Job Description/Approval	Approver: 

 Save  Save Approvers Only

- \*HR Compensation AP Job D...
- \*HR-Compensation, \_
- \*HR-Employment, \_
- \*OAE Approval, \_
- Abdou, Mohsin
- Abid, Faizan
- Adams, Lillie
- Admin, System
- Ash, Lashonda
- Ayala, Brenda
- Barnett, Laura
- Barrera, Patricia
- Bass, Michael
- Bentley, Daisy
- Bills-Windt, Caryn
- Black, Gladys
- Blain, Theresa
- Boehm, James
- boiler, dj

## Step 16:

Click drop down arrow to search for Unit HR approver.

## Test

Academic Professional - Pending

Properties Applicants Activity Processes Forms

[Job Forms](#) | [Comments](#)

### Approvers

Title	Name
Unit HR	Approver: <input type="text"/>
College	Approver: <input type="text"/>
HR Compensation AP Job Description/Approval	Approver: <input type="text"/>

Save Approvers Only

- \*HR Compensation AP Job D...
- \*HR-Compensation, \_
- \*HR-Employment, \_
- \*OAE Approval, \_
- Abdou, Mohsin
- Abid, Faizan
- Adams, Lillie
- Admin, System
- Ash, Lashonda
- Ayala, Brenda
- Barnett, Laura
- Barrera, Patricia
- Bass, Michael
- Bentley, Daisy
- Bills-Windt, Caryn
- Black, Gladys
- Blain, Theresa
- Boehm, James
- bolter, dj

## 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.

**Test**  
Academic Professional - Pending

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | [Comments](#)

Show Job Forms

Form Name	EEO Number	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
<input type="checkbox"/> Job Description Approval			<input checked="" type="checkbox"/>	Fri, 5/1/15 at 3:53 PM	Recertify			<a href="#">View</a>	<a href="#">Approvals</a>	<a href="#">View History</a>	
Position Authorization											
<input type="checkbox"/> Position Authorization								<a href="#">Start</a>			

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

Job Description Approval: [Approved](#) 5/1/15

Position Authorization: [Start Form](#) 5/1/15

**Job Details**

Created: 05/01/2015  
Category: Academic Professional  
Status: Pending

## Step 18: Position Authorization

Click the link for “Start”





HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS REPORTS

**Test**  
Academic Professional - Pending

Properties Applicants Activity Processes Forms

Job Forms Comments

Form

**Position Authorization**

All fields marked with a red asterisk (\*) on this form are required.

HireTouch Job ID # 52037

\*Reason for Filling Position: - Select -

\*Position Type: [dropdown]

\*Appointment Type: - Select -

Position Number [input] (# known)

Former Incumbent's Name: [input]

\*FTE Requested: [input] Use decimal numbers (e.g. 1.0, .5)

\*Business Necessity:  Business Continuity  Net Revenue Generation  Critical Leadership Role

\*Justification to Fill Position: [text area]

Please explain how filling this position is a business necessity, providing background and supporting documentation, if necessary.

Funding

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

**Processes**

Job Description Approval:	Approved	5/1/15
Position Authorization:	In Process	5/1/15

**Job Details**

Created:	05/01/2015
Category:	Academic Professional
Status:	Pending

## Step 19:

Enter information into the required fields (marked with \*)

- \*Chart of Accounts (COA):
- \*Fund ?
- \*Organization:
- \*Account ?
- \*Program:
- Activity:
- Location:
- \*Percentage (%):

- Select -

[Click To Add Additional Funding Codes](#)

- Desired Start Date:
- Job Title:
- \*Job Board Location:
- \*Home Chart and Organization Code:
- \*Home College/Unit/Program Name:
- \*Home Organization Name:
- Key Responsibilities/Duties:

Today  
Test  
- Select -  
2779000  
Access and Equity  
Office for Access and Equity (2779)

Source  
B I U x<sub>2</sub> x<sup>2</sup> Font Styles Format Size

## Step 20:

Enter information into the required fields (marked with \*)



Minimum Qualifications:



- \*Department Contact:
- \*Position Reports To:
- \*Unit/College Search Coordinator:
- Minimum Salary/Rate:
- \*Maximum Salary/Rate:

The screenshot shows a web form editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other functions. Below the toolbar is a large, empty text area. At the bottom of the editor, there is a list of users with names and profile icons, including 'Galloway, Keana'.



Additional Position Information

- \*Does this position work in a Hospital or Clinic setting?
- \*Is this position Security Sensitive?
- \*Does this position have Supervisory responsibility of 20 or more?
- \*Does this position have Purchasing Authority of \$5,000 or more?
- \*Does this position require a License?
- \*Does this position require a Physical/Strength Test?
- \*Does this position require a Health Screening?
- \*Does this position require a Drug Screening?
- \*Does this position involve Direct Patient Care?

- Yes  No

## Step 21:

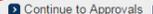
Enter information into the required fields (marked with \*)

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

 Continue to Approvals  Save  Exit

## Step 22:

Click “Continue to Approvals”.

### Test

Chicago - Academic Professional - Pending

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | [Comments](#)

Job questions saved successfully

### Approvers

Title	Name
Unit HR	Approver: 
College	Approver: 

- \*HR Compensation AP Job D...
- \*HR Compensation, \_
- \*HR Employment, \_
- \*OAE Approval, \_
- Abdou, Mohsin
- Abid, Faizan
- Adams, Lillie
- Admin, System
- Ash, Lashonda
- Ayala, Brenda
- Barnett, Laura
- Barrera, Patricia
- Bass, Michael
- Bentley, Daisy
- Blis-Windt, Caryn
- Black, Gladys
- Blain, Theresa
- Boehm, James
- boiler, dj

## Step 23:

Click drop down arrow to search for Unit HR approver.

Test  
Chicago - Academic Professional - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Job questions saved successfully

Approvers

Title	Name
Unit HR	Approver: 
College	Approver: 

 Save Save Approvers Only

- \*HR Compensation AP Job D...
- \*HR-Compensation\_
- \*HR-Employment\_
- \*ONE Approval\_
- Abdou, Mohsan
- Abid, Faizan
- Adams, Lillie
- Admin System
- Ash, Lashonda
- Ayala, Brenda
- Barnett, Laura
- Barrera, Patricia
- Bass, Michael
- Bentley, Dany
- Bills-Winski, Caryn
- Black, Gladys
- Blain, Theresa
- Boehm, James
- bolter, di



## 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.



**UIC** University of Illinois - Chicago

HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS

Test  
Chicago - Academic Professional - Pending

Properties Applicants Activity Processes **Forms**

Job Forms | Comments

Show Job Forms.

Form Name	EEO Number	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
Job Description Approval											
Job Description Approval			❌	Fri, 5/1/15 at 3:53 PM	Recertify			View	Approvals	View History	
Position Authorization											
Position Authorization			❌	Fri, 5/1/15 at 4:31 PM	Recertify			View	Approvals	View History	
Position Notice for Academic Search											
Position Notice for Academic Search								Start			

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Copy Job

Processes

Position Notice: Start 5/1/15  
Job Description: Approved 5/1/15  
Approval: Approved 5/1/15  
Position Authorization: Approved 5/1/15

Job Details

Created: 05/01/2015  
Category: Academic Professional  
Status: Pending  
Location: Chicago

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## Step 25: Position Notice

Click the link "Start"



Form

### Position Notice for Academic Search

UIC Position Notice for Academic Administrator/Academic Professional Search (STEP 1 OF 2)

1. UIC Position Notice for Academic Administrator/Academic Professional Search | 2. Search Committee Members

HireTouch Job ID/EEO # 52037

This form is necessary for all academic positions 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 search process has been approved by a campus affirmative action officer. OAE assists units with searches. Please contact OAE about any aspect of recruitment or consult <http://www.uic.edu/depts/oaai/RecruitmentResources.htm>.

**Position Info**

Job Title:

Job Category:

\*Location: Chicago

Chart and Organization Code: 2779000

College/Unit Name:

Organization Name: Office for Access and Equity (2779000)

\*Posting Close Date:

\*Job Summary - for posting to UIC Job Board:

Test  
Academic Professional

Access and Equity  
Office for Access and Equity (2779000)

Today

Source

Font Styles Format Size

Processes		
Position Notice:	Start Form	5/1/15
Job Description:	Approved	5/1/15
Approval:	Approved	5/1/15
Position Authorization:	Approved	5/1/15

Job Details	
Created:	05/01/2015
Category:	Academic Professional
Status:	Pending
Location:	Chicago
Req Code:	A1501324

## Step 26:

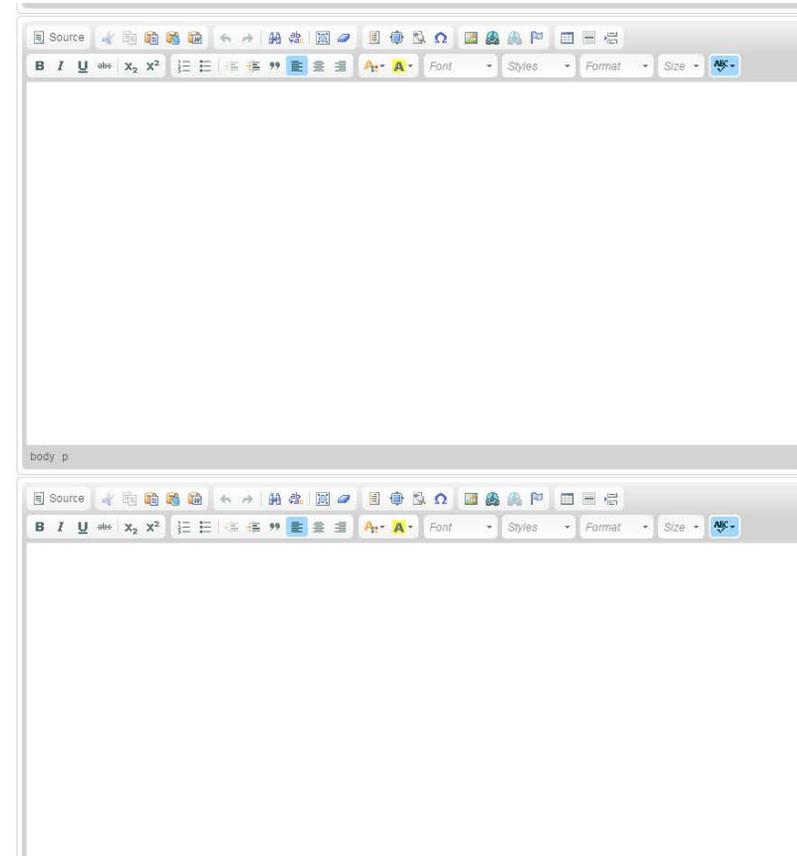
Enter information into the required fields (marked with \*)



\*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:



The image shows a screenshot of a web editor interface. It features two identical empty text boxes stacked vertically. Each text box is preceded by a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other editing functions. The top toolbar also includes a 'Source' view toggle. The text boxes are currently empty, indicating that the user is about to enter content into these required fields.

## Step 27:

Enter information into the required fields (marked with \*)



**Department/Unit Contact**  
This includes notice of job approval and notice of new applicants:

**Hiring Manager:**

**Unit/College Search Coordinator:**

**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:**  
**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.:*

**\*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/oe/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 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/oa/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”.

### Test

Chicago - Academic Professional - Pending

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | [Comments](#)

Job questions saved successfully

Form

### Position Notice for Academic Search

1. UIC Position Notice for Academic Administrator/Academic Professional Search | 2. Search Committee Members

#### Search Committee Information

Search Committee Members (OAE recommends a review of the search committee composition prior to convening the committee.)

MEMBER	TITLE	GENDER	ETHNICITY	RACE
Keana Galloway				

[+](#) Add

[Back](#)  [Submit & Continue to Approvals](#) [Save](#) [Exit](#)

#### Actions

- [Edit Demographics](#)
- [Edit Questions](#)
- [Send Correspondence](#)
- [Upload a Document](#)
- [Attach a Note](#)
- [Copy Job](#)

#### Processes

Position Notice: Start Form 5/1/15  
Job Description Approval: Approved 5/1/15  
Position Authorization: Approved 5/1/15

#### Job Details

Created: 05/01/2015  
Category: Academic Professional  
Status: Pending  
Location: Chicago  
Req Code: A1501324

## Step 31:

Verify Search Committee Members

Click "Submit & Continue to Approvals".

Test  
Chicago - Academic Professional - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

### Approvers

Title	Name
Search Coordinator	Approver: 
*OAE Approval	Approver: *HR Compensation AP Job D... 

- \*HR Compensation AP Job D...
- \*HR-Compensation, \_
- \*HR-Employment, \_
- \*OAE Approval, \_
- Abdou, Mohsin
- Abid, Faizan
- Adams, Lillie
- Admin, System
- Ash, Lashonda
- Ayala, Brenda
- Barnett, Laura
- Barrera, Patricia
- Bass, Michael
- Bentley, Daisy
- Bills-Windt, Caryn
- Black, Gladys
- Blain, Theresa
- Boehm, James
- boiler, dj

## 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.