

# 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](mailto: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

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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 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.

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”



FIND JOBS LOGIN MY PROFILE CIVIL SERVICE POSITIONS VIEW CS REGISTER ACTIVITY HELP  
LOGOUT

### 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](#)

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## Step 5:

- Check “Faculty”
- Click Search

FIND JOBS LOGIN MY PROFILE CIVIL SERVICE POSITIONS VIEW CS REGISTER ACTIVITY HELP  
LOGOUT

### Job Search

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

**Search Criteria**  
Job Category: Faculty

**Search Results**

- [Assistant Professor \(Clinical Psychology\) - Medicine](#)  
Location: (Chicago) Job Category: Faculty Job Functions: Research
- [Assistant Professor \(CT\) - Medicine](#)  
Location: (Chicago) Job Category: Faculty Job Functions: Health Care
- [Assistant Professor of Clinical Medicine - Medicine](#)  
Location: (Chicago) Job Category: Faculty Job Functions: Health Care
- [Assistant Professor of Clinical Neurosurgery](#)  
Location: (Chicago) Job Category: Faculty
- [Assistant, Associate, or Full Professor - Information and Decision Sciences Fall 2015](#)  
Location: (Chicago) Job Category: Faculty Job Functions: Administrative
- [Assistant/Associate Professor - Dermatology](#)  
Location: (Chicago) Job Category: Faculty
- [Assistant/Associate Professor and Information Services, Research, and Health Informatics Librarian](#)  
Location: (Chicago) Job Category: Faculty Job Functions: Other
- [Assistant/Associate Professor of Clinical Family Medicine](#)  
Location: (Chicago) Job Category: Faculty
- [Assistant/Associate/ Full Professor - Department of Pharmacology](#)  
Location: (Chicago) Job Category: Faculty Job Functions: Research
- [Assistant/Associate/Full Professor of Industrial Engineering](#)  
Location: (Chicago) Job Category: Faculty Job Functions: Professor/Lecturer
- [Assistant/Associate/Professor of Pediatrics \(Hematology/Oncology\)](#)  
Location: (Peoria) Job Category: Faculty Job Functions: Health Care

## Step 6:

Select the appropriate job link

FIND JOBS LOGIN MY PROFILE CIVIL SERVICE POSITIONS VIEW CS REGISTER ACTIVITY HELP  
LOGOUT

### Job Details

Title: Assistant Professor (Clinical Psychology) - Medicine (Job ID #47258)  
Department: Medicine/Medicine  
Category: Faculty  
Location: Chicago  
Close Date: 04/30/2015  
Description: SEARCH EXTENDED

The Division of Health Promotion Research, Department of Medicine, at the University of Illinois at Chicago is seeking an Assistant Professor (Clinical Psychology) to develop a translational research program.

Duties: Successful candidates will have experience in the development and implementation of behavioral lifestyle interventions. Candidate should have behavioral medicine research experience and a strong interest in lifestyle interventions focused on weight management, diet, physical activity, and technology-based delivery. Additional expectations are to obtain extramural grant funding and to establish a track record of peer-reviewed publications.


Qualifications: Candidates are expected to have a Ph.D. in clinical psychology from an APA accredited program, including an accredited internship, and must be licensed as a practicing psychologist in Illinois. Salary will be negotiable depending on experience.

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](#)

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

## Step 7:

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

### My Profile

Welcome, [Test Test](#)

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

### Forms to Complete

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### Assistant Professor (Clinical Psychology) - Medicine

Faculty Application

[Start](#)

Academic EEO Form

[Start](#)

Recruitment Sources

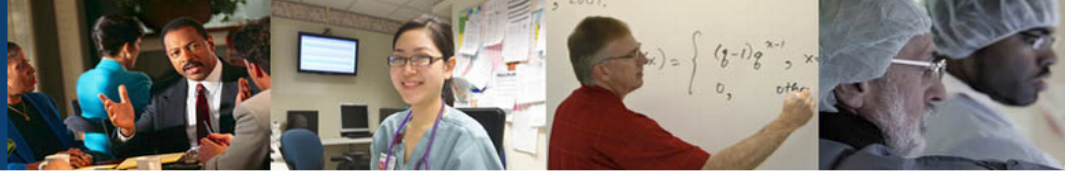
[Start](#)



## Step 8:

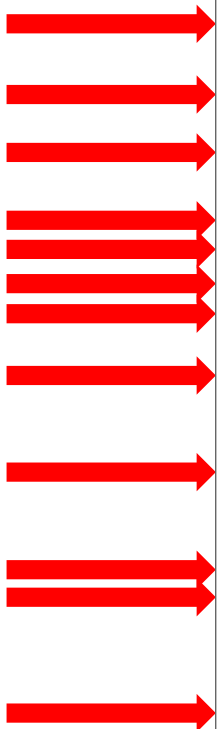
Click "Start" for the Faculty Application





### Faculty Application

1. Demographics | [2. Upload Documents](#) | [3. Application Review](#)



Title (Dr., Ms., Mr., Mrs., etc.):

\*First Name:

Middle Name:

\*Last Name:

Suffix:

\*Address 1:

Address 2:

\*City:

\*State:

\*Postal Code:

\*Country:

County:

\*Home Phone:

Work Phone:

Cell Phone:

\*Email:

Preferred method of contact?

Preferred hours of contact?

\*Are you legally authorized to work in the United States?  
 Yes  No  Not Currently

\*Are you currently receiving or will you be receiving in the next year, an annuity (pension) from the State University Retirement System (SURS)?  
 Yes  No

If you have any additional information regarding your work authorization, please enter it.

\*Do you have the minimum qualifications for this job?  
 Yes  No

## Step 9:

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

NAME	ORGANIZATION	REFERENCE TYPE
None		

 [Add](#)

## Step 10:

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:

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

### Step 11:

You may be asked to select an existing reference or create a new reference.

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 12:**

Repeat steps 10 & 11 until the requested number of references are listed



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 13:

- 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.

\*Are you or have you ever been employed by the University of Illinois?

Yes  No

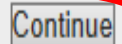

If Yes, please indicate the following:

Campus

Department

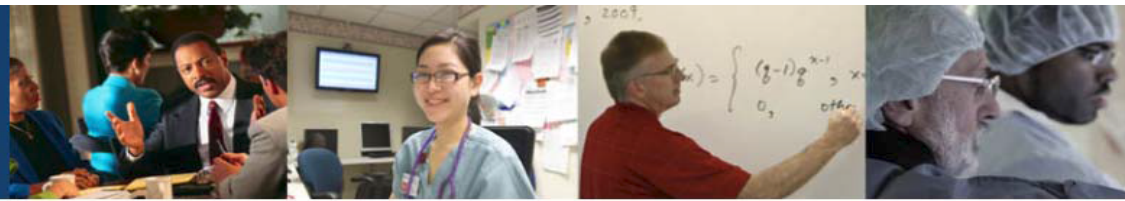
Dates of Employment

Last Supervisor

## Step 14:

Complete question and click “Continue.”



## Faculty Application

### Upload Documents (STEP 2 OF 3)

[1. Demographics](#) | [2. Upload Documents](#) | [3. Application Review](#)

Please refer to the position announcement for which documents must be uploaded on this site.

- Click the Add button to expand the Upload Documents section.
- 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:** 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.

If you are not ready to submit, you can click the Exit button below. By selecting Exit, the documents that you have uploaded will be maintained.

NAME	TYPE	FILE	SIZE UPLOADED
None			

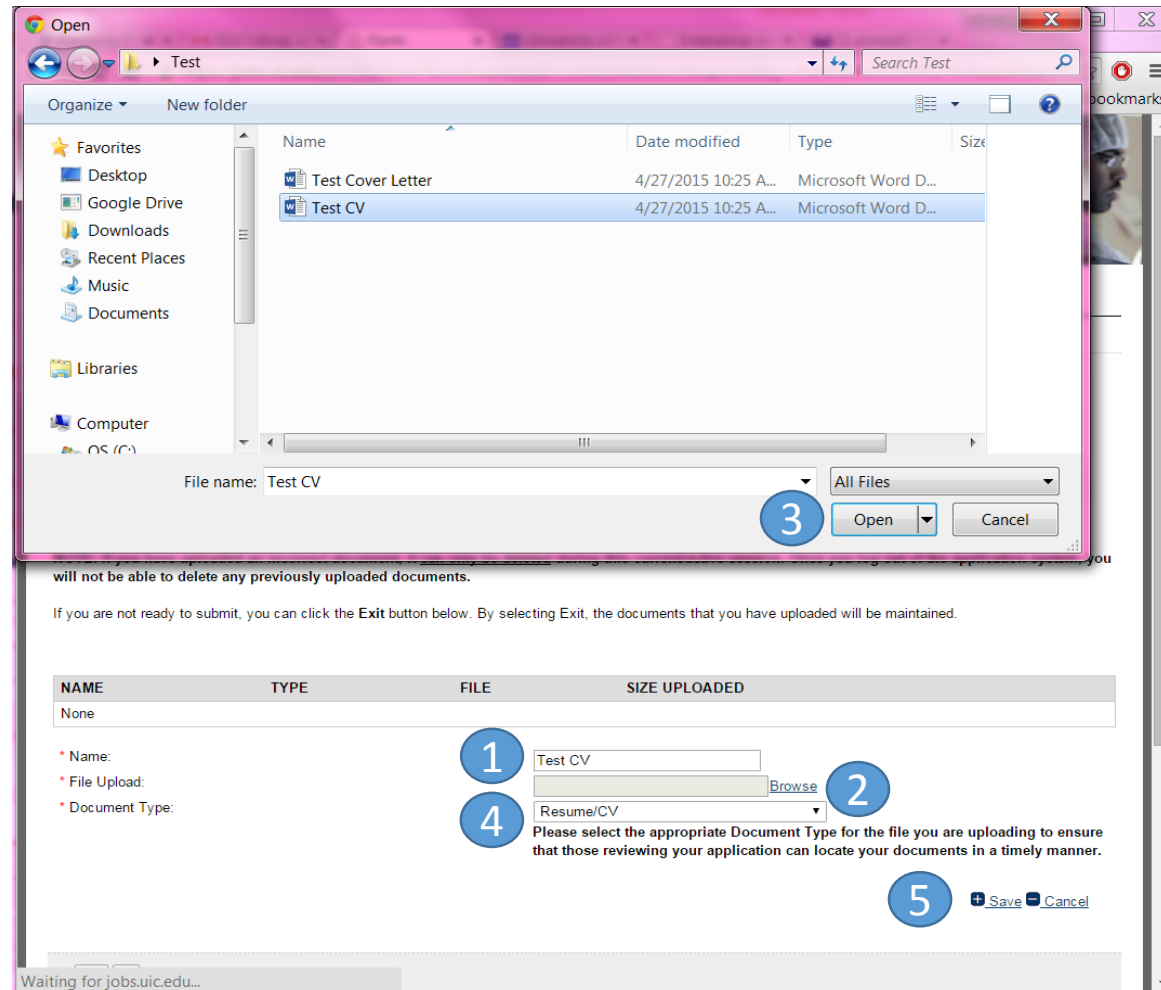
[+ Add](#)

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

## Step 15:

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

To upload, click the link for “+Add.”



## Step 16: 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.**





## Faculty Application

### Upload Documents (STEP 2 OF 3)

[1. Demographics](#) | [2. Upload Documents](#) | [3. Application Review](#)

Please refer to the position announcement for which documents must be uploaded on this site.

- Click the Add button to expand the Upload Documents section.
- 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:** 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.

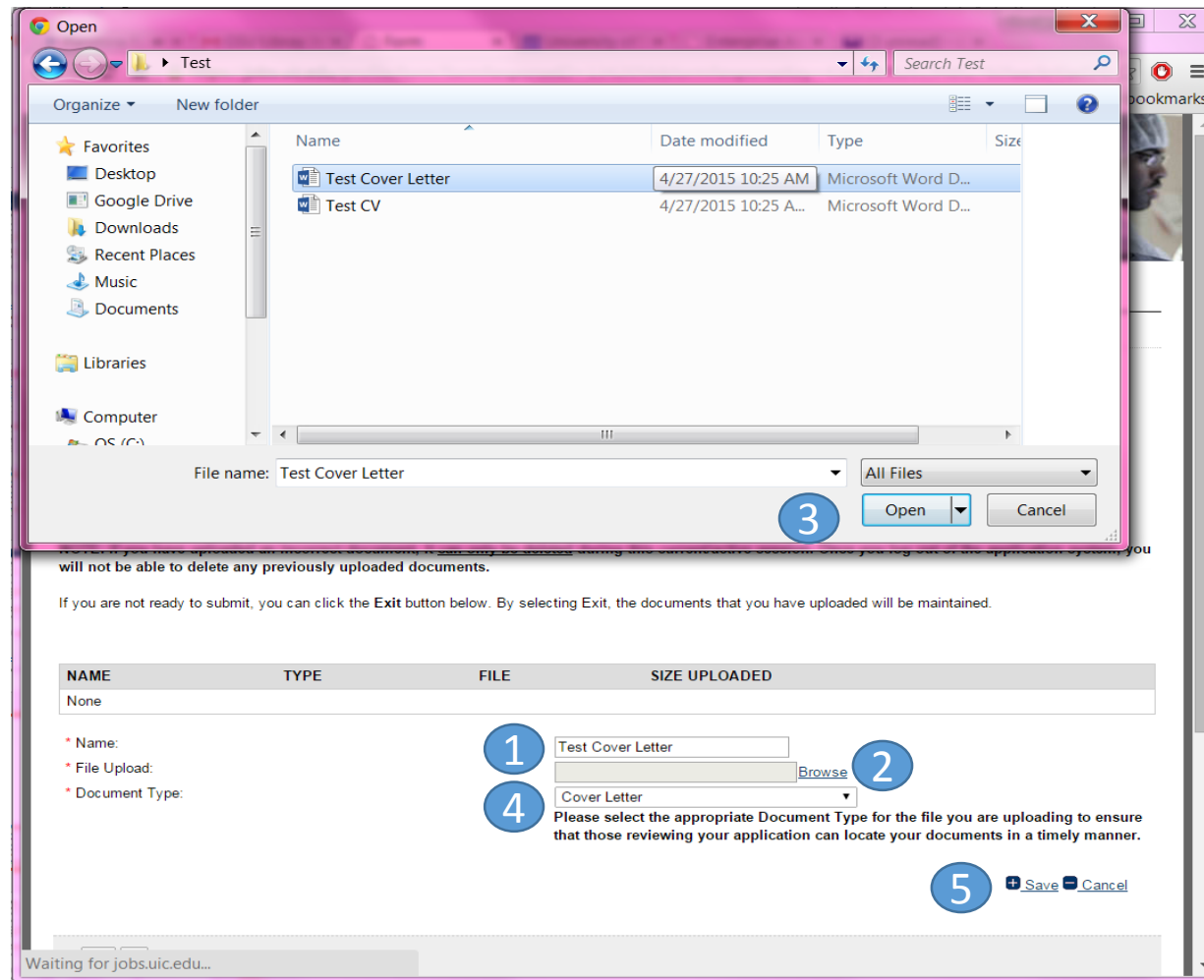
If you are not ready to submit, you can click the Exit button below. By selecting Exit, the documents that you have uploaded will be maintained.

NAME	TYPE	FILE	SIZE UPLOADED
TEST CV	Resume/CV	TEST CV.docx	12649

 + Add

## Step 17:

Click link for “+Add.”



## Step 18: 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.**

## Faculty Application

### Upload Documents (STEP 2 OF 3)

[1. Demographics](#) | [2. Upload Documents](#) | [3. Application Review](#)

Please refer to the position announcement for which documents must be uploaded on this site.

- Click the Add button to expand the Upload Documents section.
- 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:** 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.

If you are not ready to submit, you can click the Exit button below. By selecting Exit, the documents that you have uploaded will be maintained.

NAME	TYPE	FILE	SIZE UPLOADED
TEST CV	Resume/CV	TEST CV.pdf	12649
TEST COVER LETTER	Cover Letter	TEST COVER LETTER.docx	12708

[+ Add](#)

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

## Step 19:

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



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**Faculty Application**

Application Review<sup>W</sup> (STEP 3 OF 3)

[1. Demographics](#) | [2. Upload Documents](#) | 3. Application Review

Please review the following document to ensure accuracy.  
 If you need to make changes, use the above links to go back.  
 Note: Document may take several seconds to load.

**University of Illinois Chicago Campus**  
**Faculty Employment Application**  
*The University of Illinois is an Affirmative Action/Equal Opportunity Employer*

**Personal Data**

<b>Position Applying for</b> Vice Chancellor for Health Affairs - VCHA			
<b>First name</b> Test	<b>Middle</b>	<b>Last Name</b> Test	<b>Suffix</b>
<b>Mailing Address</b> 111 Test Ave			
<b>City</b> Testville	<b>State</b> IL	<b>Postal Code</b> 123456	
<b>County</b>		<b>Country</b> United States	
<b>Home Phone</b> 123-456-7890		<b>Work Phone</b>	
<b>Cell Phone</b>		<b>Email</b> uiovpha@gmail.com	

Are you legally authorized to work in the U.S.?  
 Yes  No  Not Currently

## Step 20:

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 and attached documentation 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 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, Chicago, does not obligate the University of Illinois, or any institution or agency served by it nor does it indicate that there are positions open.

\*

I Agree

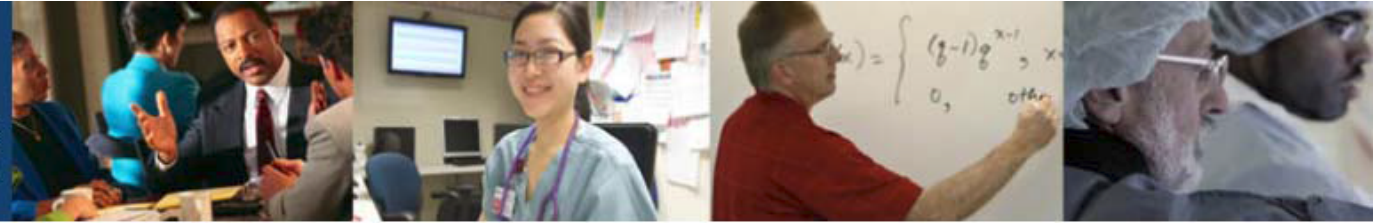
Back Submit Exit

## Step 21:

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 22:

Complete the Equal Opportunity Information Request Form (optional)

Click "Submit" at bottom of the form

## Academic EEO Form

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### Voluntary Self-Identification of Disability

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[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 23:

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

Click “Submit” at bottom of the form

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## 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 24:

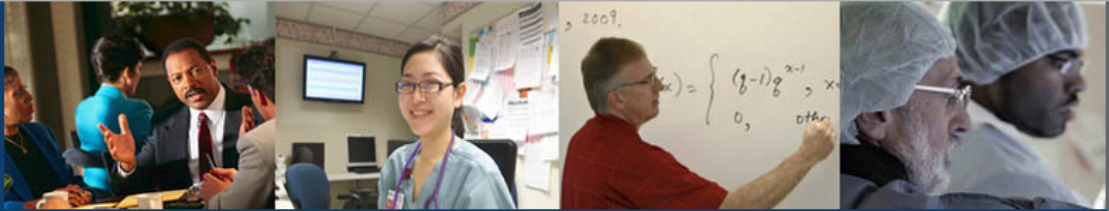
Complete Recruitment Sources Survey

Click "Submit."

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### My Profile

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

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#### Assistant Professor (Clinical Psychology) - Medicine

Faculty Application	04/27/15 at 10:43 AM	<a href="#">Completed</a> <a href="#">Edit</a>
Academic EEO Form	04/27/15 at 10:44 AM	<a href="#">Completed</a> <a href="#">Edit</a>
Recruitment Sources	04/27/15 at 10:44 AM	<a href="#">Completed</a>

## Step 25:

Done!

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

You have submitted an application for Assistant Professor  
(Clinical Psychology) - Medicine



Inbox x



uichruohr@uillinois.edu via sendgrid.r  
to me

10:43 AM (5 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 Professor (Clinical Psychology) - Medicine** 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](mailto:uichrhelpdesk@uillinois.edu).

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*For Internal Use Only: AC002*



## Step 26:

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