



## *Hire Touch Tips*

*Academic Professional and Faculty positions with 50% or greater FTE*

1. Be sure to select the correct Job Template, i.e. Academic Professional, Faculty Position Notice or Search Waiver when beginning a workflow
2. Add the wording "INTERNAL SEARCH" to the beginning of your job description which will be posted on the UIC Job Board when limiting the search to internal candidates only.
3. Add the EEO statement to the end of your job description which will be posted on the UIC Job Board

4. When selecting approvers for the Position Notice or Search Waiver form, always select **\*\_OAE Approval**, DO NOT select an individual within OAE
5. Check comments in Approvers Section for reasons for rejected forms
6. After a position has been approved contact OAE for changes to the fullest consideration date (close date) at least 48 hours before deadline
7. After a position has been approved contact OAE for changes/additions to the search committee
8. An applicant may only be considered as a candidate when they have successfully submitted a “completed” application
9. When submitting the “Meets Minimum Qualifications List” to OAE for approval, only select applicants with completed applications and those who meet the minimum qualifications as posted in the job advertisement
10. Attach scanned copies of job advertisements within HireTouch before submitting the “Meets Minimum Qualifications List”