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”
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 *)
Step 20:
Enter information into the required fields (marked with *)
Step 21:

Enter information into the required fields (marked with *)
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 *)
Step 27:
Enter information into the required fields (marked with *)
Step 28:
Enter information into the required fields (marked with *)
Step 29:
Enter information into the required fields (marked with *)
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.