Step 1:
Click the Blue Bar “University of Illinois staff should click here to login with their EnterpriseID”
Step 2:
Login using your EnterpriseID.

Note: The purpose of this job aid is to show the complete step-by-step Faculty search waiver workflow. However, the Position Authorization is not reviewed by the Office for Access and Equity, only the Request for Waiver.
Step 3:
This is what your HireTouch Dashboard should look like.
To begin, Click “Jobs”
Step 4:
Click “Start a Workflow”.
Step 5:

Select “Faculty Search Waiver” job template.

Click “Continue”.
Step 6:

Enter information into the require fields (marked with *)

Click “Continue”.
Step 7:
Click “Continue”.
Step 8: Position Authorization

Click the link for “Start”
Step 9: Enter information into the require fields (marked with *)
Step 10:
Enter information into the require fields (marked with *)
Step 11:
Enter information into the require fields (marked with *)
Click the link “+Add”.

---

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?

Upload Documents:
- For Faculty positions, please upload the appropriate job description. For Faculty/Clinical Researchers, 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.
Step 12:
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 13:
Click “Continue to Approvals”.

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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.

**Upload Documents**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th>JOB TITLE</th>
<th>FILE</th>
<th>SIZE UPLOADED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text JD</td>
<td>Job Description</td>
<td>Text Faculty Search Waiver</td>
<td>Text JD.docx</td>
<td>1134</td>
</tr>
</tbody>
</table>
Step 14:
Click drop down arrow to search for Unit HR approver.
Step 15:
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 16: Request for Waiver

Click the link “Start”
Step 17:
Enter information into the require fields (marked with *)
Step 18:
Enter information into the require fields (marked with *)
Click “Submit and Continue to Approvals”.
Step 19:
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.