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 Faculty workflow. However, the Position Authorization is 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”.

The University of Illinois at Chicago
Step 5:
Select “Faculty/Faculty Administrator Search” job template.
Click “Continue”. 
Step 6:
Enter information into the required fields (marked with *)
Click “Continue”.
Step 7:
Click “Continue”.
Step 8: Position Authorization

Click the link for “Start”
Step 9:
Enter information into the required fields (marked with *)
Step 10:
Enter information into the required fields (marked with *)
Step 11:
Enter information into the required fields (marked with *)
Step 12:
Click the link “+Add” to upload the appropriate documents
Step 13:

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 14:
Click “Continue to Approvals”.

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.

<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>Test JD</td>
<td>Job Description</td>
<td>Test</td>
<td>Test JD.docx</td>
<td>11324</td>
</tr>
</tbody>
</table>

Continue to Approvals
Step 15: 
Click drop down arrow to search for Unit HR approver.
Step 16:
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 17: Position Notice

Click the link for “Start”
Step 18:
Enter information into the required fields (marked with *)
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”.
Step 23:
Verify Search Committee Members
Click “Submit & Continue to Approvals”.

Step 24:
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.