

HireTouch Administrative\Professional Hiring Guide

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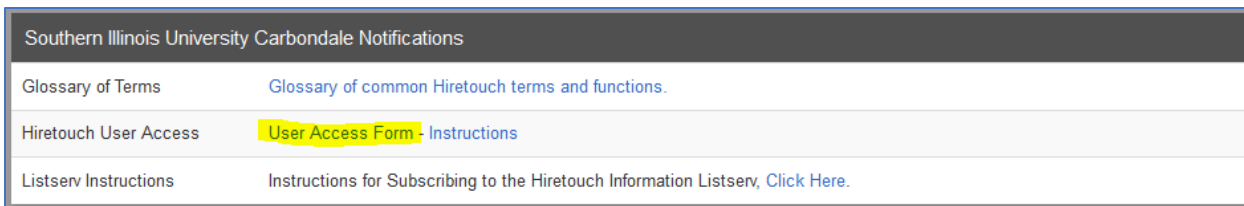
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User Access

All staff participating in the hiring process must have HireTouch access in order to use the system. Please use the instructions below to request access.

Use the following link to log in to HireTouch. (<https://jobs.siu.edu/admin>)

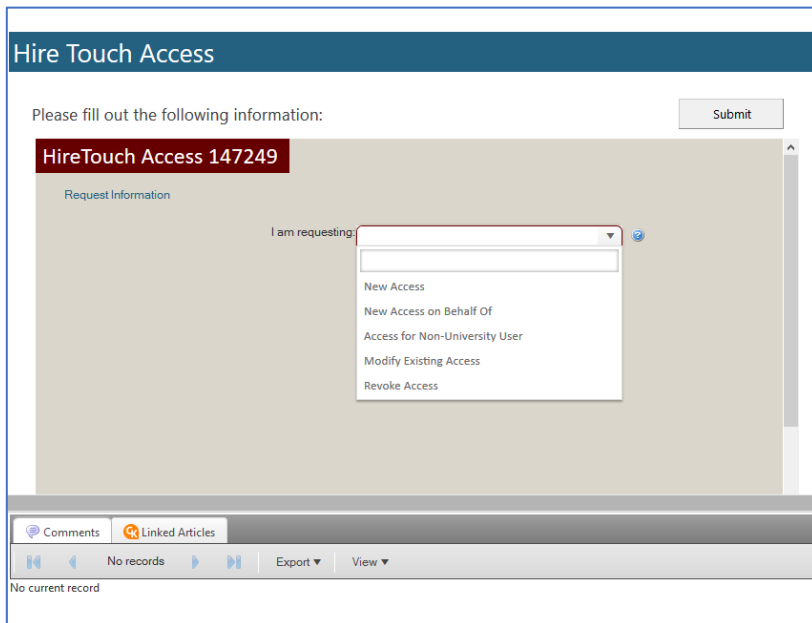
From **My Dashboard**, click the **User Access Form** link found in the **Southern Illinois University Carbondale Notifications** group.




You will be redirected to the Cherwell Portal to request access. If you are prompted to provide a username and password, use your network ID/Password combination.

Select the appropriate access request from the **I am requesting** drop-down menu. Your menu options will differ based on the type of access requested.

The "New Access on Behalf Of" option should be used to request access for someone other than yourself (i.e. Dean, Director, etc.)



Use the appropriate drop-down menus to select the role(s) and department(s) required. You may select more than one role and department. If you need more information regarding Roles or Departments click the blue icon  next to the appropriate drop-down menu.

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Roles

***All SIU Staff Employees have Interview Committee access within HireTouch. This means if you only participate on an interview committee for a new hire, you do not have to request access. ***

Interview Committee: For Graduate Assistants, Student Workers, and Non-University users. All other SIU Staff employees automatically receive this access by default. This is for users that only participate in the review process of applicants. Users will have read-only access to application materials for applicants. This access will be restricted to jobs that the user has been designated as an interview committee member for. Interview Committee access will not allow the user to update any process statuses or initiate or edit any forms associated with the jobs they have been assigned to.

Department Initiator: Responsible for initiating position requests and requests to advertise jobs. Access will be restricted to the user's department. Initiators will not have access to update any process statuses or edit any forms after the approval process has begun.

Department Approver: Users will have access to review and edit documents that they have been assigned to as an approver. This may include Position Requests and associated documents, requests to advertise, interview requests, hiring proposals, or any other documents requiring approval. These users will not have access to any data or documents within the system other than those they are selected to approve.

Department Manager/Chair: Users will have access to initiate forms and update statuses of various processes throughout the hiring workflow of jobs that have been assigned as the Hiring Manager/Chair or Department Administrator. These users will not have access to any other jobs/positions within their department. If choosing this role, you will have access to initiate and approve the forms and documents. There is no need to request Department Initiator, or Department Approver access.

Department Super User for Student Employment: Users will have access to initiate forms, update statuses of various processes throughout the hiring workflow, and edit documents created by others within their department for Student Employment positions only. Access will be restricted by the user's department. If choosing this role, you will have access to initiate and approve the forms and documents. There is no need to request Department Initiator, Department Approver or Department Manager/Chair access.

Department Super User for Civil Service, Faculty, and AP: Users will have access to initiate forms, update statuses of various processes throughout the hiring workflow, and edit documents created by others within their department for Civil Service, Faculty, and AP positions only. Access will be restricted by the user's department. If choosing this role, you will have access to initiate and approve the forms and documents. There is no need to request Department Initiator, Department Approver or Department Manager/Chair access.

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Roles (Cont.)

Website Administrator: For University Communications staff only. Responsible for updating website.

Affirmative Action: For Affirmative Action staff only. User will have access to special applicant views that identify sensitive Equal Employment Opportunity information.

Human Resources Read-Only: For Human Resources staff only. This access provides read only information for all job types in all departments. Only applicants that have a "Hired" status are visible. This access provides no edit or update capabilities.

Human Resources – Onboarding: For Human Resources staff only. Provides access to review data for the onboarding process for hired applicants. This access provides read only information for all job types in all departments. Only applicants that have a "Hired" status are visible. Users access with this role will provide edit capabilities for certain applicant forms and allows the users to update overall process statuses to indicated they have completed the onboarding process for an applicant.

Hiring Unit for Civil Service: For Human Resource staff only. User will have access to all civil service employment positions regardless of department. User will have access to initiate and edit all forms and related documents for civil service employment.

Hiring Unit for Faculty/AP: For Provost and Vice Chancellor staff only. User will have access to all Faculty and AP positions within their respective departments. User will have access to initiate and edit all forms and related documents for Faculty/AP employment.

System Administrator: For IT staff only. Users will have access to system configurations.

For Internal Audit office only: This access provides no edit or update capabilities.

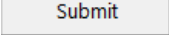
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If requesting or modifying user access, use the last drop-down to indicate your need to be a part of the HireTouch approval process.

Complete the **Additional Comments** box if needed.

Click the **Confidentiality Agreement** button, read the statement and check the box confirming you have done so.

Complete the **Enter Immediate Supervisor Information** section.

Finally click the **Submit** button  to complete your request.


By entering your supervisor's name, an email will be sent to the supervisor allowing he/she to approve or decline this request.

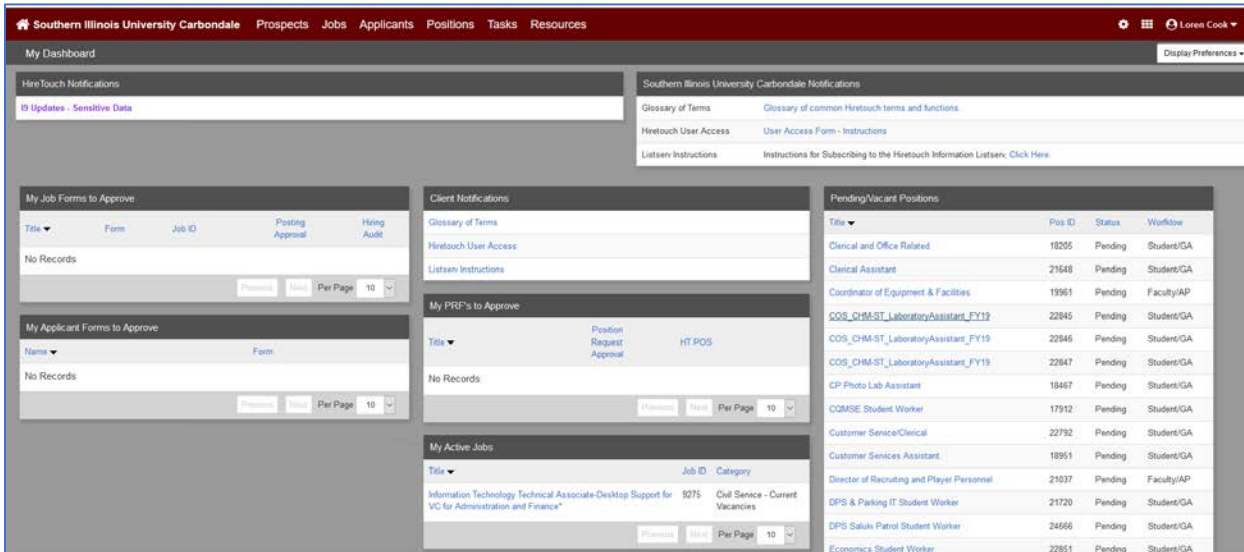
Once the supervisor has approved access, HR will then review the request.

After HR approves the request, the I.T. department will create the account and send an email to the requestor letting the user know access has been granted.

Overview and Navigation

Home Tab

When you log into HireTouch, your **Home** page is entitled 'My Dashboard' and much of this page can be personalized to your business needs. To return to the **Home Tab** click on the  icon in the maroon bar at the top of the page.



Top of the Page: The area entitled **HireTouch Notifications** is used by Image Trend to notify us of release updates and other issues. This information is primarily of interest to the system administrator in Human Resources. The area entitled **Southern Illinois University Carbondale Notifications** will be used by Human Resources to notify our users (that's you!) of any changes or issues that are important for you to note. Please read any releases published in this section.

Body of the Page: Here you will find a variety of items called 'Widgets', designed to provide you with various information at a glance. The widgets you have access to are based upon your security access; however, you may control which of these widgets you wish to display by using the '**Display Preferences**' button on the right-hand side. Your preferences may be changed at any time. You may also rearrange the order of the widgets on your page by using the 'Click and Drag' method. Simply click and hold onto the gray title bar of a widget and when you see a 4-way arrow appear, drag that widget to your desired location and 'drop' it by unclicking. When you are finished adjusting your widgets save the layout using the '**Save Layout**' box that will appear in the top right corner.

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Navigation: Jobs Tab, Applicants Tab, & Positions Tab

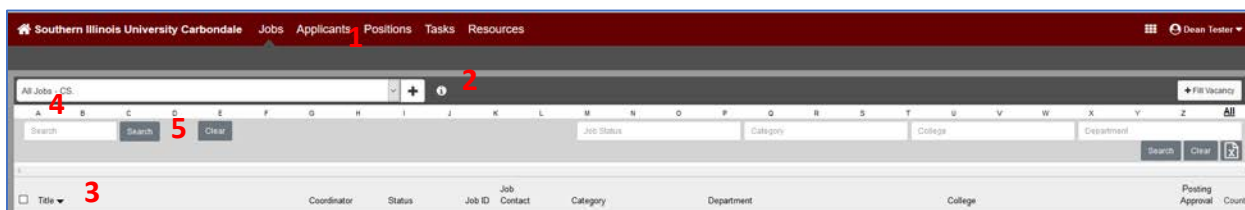
This section covers basic navigation for the **Jobs, Applicants & Positions** tabs. The general navigation for these three tabs is the same with slight tab specific variations.

Jobs Tab: The Jobs Tab provides a live record of the status of your vacancies. You will be able to determine where each vacancy is in the approval process, track its status as it is posted, applicants tested and referred (Civil Service), and a hire is made. You will be able to see certain job-related information pertaining to a specific vacancy as well as all forms associated with the vacancy. You will also have Inactive views, which will provide you with access to hires previously made. The jobs displayed are based upon your access.

Applicants Tab: The Applicants Tab displays names, statuses, and summaries of people who have completed an application for a Job in HireTouch. Although most users will see an 'Applicants' tab, all applicant data for a job will be accessed by going through the specific job.

Positions Tab: The Positions Tab displays a list of "Position Requests" from which a Job can be created. Includes fundamentals of the position (salary, title, reporting line), funding approval, and ad language approval. Search Waivers are also initiated with this form.

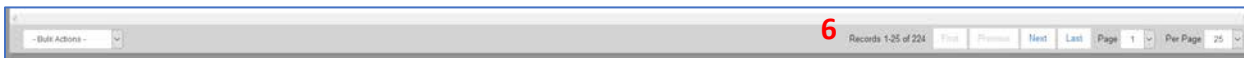
Top Page Navigation



1. Clicking on the tab's name will open the tab specific dashboard displaying information associated with that tab.
2. If you have been granted access to more than one view, you may use the drop-down menu to select the job or applicant view you wish to access.
3. By clicking on any of the column headers, you can reorder the listing. The column headers will differ depending upon the tab you have selected.
4. The row of alphabet letters along with the search boxes below allows you to narrow your search for a specific job, applicant or position.
5. This search box allows you to search for specific jobs, applicants, or positions depending on the tab selected.

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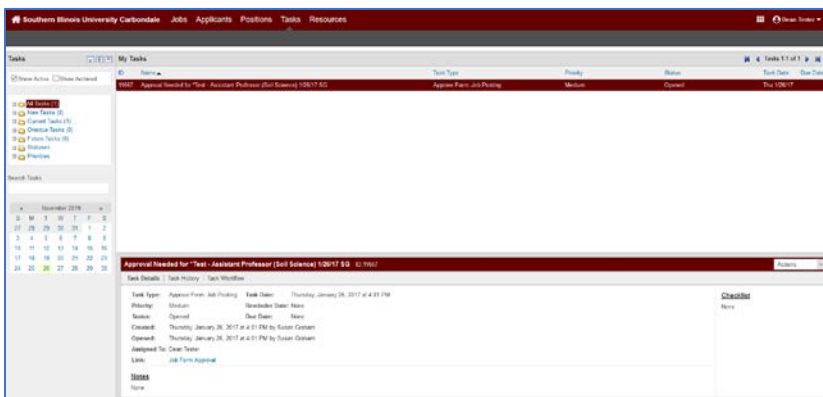
Bottom Page Navigation



6. In the bottom gray bar, you will find the number of records along with navigation buttons and drop-down menus.

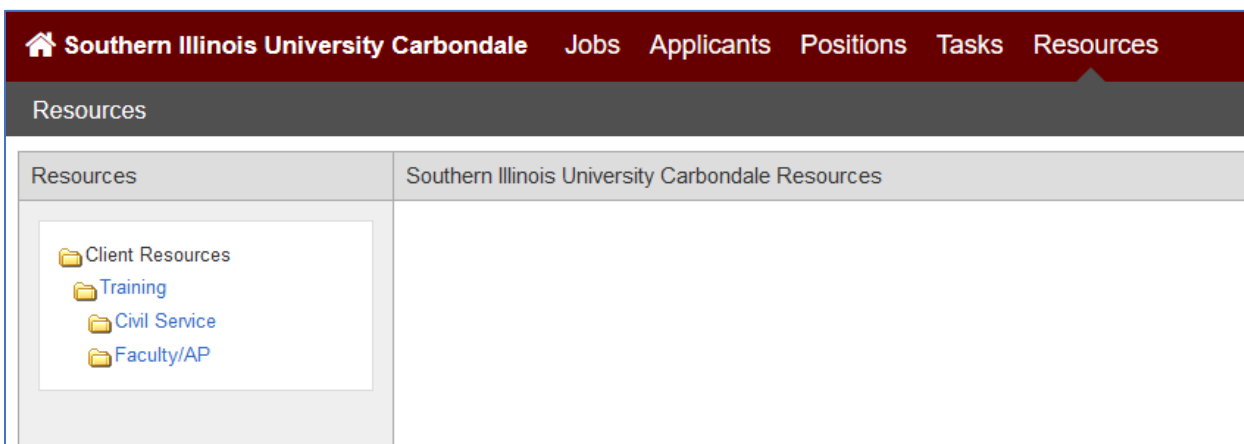
Tasks Tab

For users who are also approvers, the 'Tasks' tab is a quick link to identify forms awaiting approval. Use the 'Tasks' area to retrieve and review job forms. Approving the vacancy, will remove it from your 'My Tasks' list.



Resources Tab

This area contains training material for various aspects of HireTouch. These are living documents that will change over time. Please download a fresh copy before beginning the hiring process.

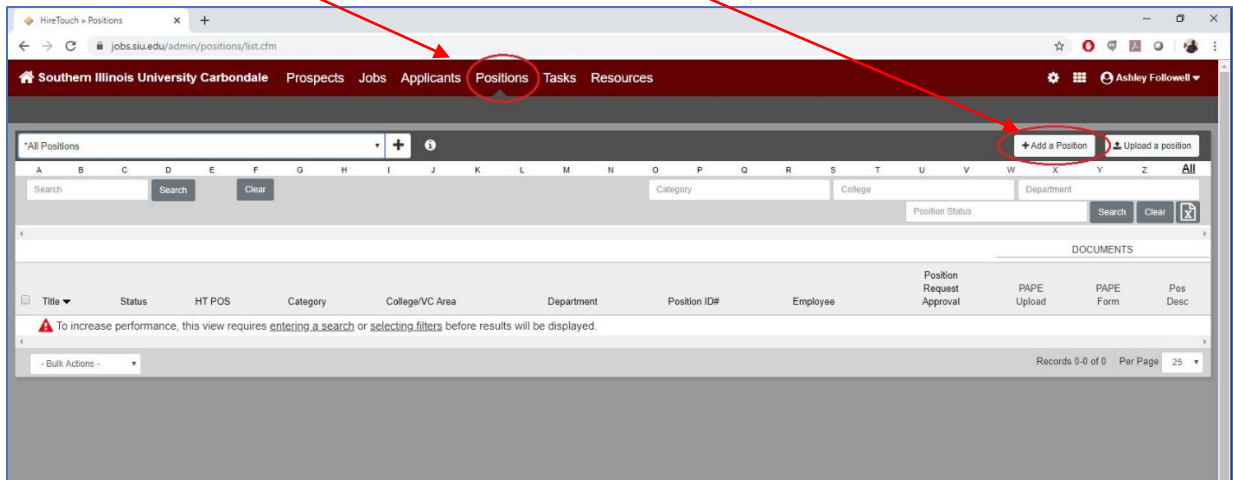


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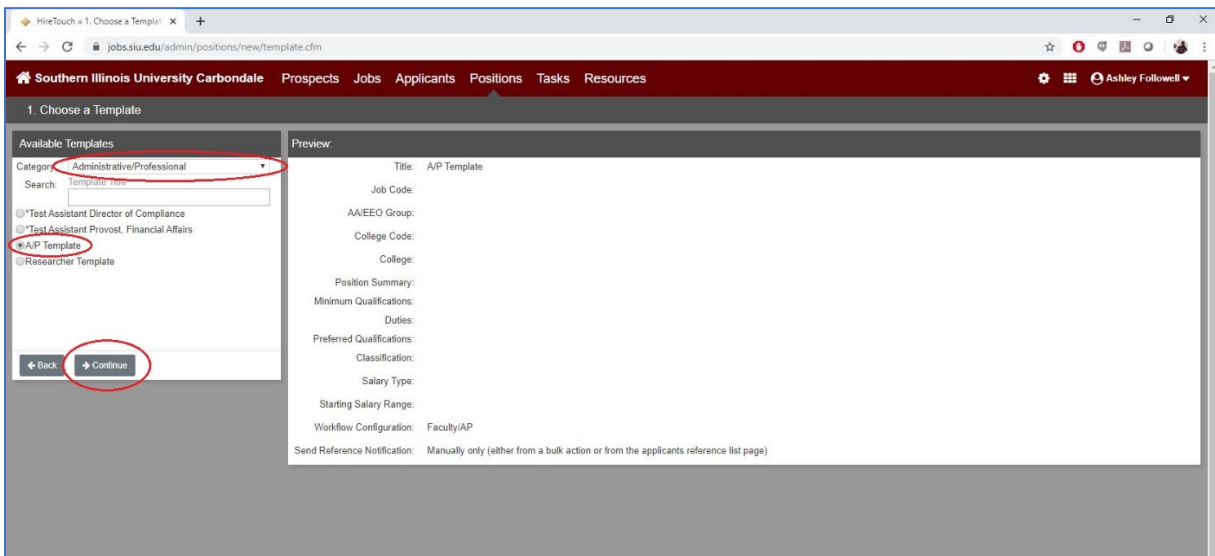
Creating an Administrative/Professional (A/P) Position Request Form (PRF)

This guide will help for requesting an A/P PRF for purposes of a competitive search. This guide does not cover Researcher positions; please consult the Researcher PRF guide for help. If you need help with a Search Waiver PRF, please consult the [Search Waiver](#) section of this guide.

Navigate to the **“Positions”** tab and click the **“Add a Position”** button.

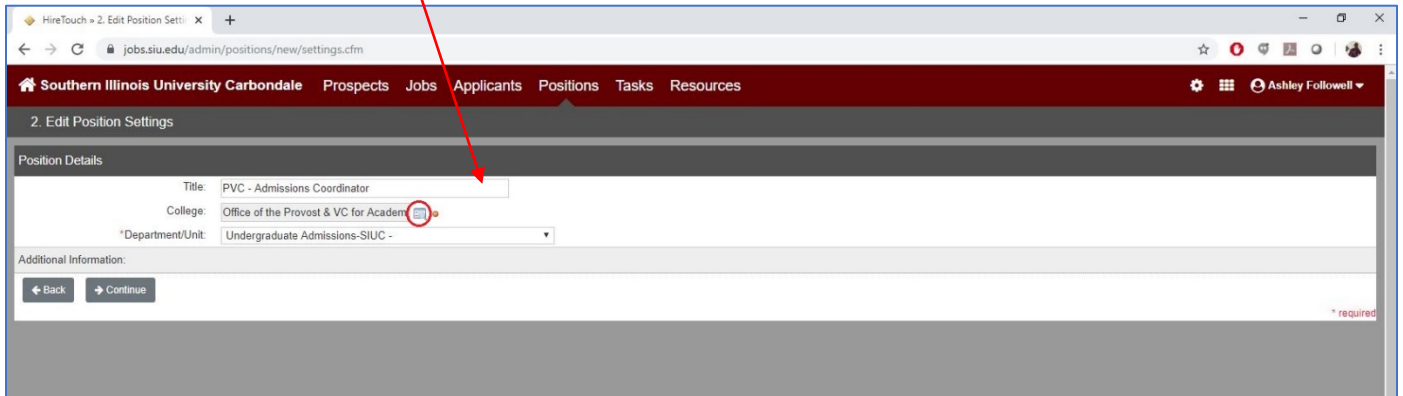


Choose **“Administrative/Professional”** from the category menu, then click the **“A/P Template”** radio button. A preview will appear on the right side of the screen. Click the **“Continue”** button.



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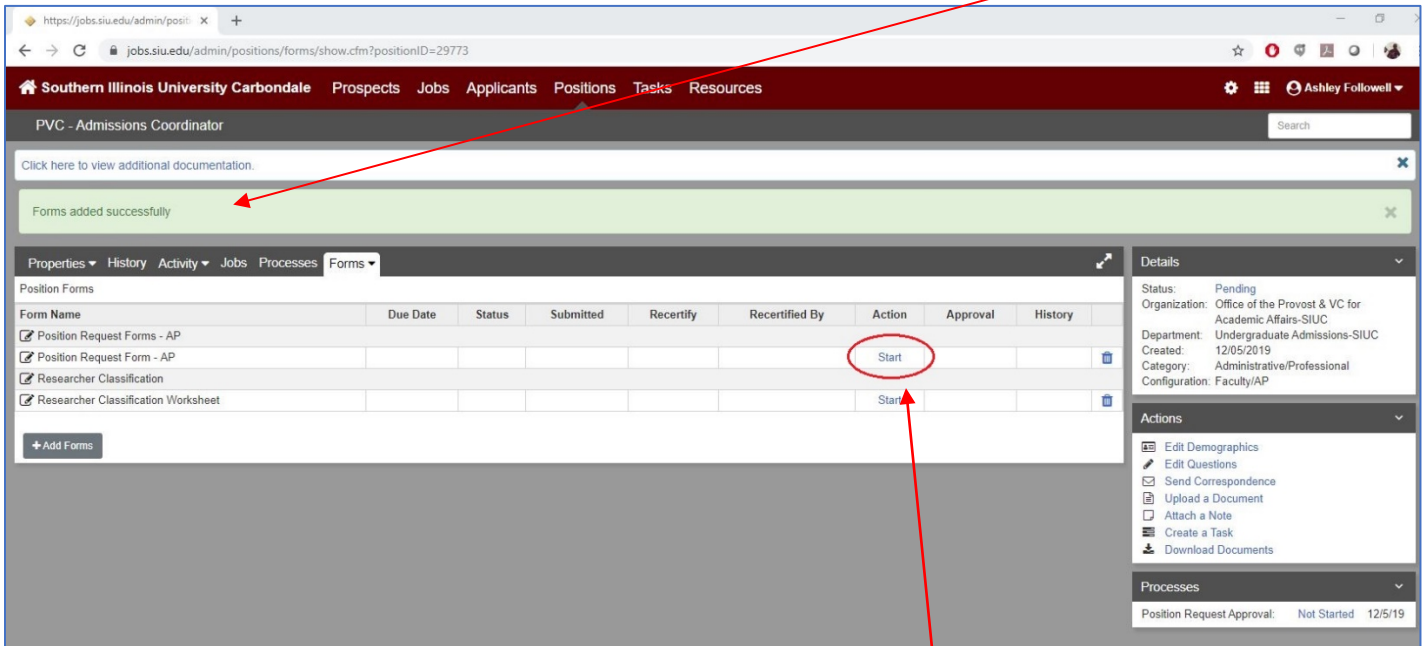
Change the **“Title”** box to your College or VC area abbreviation and the title of your position. Include a functional title or percentage of time as needed. Click the **“Lookup College”** button to highlight your College or VC area from the menu, and click the **“Select”** button. Choose your department/school/unit in the next dropdown menu and click the **“Continue”** button.



The next screen includes a list of settings with checkboxes. The default settings are correct. Please leave all boxes as-is, and click the **“Continue”** button at the bottom.

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This completes the **“Setup”** portion of a PRF request. The screen should refresh and show a **“Forms Added Successfully”** message in green.



Position Request Form (PRF) Creation: To begin the PRF form, click **“Start”** under the **“Action”** column in the **“Position Request Form – AP”** row.

The next steps fill in the required information into the PRF. Please refer to the **“hover”** help and on-screen text to guide you in formatting and necessary fields. There are 3 steps spread over multiple pages.

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Step 1: Request Information (Please complete all request information. Below are notes for *some* of the fields.)

- **Effective Date(s):** Beginning Date is tentative/desired, not binding.
- **Position ID#:** The C.AP.###.### number assigned to the position. You can find this on the Position Description, if applicable.
- **Classification:** From drop down, choose "AP Staff"
- **Appointment Type:** From drop down, choose either Term or Continuing
- **Job Category:** From drop down, choose Administrative/Professional

The screenshot shows the 'Position Request Form - AP' in the HireTouch system. The interface includes a navigation bar with 'Properties', 'History', 'Activity', 'Jobs', 'Processes', and 'Forms'. The main content area is titled 'Request Information (STEP 1 OF 3)' and includes a progress indicator for '1. Request Information', '2. Request to Waive Recruitment', and '3. Recruitment Costing'. The Southern Illinois University Carbondale logo is displayed. The form title is 'POSITION REQUEST FORM - Administrative/Professional'. A note states: 'Use this form to request approval to create/fill a position. Upon approval by the Provost/VC, or Chancellor where applicable, hiring unit will be notified.' The 'Position Details' section contains the following fields and options:

- Position Request Type:** Radio buttons for 'Fill/Create a New Position' (selected) and 'Replacement of Existing Position'.
- Effective Date(s): Beginning Date:** Calendar icon and 'Today' text.
- Effective Date(s): Ending Date:** Calendar icon and 'Today' text.
- If replacement, previous/current rank/title:** Text input field with '(replacement positions only)' below it.
- Position ID#:** Text input field.
- Classification:** Dropdown menu showing '- Classification: -'.
- Proposed Rank/Title:** Text input field containing 'PVC - Admissions Coordinator'.
- Replacement for, If applicable:** Text input field with '(employee)' below it and a user icon.
- Appointment Type:** Dropdown menu showing '- Appointment Type: -'.
- Job Category:** Dropdown menu showing 'Administrative/Professional'.

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- **Department Administrator:** Click the icon for a list of options. This should be the individual who will manage the job in HireTouch.
- **Salary basis for A/P:** Typically, will be Fiscal.
- **FTE:** Must be in decimal format; i.e., Full time is listed as 1.0, not 100. This is to help HireTouch and AIS share data more accurately.
- **Monthly Salary Rate:** Should be the *full-time rate*, regardless of actual FTE.
- **Total FY/Annual Cost:** Should reflect the FTE, Monthly Salary Rate, and Months of Appointment indicated. (e.g. .5 FTE x \$3,000 per month x 12 months of appointment = 18,000 Total FY cost)
- **Contact:** Fields displaying the person within the department/unit who could be contacted in case of questions or concerns with the PRF request, who may or may not be the same as the Department Administrator. This is not marked as a required field, but **must be completed**.

Department/Unit:	Undergraduate Admissions-SIUC
College/Unit:	Office of the Provost & VC for Acad
Location:	- Select -
Department Administrator:	<input type="text"/>
Salary Basis:	- Salary Basis: -
FTE:	<input type="text"/>
	<small>(Please use decimal only; Max = 1.0)</small>
Monthly Salary Rate:	<input type="text"/>
Months of Appointment:	<input type="text"/>
	<small>(e.g., 12-month, 9-month)</small>
Total FY/Annual Cost:	<input type="text"/>
Contact:	<input type="text"/>
Contact Email:	<input type="text"/>
Contact Phone #:	<input type="text"/>

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- **Security/Safety Sensitive:** If your position requires a background check, drug testing, or both, choose the appropriate category. Otherwise, choose N/A. If you are not sure what is required, contact HR (536-3369).
- **Position Justification:** Treat as a required field. Summarize the need for the position, any supporting information.

Security/Safety Sensitive:

Background Investigation Details
Only complete the following questions if this job is Security or Safety sensitive and requires Background Investigations for candidates.

AIS Budget Purpose to be charged for Background Check:

Account Title of Budget Purpose:

Fiscal Officer responsible for this account:

Position Justification

Justification (rationale, explanation, specialty factors, salary exceptions, etc.):

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Position Description Upload: All A/P Positions require a Position Description that is approved by Human Resources. If you are creating a new position, updating a position or the current position description is older than three years, the position description will need approval from HR Employment before the PRF is approved. Please upload the Position Description being sure that is it on the most current form. Your VC area will work with Human Resources on the approval of the Position Description. Once approved in Human Resources, the VC area will upload the approved Position Description and the PRF will continue through the approval process.

To upload a Position Description, click the gray **+Add** button.

To include a previously approved or New/Updated Position Description, please upload the document by clicking "Add" and selecting "Position Description" document type.

NAME	TYPE	FILE
None		

+ Add

Select **"Position Description"** in the **"Document Type"** drop-down menu, and type a descriptive name for the file. Click the **"Browse"** button to find the file on your computer, or use the **"Drop file here"** field to drag-and-drop from your desktop. Once finished, click the **"Save"** button.

Document Type: - Select -
Name:
File Upload:
Drop file here
Browse
+ Save - Cancel

Once finished, click the **"Save and Continue"** button at the bottom of the page.

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Step 2: Request to Waive Recruitment

This step is only needed if you are requesting a [search waiver](#). For a PRF for a competitive search, choose the **“No”** radio button and click the **“Save and Continue”** button at the bottom of the page.

PVC - Admissions Coordinator

Properties ▾ History Activity ▾ Jobs Processes Forms ▾

Position Request Form - AP

Request to Waive Recruitment (STEP 2 OF 3)

1. Request Information | 2. Request to Waive Recruitment | 3. Recruitment Costing

Is a search waiver being requested for this recruitment? Yes No

If no, proceed to the bottom of the page and hit 'Save and Continue'.

Step 3: Recruitment Costing

Use this page to indicate where the position salary will be paid from. Select existing or central funds from the radio buttons above the chart. Fill in the boxes in the chart as appropriate for your position. If the funding will come from multiple sources, click the **“Add Row”** button to create more rows. The percent column must equal 100%. Click the **“Crosswalk”** hyperlink if you need help finding the correct budget information.

PVC - Admissions Coordinator

Properties ▾ History Activity ▾ Jobs Processes Forms ▾

Position Request Form - AP

Recruitment Costing (STEP 3 OF 3)

1. Request Information | 2. Request to Waive Recruitment | 3. Recruitment Costing

Costing

COSTING INFORMATION Please enter Costing information only. The percentage totaling 100% indicates 100% of the Costing for this position. This is the actual Salary to be paid.

Please access [Crosswalk](#) for correct budget information.
Natural Account Information: L- 50000 P- 60000

*Funding:

Position will be funded with existing department/unit funds
 Position funding is requested from VC Central Salary funds

	Budget Purpose Description	Unit (00000)	Source	If 'Other' Specify Source	%	Fund (0000000)	AIS Budget Purpose #	Dept Act 1	Dept Act 2	Func(a)	Natural Account(b)
✕			- Select - ▾		%			00000	0	- Sel ▾	- Selec ▾
	Totals				0% This column must equal 100% Please Correct.						

+ Add Row

Back Save and Continue Save Exit

When finished, click the **“Save and Continue”** button.

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Approver Page: Use the drop-menus to select the approval route for this PRF.

- The Chancellor and Human Resources levels have persons selected by default. These typically will not be changed.
- The Chair/Fiscal Officer, Dean/Director, and Provost/Vice Chancellor levels are blank by default. Choose the appropriate people for your reporting lines.
- Some approvers may prefer to have their assistants or office personnel listed for a first-level review or as a signature proxy. Please communicate with your approval chain to set a standard operating procedure for your area.

PVC - Admissions Coordinator

NOTE: Save Approvers Only, does NOT send the task notification

Properties ▾ History Activity ▾ Jobs Processes Forms ▾

Form: Position Request Form - AP - Form Originator: Followell, Ashley

Title	Name
Chair/Fiscal Officer	Approver: <input type="text"/>
Dean/Director	Approver: <input type="text"/>
Provost/Vice Chancellor	Approver: <input type="text"/>
Chancellor	Approver: Baughman, Matthew ▾
Human Resources	Approver: Colombo, Renee ▾

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Editing Approvers: In some cases, the chain itself needs adjusted, e.g. the position is originating at the Dean/Director level and does not need a Chair/FO approval. Not all users will have permission to edit the levels. If you have access, you will see an **“Edit Approvers”** button. Click it, and a pop-up window will appear to let you move “available” and “selected” approval levels as needed. If you do not have the **“Edit Approvers”** button but the levels need edited, contact your next higher approval level to make the change when the request is sent to them.

PVC - Admissions Coordinator

NOTE: Save Approvers Only, does NOT send the task notification

Properties History Activity Jobs Processes Forms

Form: Position Request Form - AP - Form Originator: Followell, Ashley

Title	Name
Chair/Fiscal Officer	Approver: [dropdown]
Dean/Director	Approver: [dropdown]
Provost/Vice Chancellor	Approver: [dropdown]
Chancellor	Approver: Baughman, Matthew [dropdown]
Human Resources	Approver: Colombo, Renee [dropdown]

Save AND Send Task Save Approvers ONLY Edit Approvers

Highlight a title on either side, and click the single left or right arrow (< or >) to move it. Positions added to the **“Selected”** side will appear at the bottom. If you need to change the order, highlight that level and click the **“up”** or **“down”** button. When finished, click the **“Save”** button and the pop-up window should close.

PVC - Admissions Coordinator

NOTE: Save Approvers Only, does NOT send the task notification

Properties History Activity Jobs Processes Forms

Form: Position Request Form - AP - Form Originator: Followell, Ashley

Title	Name
Chair/Fiscal Officer	Approver: [dropdown]
Dean/Director	Approver: [dropdown]
Provost/Vice Chancellor	Approver: [dropdown]
Chancellor	Approver: [dropdown]
Human Resources	Approver: [dropdown]

Save AND Send Task Save Approvers ONLY Edit Approvers

Form Approval Positions

Positions: Available Selected

Affirmative Action
Business Unit Initial Review
Chair/Fiscal Officer 2
Dean of Grad School
Dean of Graduate School
Dean/Director 2
Designated Employee Representative
Immediate Supervisor
President
Provost/Vice Chancellor 2
Student Employment

Chair/Fiscal Officer
Dean/Director
Provost/Vice Chancellor
Chancellor
Human Resources

UP DOWN

Save Close

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When you are finished with the approver page, click the **“Save and Send Task”** button to alert (via automatic email notification) the first level approver that they have a task in HireTouch. The email contains instructions (see sample below) on how to view and approve the form. The other levels will be alerted in turn as the request moves through the approval process.



From: lea.maue@siu.edu <lea.maue@siu.edu>
Sent: Wednesday, October 16, 2019 3:13 PM
To: PVC Hiring <pvc_hiring@siu.edu>
Subject: Approve Form: Position Request - Head Start Professional Development Specialist

Dear Clarissa Tertrak,

You have been selected to approve the **Position Request** form for Head Start Professional Development Specialist.

From a mobile device: [Mobile Site](#)


1. Expand the menu button in the upper left and select 'Home' then 'Position' to select the type of form to approve.
2. Scroll through the list of available forms to locate Head Start Professional Development Specialist (29299).
3. Select  to the right of the form name to view and review the **Position Request** form.
4. Use the Blue arrow button to continue to additional pages of the form, the Green check button to **approve**, or the Red x button to **Reject/Re-route**.

***Note: With the appropriate permissions, Edit Approvers functions can be accessed using the  button within a form, and the Approval Order can be edited using the  button once in the edit screen.**

From your desktop (full version):

1. Please login to HireTouch by going to <https://jobs.siu.edu/admin> then select the 'Tasks' tab
2. Locate **Head Start Professional Development Specialist (29299)** and click on 'Position Form Approval' link
3. Select 'View' to review the **Position Request** form
4. Next select 'Approvals' for the form
5. You may now select 'Approve or Reject'
6. If you approved the position, you will see a green check mark in the box by your name
7. If you select 'Reject', you will then be taken to a second screen where you have the option to 'Re-route' or 'Reject Form'.

***To view an uploaded PAPE or Job Description form, when within the position record, go to:**



***Note: 'Reroute Form' form will bring the approval process back to the approver indicated to allow the approval process to continue with edits. Do not use 'Reject Form' unless the position requisition is being ended as this will **END** the approval process completely.**

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When the last level has approved the PRF request, an automatic email (see sample below) is sent to whomever originated the form. This email lets them know the PRF is approved and that they may request a Job within HireTouch to create an advertised job posting. Please see the AP Job Guide for details.

From: pvchiring@siu.edu <pvchiring@siu.edu>
Sent: Friday, December 13, 2019 2:07 PM
To: Stallman, Adam J <adam.stallman@siu.edu>
Subject: Position/PRF Request Approved - Faculty Test - Provost Office

Dear Initiator,

The position request was approved for:

|
Position: Faculty Test - Provost Office

You may now go to the JOBS tab and use "Fill Vacancy" to create a job posting.

▫

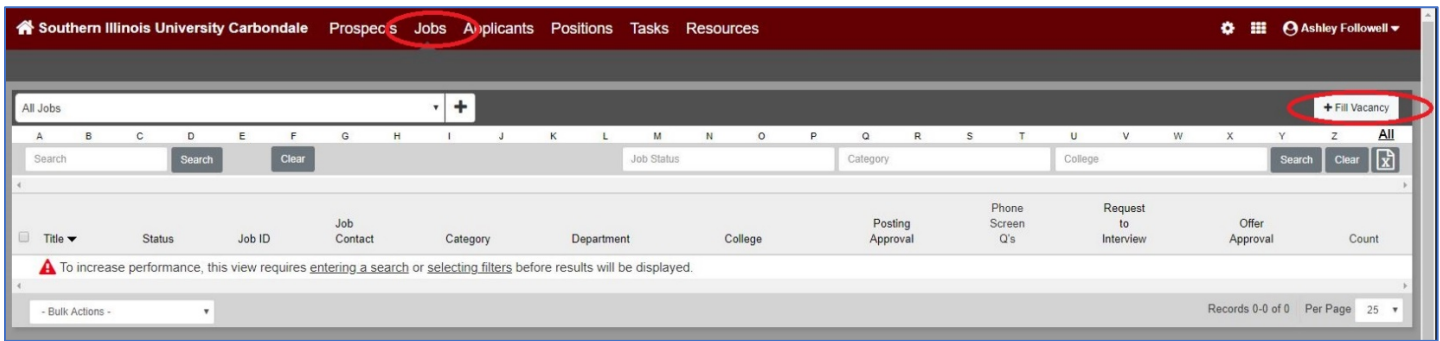
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Advertising an Administrative/Professional Job

This guide will help with posting a job within the HireTouch system for purposes of a competitive search.

Posting a Job requires an approved Position request within HireTouch.

To begin, click the **“Jobs”** tab, and click the **“Fill Vacancy”** button in the upper-right corner.



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Step 1: Select Position: When the screen refreshes, begin typing the title of your approved PRF in the “Search” box. This will update the results box below. Once your PRF is available in the results box, click the check box to the left of the PRF title.

When the checkbox is clicked, the lower “Select a Position to Create a Job” box will also populate with the PRF. Click the radio button to the left of the position, which will bring up a preview of your PRF’s basic information. Review this screen for accuracy and to confirm it is the correct PRF. Once you are satisfied, click the “Continue” button.

NOTE: If there are errors in the PRF language (e.g. incorrect FTE, incorrect salary), please contact the hiring administrator for that position before continuing the job posting.

Step 1: Select Position

Select Position(s) to fill

Search: Title, Incumbent
AG - Assistant

AG - Assistant Lecturer (Variable Time)

Select a position to create Job

Positions: AG - Assistant Lecturer (Variable Time)

← Back → Continue

Preview:

Send Reference Notification: On the 'Send Reference Notification' trigger function (must be attached to a trigger for this to fire) or manually

Additional Information:

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Step 2: Job Settings: The title box will show the name of the PRF as approved, which may be different than what we want to show applicants. Change the **“Title”** box to the full official title of your position, including specialty area or %FTE, etc. as needed. For example: “Assistant Coach (Football)”. The College is pre-selected based on the PRF, no change needed. The Department Administrator can be chosen via the drop menu, or via search by clicking the **“Lookup User”** button (person icon) to the right of the drop menu. For now, change the **“Send Reference Notification”** option to **“Manually only”**. The second radio button is for a HireTouch feature that has not yet been implemented.

Once you are finished, click the **“Continue”** button.

The screenshot shows a web interface for 'Step 2: Job Settings'. At the top, it displays the breadcrumb 'Job Details > AG - Assistant Lecturer (Variable Time)'. Below this, there are several input fields and a radio button group:

- Title:** A text input field containing 'AG - Assistant Lecturer (Variable Time)'.
- College:** A dropdown menu showing 'College of Agricultural Sciences-SIUC (508)' with a search icon to its right.
- *Department Administrator:** A dropdown menu showing 'Graham, Susan' with a person icon to its right.
- Send Reference Notification:** A radio button group with two options:
 - Manually only (either from a bulk action or from the applicants reference list page)
 - On the 'Send Reference Notification' trigger function (must be attached to a trigger for this to fire) or manually

At the bottom of the form, there is a section titled 'Additional Information' containing two buttons: '← Back to Template' and '→ Continue'.

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Forms Package: The next screenshots show the “Forms” screen. Several checkboxes are selected by default. For Administrative/Professional searches, uncheck the **CIVIL SERVICE**, **GRADUATE ASSISTANT**, and **STUDENT** boxes in the “Prospect Related Form Packages”, scroll to the bottom, and click the “Continue” button.

Step 3: Forms

Job saved successfully

Form Packages

Prospect Related Form Packages

Name
<input checked="" type="checkbox"/> CIVIL SERVICE - <i>Application Package</i>
<input checked="" type="checkbox"/> GRADUATE ASSISTANT - <i>Application Package</i>
<input checked="" type="checkbox"/> STUDENT - <i>Application Package</i>
<input checked="" type="checkbox"/> VOLUNTARY DISCLOSURE FORMS
<input type="checkbox"/> CURRENT EMPLOYEES ONLY - <i>Employee Requests</i>
<input type="checkbox"/> EXTRA HELP / TEMPORARY EMPLOYMENT - <i>Interest Form</i>
<input type="checkbox"/> NEW HIRE PACKET - Annuitant
<input type="checkbox"/> NEW HIRE PACKET - Extra Help Annuitant
<input type="checkbox"/> NEW HIRE PACKET - Extra Help
<input type="checkbox"/> NEW HIRE PACKET - FA/PA/RESEARCHER
<input type="checkbox"/> NEW HIRE PACKET
<input type="checkbox"/> Background - CS
<input type="checkbox"/> Conviction History
<input type="checkbox"/> Illinois Domestic Violence Act Acknowledgement of Duty to Disclose
<input type="checkbox"/> Statement of Applicant's SURS Annuity Status - Southern Illinois University Carbondale
<input type="checkbox"/> Survey

Applicant Related Form Packages

Name
<input checked="" type="checkbox"/> Employment Application - Faculty/AP
<input checked="" type="checkbox"/> Hiring Proposal & NOA - Faculty/AP
<input checked="" type="checkbox"/> Job Offer
<input checked="" type="checkbox"/> Onboarding Package - FA/AP
<input type="checkbox"/> Background
<input type="checkbox"/> Change of Assignment
<input type="checkbox"/> Employment Application - Faculty/AP - Test for Reference Notice
<input type="checkbox"/> Hiring Proposal & PSP
<input type="checkbox"/> Hiring Proposal - Student
<input type="checkbox"/> Interest Inquiry
<input type="checkbox"/> Interest Inquiry - Change of Exam
<input type="checkbox"/> Interest Inquiry - Reassignment
<input type="checkbox"/> Job Source
<input type="checkbox"/> NOA - CS
<input type="checkbox"/> NOA - GA
<input type="checkbox"/> NOA - UGA
<input type="checkbox"/> Onboarding Package - CS
<input type="checkbox"/> Onboarding Package - EH
<input type="checkbox"/> Onboarding Package - GA
<input type="checkbox"/> Onboarding Package - PSP
<input type="checkbox"/> Onboarding Package - Student
<input type="checkbox"/> Onboarding Package - UGA
<input type="checkbox"/> Upload Documents
<input type="checkbox"/> Upload Documents - GA

Job Related Form Packages

Name
<input checked="" type="checkbox"/> Job Forms - FA/AP
<input type="checkbox"/> Job Forms - CS
<input type="checkbox"/> Job Forms - GA
<input type="checkbox"/> Job Forms - Student
<input type="checkbox"/> Test Job

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Position Related Form Packages

Name

- Position Request Forms - FA
- Position Request Forms - AP
- Position Request Forms - CS
- Position Request Forms - GA Administrative
- Position Request Forms - GA Teaching/Research
- Position Request Forms - Student
- Researcher Classification
- Test Position

[← Back to Settings](#) [→ Continue](#)

The screen will refresh again to show **“Package added successfully”**, with 2 forms listed.

NOTE: You must get to this point for the system to add the job to the database. If you leave HireTouch before this screen, you will need to start the Job request over.

Package added successfully

Properties ▾ Applicants Applicant Review Activity ▾ Processes Forms ▾ Campaigns Posting ▾ Positions

Forms

Form Name	Number	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval	History
<input checked="" type="checkbox"/> Job Forms - FA/AP									
<input checked="" type="checkbox"/> Job Advertisement & Strategic Hire							Start		
<input checked="" type="checkbox"/> Request to Interview							Start		

[+ Add Forms](#)

To continue, click the blue **“Start”** link in the **“Action”** column on the row with **“Job Advertisement & Strategic Hire”**.

The Job Advertisement and Strategic Hire form: This 4-page electronic form establishes the search committee and recruitment venues for this search.

Page 1 – Job Advertisement

This page contains 6 boxes for text to be included in the Position Announcement. The first four boxes have full formatting capability (“What You See Is What You Get”, or WYSIWYG boxes) for font, lists, and hyperlinks.

Summary for each field:

- **Position Summary:** Required. Use this field to summarize key aspects of the position, e.g., term/continuing, FTE, etc.
- **Duties and Responsibilities:** Required. Use this field to summarize the expectations of the job.
- **Minimum Qualifications:** Required. Use this box to list the specific required qualifications for the position. Applicants must meet *each* of the items listed here to be considered “qualified”.
- **Preferred (Desirable) Qualifications:** Optional. Use this box to list preferred qualifications if necessary.
- **General Information – College/Department:** Optional. Use this box to summarize the college, department or University. This can be an effective way to share information about SIU Carbondale that applicants might not be aware of, and which would make it a desirable place to work. Use the diagonal lines at the lower-right to enlarge the box for easier reading.
- **Short Ad Language for Approval:** Optional. Use this box if the unit plans to advertise in a source that limits word count or content, similar to the “short ads” that were sometimes included in paper advertising requests. This box has no formatting, and is purely a review of text content for approval. It will be up to the unit to format this text appropriately in any ads they use it in. Use the diagonal lines at the lower-right to enlarge the box for easier reading.

When finished, click the “**Save and Continue**” button.

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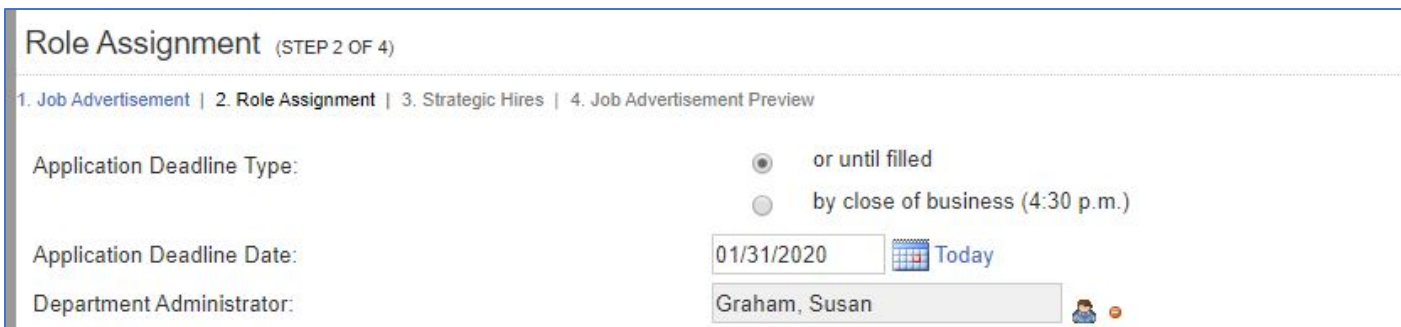
Page 2 – Role Assignment

Application Deadline Type: Choose the desired deadline type by clicking the appropriate radio button.

Application Deadline Date: Choose an application deadline date by typing in the box or clicking the calendar.

NOTE: Application deadlines must be working days (i.e. not weekends or SIU holidays) and must leave an appropriate period of time between the approval and the deadline. This date can be changed by an Approver later in the request process if needed.

Department Administrator: This was selected earlier in the process; leave as-is, or change if necessary.



The screenshot shows a web form titled "Role Assignment (STEP 2 OF 4)". At the top, there is a breadcrumb trail: "1. Job Advertisement | 2. Role Assignment | 3. Strategic Hires | 4. Job Advertisement Preview". The form contains three main sections: "Application Deadline Type:" with two radio buttons, "Application Deadline Date:" with a text input field containing "01/31/2020" and a calendar icon labeled "Today", and "Department Administrator:" with a text input field containing "Graham, Susan" and a person icon with a red minus sign.

Additional Users with Access: This box allows people who are not in the approval chain or on the committee access to see the applications if required (e.g. support personnel or assistants). Click the person icon to the right to add people as needed. The Department Administrator chosen in the previous step does not need to be added here; they will already have access.

Search Committee: Add the members of the search committee to this box by clicking the person icon to the lower-right corner of the box, and searching for each person. Click "Select User" after each name, and click the person icon again to add additional people. To remove a committee member, highlight their name in the box and click the red circle at the lower-right.

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Required Application Documents: This includes Cover Letter, Resume/CV, and Transcripts by default. To add additional documents to the required process, highlight them in the **“Available”** box and click the **“>”** button to move them to the **“Selected”** box on the right. Committees cannot require additional documents that are not listed as **“selected”**, so choose carefully. Pre-Screening questions work the same way.

Search Contact: The person that applicants or the public can contact with questions regarding the search. ***This is a mandatory field.*** Click the person icon to make a selection.

Display Job Contact: Check the box to display a job contact and enter the **“Contact Email”** and **“Contact Phone #”** in the appropriate boxes.

Once finished, click the **“Save and Continue”** button.

The screenshot displays a web interface for configuring hiring requirements. It is divided into several sections:

- Required Applicant Documents:** Features two columns: "Available" and "Selected". The "Available" list includes items like "Resume/CV", "Curriculum Vitae", "Professional Licenses", "Registrations", "Other", "Writing Samples", "Certifications", "Media", "Student Employment Referral", "Class Schedule", "Department Specific Documents", and "Driver's License". The "Selected" list contains "Cover Letter", "Resume", and "Transcripts". Navigation buttons (>>, >, <, <<) are positioned between the columns.
- Pre-Screening Questions:** Also has "Available" and "Selected" columns. The "Available" list includes "Relocate - Carbondale", "Drivers License", and "Current Employee PS".
- Reference Notification Setting:** A dropdown menu currently set to "- Select -".
- Send Reference Notification:** Two radio button options: "Manually only (either from a bulk action or from the applicants reference list page)" (selected) and "On the 'Send Reference Notification' trigger function (must be attached to a trigger for this to fire) or manually".
- Search Contact:** A text input field with a person icon to the right.
- Display Job Contact:** A checkbox.
- Contact Email:** A text input field.
- Contact Phone #:** A text input field.

At the bottom right, there are four buttons: "Back", "Save and Continue", "Save", and "Exit".

Page 3 – Strategic Hires

Proactive Recruitment Strategies to Encourage Diversity in Applications: List any general strategies for outreach and exposure in **Section I**. The box can be enlarged by dragging the bottom right corner.

Proposed Recruitment Sources: List specific advertising venues in section II. Click the **“Add New Recruitment Sources”** button, type the name in the box, and click the **“Save”** button.

To edit a venue, click the name, revise, and click the **“Save”** button. To delete, click the name and click the **“Delete”** button. For guidance on advertising requirements, contact the **University Affirmative Action Office**.

Job Advertisement & Strategic Hire

Strategic Hires (STEP 3 OF 4)

1. Job Advertisement | 2. Role Assignment | 3. Strategic Hires | 4. Job Advertisement Preview

Details

Recruitment Strategies for Promoting Diversity
Faculty and A/P Staff Hires

Position Title: AG - Assistant Lecturer (Variable Time)
College/Administrative Unit: College of Agricultural Sciences-SIUC
Department: Forestry-SIUC

I. Proactive Recruitment Strategies to Encourage Diversity in Applications:

II. Proposed Recruitment Sources

Click "Add New Recruitment Source" to list traditional and strategic proposed recruitment sources.

RECRUITMENT SOURCE
None

[+ Add New Recruitment Source](#)

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Search Committee Composition: This section will auto-fill with the names selected on Page 2. If a person has previously been placed on a search committee in HireTouch, their gender, ethnicity, and/or race may also auto-fill. To add or update this information manually, click the person’s name and check the appropriate radio buttons and/or check boxes. Race/Ethnicity and Gender information must not be blank at the approval stage.

When finished, click the **“Save”** button.

Search Committee Composition
III. Search Committee Composition (Name/Race/Ethnicity/Gender)
Click "Add" to add search committee names or edit previously selected committee members.

MEMBER	TITLE	GENDER	HISPANIC/LATINO	RACE
Ashley Followell		Female		White
Adam Stallman		Male	No	White
Jennifer Watson	Director of Human Resources	Female	No	Black or African American

Affirmative Action Hiring Goal:

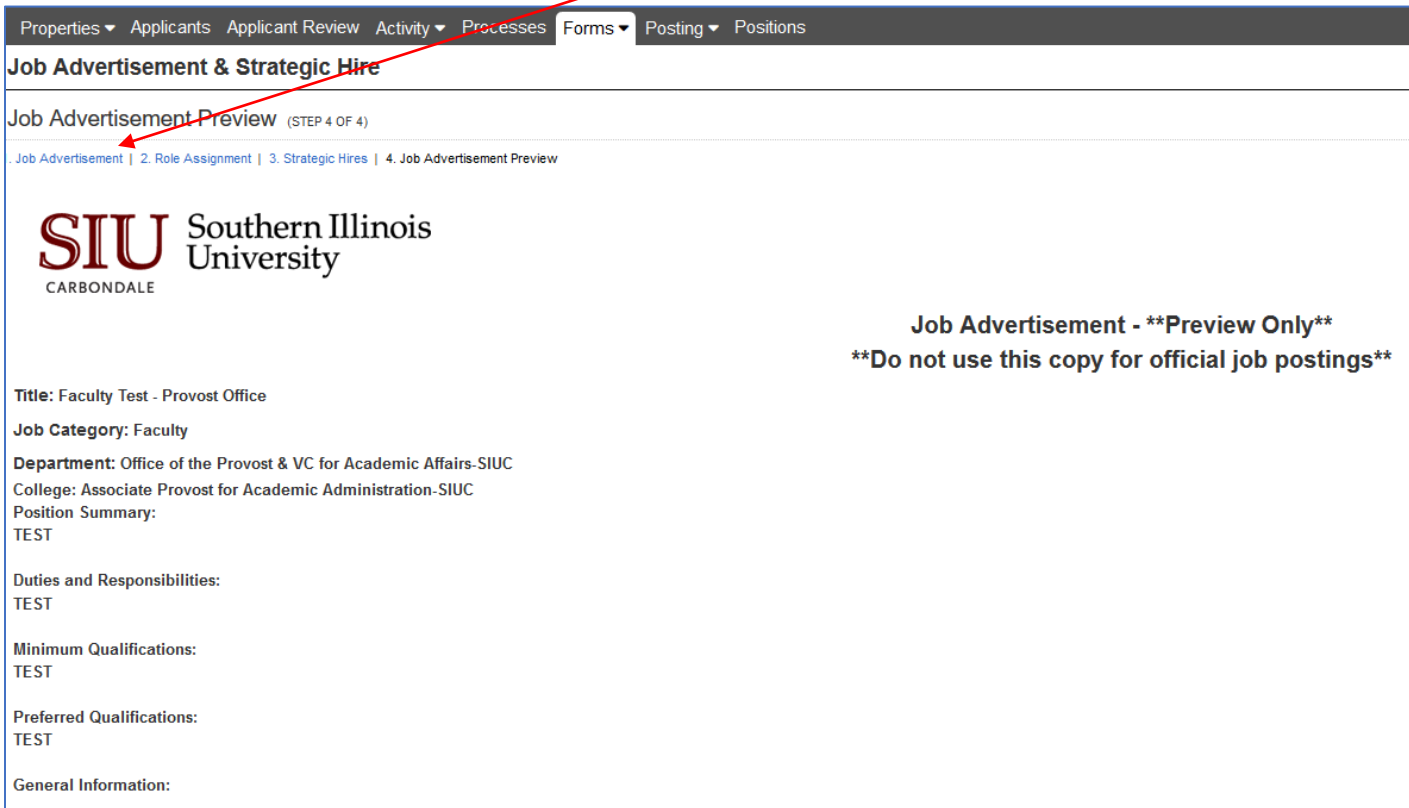
AA/EEO Group (If Known):

The **“Affirmative Action Hiring Goal”** and **“AA/EEO Group”** will be set by Affirmative Action Office personnel during the approval process.

When finished, click the **“Save and Continue”** button.

Page 4 – Job Advertisement Preview

This page is a final review of the advertisement before approval. Please review the title, qualifications, duties, and other information for accuracy. If changes are needed, you can click the blue **“1. Job Advertisement”** link to revise the text. Be sure to click the **“Save”** or **“Save and Continue”** button when the changes are complete. If you are satisfied with the preview, click the **“Submit”** button.




Properties ▾ Applicants Applicant Review Activity ▾ Processes Forms ▾ Posting ▾ Positions

Job Advertisement & Strategic Hire

Job Advertisement Preview (STEP 4 OF 4)

[1. Job Advertisement](#) | [2. Role Assignment](#) | [3. Strategic Hires](#) | [4. Job Advertisement Preview](#)



Job Advertisement - **Preview Only**
****Do not use this copy for official job postings****

Title: Faculty Test - Provost Office
Job Category: Faculty
Department: Office of the Provost & VC for Academic Affairs-SIUC
College: Associate Provost for Academic Administration-SIUC
Position Summary:
TEST

Duties and Responsibilities:
TEST

Minimum Qualifications:
TEST

Preferred Qualifications:
TEST

General Information:

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Approver Page: Use the drop-menus to select the approval routing for this request. Special notes:

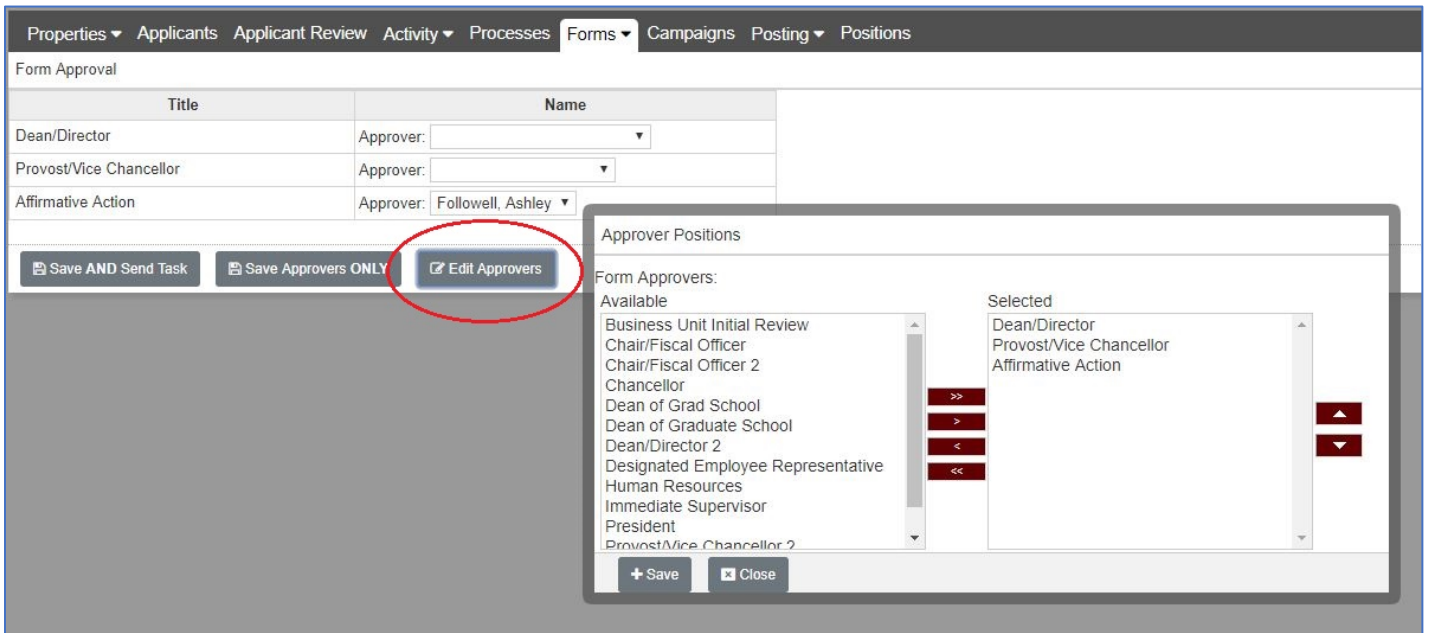
- The Dean/Director and Provost/Vice Chancellor levels are blank by default. Choose the appropriate people for your reporting lines.
- The Affirmative Action level has Ashley Followell selected by default. This should not normally need changed.
- Some approvers may prefer to have their assistants or office personnel listed for a first-level review or as a signature proxy. Please communicate with your approval chain to set a standard operating procedure for your area.

The screenshot shows the 'Form Approval' interface. At the top is a navigation bar with tabs: Properties, Applicants, Applicant Review, Activity, Processes, Forms (selected), Campaigns, Posting, and Positions. Below the navigation bar is a table with two columns: 'Title' and 'Name'. The table has three rows: 'Dean/Director', 'Provost/Vice Chancellor', and 'Affirmative Action'. Each row has an 'Approver:' label followed by a dropdown menu. The 'Affirmative Action' dropdown is currently set to 'Followell, Ashley'. Below the table are three buttons: 'Save AND Send Task', 'Save Approvers ONLY', and 'Edit Approvers'.

Title	Name
Dean/Director	Approver: <input type="text"/>
Provost/Vice Chancellor	Approver: <input type="text"/>
Affirmative Action	Approver: Followell, Ashley

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Editing Approvers: In some cases, the approval routing needs adjusted, e.g. the job needs to include the Chancellor level of approval. Not all users have permission to edit the levels. If you have access, you will see an **“Edit Approvers”** button. Click it, and a pop-up window will appear to let you move **“Available”** and **“Selected”** approval levels as needed. Highlight a title on either side, and click the single left or right arrow (< or >) to move it. Approvers added to the **“Selected”** side will appear at the bottom. If you need to change the order, highlight that level and click the **“up”** or **“down”** button. When finished, click the **“Save”** button.



If you do not have the **“Edit Approvers”** button but the levels need edited, contact your next higher approval level to make the change when the request is sent to them.

When you are finished with the approver page, click the **“Save AND Send Task”** button to alert (via automatic email) the first level approver that they have a task in HireTouch. The other levels will be alerted in turn as the request moves through the approval process.

Affirmative Action is the last approval level. Currently they post approved job requests on Thursday mornings. When your job is posted, you will receive an automatic email that includes the Affirmative Action Goal for the job.

Reviewing Applicants in HireTouch

This guide shows search committee members and support personnel how to review applicant materials in HireTouch (HT), how to assign statuses and disposition codes, and what to do prior to requesting interviews. This guide only applies to Administrative/Professional jobs; please consult other guides for help with Civil Service or other types of employment. This guide was written using the Chrome browser, and screenshots may differ from your own desktop due to customization, display settings, and the browser used.

This guide also assumes that the position and job have been approved, that the job has been posted, and that applications have been received.

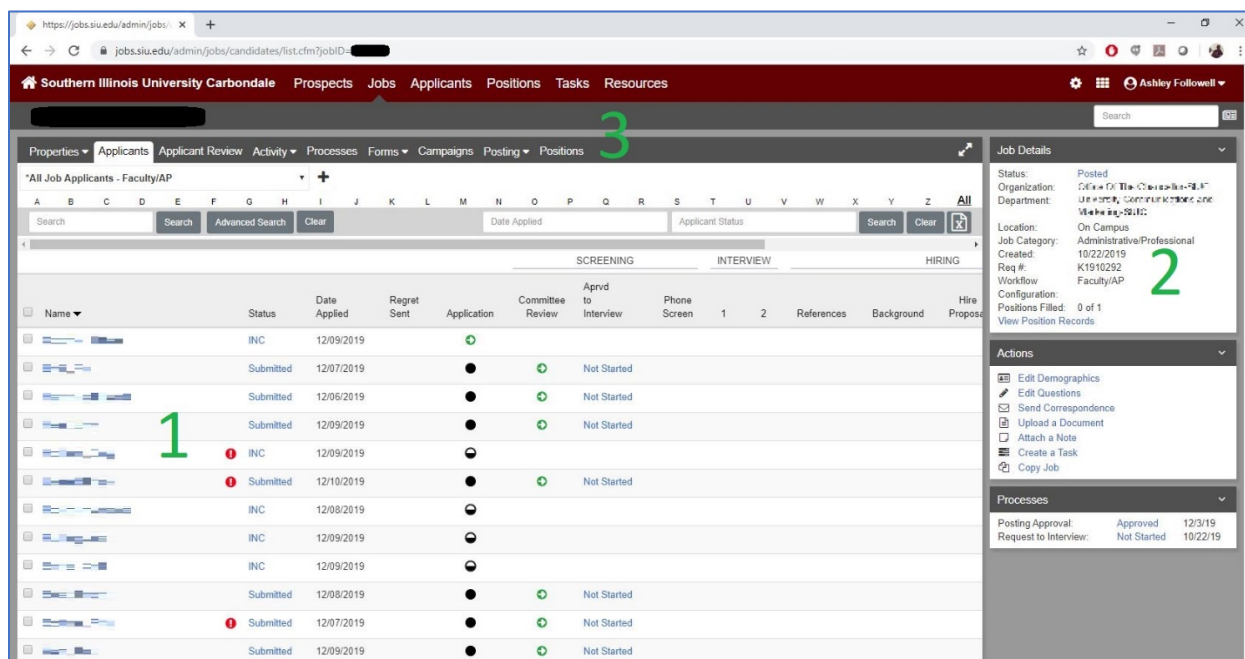
Applicant names and search details in the screenshots are blurred for confidentiality.

Finding Your Job

To begin, navigate to the job in question. This can be done 2 ways:

1. Find the job in the **“My Active Jobs”** widget on the dashboard. Click the title.
2. Click the **“Jobs”** tab in the maroon bar. Enter the title or Job ID number in the search bar and click the **“Search”** button. Click on the Job title when it appears.

Either path will bring you to the list of applicants for your Job. The major areas of this page are numbered in green and explained below:



1. The list of applicants. The default sort is by last name alphabetically. From left to right, this area will show the status of all applicants as they progress through the application, interview, and hire process.

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- a. **Status** – The current state of the applicant. May show Submitted, In Process, Self-Eliminate, or other statuses throughout the process as certain triggers are activated.
- b. **Date Applied** – The date the applicant **begins** the application process.
- c. **Application** – Will show a black circle for completed, and will show the completion date when hovered-over.
- d. **Committee Review** – At this stage, it will show a green circle for “not started”. More details on what to do with this column are later in the guide.
- e. **Aprvd to Interview** – Used by Affirmative Action to set statuses and open options for the search committee.

All other columns are used later in the Job process.

2. **Job Details.** This small summary box shows when the job was created, what the job category is, and where it is located (on/off campus). Below this box is a Processes box, showing dates that approvals or actions were taken on the job. At the applicant review stage, this box will likely only show Posting Approval “approved” with a date, and Request to Interview “not started” with a date.
3. **The Gray Ribbon.** Much like the Maroon Ribbon at the top of the page, this ribbon is a series of tabs that show different parts of this Job process. Some tabs can be clicked directly to take actions, and others must be hovered over to show a short menu of options that can be clicked. It will default to Applicants as shown above. Other tabs in the Gray Ribbon are as follows:
 - a. **Properties** – a summary of information from the Position and Job approvals. Hover over for options.
 - b. **Applicant Review** – 1 of 2 areas where applications can be reviewed. It will be explained later in this guide.
 - c. **Activity** – a timeline of events within in the Job. May show emails, notes, uploaded documents, etc. Permissions may limit what a user is able to see. Hover over for options such as documents and correspondence.
 - d. **Processes** – a summary of timestamps for events that pertain to requests and approvals. A drop menu allows the user to choose Posting Approval or Request to Interview, and the screen will show the dates, times, and statuses that have changed as well as the user who changed them.
 - e. **Forms** – Hover over to choose Forms or Job Forms. Both Allow the user to View the Job Advertisement, see the approval timestamps, View History of the document as it was approved, and other functions. This is also where a request to interview is initiated (see the [Request Interview Approval](#) section of this guide).
 - f. **Campaigns** – Not used by SIU at this time. May not be displayed depending on your user access.
 - g. **Posting** – Not used by SIU at this time. May not be displayed depending on your user access.
 - h. **Positions** – Shows the Position(s) associated with this Job. The Position (PRF) will be clickable for viewing on this tab.

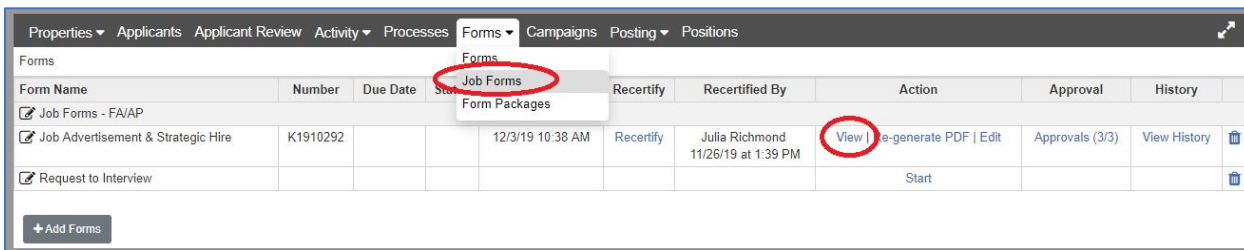
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Reviewing Applicants

The goals of this step are to review each applicant’s materials, compare their experience/qualifications to the required qualifications, decide if they meet the minimum qualifications, and if so, decide if they will be recommended for an interview.

There are several ways to navigate HT to review applications, and each user may settle on their preferred methods. This guide will give a detailed walkthrough of one possible process. Users may discover or develop other methods on their own, but this is a simple, straight-forward approach for training guidance.

TIP: The University Affirmative Action Office recommends reviewing applications with a copy of the minimum and preferred qualifications handy for reference. You can pull up a copy in a separate window by hovering over **“Forms”** in the Gray Ribbon, clicking **“Job Forms”**, and clicking the **“View”** link in the **“Action”** column of the Job Ad and Strategic Hire row.



Reviewing by Applicant List

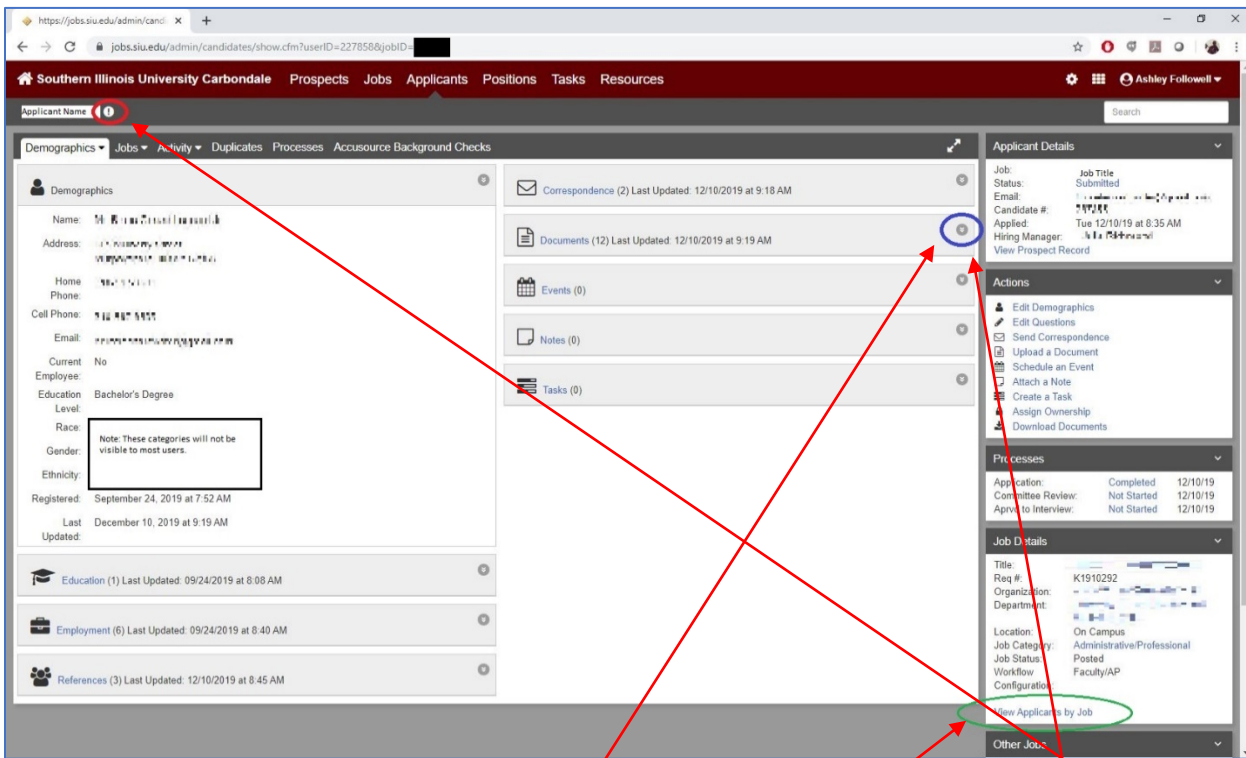
This is the “default” applicant list a user would land on when first navigating to their job.

On the **“Applicant”** tab of the Gray Ribbon, you should see a list of applicants, with **“Application”** as a black circle indicating it is complete and **“Committee Review”** with a green arrow circle indicating it has not started.

NAME	STATUS	DATE APPLIED	REGRET SENT	APPLICATION	COMMITTEE REVIEW ▲	SCREENING			INTERVIEW		
						APRVD TO INTERVIEW	PHONE SCREEN	1	2	3	
[Redacted]	Submitted	05/10/2019		●	➔	Not Started					
[Redacted]	Submitted	05/01/2019		●	➔	Not Started					
[Redacted]	Submitted	05/01/2019		●	➔	Not Started					
[Redacted]	Submitted	05/01/2019		●	➔	Not Started					
[Redacted]	Submitted	04/30/2019		●	➔	Not Started					
[Redacted]	Submitted	04/30/2019		●	➔	Not Started					

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Click the name of the first applicant to review. This will take you to an Applicant screen, summarized and labeled below:



The applicant's name is listed near the top of the screen, below the Maroon Ribbon. If the applicant has certain flags on their application (e.g. "no work contact", requires visa sponsorship), a gray circle "!" (marked on the screenshot above with a red circle) will be next to their name. Hover over the circle to see details of the flag.

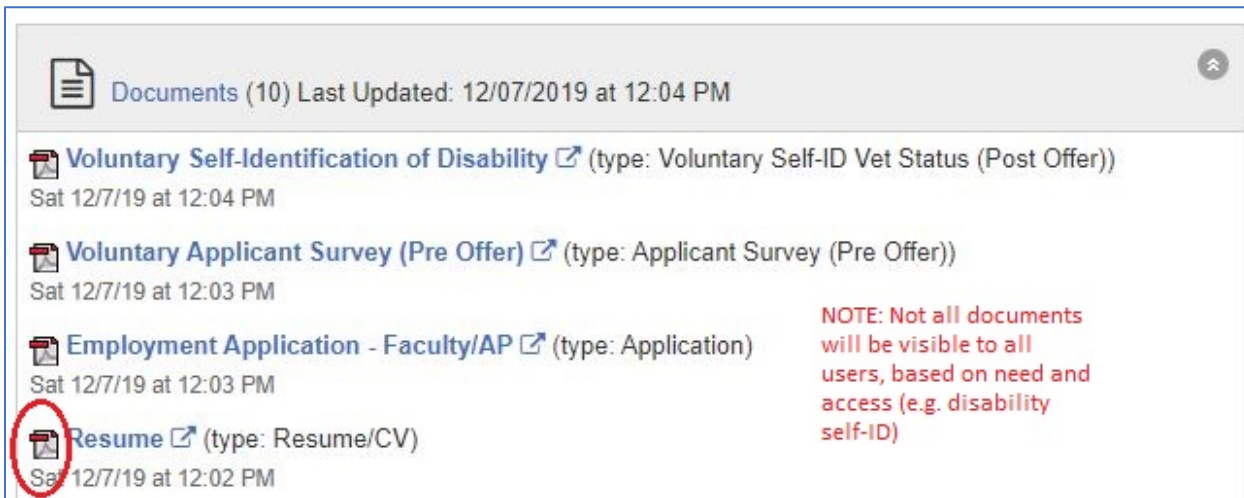
Below this area are a series of collapsible tabs for applicant demographics, their uploaded documents, email correspondence, etc. The double chevron (marked with a blue circle) opens and closes each tab to show a summary of that topic. You can also click on the blue link of any tab to go directly to that topic's documents, etc.

Note that the screenshot includes Race, Gender, and Ethnicity. Typical users will not see these fields, as they are only used by Affirmative Action.

The "**View Applicants by Job**" link, circled in green, is the most convenient way to navigate back to the Applicant List from here.

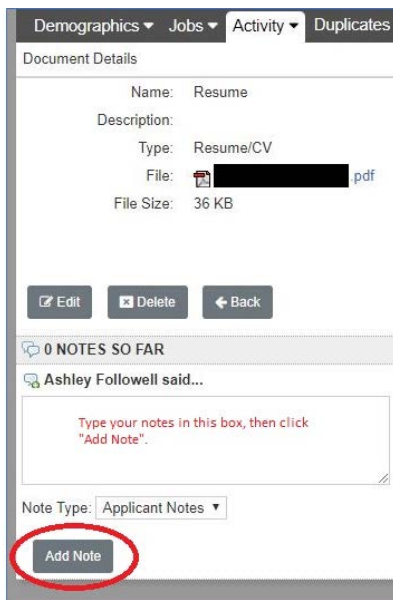
To view an applicant's application materials, open the "**Documents**" tab by clicking double chevron (blue circle above). Click the PDF icon next to the document you wish to view. The document will open in a small pop-up window.

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The resume, application, and cover letter will each show different details about experience or qualifications. For some jobs, transcripts or other documents will also be important. Use the Job Ad for reference to determine if the applicant meets the minimum qualifications as advertised and if they will be part of the finalist pool invited for interviews.

Clicking the blue document name opens the **“Document Details”** page which includes a **“Notes”** field. The note allows any user to add comments about that specific document. Committees might use this area to summarize how the applicant meets the qualifications (e.g., “Bachelors in Elementary Ed 2014, 3 years of K-12 teaching experience”) or other relevant information. The note will include the name of the user who created it, as well as the date. *Notes are visible to all users with access to the page where they were created and cannot be removed.*



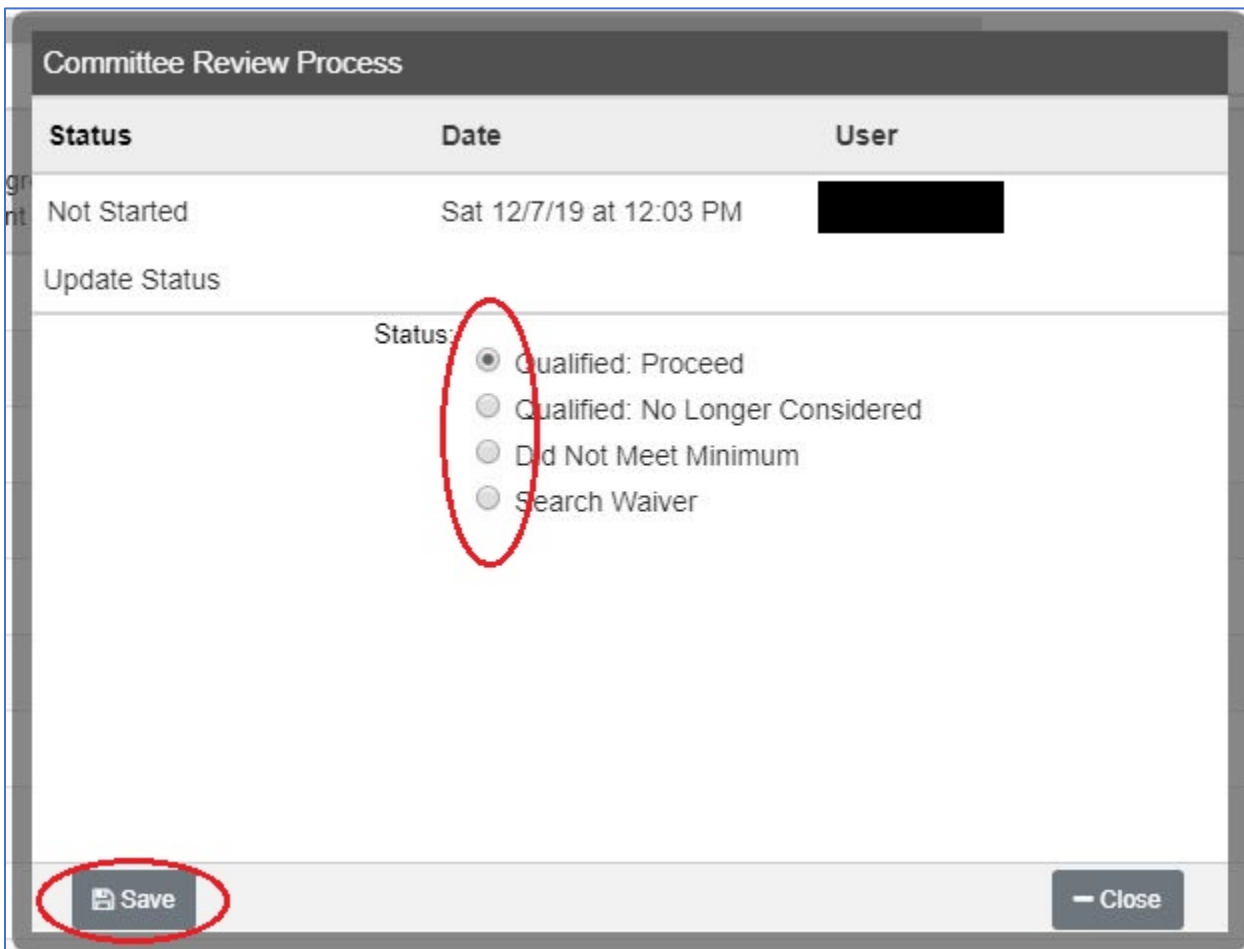
Users may use the other tabs (Education, Employment, etc.) to see a general summary of the information the applicant entered. These tabs are often not enough to determine minimum/preferred qualifications, but can serve as a useful reminder.

Once you finish reviewing the documents, click the **“View Applicants by Job”** link in the **“Job Details”** box on the lower right side of your screen. This will return you to the Applicant List.

HireTouch Administrative\Professional Hiring Guide

Committee Review Process: Click the green arrow circle under “Committee Review” and set a status for the applicant just reviewed.

TIP: This step can be completed later, but must be done prior to requesting an interview approval.



The screenshot shows a window titled "Committee Review Process". It contains a table with the following data:

Status	Date	User
Not Started	Sat 12/7/19 at 12:03 PM	[Redacted]

Below the table is an "Update Status" section with a "Status:" label and four radio button options:

- Qualified: Proceed
- Qualified: No Longer Considered
- Did Not Meet Minimum
- Search Waiver

At the bottom of the window, there are two buttons: "Save" and "Close".

This opens a pop-up window with 4 options:

- **Qualified: Proceed** – select this for applicants who meet minimum qualifications and who the committee wishes to invite for interview.
- **Qualified: No Longer Considered** – select this for applicants who meet the minimum qualifications but that the committee is not interested in interviewing at this time.
- **Did Not Meet Minimum:** Select this for applicants who do not meet the **minimum** qualifications as advertised.
- **[Search Waiver](#):** Separate process covered in a different guide.

Select the appropriate option for the applicant, and click the “**Save**” button.

TIP: Each time an applicant’s Committee Review status is changed; the name of the user and a timestamp of the event will be added to the list at the top of the window.

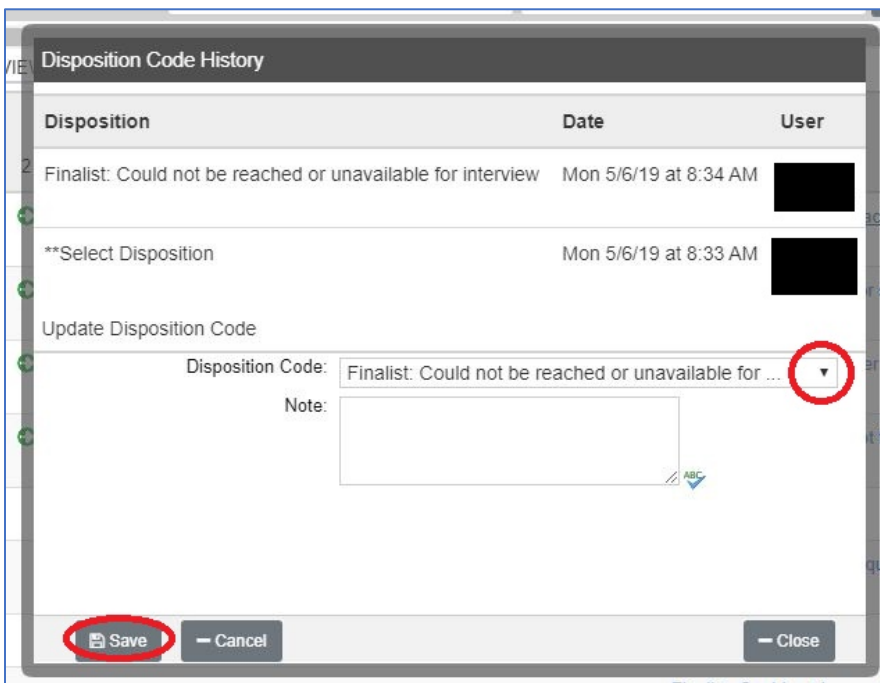
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If the user selects **“Qualified: Proceed”**, that completes the review process for that applicant. If the user selects **“Qualified: No Longer Considered”** or **“Did Not Meet Minimum”**, a new option will appear on the applicant list once they click the **“Save”** button.

⊗	Not Started	**Select Disposition
⊗	Not Started	**Select Disposition

The **“**Select Disposition”** link is where the user will choose the reason the applicant was not qualified or is not being invited for interview. Click the link, and a the **“Disposition Code History”** window will appear.

NOTE: You may need to use the horizontal scroll bar at the top or bottom of the applicant list to see this option.



Click the drop-menu to select an appropriate **“Disposition Code”** for the applicant. If necessary, type additional details in the **“Note”** box.

When you are finished, click the **“Save”** button. To close the window without keeping any changes, click the **“Cancel”** button.

Note: Each time an applicant’s Disposition Code is changed, the name of the user and a timestamp of the event will be added to the list at the top of the window. The user should repeat this Committee Review process for all applicants, assigning Disposition Codes for all applicants that they do not plan to interview.

Request Interview Approval (What to Do After the Approval)

This guide will help with requesting interviews of qualified finalists and assigning disposition codes to applicants no longer under consideration, as well as noting the interview outcome, reference check, and background check status. This guide assumes the unit has already reviewed applications and has determined the status of all applicants.

This guide was written for the Chrome browser. Screens and options may appear differently in other browsers.

This guide also assumes the applications have been reviewed, finalists selected, and disposition codes assigned.

Find Your Job:

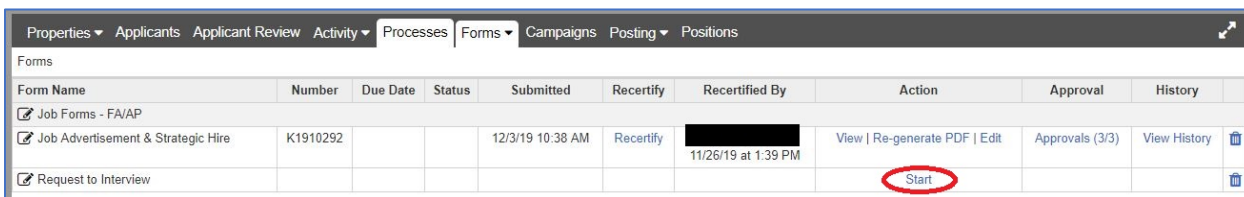
Navigate to the Job in question. This can be done 2 ways:

1. Find the job in the **“My Active Jobs”** widget on the dashboard and click the title.
2. Click the **“Jobs”** tab in the maroon bar. Enter the title or Job ID number in the search box and click the **“Search”** button. Click on the job title when it appears.

Either path will bring you to the list of applicants for your job.

The Official Request

Once you have completed all the disposition coding, hover over the **“Forms”** tab in the gray bar and click **“Job Forms”**. Click the **“Start”** link under the **“Action”** column in the **“Request to Interview”** form row.



Form Name	Number	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval	History
Job Forms - FA/AP									
Job Advertisement & Strategic Hire	K1910292			12/3/19 10:38 AM	Recertify	11/26/19 at 1:39 PM	View Re-generate PDF Edit	Approvals (3/3)	View History
Request to Interview							Start		

Explanation of Qualifications

Type the name of the finalist in the first blank box under the **“Applicant Name”** column then enter a summary of their minimum qualifications under the **“How does this applicant meet or exceed minimum qualifications”** box. If you need to add additional finalists, click the blue **“+”** next to **“Add Row”**. Continue until all proposed finalists (those who were marked **“Qualified: Proceed”** in the Committee Review process) have been added.

When finished, click the **“Submit”** button.

Applicant Name	How does this applicant meet or exceed minimum qualifications:
Totals	

Notes:

Submit Save Exit

Approval Signatures

The Dean/Director and Affirmative Action are the default signature levels for interview requests. Select the appropriate person for your reporting line in the Dean/Director drop menu.

Ashley Followell is the default Affirmative Action selection, and should not need changed.

When you have selected all the necessary approvers, click the **“Save and Send Task”** button.

- Some approvers may prefer to have their assistants or office personnel listed for a first-level review or as a signature proxy. Please communicate with your approval chain to set a standard operating procedure for your area.
- In some cases, the approval routing needs adjusted, e.g. the job needs to include the Chancellor level of approval. Not all users have permission to edit the levels. If you have access, you will see an **“Edit Approvers”** button. Click it, and a pop-up window will appear to let you move **“Available”** and **“Selected”** approval levels as needed. Highlight a title on either side, and click the single left or right arrow (**<** or **>**) to move it. Approvers added to the **“Selected”** side will appear at the bottom. If you need to change the order, highlight that level and click the **“Up”** or **“Down”** button. When finished, click the **“Save”** button.
- If you do not have the **“Edit Approvers”** button but the levels need edited, contact your next higher approval level to make the change when the request is sent to them.

The first approver will receive an email to alert them they have a Task in HireTouch. Once they sign, a similar email will be sent to the next approver.

When all approvers have signed, the Department Administrator (as selected on the Job Advertisement form) will receive an email to alert them that they may schedule interviews with the approved finalists.

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Scheduling Interviews and Interview Status

After the interviews are approved, the “Applicant” screen should resemble this:

NAME	STATUS	DATE APPLIED	REGRET SENT	APPLICATION	SCREENING		INTERVIEW		HIRING							
					COMMITTEE REVIEW	APRVD TO INTERVIEW	PHONE SCREEN	1	2	REFERENCES	BACKGROUND	HIRE PROPOSAL	OFFER LETTER (FAC/AP)	NOA	ONBOARDING	DISPOSITION
Beauregard, Violet	In Process	03/07/2019		●	●	Yes	+	+	+							
Bucket, Charlie	In Process	03/07/2019		●	●	Yes	+	+	+							
Gloop, Augustus	In Process	03/07/2019		●	●	Yes	+	+	+							
Salt, Verruca	Decline - No Interview	03/07/2019		●	⊗											Less Qualified: Time/relevance of experience
Teevee, Mike	Decline - No Interview	03/07/2019		●	⊗											Not Qualified: Lacked required degree level

HireTouch has the capability to automatically send email correspondence that will schedule interviews for each finalist. **SIU IS NOT CURRENTLY USING THIS FEATURE**, but we must go through the electronic triggers before the system will allow the next steps to happen. **IF SIU IMPLEMENTS THIS FEATURE IN THE FUTURE, THIS GUIDE WILL BE UPDATED APPROPRIATELY.**

The system allows for 3 types of interviews from a single approval: **Phone Screen**, **First Round Interview**, and **Second Round Interview**. The **First Round Interview** is the only required interview for purposes of moving forward in HireTouch. If a unit wishes to conduct multiple interviews (including phone screens) contact Affirmative Action for guidance.

Click the green circle arrow in the “Interview 1” column. This brings up a scheduling interface. Since SIU is not using this feature, simply click the “Save” button at the bottom of the page. **Do not click “Save and Send”**. A summary page for the applicant will be displayed.

To return to the list of applicants, click “View Applicants by Job” in the “Job Details” box on the right side of the screen.

+ Attendees ✕ Remove Attendees

Event Location

Address:

City:

State/Province/Region:

Postal Code:

Country:

Job Details

Title: [TEST Assistant Lecturer \(Full Time\)](#)

Req #: K1810258

Location: On Campus

Job Category: Faculty

Department: Training Department Only

Organization: Training College Only

Workflow: Faculty/AP

Configuration:

Job Status: Posting Pending

[View Applicants by Job](#)

The “Interview 1” column for the applicant has changed to a half-circle, which says “Scheduled” if you hover over the circle. Repeat this process for each approved finalist.

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After the Interviews

Once the interviews are complete, the unit should update the **“Interview 1”** column to reflect the status of each finalist. Much like the **“Committee Review”** column, there are a few options:

1. **Qualified: Proceed** Select this for applicant that will be submitted for hire. The half circle will change to a black circle.
2. **Qualified: No Longer Considered** Select this for interviewees who are not considered for hire at this time. The half circle will change to a black X circle.

The Disposition column will be available for those now listed as **“Qualified: No Longer Considered”**. Select an appropriate **“Disposition Code”** for each of those individuals.

The applicant list may now resemble this:

NAME	STATUS	DATE APPLIED	REGRET SENT	APPLICATION	SCREENING			INTERVIEW		HIRING				DISPOSITION	
					COMMITTEE REVIEW	APRVD TO INTERVIEW	PHONE SCREEN	1	2	REFERENCES	BACKGROUND	HIRE PROPOSAL	OFFER LETTER (FAC/AP)		NOA ONBOARDING
Beauregard, Violet	Decline - Interviewed	03/07/2019		●	●	Yes	+	⊗	+						Finalist: Could not be reached or unavailable for interview
Bucket, Charlie	Decline - Interviewed	03/07/2019		●	●	Yes	+	⊗	+						Less Qualified: Lacked preferred qualifications
Gloop, Augustus	In Process	03/07/2019		●	●	Yes	+	●	+	+	+				
Salt, Verruca	Decline - No Interview	03/07/2019		●	⊗										Less Qualified: Time/relevance of experience
Teevee, Mike	Decline - No Interview	03/07/2019		●	⊗										Not Qualified: Lacked required degree level

References and Background

These columns will be available for any finalist listed as **“Qualified: Proceed”** in the **“Interview 1”** column.

References: If the unit does not wish to conduct reference checks, this column may be ignored. If the unit does check references, they may select **“Completed”** or **“Reference Check Unsatisfactory”** as appropriate. Click the green arrow circle in the **“Reference”** column to set this status, and click the **“Save”** button when complete.

Background: Checks are not required for all jobs, but the electronic checkpoint must be passed in order to move forward.

If the job is not Security Sensitive: Click the green arrow circle in this column, and select **“N/A”** and click the **“Save”** button.

If the job is Security Sensitive:

- Click the green arrow circle, and select **“Sent Request to Candidate”**. This will send an email to the applicant directing them to complete an information release form.
- When the applicant completes the form, HR will be alerted to conduct the check.
- When the check is complete, HR will set the Background Process status to the appropriate reply, and the hiring administrator will receive an email alerting them the check is complete.

Finalists who are current employees and have a current background check on file should still receive the information release form, even though they might not need to have a new check conducted.

Contact Human Resources 536-3369 with any specific questions regarding background checks.

Request Hire Approval

This guide will help with requesting the hire of a qualified finalist and assign disposition codes to the other finalists. This guide assumes the unit received permission to interview the chosen finalists, and that the interviews have already taken place. For guidance on how to update statuses after the interview, consult the [Request Interview Approval](#) section of this guide.

This guide was written for the Chrome browser. Screens and options may appear differently in other browsers.

Find Your Job

To begin, navigate to the Job in question. This can be done 2 ways.

1. Find the job in the **“My Active Jobs”** widget on the dashboard and click the title.
2. Click the **“Jobs”** tab in the maroon bar. Enter the title or Job ID number in the search box and click the **“Search”** button. Click on the job title when it appears.

Either path will bring you to the list of applicants for your job, which should resemble this:

NAME	STATUS	DATE APPLIED	REGRET SENT	APPLICATION	SCREENING		INTERVIEW		HIRING				DISPOSITION		
					COMMITTEE REVIEW	APRVD TO INTERVIEW	PHONE SCREEN	1	2	REFERENCES	BACKGROUND	HIRE PROPOSAL		OFFER LETTER (FAC/AP)	NOA
Beauregard, Violet	Decline - Interviewed	03/07/2019		●	●	Yes	+	+	+						Finalist: Could not be reached or unavailable for interview
Bucket, Charlie	Decline - Interviewed	03/07/2019		●	●	Yes	+	+	+						Less Qualified: Lacked preferred qualifications
Gloop, Augustus	In Process	03/07/2019		●	●	Yes	+	●	+	+	●	+			
Salt, Verruca	Decline - No Interview	03/07/2019		●	+										Less Qualified: Time/relevance of experience
Teevee, Mike	Decline - No Interview	03/07/2019		●	+										Not Qualified: Lacked required degree level

Click the green arrow circle in the **“Hire Proposal”** column. Find **“Hiring Proposal”** on the list of forms, and click the **“Start”** button.

This screen will display the hire’s name, the job title, and the approved salary maximum per the Position Request Form. Below that are six fillable fields:

Full-time monthly salary rate: May be pre-populated. Change as needed to reflect the monthly rate to be offered as if the position was full time.

FTE Adjusted Monthly Salary Rate: If the position is full time, this number will be the same as the box above. If the position is a percentage of time, adjust the salary in this box accordingly (e.g., if the Full-time rate is \$3,000 and this position is 50%, this box will be \$1,500).

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Effective Date: Enter (or select using the calendar icon) the proposed start date for the position. Administrative/Professional dates are typically started on the first day of the month following the approval.

Justification Box: If the position had a female and/or minority Hiring Goal (per the job advertising approval) that is not being met by the hire **and** there were women or minorities in the interview pool, please provide a justification.

Person to be hired from: Check the appropriate box to indicate where the hire currently lives. This helps the university understand where our new employees are coming from.

Notes/Comments: If additional information would help the file, enter it here. This might include a salary negotiation cap, etc.

When finished, click the **“Submit and Continue to Approvals”** button.

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Approver Page: Use the drop-menus to select the approval routing for this request.

- The Chair/Fiscal Officer, Dean/Director, and Provost/Vice Chancellor levels are blank by default. Choose the appropriate people for your reporting lines.
- The Affirmative Action level has Ashley Followell selected by default. This should not normally need changed.
- Some approvers may prefer to have their assistants or office personnel listed for a first-level review or as a signature proxy. Please communicate with your approval chain to set a standard operating procedure for your area.

Form: Hiring Proposal
Form Originator: Followell, Ashley

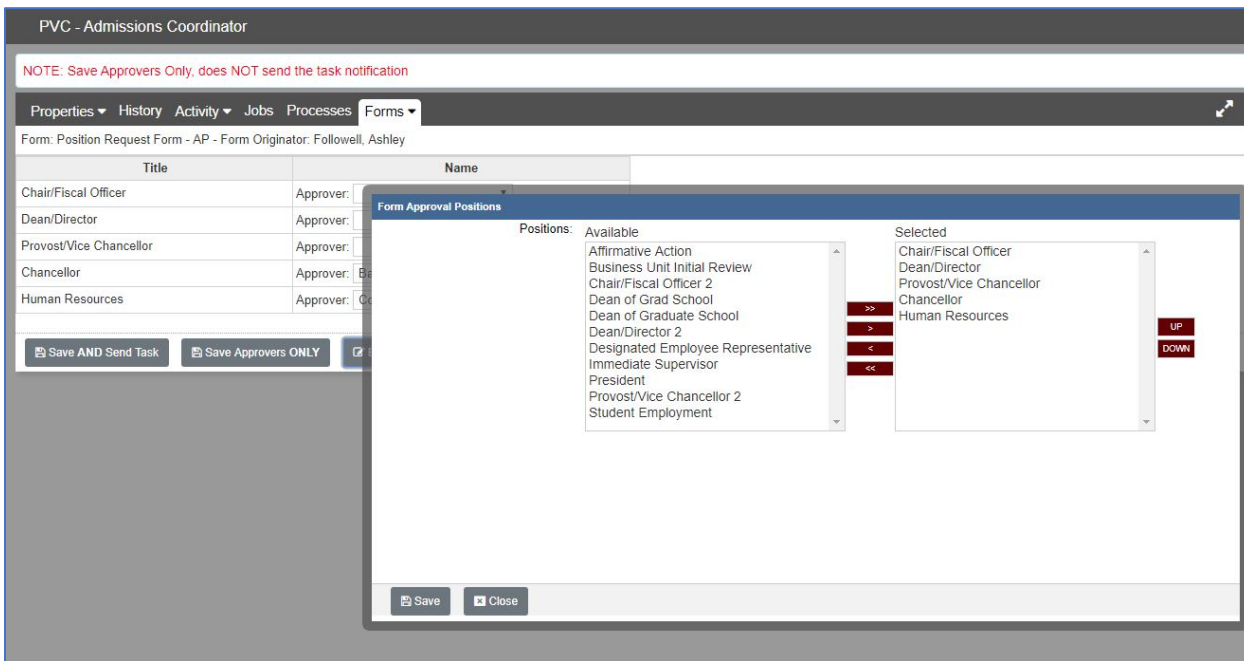
Title	Name
Chair/Fiscal Officer	Approver: <input type="text"/>
Dean/Director	Approver: <input type="text"/>
Provost/Vice Chancellor	Approver: <input type="text"/>
Affirmative Action	Approver: Followell, Ashley <input type="text"/>

Save AND Send Task Save Approvers Only Edit Approvers

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Editing Approvers: In some cases, the approval routing needs adjusted, e.g. the job needs to include the Chancellor level of approval. Not all users have permission to edit the levels. If you have access, you will see an **“Edit Approvers”** button. Click it, and a pop-up window will appear to let you move **“Available”** and **“Selected”** approval levels as needed. Highlight a title on either side, and click the single left or right arrow (**<** or **>**) to move it. Approvers added to the **“Selected”** side will appear at the bottom. If you need to change the order, highlight that level and click the **“up”** or **“down”** button. When finished, click the **“Save”** button.

If you do not have the **“Edit Approvers”** button but the levels need edited, contact your next higher approval level to make the change when the request is sent to them.



When you are finished with the approver page, click the **“Save AND Send Task”** button to alert (via automatic email) the first level approver that they have a task in HireTouch. The other levels will be alerted in turn as the request moves through the approval process.

When the last approver signs, the hiring administrator will receive an email alerting them they can proceed with a verbal offer and begin the onboarding process.

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Onboarding

To begin the Onboarding process, retrieve the the job and select the green arrow under the **Onboarding** column. You must have **Department Administrator** access to initiate Onboarding.

HIRING			
Verbal Offer	Extended Date	NOA	Onboarding
●		●	➔

The status of **'Initiated'** is selected by default and will send a notification via email to the candidate. Click the **Save** button to continue.

Onboarding Process

Status	Date	User
Not Started	Tue 12/3/19 at 9:37 AM	[Redacted]

Update Status

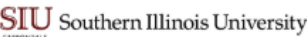
Status: **Initiated**

- Complete - Pending Office Review
- Complete - All Required Docs Recvd
- Pending International Tax Approval

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Applicant Onboarding Email Notification

The email below, requesting completion of the onboarding documents, is sent to applicant. At this time all onboarding documents must be completed for both current employees and new employees.

To: **New Employee**
CC:
BCC:
Subject: **Position Title** New Hire Material
Attachments:
Message: 
Dear **[Redacted]**
We are excited that you have decided to join Southern Illinois University Carbondale. As part of the hiring process, please navigate to the "Civil Service Application" page once logged into your account profile by [clicking here](#) or <https://jobs.siu.edu/applicant-login>. Please complete the New Hire package forms located under the **Position Title**. If you have any additional questions, please contact the Office of Human Resources.
Sincerely,
[Redacted]

Chair/Hiring Manager Onboarding Email Notification

The email below is sent to the Chair/Hiring Manager once the candidate has completed all onboarding documents. Please read the email carefully for instructions.

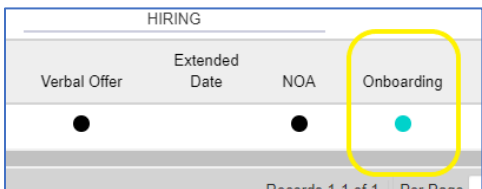
Correspondence Details

From: noreply@hiretouch.com
To: **[Redacted]**
CC:
BCC:
Subject: Onboarding - Complete **[Redacted]**
Attachments:
Message: Please note the following applicant has completed their onboarding forms for **[Redacted]**.
[Redacted]
Log in to Hiretouch and review their documents for completeness and accuracy. Print the partially completed I-9 form to complete the second page with the applicant and obtain their signature. Additionally, you will need to print the W-4, Electronic Direct Deposit, signed Position Description, and Essential Physical Requirement form. Once you are confident that all documents have been completed sufficiently, change the applicant's onboarding status in Hiretouch to "Onboarding Complete – All Required Docs Recvd" and send any paper documents (including the signed copy of the I9) to Human Resources-Employment Services with a note stating 'HireTouch New Hire Paperwork'.

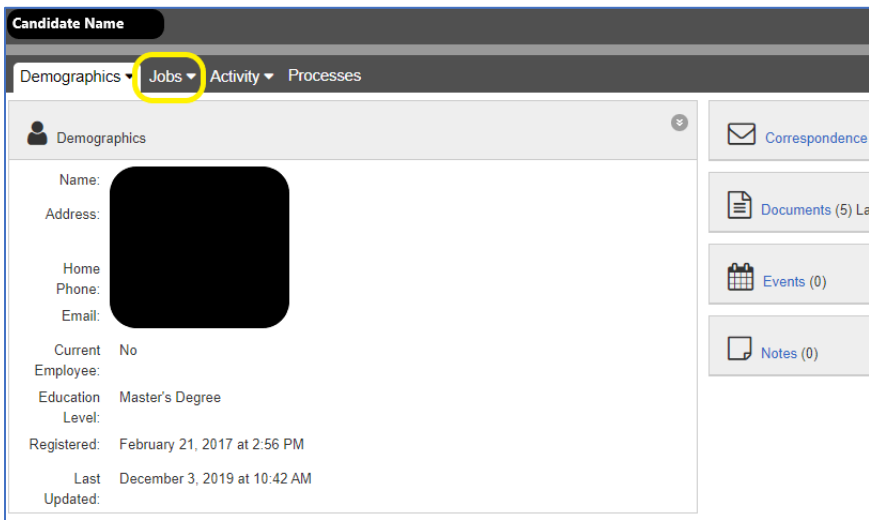
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Viewing Onboarding Documents

When the applicant has completed all of the onboarding documents and they are ready for departmental review, a green circle will appear in the **Onboarding** column.



To view the onboarding documents, retrieve the job and click on the candidate's name. Hover over the **'Jobs'** dropdown and select **'Forms'** from the menu. All onboarding documents will be available for review. If the candidate is a current employee and has previously completed and/or had no change in information on the I-9, W-4, and Electronic Direct Deposit then the paper forms for these documents are not required.



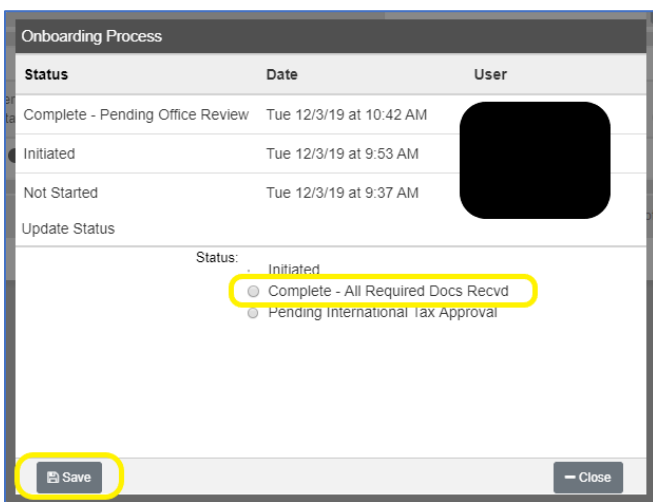
A screenshot of a table listing onboarding forms. The table has columns for Form Name, Due Date, Status, Submitted, Recertify, Recertified By, Action, and Approval. A yellow box highlights the 'View' column.

Form Name	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval
<input checked="" type="checkbox"/> NOA - CS							
<input checked="" type="checkbox"/> Notice of Appointment - CS			12/3/19 9:03 AM			View	Re-generate PDF Approvals (1/1)
<input checked="" type="checkbox"/> Onboarding Package - CS							
<input checked="" type="checkbox"/> Notice of Civil Service Appointment	12/3/19		12/3/19 10:18 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Voluntary Self-Identification Veteran Status (Post Offer)	12/3/19		12/3/19 10:18 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Authorization for Electronic Direct Deposit	12/3/19		12/3/19 10:30 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Acknowledgement of Mandated Reporter Status	12/3/19		12/3/19 10:31 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> New Health Insurance Marketplace Coverage	12/3/19		12/3/19 10:32 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Ethics Training	12/3/19		12/3/19 10:32 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Sexual Harassment Training	12/3/19		12/3/19 10:32 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Personal & Professional Data Form	12/3/19		12/3/19 10:39 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Statement of Applicant's SURS Annuity Status	12/3/19		12/3/19 10:39 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Statement of Social Security Coverage	12/3/19		12/3/19 10:40 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> Statement of Purpose for Collection of Social Security Numbers	12/3/19		12/3/19 10:40 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> W-4	12/3/19		12/3/19 10:41 AM			View	Re-generate PDF
<input checked="" type="checkbox"/> I-9	12/3/19		12/3/19 10:42 AM			View	Re-generate PDF

Onboarding Status Update

When you have reviewed all of the onboarding documents for completeness and accuracy you must change the onboarding status. Retrieve the job and click on the green circle in the **Onboarding** column. Change the status to **'Complete-All Required Docs Recvd'** and click the **Save** button.

Once the Onboarding status says **'Completed-HR Reviewed'** or **'Completed-Applicant entered in AIS by HRDC'** do not change/revert the status.



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Search Waiver Faculty or Administrative/Professional

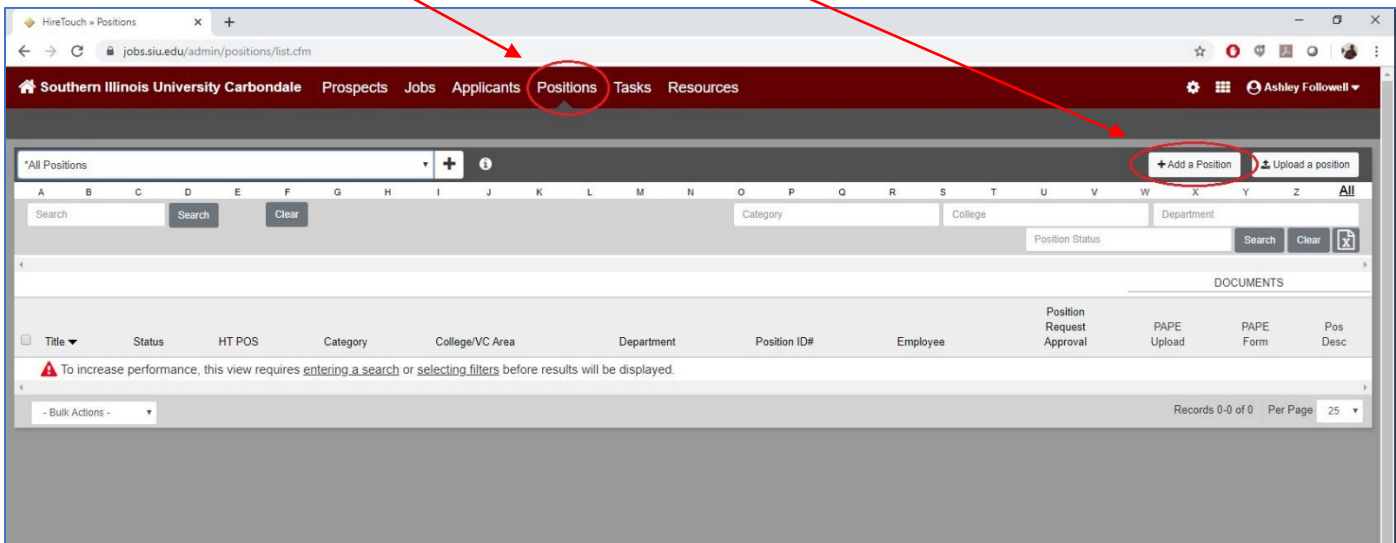
This guide will explain the process for Faculty/AP Search Waiver requests in HireTouch. Search waivers are not commonly used. Consult with your VC and the Affirmative Action department before submitting a request. This guide is not for competitive Faculty/AP searches or Civil Service.

Special Note: Search Waivers require the person being requested for hire (hereafter, “the hire”) to create a Prospect or Applicant account in HireTouch. They do not need to actually apply for a job, but they need to be in the system. Please communicate with the hire to ensure they create the account in a timely fashion to avoid approval/processing delays.

Special Note: Some Search Waivers require additional supporting documentation. Please complete (or have the hire complete, if applicable) the following prior to submitting a Search Waiver PRF for approval, depending on the needs of your position:

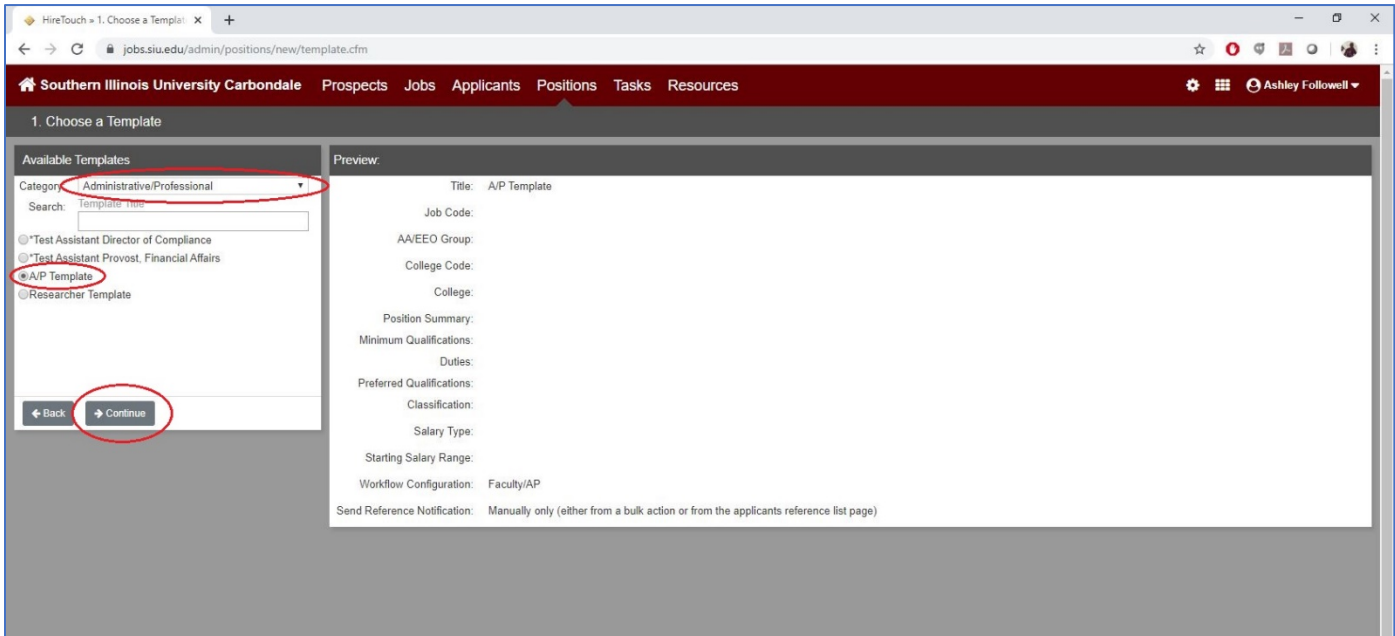
1. ALL Search Waivers require the hire’s CV or resume
2. If the hire is a SURS annuitant: [Proposal for Re-Employment of a SURS Employer Retiree](#) and [Statement of Applicant’s SURS Annuity Status](#) must be completed.
3. If the position is an A/P position, complete a [Position Description](#) approved by HR
4. Applicable Visa verification paperwork

Navigate to the “**Positions**” tab and click “**Add a Position**”.

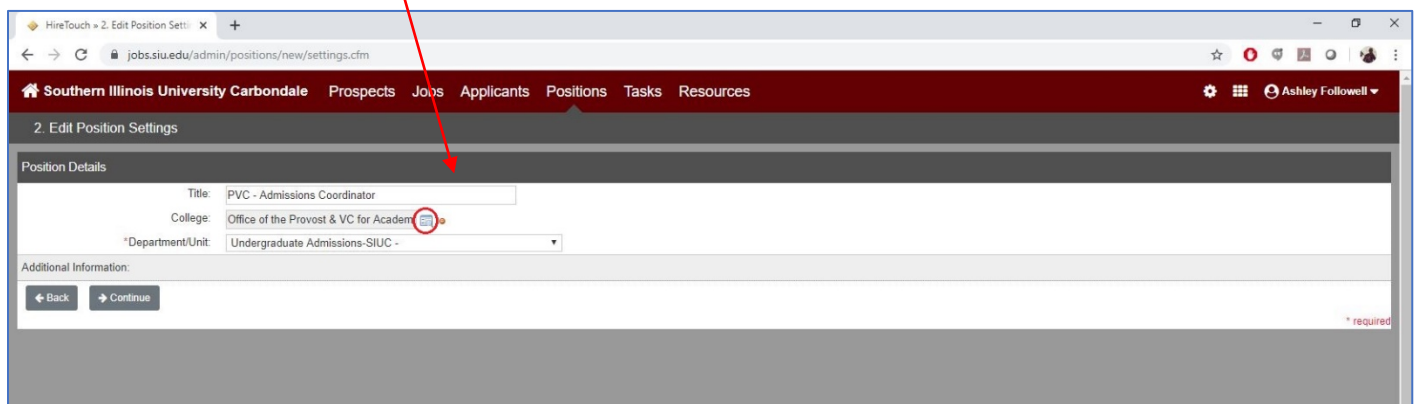


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Choose **“Administrative/Professional”** or **“Faculty”** from the **“Category”** menu, then click the corresponding radio button below. A preview (which may be mostly blank) will appear on the right side of the screen. Click the **“Continue”** button.



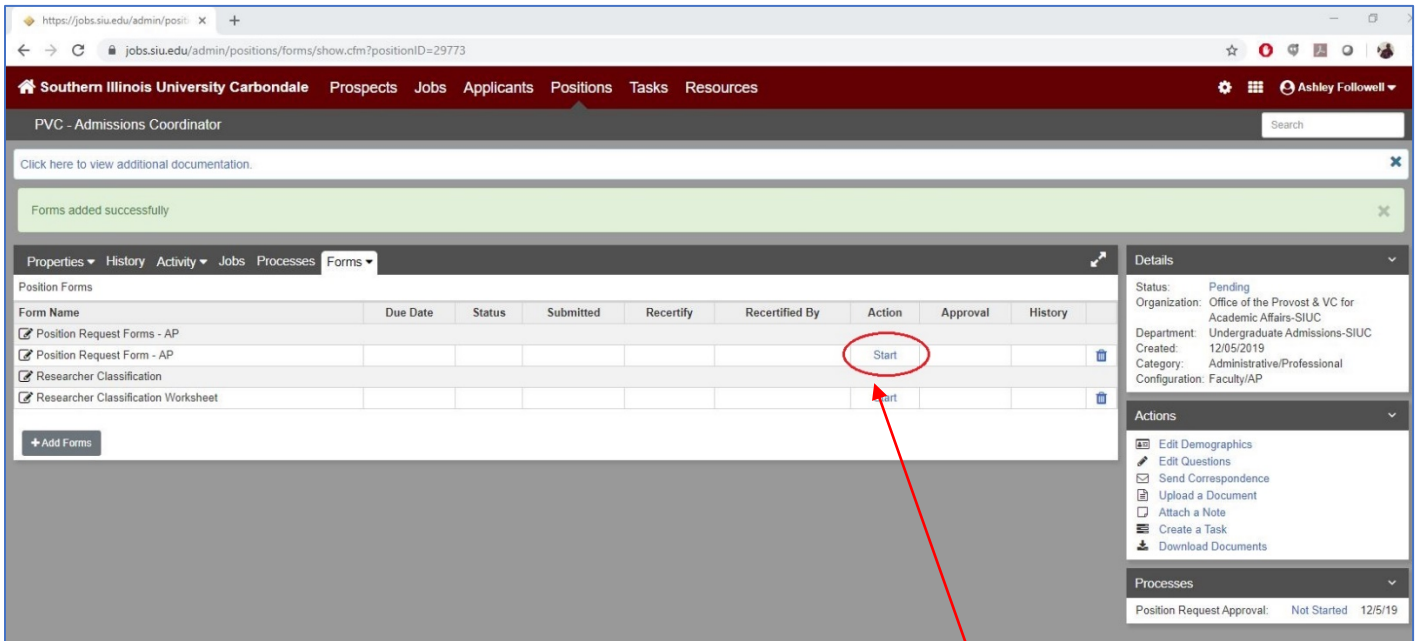
Change the **Title** box to your College or VC area abbreviation and the title of your position. Include a functional title or percentage of time as needed. Click the **“Lookup College”** button to highlight your College or VC area from the menu, and click the **“Select”** button. Choose your department/school/unit in the next dropdown menu. Click the **“Continue”** button.



The next screen includes a list of settings with checkboxes. The default settings are correct. Please leave all boxes as-is, and click the **“Continue”** button to the bottom.

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This completes the “Setup” portion of a PRF request. The screen should refresh and show a “Forms added Successfully” message in green.



Position Request Form (PRF) Creation: To begin the PRF form, click “Start” in the “Action” column on the “Position Request Form – FA/AP” row.

The next steps fill in the required information into the PRF. Please refer to the “hover” help and on-screen text to guide you in formatting and necessary fields. There are 3 steps spread over multiple pages.

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Step 1: Request Information (Please complete all request information. Below are notes for *some* of the fields.) This page includes the basic information about the position being filled. This page is about the *position*, not the *person*.

- **Effective Date(s):** Beginning Date is tentative/desired, not binding.
- **Classification:** From drop down, choose AP Staff, NTT Faculty or TT or Tenured Faculty
- **Appointment Type:** From drop down, choose Term or Continuing
- **Job Category:** From drop down, choose Administrative/Professional or Faculty

The screenshot shows a web application interface for a 'Position Request Form - AP'. The breadcrumb trail indicates the current step is 'Request Information (STEP 1 OF 3)'. The SIU Carbon Dale logo is displayed. The form title is 'POSITION REQUEST FORM - Administrative/Professional'. A note states: 'Use this form to request approval to create/fill a position. Upon approval by the Provost/VC, or Chancellor where applicable, hiring unit will be notified.'

Position Details

Position Request Type:	<input type="radio"/> Fill/Create a New Position
	<input type="radio"/> Replacement of Existing Position
Effective Date(s): Beginning Date:	<input type="text"/> Today
Effective Date(s): Ending Date:	<input type="text"/> Today
If replacement, previous/current rank/title:	<input type="text"/>
	<small>(replacement positions only)</small>
Position ID#:	<input type="text"/>
Classification:	- Classification: -
Proposed Rank/Title:	PVC - Admissions Coordinator
Replacement for, If applicable:	<input type="text"/>
	<small>(employee)</small>
Appointment Type:	- Appointment Type: -
Job Category:	Administrative/Professional

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- **Department Administrator:** Click icon for a list of options. Should be the individual who will manage the job in HireTouch.
- **Salary basis for A/P:** Typically, will be Fiscal.
- **FTE:** Must be in decimal format; i.e., Full time is listed as 1.0, not 100. This is to help HireTouch and AIS share data more accurately.
- **Monthly Salary Rate:** Should be the *full-time rate*, regardless of actual FTE.
- **Total FY/Annual Cost:** Should reflect the FTE, Monthly Salary Rate, and Months of Appointment indicated. (e.g. .5 FTE x \$3,000 per month x 12 months of appointment = 18,000 Total FY cost)
- **Contact:** Fields displaying the person within the department/unit who could be contacted in case of questions or concerns with the PRF request, who may or may not be the same as the Department Administrator. This is not marked as a required field, but **must be completed**.

Department/Unit:	Undergraduate Admissions-SIUC
College/Unit:	Office of the Provost & VC for Acad
Location:	- Select -
Department Administrator:	<input type="text"/>
Salary Basis:	- Salary Basis: -
FTE:	<input type="text"/>
	<small>(Please use decimal only; Max = 1.0)</small>
Monthly Salary Rate:	<input type="text"/>
Months of Appointment:	<input type="text"/>
	<small>(e.g., 12-month, 9-month)</small>
Total FY/Annual Cost:	<input type="text"/>
Contact:	<input type="text"/>
Contact Email:	<input type="text"/>
Contact Phone #:	<input type="text"/>

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- **Security/Safety Sensitive:** If your position requires a background check, drug testing, or both, choose the appropriate category. Otherwise, choose N/A. If you are not sure what is required, contact HR (536-3369).
- **Position Justification:** Treat as a required field. Summarize the need for the position, any supporting information.

Security/Safety Sensitive:

Background Investigation Details
Only complete the following questions if this job is Security or Safety sensitive and requires Background Investigations for candidates.

AIS Budget Purpose to be charged for Background Check:

Account Title of Budget Purpose:

Fiscal Officer responsible for this account:

Position Justification

Justification (rationale, explanation, specialty factors, salary exceptions, etc.):

Once finished, click the **“Save and Continue”** button at the bottom of the page.

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Step 2: Request to Waive Recruitment

This page asks the unit to explain the need for bypassing the competitive hiring process, describe the hire and why that person has been selected, and upload supporting documentation.

Click the **“Yes”** radio button to indicate this is a Search Waiver.

Is a search waiver being requested for this recruitment? Yes No

Please note the **“If Yes”** information below that area.

If yes, please complete this page and the **Recruitment Costing** page. **You will also need to upload the applicant's CV (See Below).**
This page should **only** be completed if a **Search Waiver** is being requested for this vacancy. **You must also ensure that the desired candidate has created an account and submitted all required application forms/uploaded documents in the online Hire Touch applicant system before they can be considered for hire.**

Please communicate with the hire to get a copy of their Resume/CV and to ensure they create an account in HireTouch.

Check the most appropriate box for the reason a search waiver is necessary. Below that list, please type or copy/paste a narrative justification for the search waiver. The box can be enlarged by dragging the diagonal lines in the lower-right corner. The explanation should make it clear to the approvers why this person must be hired for this position without doing a competitive search.

Note: If **“Other”** box is checked, a small box will appear for an explanation.

Reason(s) for request to waive recruitment:

- Late Resignation
- Promotion
- Change in Title
- Other

Other

Explanatory Memorandum (justification):

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The next section includes information about the person being replaced and about the hire.

Name of Person Being Replaced, If Applicable:	Ashley Followell
Effective Date of Resignation:	<input type="text"/> Today
Person To Be Hired:	<input type="text"/>
Has the proposed selected individual been employed at SIU Carbondale (including student employment) within the past 12 months?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
If Yes, in what type of appointment?	- Select -
Is proposed hire a SURS retiree?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<small>If yes and a retiree, please provide both of the following forms and attach to this request. Proposal for Re-Employment of a SURS Employer Retiree- http://eforms.siu.edu/siuforms/info/hro1087.php and Statement of Applicant's State Universities Retirement System (SURS) Annuity Status- http://eforms.siu.edu/siuforms/info/hro1086.php</small>	

The name of the person being replaced will carry forward from Page 1.

Effective Date of Resignation: Enter the resignation date of the person being replaced. If this is a new position, ignore this line.

Person to Be Hired: The name of the hire goes on here. This is manually entered, not looked up within the system.

If the hire has been employed at SIU within the last 12 months in any capacity, click **“Yes”** where asked and choose the type of employment (Faculty, A/P, Civil Service, Student).

If the hire is a SURS annuitant, select **“Yes”** where indicated. Please have HR forms 1086 and 1087 completed for upload (explained below).

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Demographic Information

Race: Please add the race of the person to be hired (if known) with the drop-down menu.

Ethnicity: Please select the ethnicity if known.

Gender: Select the appropriate gender from the list.

If the hire is age 40 or older, check the **“+40”** box. If the hire is a **“Protected Veteran”**, check that box. If unknown in either case, leave blank.

The Period of Appointment, FTE, and Full-time Monthly Salary Rate will carry forward from Page 1.

FTE-Adjusted Monthly Salary Rate: Enter manually and adjusted for part-time positions.

Person to be hired from: Finally, select the general area the hire was located from. This should reflect where they are coming from for this position, not necessarily their state or country of origin. If they are currently an SIU employee in any capacity, check the **“Internal”** box.

Race	<input type="text"/>
Ethnicity:	<input type="text"/>
Gender:	<input type="text"/>
Select all that apply:	<input type="checkbox"/> +40 <input type="checkbox"/> Protected Veteran
Rank/Title:	<input type="text"/>
Period of Appointment (Starting/Ending Dates):	01/01/2020 Through 06/30/2020
FTE:	.5
Full - time Monthly Salary Rate:	3000
FTE-Adjusted Monthly Salary Rate:	<input type="text" value="1500"/>
Person to be hired from	<input type="checkbox"/> Internal to SIU Carbondale <input checked="" type="checkbox"/> Local (Franklin; Jackson; Perry; Union; Williamson counties) <input type="checkbox"/> Regional (Illinois; Indiana; Kentucky; Missouri) <input type="checkbox"/> National (any other location in the U.S.) <input type="checkbox"/> International (outside the U.S.)

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Document Upload Section: This is the final section on Page 2.

If a search waiver is being requested for this recruitment, please upload the applicant's CV by clicking "Add" and selecting "Curriculum Vitae" document type.

If a search waiver is being requested for this recruitment and the applicant is a SURS annuitant, please upload the applicant's SURS Form by clicking "Add" and selecting "Statement of Applicant's SURS Annuity Status" document type.

NAME	TYPE	FILE
None		

All search waivers require the hire's CV/resume. Other supporting documents may be required, depending on the specific situation. Please contact your Dean's or Vice Chancellor's Office staff for assistance if you are not sure what is required.

To upload a document, click the **"Add"** button and more options will appear.

Select the appropriate document type in the **"Document Type"** drop-menu, and type a descriptive name for the file. Click the **"Browse"** button to find the file on your computer, or use the **"Drop file here"** field to drag-and-drop from your desktop. Once you are finished, click the **"Save"** button.

Document Type:

Name:

File Upload:

Drop file here

Click the **"Add"** button again to upload additional documents, uploading and saving after each one.

Once finished, click the **"Save and Continue"** button at the bottom of the page.

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Step 3: Recruitment Costing

Use this page to indicate where the position salary will be paid. Select existing or central funds from the radio buttons above the chart. Fill in the boxes in the chart as appropriate for your position. If the funding will come from multiple sources, click the **“Add Row”** button to create more rows. The percent column must equal 100%. Click the **“Crosswalk”** hyperlink if you need help finding the correct budget information.

PVC - Admissions Coordinator

Properties ▾ History Activity ▾ Jobs Processes Forms ▾

Position Request Form - AP

Recruitment Costing (STEP 3 OF 3)

1. Request Information | 2. Request to Waive Recruitment | 3. Recruitment Costing

Costing

COSTING INFORMATION *Please enter Costing information only. The percentage totaling 100% indicates 100% of the Costing for this position. This is the actual Salary to be paid.*

Please access Crosswalk for correct budget information.
Natural Account information: L- 50000 P- 60000

*Funding:

Position will be funded with existing department/unit funds
 Position funding is requested from VC Central Salary funds

Budget Purpose Description	Unit (00000)	Source	If 'Other' Specify Source	%	Fund (0000000)	AIS Budget Purpose #	Dept Act 1	Dept Act 2	Func(a)	Natural Account(b)
		- Select - ▾		%			00000	0	- Sel ▾	- Selec ▾
Totals				0% This column must equal 100% Please Correct.						

+ Add Row

When finished, click the **“Save and Continue”** button at the bottom of the page.

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Approver Page: Use the drop-menus to select the approval route for this PRF.

- On the AP PRF, the Chancellor and Human Resources levels have persons selected by default. These typically will not be changed.
- The Chair/Fiscal Officer, Dean/Director, and Provost/Vice Chancellor levels are blank by default. Choose the appropriate people for your reporting lines.
- Some approvers may prefer to have their assistants or office personnel listed for a first-level review or as a signature proxy. Please communicate with your approval chain to set a standard operating procedure for your area.

PVC - Admissions Coordinator

NOTE: Save Approvers Only, does NOT send the task notification

Properties ▾ History Activity ▾ Jobs Processes Forms ▾

Form: Position Request Form - AP - Form Originator: Followell, Ashley

Title	Name
Chair/Fiscal Officer	Approver: <input type="text"/>
Dean/Director	Approver: <input type="text"/>
Provost/Vice Chancellor	Approver: <input type="text"/>
Chancellor	Approver: Baughman, Matthew ▾
Human Resources	Approver: Colombo, Renee ▾

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Editing Approvers: In most cases, the chain itself needs adjusted, because **Affirmative Action** is not a default approval step for a standard PRF. **Affirmative Action must be added as the final level of approval, with Ashley Followell as the approver.** Not all users will have permission to edit the levels. If you have access, you will see an **“Edit Approvers”** button. Click it, and a pop-up window will appear to let you move **“Available”** and **“Selected”** approval levels as needed. If you do not have the **“Edit Approvers”** button but the levels need edited, contact your next higher approval level to make the change when the request is sent to them.

Title	Name
Chair/Fiscal Officer	Approver: <input type="text"/>
Dean/Director	Approver: <input type="text"/>
Provost/Vice Chancellor	Approver: <input type="text"/>

Highlight a title on either side, then click the single left or right arrow (< or >) to move it. Positions added to the **“Selected”** side will appear at the bottom. If you need to change the order, highlight that level and click the **“up”** or **“down”** button. When finished, click the **“Save”** button and the pop-up window should close.

Choose the appropriate approver name for the approval level you added. Ashley Followell will always be chosen for Affirmative Action, and check with your reporting line for their preferences at other levels.




Title	Name
Chair/Fiscal Officer	Approver: <input type="text"/>
Dean/Director	Approver: <input type="text"/>
Provost/Vice Chancellor	Approver: <input type="text"/>

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When you are finished with the approver page, click the **“Save and Send Task”** button to alert (via automatic email notification) the first level approver that they have a task in HireTouch. The email contains instructions (see sample below) on how to view and approve the form. The other levels will be alerted in turn as the request moves through the approval process.

From: adam.stallman@siu.edu
To: adam.stallman@siu.edu
CC:
BCC:
Subject: Approve Form: Position Request - **TEST ONLY Faculty / Professor
Attachments:
Message: Dear Adam Stallman,

You have been selected to approve the **Position Request** form for **TEST ONLY Faculty / Professor.

From a **mobile device**: [Mobile Site](#)
Expand the menu button in the upper left and select **'Home'** then **'Position'** to select the type of form to approve.
Scroll through the list of available forms to locate ****TEST ONLY Faculty / Professor (25564)**.
Select  to the right of the form name to view and review the **Position Request** form.
Use the Blue arrow button to continue to additional pages of the form, the Green check button to **approve**, or the Red x button to **Reject/Re-route**.
***Note: With the appropriate permissions, Edit Approvers functions can be accessed using the  button within a form, and the Approval Order can be edited using the  button once in the edit screen.**

From your **desktop** (full version):
Please login to HireTouch by going to <https://jobs.siu.edu/admin> then select the **'Tasks'** tab
Locate ****TEST ONLY Faculty / Professor (25564)** and click on **'Position Form Approval'** link
Select **'View'** to review the **Position Request** form
Next select **'Approvals'** for the form
You may now select **'Approve'** or **'Reject'**
If you approved the position, you will see a green check mark in the box by your name
If you select **'Reject'**, you will then be taken to a second screen where you have the option to **'Re-route'** or **'Reject Form'**.
***To view an uploaded PAPE or Job Description form, when within the position record, go to:**

Properties | **History** | **Activity** | **Jobs** | **Processes** | **Forms**
Documents | [Correspondence](#) | [Events](#) | [Notes](#) | [Tasks](#) | [Alerts](#)

***Note: 'Reroute Form' form will bring the approval process back to the approver indicated to allow the approval process to continue with edits. Do not use 'Reject Form' unless the position requisition is being ended as this will END the approval process completely.**

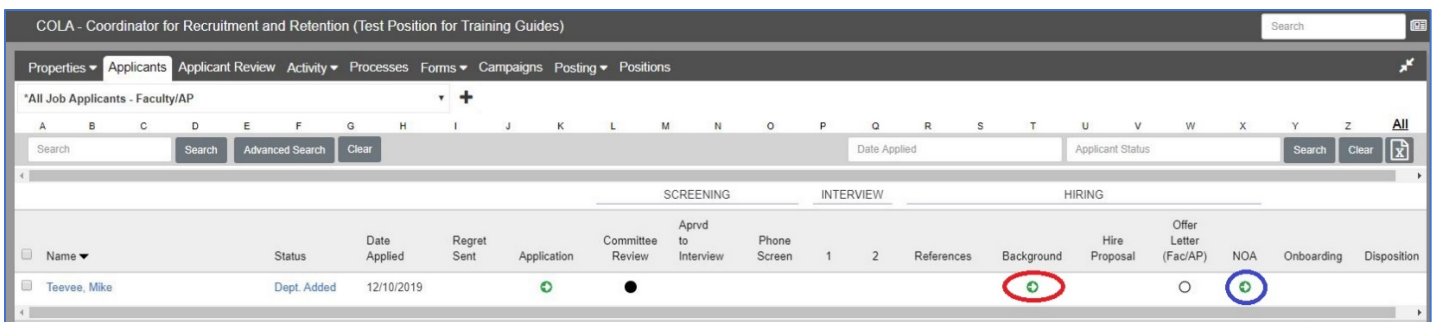
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When the Affirmative Action has approved the PRF request, an automatic email is sent to whomever originated the form. This email lets them know the Search Waiver PRF is approved.

Next Steps:

Affirmative Action staff will continue the search waiver processes in their office. This includes creating the Job which the Search Waiver is filling and applying the selected individual to it. When Affirmative Action is finished with this process, they will manually send the unit contact an email indicating the Job Number for the search waiver.

The unit may then navigate to the Job (not Position!) as indicated and see the status of the hire. The **“Background”** and **“NOA”** buttons will be available to continue the hiring process.









If a background check is required for the job, click the green arrow button under **“Background”**, then click **“Send Request to Candidate”** and save. If a background check is not required, click **“N/A”** and **“Save”**.

Regardless of background check, you may click the green arrow button under **“NOA”** to begin the notice of appointment for the hire. Note that if a background check is required for the position, the hire will not be allowed to begin work until it is complete.

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The green arrow button under “NOA” will take you to the “Forms” window. Click “Start” in the “Action” column on the “Notice of Appointment” row and disregard the others

Form Name	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval	History
<input checked="" type="checkbox"/> Employment Application - Faculty/AP								
<input checked="" type="checkbox"/> Employment Application - Faculty/AP	12/11/19					Start		
<input checked="" type="checkbox"/> Voluntary Applicant Survey (Pre Offer)	12/11/19					Start		
<input checked="" type="checkbox"/> Voluntary Self-Identification of Disability	12/11/19					Start		
<input checked="" type="checkbox"/> Hiring Proposal & NOA - Faculty/AP								
<input checked="" type="checkbox"/> Hiring Proposal						Start		
<input checked="" type="checkbox"/> Notice of Appointment - FA/AP						Start		
<input checked="" type="checkbox"/> Job Offer								
<input checked="" type="checkbox"/> Job Offer Letter						Start		

Return to the Notice of Appointment section of this guide.