Academic Professional Search Instructions

1. **Login to the Administrator side of [HireTouch](), click on the Jobs tab.**

2. **On the right hand side of the page, click Start a Workflow.**

3. **From Step 1 Choose a Template, select the Academic Professional Search template and click Continue.**

Add a Requisition

Choose Template | Specify Settings | Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category: - All Templates -

○ Academic Professional Appointment Change
◉ Academic Professional Search
○ Academic Professional Search Waiver
○ AP/Other Academic Hiring Request Form (no search)
○ Civil Service Hiring Request
○ Faculty and Other Academic Appointment Change
○ Faculty and Other Academic Search
○ Faculty and Other Academic Search Waiver
○ ISSS Search
○ PAPE Only
○ Post Doc Resrch Assoc

Preview:

Job Title - Academic Professional Search
Department Name:
Job Category: Academic Professional
Chart and Org Code:
Organization Name:
College Name or Administrative Unit:

◀ Back   ▶ Continue

4. **From Step 2 Specify the Requisition Settings, enter the following:**
   - **Title – Department Name**
   - **Chart and Org Code (Organization Name will populate as you type in the Chart and Org Code)**
   - **College Name or Administrative Unit**

Add a Requisition

Choose Template | Specify Settings | Forms

Step 2. Specify the Requisition Settings

Job Details > Academic Professional Search

*Title - Department Name:
Example, Asst Prof - Chemistry

Chart and Org Code:
Example: 1100000

Organization Name: - Organization Name -

College Name or Administrative Unit:

◀ Back to Template   ▶ Continue

5. From Step 3 Attach Forms to the Requisition, click continue (Packages will automatically be selected – please don't change packages).

6. The Forms tab will appear for the job you just created. There are several forms inside the Academic Professional Search Package, each with a Start link. For the Hiring Request Form form, click Start.

Testing - OEOA
Academic Professional - Pending

Properties | Candidates | Campaigns | Activity | Processes | Permissions | **Forms** | Job Prospects

Job Forms | Applicant Forms

Forms added successfully

Show Job Forms

Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.

Form Name	OEOA File Number	Completed	Completion Date	Recertify	Action	Approval	Document History	➕ Add/Remove Forms
📝 Academic Professional Search								
📝 Hiring Request					Start			Remove
📝 New PAPE or Update existing greater than 3 years					Start			Remove
📝 Upload existing approved PAPE within 3 years					Start			Remove
📝 Academic Professional Search					Start			Remove
📝 Finalist Compliance Form					Start			Remove

7. Please see instructions for Hiring Request Form.

8. After the Hiring Request form has been approved you will go back to the Forms tab inside the job record. You will click the Start link for the PAPE Form.

Testing - OEOA
Academic Professional - Pending

Properties | Candidates | Campaigns | Activity | Processes | Permissions | **Forms** | Job Prospects

Job Forms | Applicant Forms

Show Job Forms

Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.

Form Name	OEOA File Number	Completed	Completion Date	Recertify	Action	Approval	Document History	➕ Add/Remove Forms
📝 Academic Professional Search								
📝 Hiring Request		✅	Wed, 8/11/10 at 10:52 AM	Recertify	View	Approvals	View History	Remove
📝 New PAPE or Update existing greater than 3 years					Start			Remove
📝 Upload existing approved PAPE within 3 years					Start			Remove
📝 Academic Professional Search					Start			Remove
📝 Finalist Compliance Form					Start			Remove

9. Please see instructions for PAPE form.

10. After the PAPE has been approved or uploaded you will go back to the Forms tab inside the job record. You will click the Start link for the Search Form.

Testing - OEOA
Academic Professional - Pending

Properties | Candidates | Campaigns | Activity | Processes | Permissions | **Forms** | Job Prospects

Job Forms | Applicant Forms

Show Job Forms

Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.

Form Name	OEOA File Number	Completed	Completion Date	Recertify	Action	Approval	Document History	➕ Add/Remove Forms
📝 Academic Professional Search								
📝 Hiring Request		✅	Wed, 8/11/10 at 10:52 AM	Recertify	View	Approvals	View History	Remove
📝 New PAPE or Update existing greater than 3 years		✅	Wed, 8/11/10 at 11:07 AM	Recertify	View	Approvals	View History	Remove
📝 Upload existing approved PAPE within 3 years					Start			Remove
📝 Academic Professional Search					Start			Remove
📝 Finalist Compliance Form					Start			Remove

11. **Complete the Search Form. Please see below for additional information on some of the fields.**
    a. **Fields with an asterisk (*) or required.**
    b. **College Code – will flow through from what was entered on the PAPE form.**
    c. **Org Code and College Name or Administrative Unit– will flow through from what was entered on Step 2 Specify the Requisition Settings**
    d. **OEOA Required Position Announcement – this information will be posted on the job board.**
    e. **Please select all committee members and support staff needing access to applicant information for the search – this should include all search committee members and staff members that will need access to the applicant material.**
    f. **Search Committee Members – Enter the name of the search chair, direct report of the position being searched for; and the name of the Diversity Advocate, including title. Select the number of search committee members in each gender and race category. Enter the search type and length of search**
    g. **Select and enter all proposed recruitment methods. For regional and national searches, all sources listed under "Required" are mandatory.**
    h. **Requestor - Indicate who OEOA should contact for additional information regarding the search**
    i. **Choose Save and Continue to Approvals**

12. **On the Approvers Page in the Approver drop down menu to   the right of each approver, select the appropriate approver and select save.**
    a. **Please note the following:**

   Look-up Icon: Use the look-up icon to see email address. Click save to finish.

Testing - OEOA
Academic Professional - Pending

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects |

Job Forms | Form Packages | Comments

Job questions saved successfully

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
EEO Officer/College	Approver: ▼ 👤
OEOA	Approver: OEOA, OEOA ▼ 👤

S Save

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13. **Upon on saving, a notification will be sent to the first approver.**

A Search form has been sent for your approval in HireTouch for the position title: Testing - OEOA

Please log in to the HireTouch Applicant Tracking system to review and approve this request using the following steps:

1. Log in to the HireTouch system by clicking the following link: HireTouch Administrative Application
(if you are already logged into the system, skip to step 2)

2. Access the job directly by clicking the following link: http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=3377

To View and Approve the form:

- Click the **Approvals** link for the *Search* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

To Edit and then Approve the form:

- Click the **Approvals** link for the *Search* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

14. **The approver will login to HireTouch.**
    a. **Select the Job tab from the menu.**
    b. **Click on the Job that they are approving by selecting the Academic Professional Jobs**
    c. **Select the Forms tab**
    d. **Select Approval for the Search Form**

Testing - OEOA
Academic Professional - Pending

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects |

Job Forms | Form Packages | Comments

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Action	Approval	Document History	➕ Add/Remove Forms
📝 Academic Professional Search							
📝 Hiring Request		Thu, 8/16/12 at 9:20 AM		View	Approvals	View History	Remove
📝 New PAPE or Update existing greater than 3 years		Thu, 8/16/12 at 9:56 AM		View	Approvals	View History	Remove
📝 Upload existing approved PAPE within 3 years				Start			Remove
📝 Academic Professional Search		Thu, 8/16/12 at 9:38 AM	Recertify	View | Re-generate PDF	Approvals	View History	Remove
📝 Finalist Notification Form				Start			Remove

e. **Job Form Approval screen will show you the approvers and the person's name in red is the person currently approving. Select View.**

Testing - OEOA
Academic Professional - Pending

Properties	Applicants	Campaigns	Activity	Processes	Permissions	Forms	Job Prospects

Job Forms | Form Packages | Comments

Form Originator: Tate, Phyllis

Title	Name	Approved	Rejected	Date
EEO Officer/College	Phyllis Tate			
OEOA	OEOA OEOA			

➕ Approvers 🔺 View ◀ Back ☑ Approve ➖ Reject

f. **View the form and make any changes to the form by selecting Edit.**

Assistant Director Test - OEOA
Academic Professional - Pending

Properties	Applicants	Campaigns	Activity	Processes	Permissions	Forms	Job Prospects

Job Forms | Form Packages | Comments

View Form

Academic Professional Search
Search

Job Information

College Name or Administrative Unit: Chancellor

Organization Code: 1433000
College Code (2 character field):   KL
Position Class Code: NFCDA
Title: Assistant Director Test - OEOA
Open Date: 03/07/2012
Close Date: 03/28/2012
Short Ad: The university is an AA-EOE

                                            jobs.illinois.edu
OEOA Required Position Announcement   This 12-month, full-time, academic professional

🔺 Edit ◀ Approvals ☑ Download

g. **Edit will bring the form up and allow you to make changes. You will need to select Save and Continue at the bottom of the form.**

Assistant Director Test - OEOA
Academic Professional - Pending

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects |

Job Forms | Form Packages | Comments

Form

Academic Professional Search

Search

Job Information

College Name or Administrative Unit: Chancellor

Organization Code: 1433000
College Code (2 character field):   KL
Position Class Code: NFCDA
Title: Assistant Director Test - OEO/
Open Date: 03/07/2012   Today
Close Date: 03/28/2012   Today

h. At the Approvers Screen, select Approvals. The Job Form Approval screen will appear and you can Approve the form by selecting Approve, make more changes by selecting View and then Edit, or make comments to the form by selecting View and then Comments. If a group inbox is selected you will need to change this to your own name to approve.   To make comments to the form, follow the following instructions:

To Make Comments and Approve the Form: Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

Click View
Click Edit
Click Comments
Click Add Comment
Add your Comment and Click Add Comment
Click Back to List
Click Back
Click Approvals
Click Approve

i. After all approvers have approved the form, an email will be sent to the contact saying the Search Form has been approved and the job is posted on the job board.

    j. **After OEOA approves the Search Form the OEOA File Number is assigned. The Academic Professional Search File Number will start with an A.**

Testing - OEOA (A1200139)
Academic Professional - Open

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects |

Job Forms | Form Packages | Comments

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Action	Approval	Document History	➕ Add/Remove Forms
📝 Academic Professional Search							
📝 Hiring Request		Thu, 8/16/12 at 9:20 AM	Recertify	View	Approvals	View History	Remove
📝 New PAPE or Update existing greater than 3 years		Thu, 8/16/12 at 9:56 AM	Recertify	View	Approvals	View History	Remove
📝 Upload existing approved PAPE within 3 years				Start			Remove
📝 Academic Professional Search	A1200139	Thu, 8/16/12 at 9:38 AM	Recertify	View | Re-generate PDF	Approvals	View History	Remove
📝 Finalist Notification Form				Start			Remove

15. **Click on the Jobs Tab and select the job.**
16. **Click on the Forms Tab.**
17. **Click on the Start button for the Finalist Notification Form. This form should be completed after finalists have been selected and before interviews take place.**

Testing - OEOA (A1200139)
Academic Professional - Open

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects |

Job Forms | Form Packages | Comments

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Action	Approval	Document History	➕ Add/Remove Forms
📝 Academic Professional Search							
📝 Hiring Request		Thu, 8/16/12 at 9:20 AM	Recertify	View	Approvals	View History	Remove
📝 New PAPE or Update existing greater than 3 years		Thu, 8/16/12 at 9:56 AM	Recertify	View	Approvals	View History	Remove
📝 Upload existing approved PAPE within 3 years				Start			Remove
📝 Academic Professional Search	A1200139	Thu, 8/16/12 at 9:38 AM	Recertify	View | Re-generate PDF	Approvals	View History	Remove
📝 Finalist Notification Form				Start			Remove

18. Click on the Forms Tab.

   a. Complete the Finalist Notification Form. Please see below for additional information on some of the fields.
   b. Fields with an asterisk (*) or required.
   c. Org Code and College Name or Administrative Unit– will flow through from what was entered on Step 2 Specify the Requisition Settings
   d. Choose Save and Continue to Approvals

⑤ Save and Continue to Approvals ⑤ Save ⏶ Exit

If you have questions, please contact the Office of Equal Opportunity & Access at oeoajobs@illinois.edu or call 217-333-0885 M-F 8:30 a.m. - 5:00 p.m.

19. On the Approvers Page in the Approver drop down menu to   the right of the approver, select the appropriate approver and select save.
   a. Please note the following:
        Look-up Icon: Use the look-up icon to see email address. Click save to finish.

Testing - OEOA (A1200139)
Academic Professional - Open

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects |

Job Forms | Form Packages | Comments

| Job questions saved successfully |

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
OEOA	Approver: OEOA, OEOA

SSave

20. **Upon on saving, a notification will be sent to OEOA to approve the form.**

21. **After OEOA approves the form, an email will be sent to the contact saying the Finalist Notification Form has been approved.**

22. **Before the Summary form is completed the search contact should login to HireTouch and complete the applicant status code for each applicant.**
    a. **Select the Jobs Tab**
    b. **Search for the job**

| Academic Professional Jobs |

➕ Add a Job   ➕ Start a Workflow

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Testing - OEOA (A1200139) ✕ 🔍 GO CLEAR   - Job Status -
- Title -   GO CLEAR

☐ TITLE ▼	ORG CODE	WORKFLOW STATUS	JOB STATUS	HIRING REQUEST	PAPE	SEARCH	WAIVER	APPT CHANGE	SUMMARY
☐ Testing - OEOA (A1200139)	1433000	Search Approved	Open	●	●	●			

| - Bulk Actions - | Records 1-1 of 1 First Previous Next Last Per Page 10

Font Size: A A A

    c. **Click on the job – the Job Properties will display**
    d. **Click on the Candidates tab**
    e. **Select each applicant and choose a Bulk Action in the drop down listing. You can select multiple applicants to choose the same applicant code.**
        i. **Does Not Meet Minimum Qualifications**
        ii. **Meets Minimum Qualifications; Not Best Qualified**
        iii. **Meets Minimum Qualifications; Not Interested**
        iv. **Screening or Phone Interview**
        v. **Finalist/Campus Visit Interview**
        vi. **Declined Offer**
        vii. **Offer Pending (auto-assigned when summary is completed)**
        viii. **Offer Accepted (auto-assigned when summary is approved)**

23. **Click on the Jobs Tab and select the job.**
24. **Click on the Applicants Tab.**
25. **Find the applicant who will receive an offer**

26. Click on the Jobs Tab.

a. **Complete the Summary Form. Please see below for additional information on some of the fields.**
b. **Fields with an asterisk (*) or required.**

c. **Org Code and College Name or Administrative Unit– will flow through from what was entered on Step 2 Specify the Requisition Settings**
d. **Finalists – Add the justification for proposed appointee and describe the results of the evaluation for each finalists not selected for hire – please include the race/ethnicity and gender of each interviewed finalist; you may also attach this information as a document under the Activity tab.**
    i. **Note: If the search committee recommendation was different from that of the hiring official, please explain.**
e. **Diversity Advocate – In this section, the Diversity Advocate should check all the good faith efforts addressed for the search**

Diversity Advocate

Please check below the good faith efforts that were addressed for this search:

- ☐ Reviewed Affirmative Action Placement Goals for Position
- ☐ Reviewed Diversity of Applicant Pool Report
- ☐ Reviewed Diversity of Finalist Pool Report
- ☐ Recruited at professional conferences that target underrepresented professionals
- ☐ Called or sent the position announcement to professional organizations focusing on underrepresented individuals
- ☐ Engaged local and regional networks of people in related fields at corporations/businesses to suggest potential candidates
- ☐ Mailed/emailed vacancy notices to graduate departments, professional journals, and/or newsletters

Sent position announcement and/or requested nominations from departments in:
- ☐ Historically Black Colleges and Universities (HBCUs)
- ☐ Hispanic Serving Institutions
- ☐ American Indian Serving Institutions
- ☐ Asian serving Institutions

Please discuss good faith efforts that are not listed above:

[text box]

[S Save and Continue to Approvals] S Save ▲ Exit

f. **Choose Save and Continue to Approvals**

27. **On the Approvers Page in the Approver drop down menu to   the right of each approver, select the appropriate approver and select save.**
    a. **Please note the following:**

    All departments in College Code NB, as well as the GSLIS, LER, Law, and Social Work must select Provost Office for the OEOA/Provost approval line. All others select OEOA.

    All colleges/units without schools choose the same approver for both the Department and Department/School approval lines.

    Look-up Icon: Use the look-up icon to see email address. Click save to finish.

    If your college/unit is using a group inbox, you will need to select the group inbox as the approver.

Testing - OEOA (A1200139)
Academic Professional - Open

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects |

Job Forms | Form Packages | Comments

Approvers updated successfully

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Department	Approver: Tate, Phyllis ▾ 👤
EEO Officer/College	Approver: Tate, Phyllis ▾ 👤
Search Contact	Approver: Tate, Phyllis ▾ 👤
OEOA	Approver: Tate, Phyllis ▾ 👤

🅂 Save ▶ Approvals

28. Upon on saving, a notification will be sent to the first approver.

A Summary form has been sent for your approval in HireTouch for the position title: Testing - OEOA (A1200139)

Please log in to the HireTouch Applicant Tracking system to review and approve this request using the following steps:

1. Log in to the HireTouch system by clicking the following link: HireTouch Administrative Application
(if you are already logged into the system, skip to step 2)

2. Access the job directly by clicking the following link: http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=3377

To View and Approve the form:

- Click the **Approvals** link for the *Summary* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

To Edit and then Approve the form:

- Click the **Approvals** link for the *Summary* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

29. The approver will login to **HireTouch**.
   a. **Select the Job tab from the menu.**
   b. **Click on the Job that they are approving**
   c. **Select the Forms tab**
   d. **Select Approval for the Summary Form**

e. Job Form Approval screen will show you the approvers and the person's name in red is the person currently approving. Select View.

f. View the form and make any changes to the form by selecting Edit.

g. **Edit will bring the form up and allow you to make changes. You will need to select Save and Continue at the bottom of the form.**

h. **At the Approvers Screen, select Approvals. The Job Form Approval screen will appear and you can Approve the form by selecting Approve, make more changes by selecting View and then Edit, or make comments to the form by selecting View and then Comments. To make comments to the form, follow the following instructions:**

To Make Comments and Approve the Form: Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

Click View
Click Edit
Click Comments
Click Add Comment
Add your Comment and Click Add Comment
Click Back to List
Click Back
Click Approvals
Click Approve

i. **After all approvers have approved the form, an email will be sent to the contact saying the Summary Form has been approved and to upload the email into HR Front End.**

Hire for Testing - OEOA (A1200139)

 oeoajobs@illinois.edu

Sent: Thu 8/16/2012 12:15 PM
To: Tate, Phyllis Lashun
Cc: Tate, Phyllis Lashun

The hire for NA for Testing - OEOA (A1200139) has been approved. Please upload this email into HR Front End.

Thank you,
Office of Equal Opportunity & Access