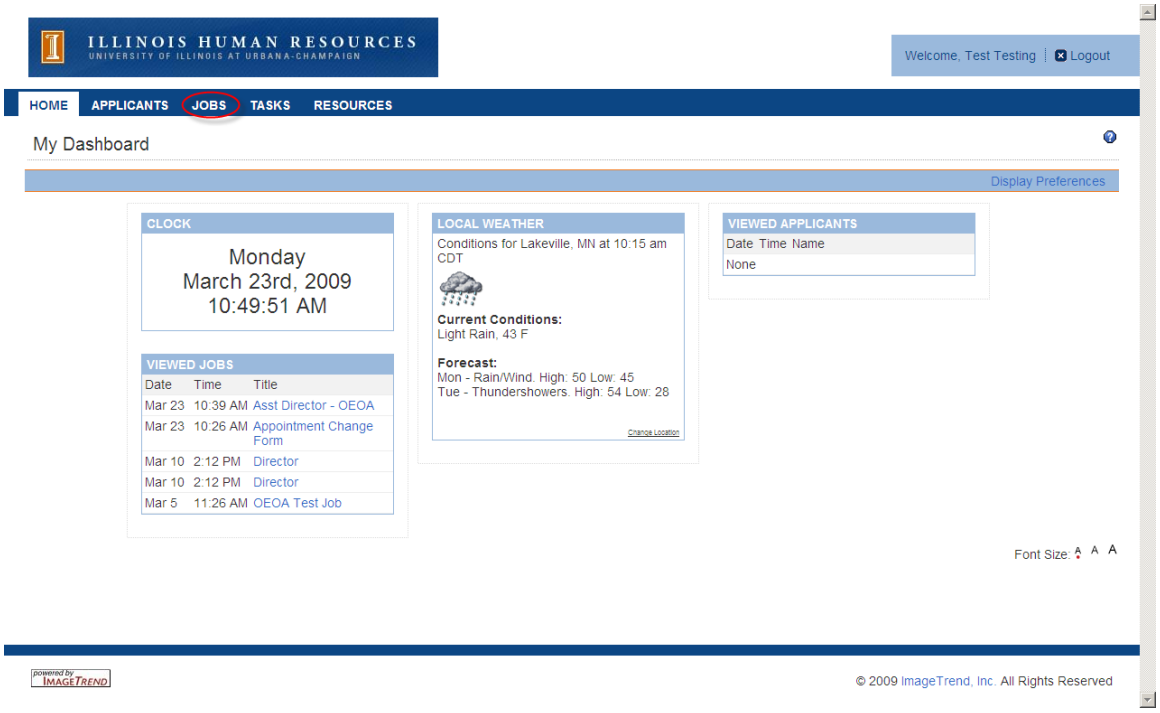
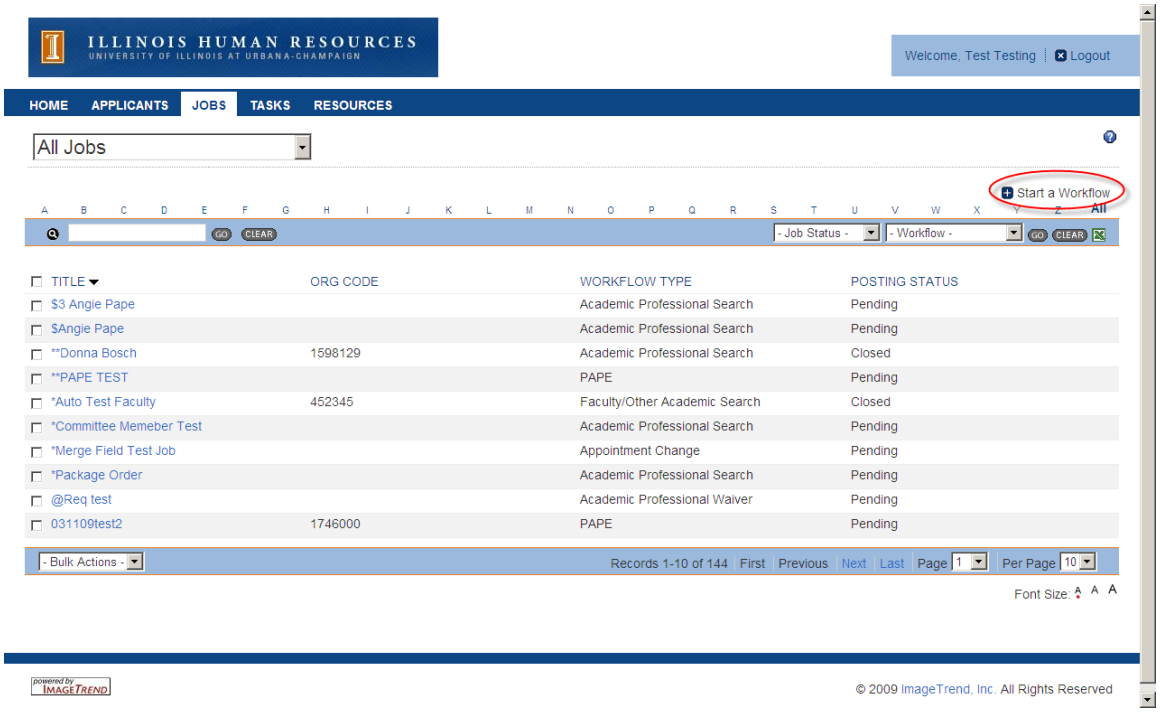
Academic Professional Search Instructions

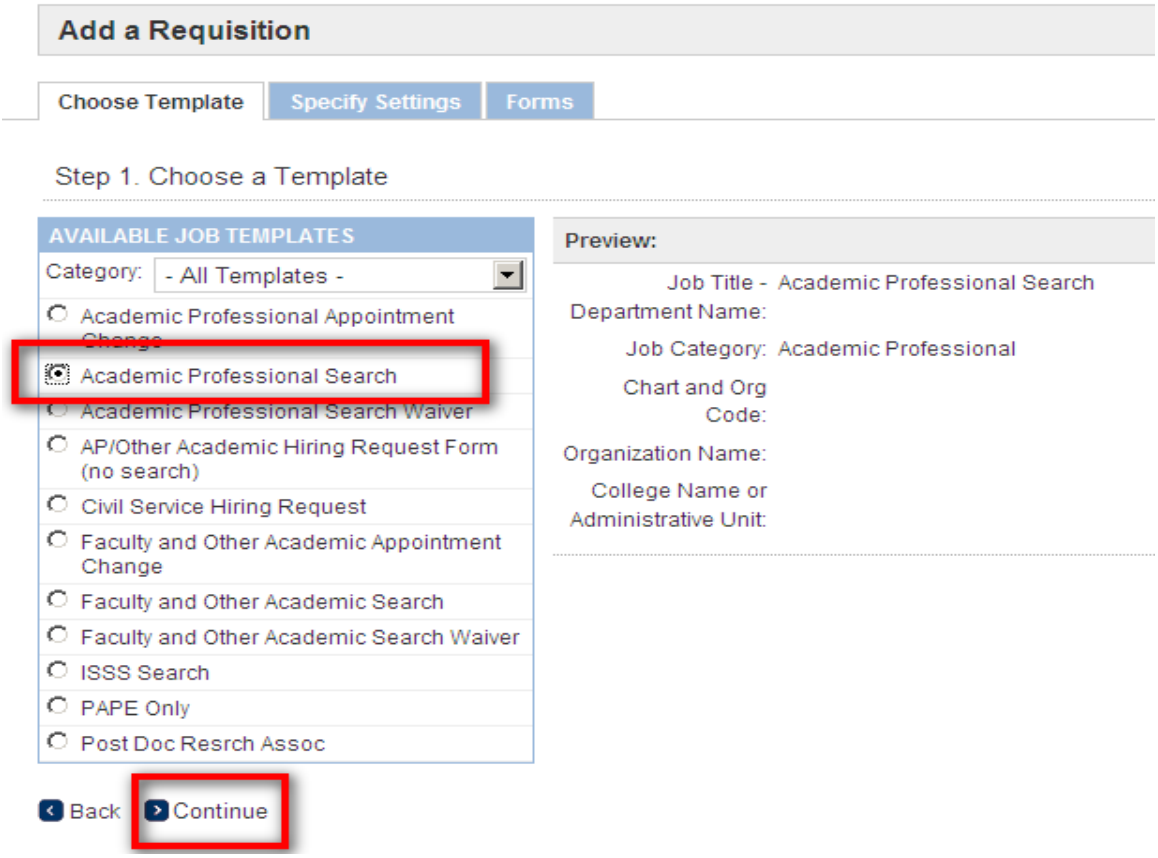
1. **Login to the Administrator side of HireTouch, click on the Jobs tab.**



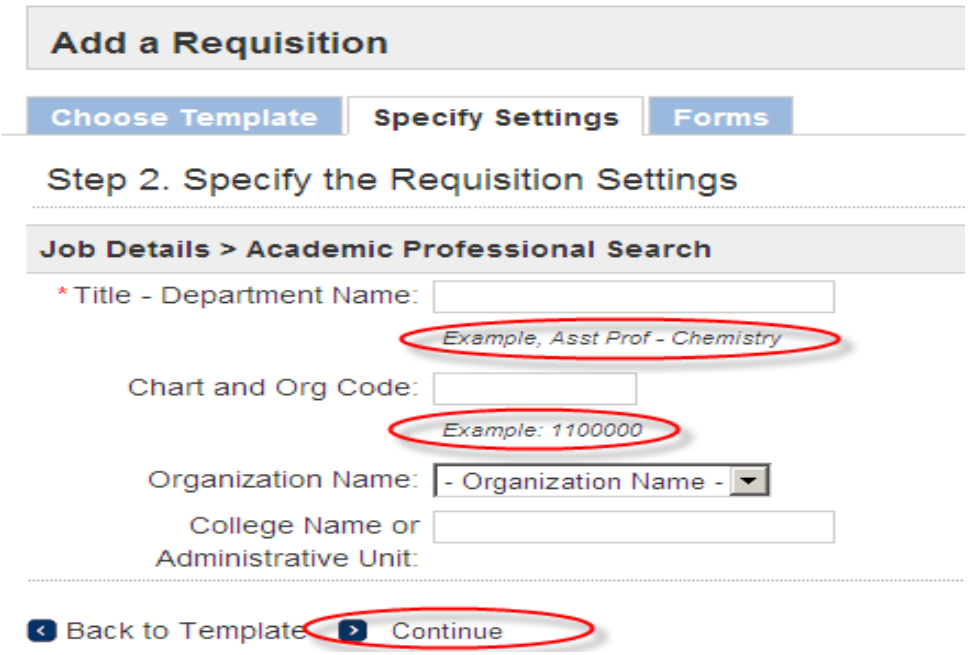
2. **On the right hand side of the page, click Start a Workflow.**



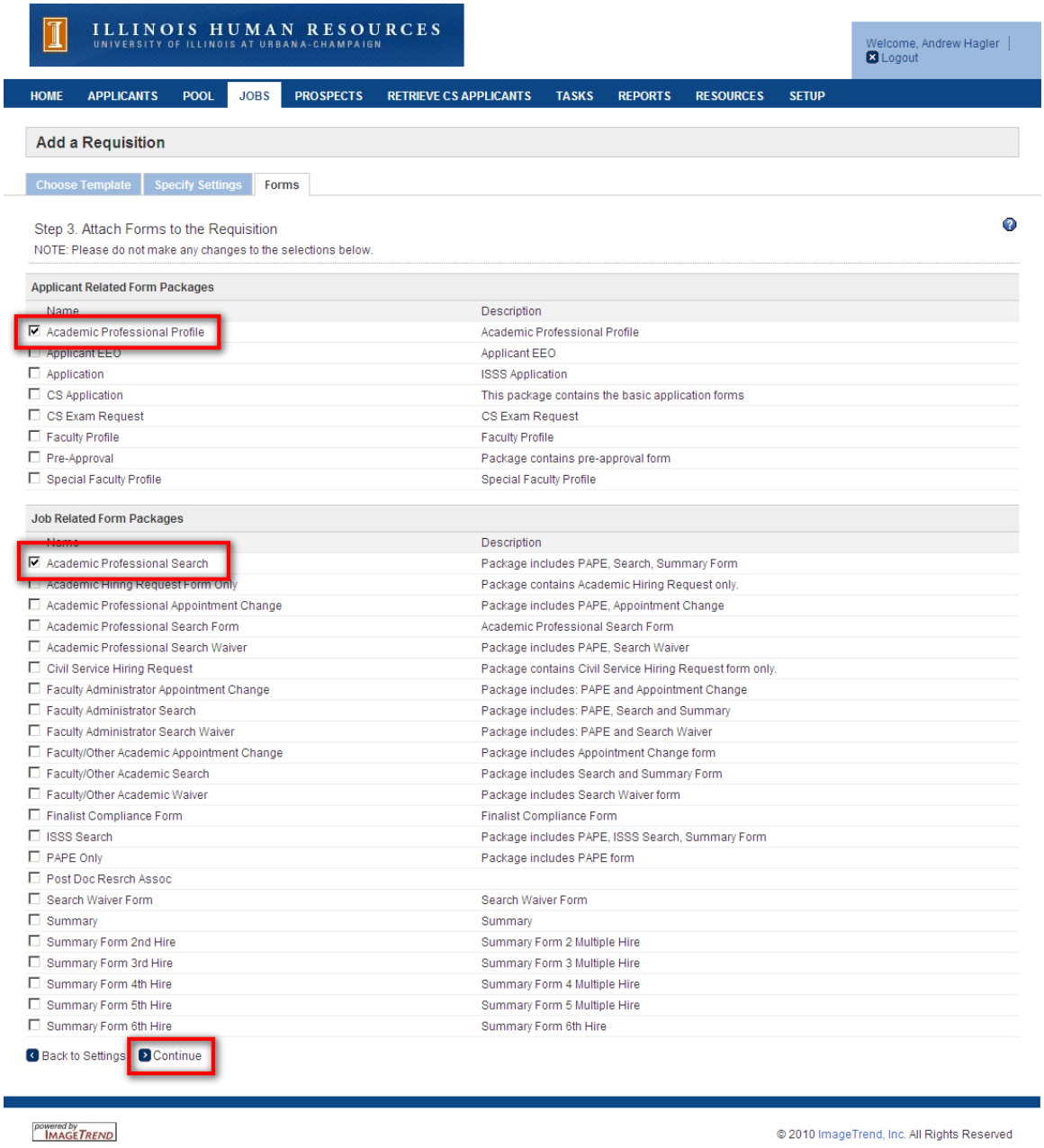
3. **From Step 1 Choose a Template, select the Academic Professional Search template and click Continue.**



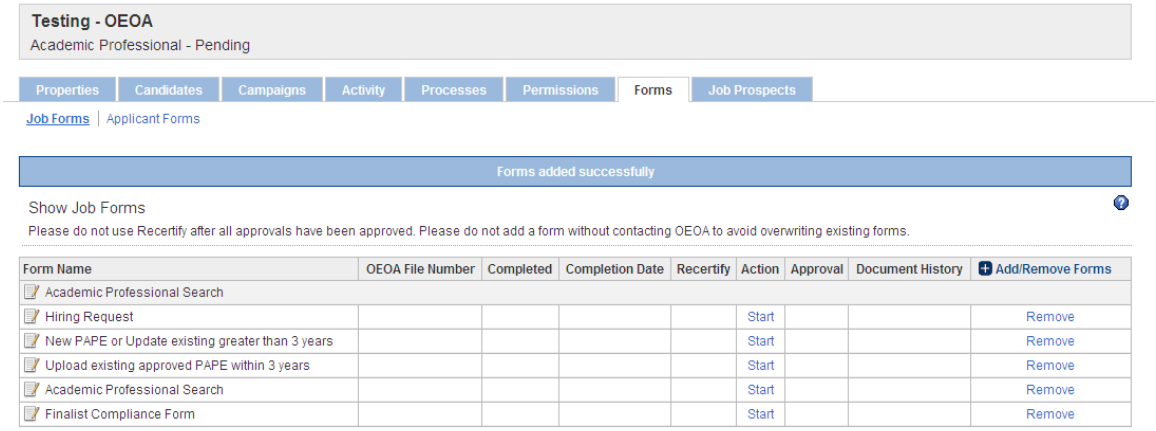
4. **From Step 2 Specify the Requisition Settings, enter the following:**
    - **Title – Department Name**
    - **Chart and Org Code (Organization Name will populate as you type in the Chart and Org Code)**
    - **College Name or Administrative Unit**



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

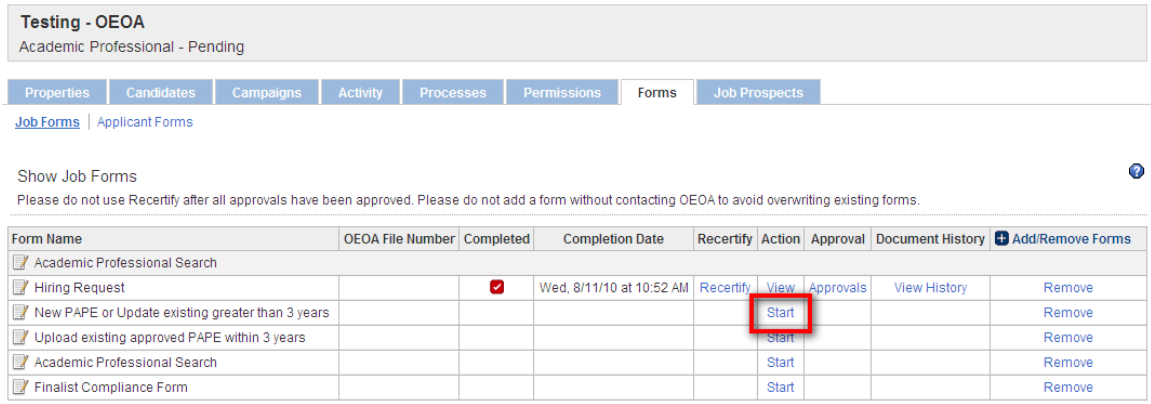


6. **The Forms tab will appear for the job you just created. There are several forms inside the Academic Professional Search Package, each with a Start link. For the Hiring Request Form form, click Start.**



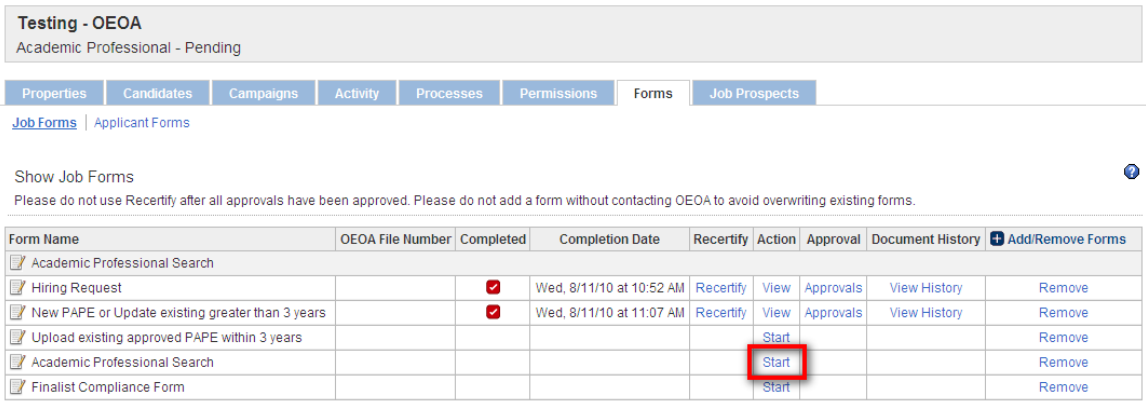
7. **Please see instructions for Hiring Request Form.**

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.**



9. **Please see instructions for PAPE form.**

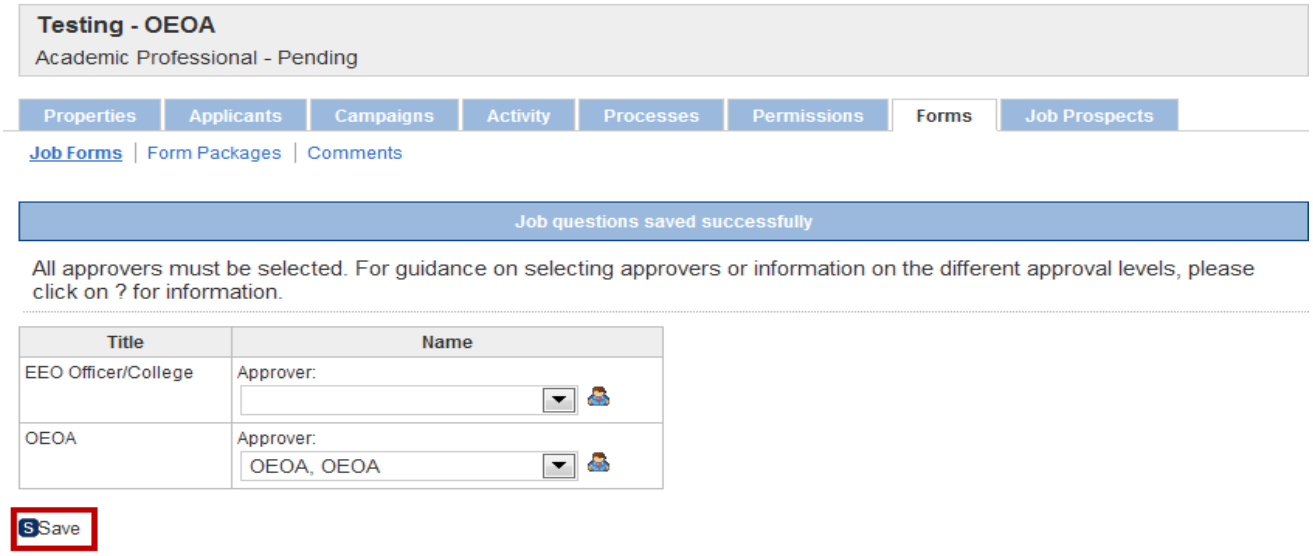
10. **After the PAPE has been approved or uploaded you will go back to the Forms tab inside the job record. You will click the Start link for the Search Form.**



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.



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:

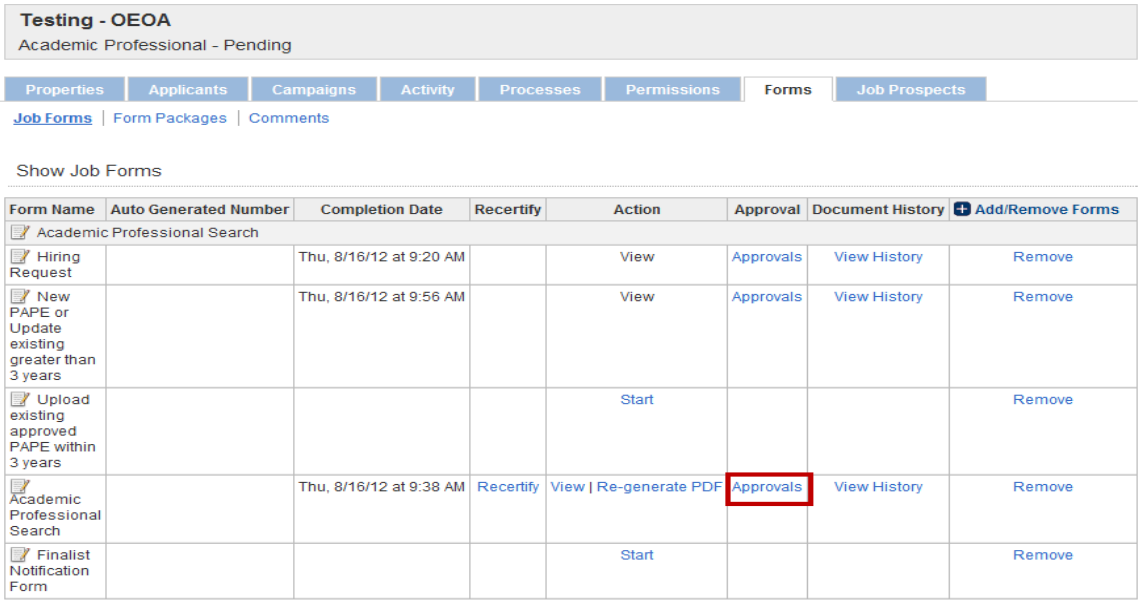
- Click the **Approvals** link for the *Search* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed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

To Edit and then Approve the form:

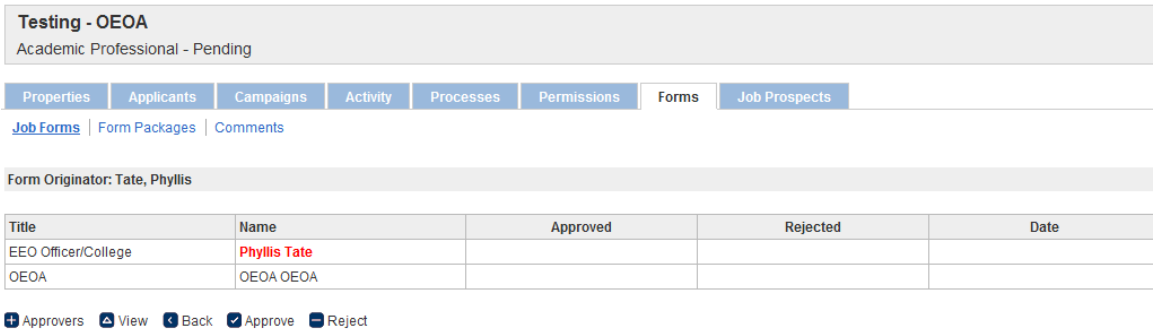
- Click the **Approvals** link for the *Search* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals** link 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.

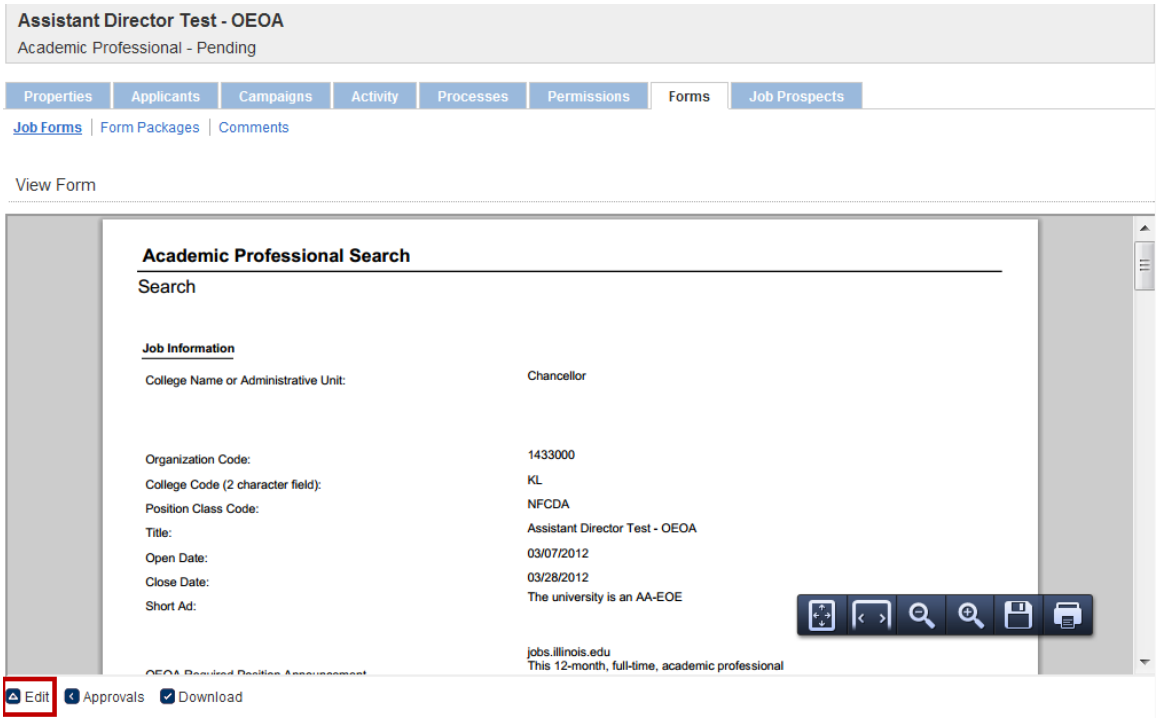
a. Select the Job tab from the menu.
b. Click on the Job that they are approving by selecting the Academic Professional Jobs
c. Select the Forms tab
d. Select Approval for the Search Form



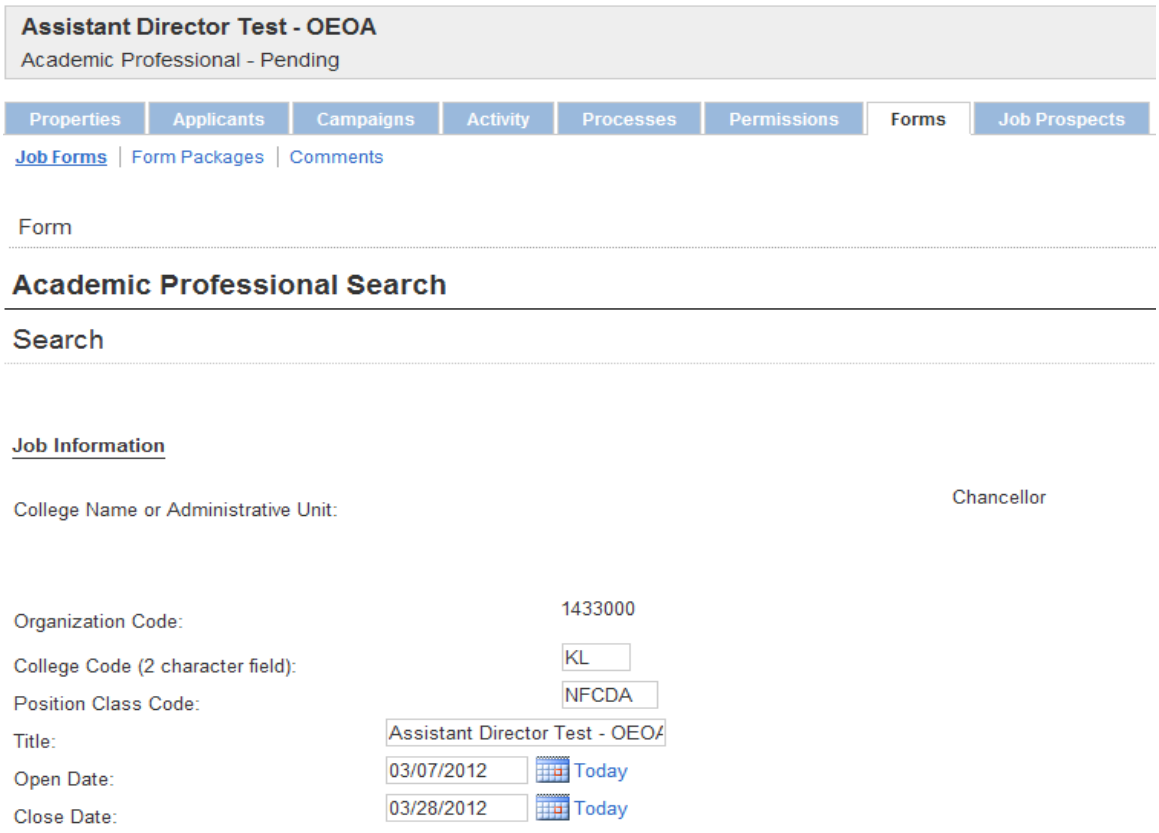
e. **Job Form Approval screen will show you the approvers and the person's name in red is the person currently approving. Select View.**



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. 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.

From: oeoajobs@illinois.edu [mailto:oeoajobs@illinois.edu]
Sent: Thursday, August 16, 2012 10:56 AM
To: Tate, Phyllis Lashun
Cc: Jobs
Subject: Search Open for Testing - OEOA

The job posting for Testing - OEOA is now open for applicants on the Job Board.

Please note the following:

Document the applicant status code on every applicant when the status is available. This will need to be completed before the Summary Form.

Request the Diversity of the Pool Report as of the close date on behalf of your EEO or Diversity Advocate.

Keep copies of your advertisements which will be uploaded into the applicant tracking system.

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

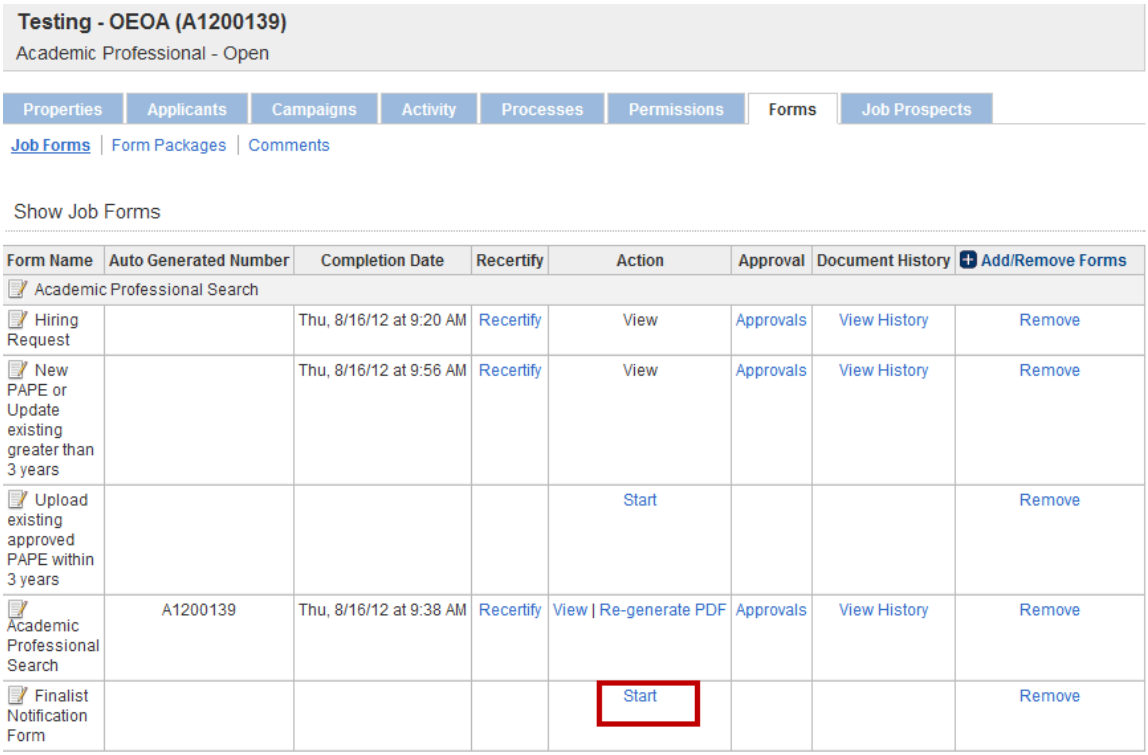
Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects

Job Forms | Form Packages | Comments

Show Job Forms

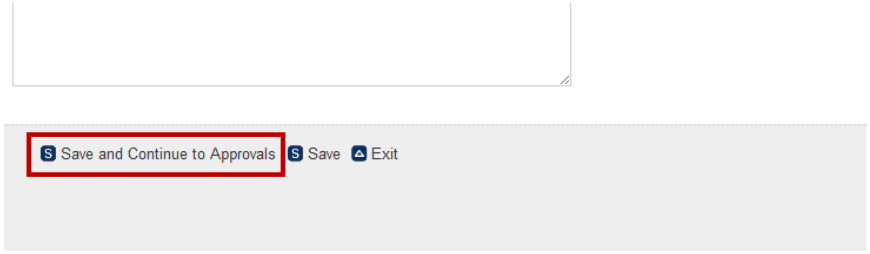
Form Name	Auto Generated Number	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
Academic Professional Search							
Hiring Request		Thu, 8/16/12 at 9:20 AM	Recertify	View	Approvals	View History	Remove
New PAPE or Update existing greater than 3 years		Thu, 8/16/12 at 9:56 AM	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.**



18. Click on the Forms Tab.

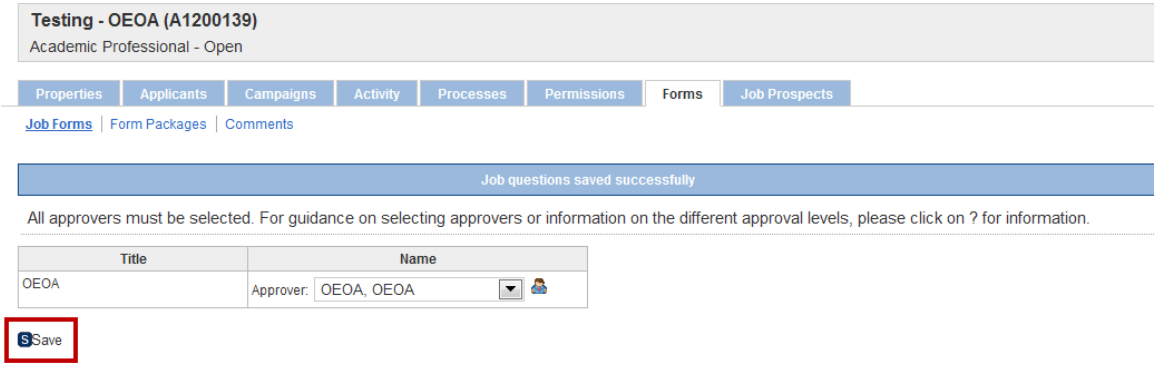
- **a. Complete the Finalist Notification Form. Please see below for additional information on some of the fields.**
- **b. Fields with an asterisk (*) or required.**
- **c. Org Code and College Name or Administrative Unit– will flow through from what was entered on Step 2 Specify the Requisition Settings**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



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:**

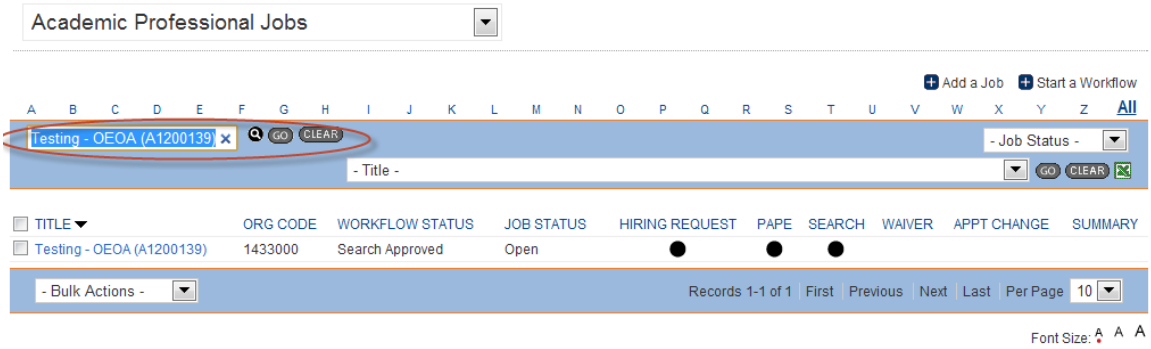
  Look-up Icon: Use the look-up icon to see email address. Click save to finish.



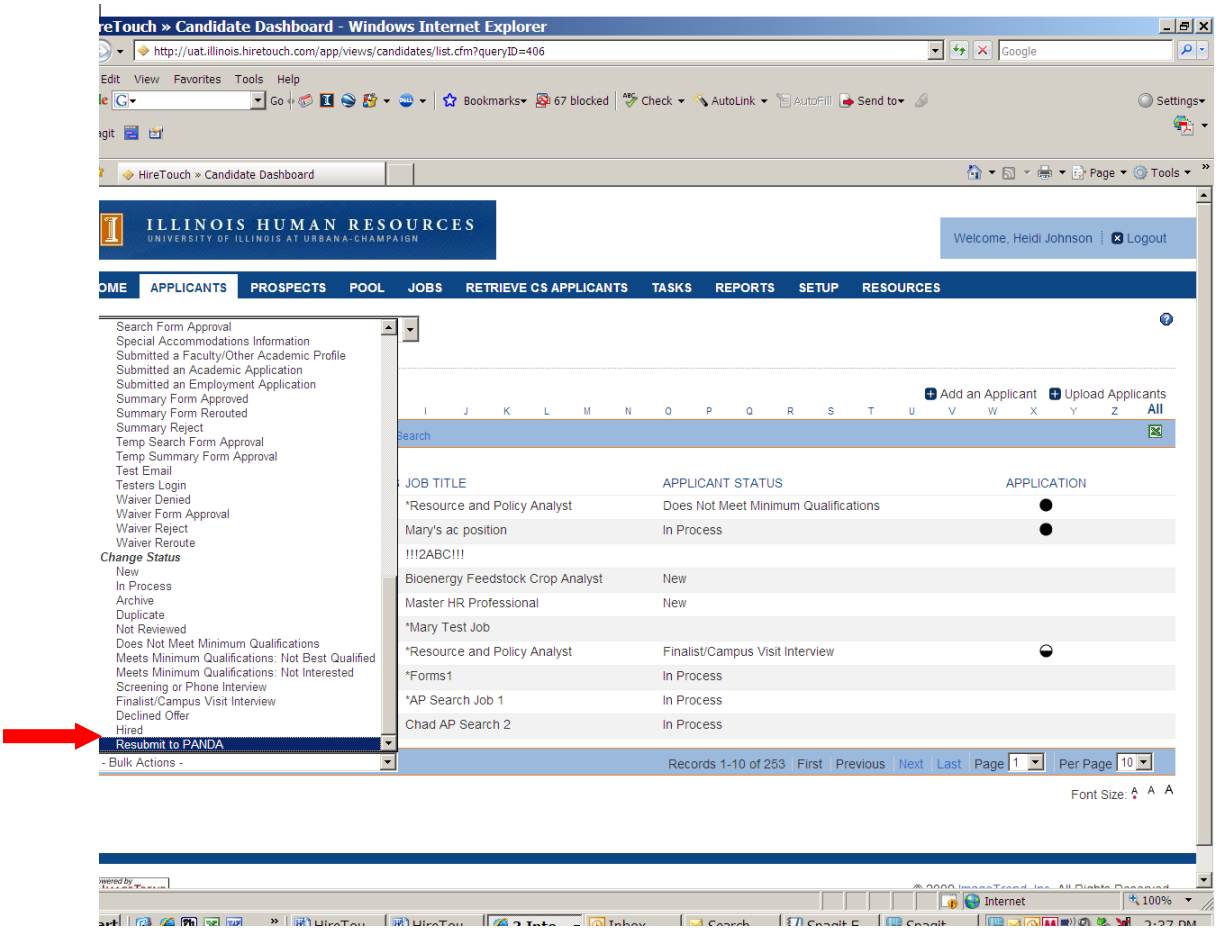
20. **Upon on saving, a notification will be sent to OEOA to approve the form.**

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

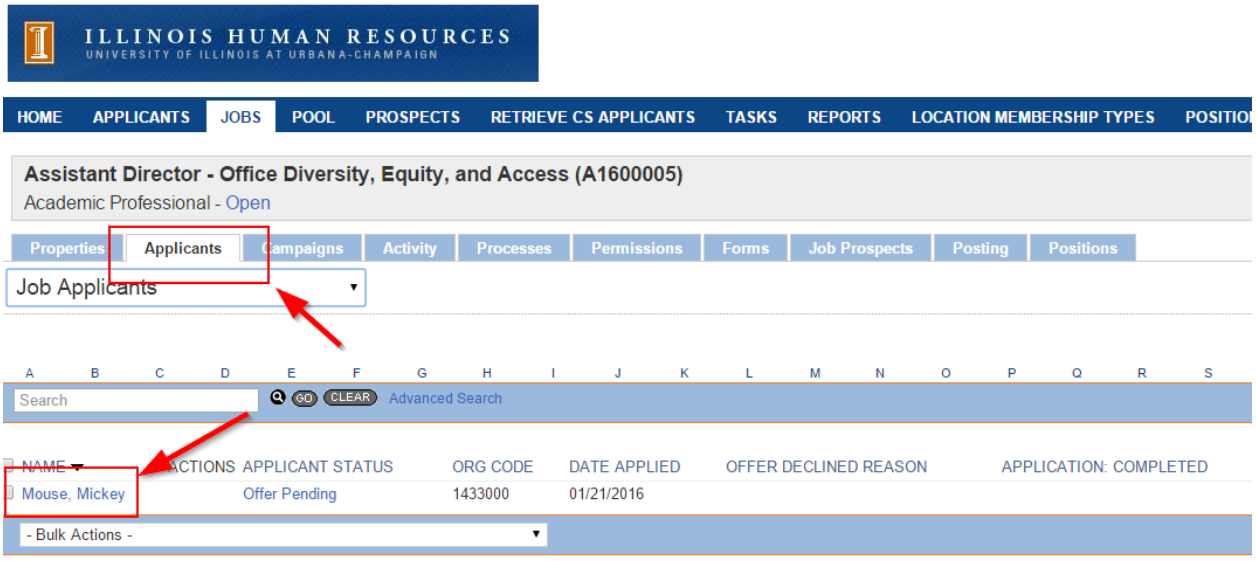
22. **Before the Summary form is completed the search contact should login to [HireTouch] and complete the applicant status code for each applicant.**
    a. **Select the Jobs Tab**
    b. **Search for the job**



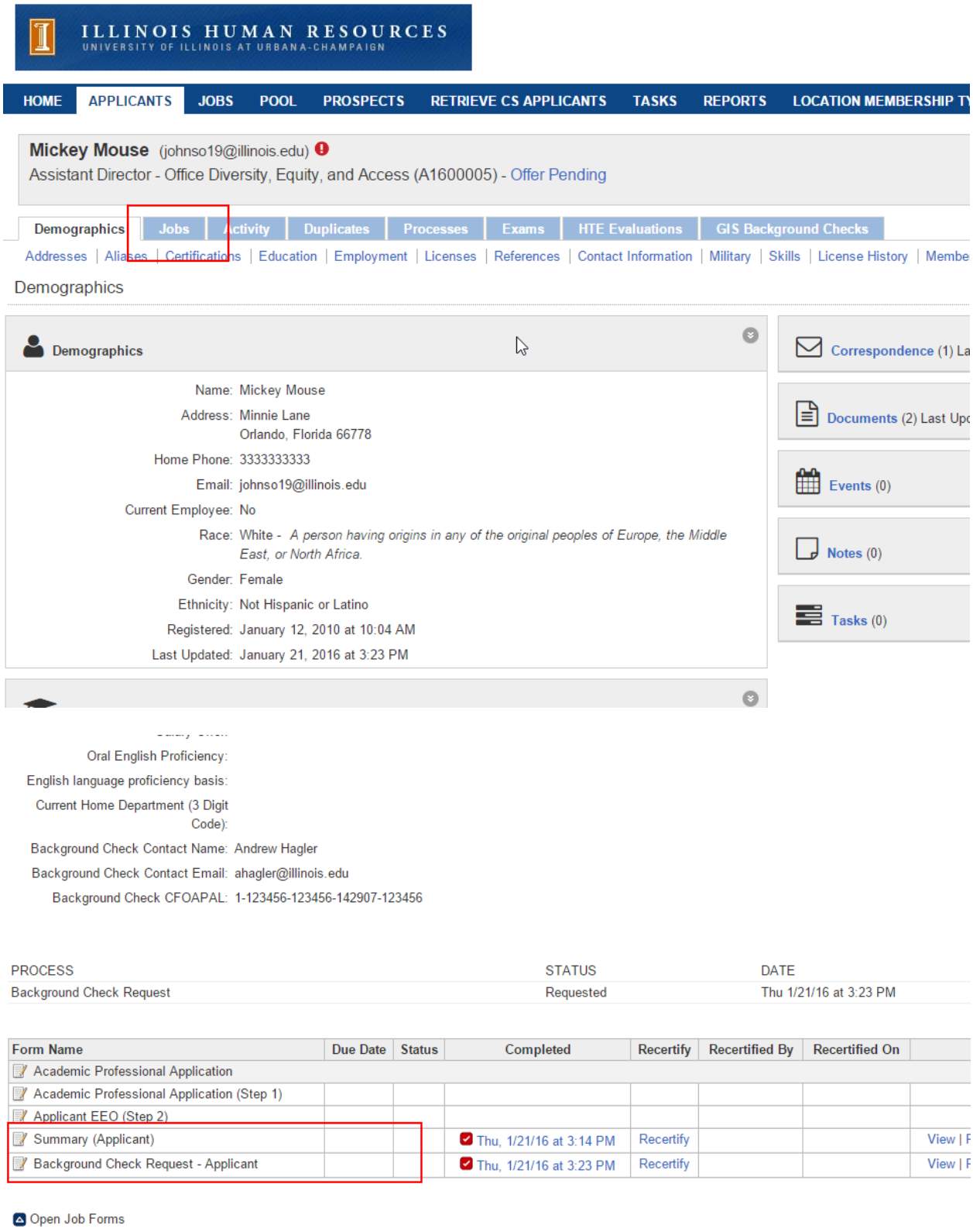
    c. **Click on the job – the Job Properties will display**
    d. **Click on the Candidates tab**
    e. **Select each applicant and choose a Bulk Action in the drop down listing. You can select multiple applicants to choose the same applicant code.**
        i. **Does Not Meet Minimum Qualifications**
        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**

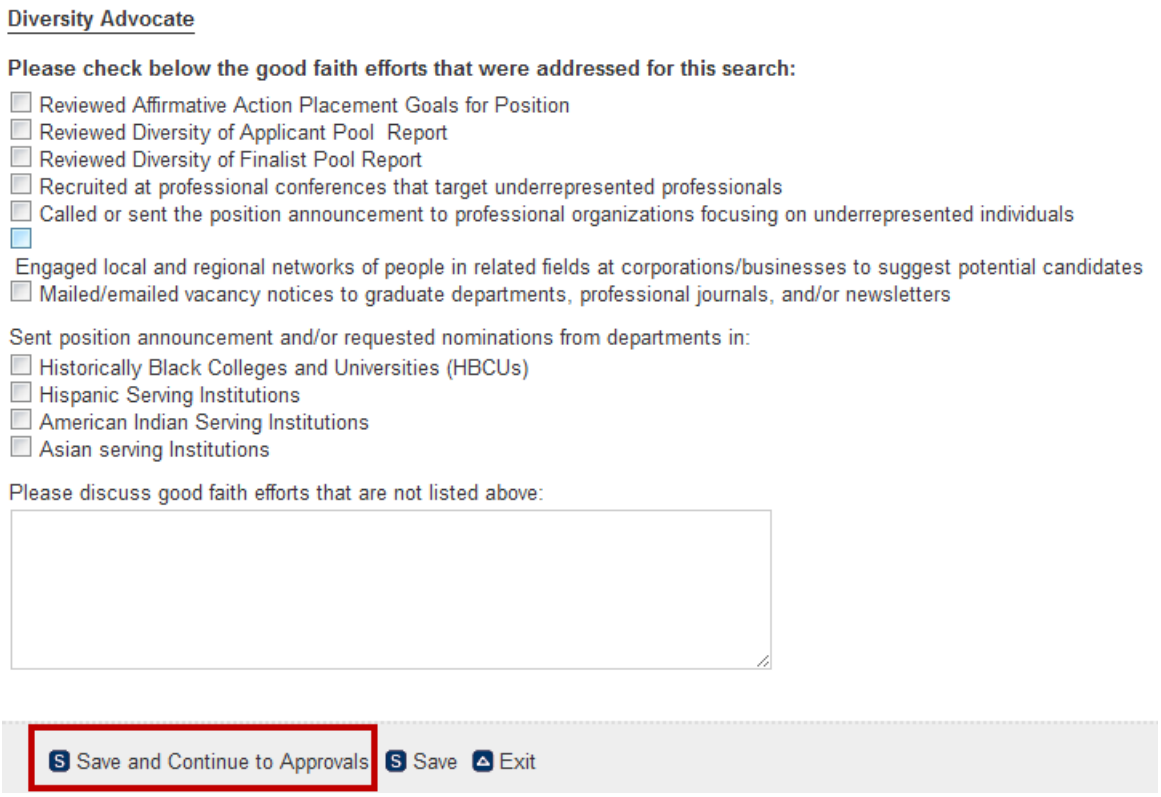


26. Click on the Jobs Tab.



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**



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

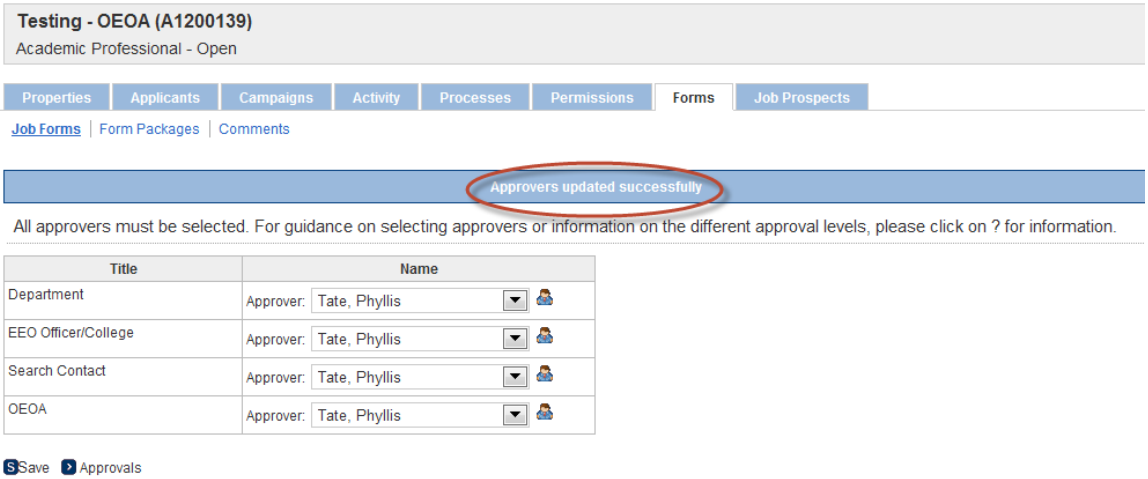
27. **On the Approvers Page in the Approver drop down menu to the right of each approver, select the appropriate approver and select save.**
    a. **Please note the following:**

        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.



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:

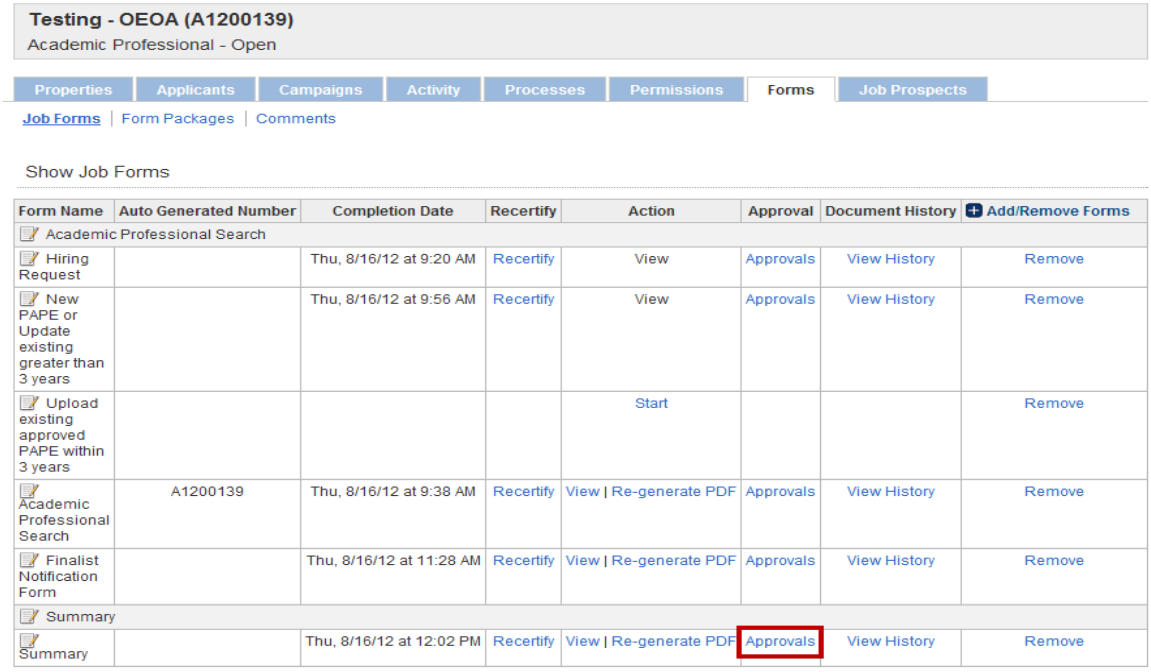
- Click the **Approvals** link for the *Summary* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed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

To Edit and then Approve the form:

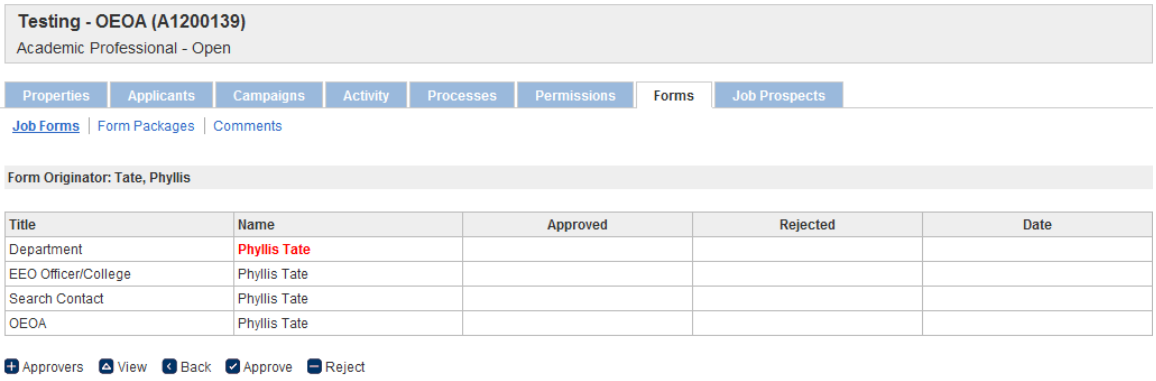
- Click the **Approvals** link for the *Summary* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals** link 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.

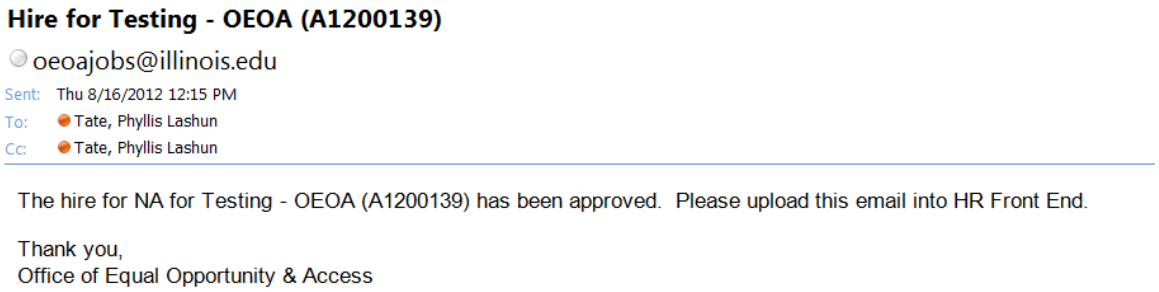
g. **Edit will bring the form up and allow you to make changes. You will need to select Save and Continue at the bottom of the form.**

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