

Academic Professional Search Instructions

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

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Test Testing | Logout

HOME APPLICANTS **JOBS** TASKS RESOURCES

My Dashboard

Display Preferences

CLOCK
Monday
March 23rd, 2009
10:49:51 AM

LOCAL WEATHER
Conditions for Lakeville, MN at 10:15 am CDT
Current Conditions:
Light Rain, 43 F
Forecast:
Mon - Rain/Wind. High: 50 Low: 45
Tue - Thundershowers. High: 54 Low: 28

VIEWED APPLICANTS
Date Time Name
None

VIEWED JOBS
Date Time Title
Mar 23 10:39 AM Asst Director - OEOA
Mar 23 10:26 AM Appointment Change Form
Mar 10 2:12 PM Director
Mar 10 2:12 PM Director
Mar 5 11:26 AM OEOA Test Job

Font Size: A A A

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

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UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Test Testing | Logout

HOME APPLICANTS **JOBS** TASKS RESOURCES

All Jobs

Start a Workflow

Job Status Workflow GO CLEAR

TITLE	ORG CODE	WORKFLOW TYPE	POSTING STATUS
\$3 Angle Pape		Academic Professional Search	Pending
\$Angle Pape		Academic Professional Search	Pending
**Donna Bosch	1598129	Academic Professional Search	Closed
*PAPE TEST		PAPE	Pending
*Auto Test Faculty	452345	Faculty/Other Academic Search	Closed
*Committee Memeber Test		Academic Professional Search	Pending
*Merge Field Test Job		Appointment Change	Pending
*Package Order		Academic Professional Search	Pending
@Req test		Academic Professional Waiver	Pending
031109test2	1746000	PAPE	Pending

Bulk Actions - Records 1-10 of 144 First Previous Next Last Page 1 Per Page 10

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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	Preview:
Category: - All Templates -	Job Title - Academic Professional Search
<input type="radio"/> Academic Professional Appointment Change	Department Name:
<input checked="" type="radio"/> Academic Professional Search	Job Category: Academic Professional
<input type="radio"/> Academic Professional Search Waiver	Chart and Org Code:
<input type="radio"/> AP/Other Academic Hiring Request Form (no search)	Organization Name:
<input type="radio"/> Civil Service Hiring Request	College Name or Administrative Unit:
<input type="radio"/> Faculty and Other Academic Appointment Change	
<input type="radio"/> Faculty and Other Academic Search	
<input type="radio"/> Faculty and Other Academic Search Waiver	
<input type="radio"/> ISSS Search	
<input type="radio"/> PAPE Only	
<input type="radio"/> Post Doc Resrch Assoc	

[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).



ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Andrew Hagler |
 Logout

HOMEAPPLICANTSPOOLJOBSPROSPECTSRETRIEVE CS APPLICANTSTASKSREPORTSRESOURCESSETUP

Add a Requisition

Choose TemplateSpecify SettingsForms


Step 3. Attach Forms to the Requisition
NOTE: Please do not make any changes to the selections below.


Applicant Related Form Packages

Name	Description
<input checked="" type="checkbox"/> Academic Professional Profile	Academic Professional Profile
<input type="checkbox"/> Applicant EEO	Applicant EEO
<input type="checkbox"/> Application	ISSS Application
<input type="checkbox"/> CS Application	This package contains the basic application forms
<input type="checkbox"/> CS Exam Request	CS Exam Request
<input type="checkbox"/> Faculty Profile	Faculty Profile
<input type="checkbox"/> Pre-Approval	Package contains pre-approval form
<input type="checkbox"/> Special Faculty Profile	Special Faculty Profile

Job Related Form Packages

Name	Description
<input checked="" type="checkbox"/> Academic Professional Search	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE, Appointment Change
<input type="checkbox"/> Academic Professional Search Form	Academic Professional Search Form
<input type="checkbox"/> Academic Professional Search Waiver	Package includes PAPE, Search Waiver
<input type="checkbox"/> Civil Service Hiring Request	Package contains Civil Service Hiring Request form only.
<input type="checkbox"/> Faculty Administrator Appointment Change	Package includes: PAPE and Appointment Change
<input type="checkbox"/> Faculty Administrator Search	Package includes: PAPE, Search and Summary
<input type="checkbox"/> Faculty Administrator Search Waiver	Package includes: PAPE and Search Waiver
<input type="checkbox"/> Faculty/Other Academic Appointment Change	Package includes Appointment Change form
<input type="checkbox"/> Faculty/Other Academic Search	Package includes Search and Summary Form
<input type="checkbox"/> Faculty/Other Academic Waiver	Package includes Search Waiver form
<input type="checkbox"/> Finalist Compliance Form	Finalist Compliance Form
<input type="checkbox"/> ISSS Search	Package includes PAPE, ISSS Search, Summary Form
<input type="checkbox"/> PAPE Only	Package includes PAPE form
<input type="checkbox"/> Post Doc Resrch Assoc	
<input type="checkbox"/> Search Waiver Form	Search Waiver Form
<input type="checkbox"/> Summary	Summary
<input type="checkbox"/> Summary Form 2nd Hire	Summary Form 2 Multiple Hire
<input type="checkbox"/> Summary Form 3rd Hire	Summary Form 3 Multiple Hire
<input type="checkbox"/> Summary Form 4th Hire	Summary Form 4 Multiple Hire
<input type="checkbox"/> Summary Form 5th Hire	Summary Form 5 Multiple Hire
<input type="checkbox"/> Summary Form 6th Hire	Summary Form 6 Multiple Hire

 Back to Settings

 Continue

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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

PropertiesCandidatesCampaignsActivityProcessesPermissionsFormsJob Prospects

Job FormsApplicant 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		<input checked="" type="checkbox"/>	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

PropertiesCandidatesCampaignsActivityProcessesPermissionsFormsJob Prospects

Job FormsApplicant 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		<input checked="" type="checkbox"/>	Wed, 8/11/10 at 10:52 AM	Recertify	View	Approvals	View History	Remove
New PAPE or Update existing greater than 3 years		<input checked="" type="checkbox"/>	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. OEQA 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 OEQA 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 - OEQA
Academic Professional - Pending


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[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: <input type="text"/> 
OEQA	Approver: <input type="text"/> OEQA, OEQA 

 Save

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

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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

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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

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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

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

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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

 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.

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.

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.

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

[S Save and Continue to Approvals](#) [S Save](#) [A 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.

- 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  








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 


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)    




- Job Status - 

- Title -    

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

- Bulk Actions - 

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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)

reTouch » Candidate Dashboard - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/Views/candidates/list.cfm?queryID=406

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL JOBS RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

Search Form Approval
Special Accommodations Information
Submitted a Faculty/Other Academic Profile
Submitted an Academic Application
Submitted an Employment Application
Summary Form Approved
Summary Form Rerouted
Summary Reject
Temp Search Form Approval
Temp Summary Form Approval
Test Email
Testers Login
Waiver Denied
Waiver Form Approval
Waiver Reject
Waiver Reroute

Change Status
New
In Process
Archive
Duplicate
Not Reviewed
Does Not Meet Minimum Qualifications
Meets Minimum Qualifications: Not Best Qualified
Meets Minimum Qualifications: Not Interested
Screening or Phone Interview
Finalist/Campus Visit Interview
Declined Offer
Hired
Resubmit to PANDA

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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

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

HOME APPLICANTS JOBS POOL PROSPECTS RETRIEVE CS APPLICANTS TASKS REPORTS LOCATION MEMBERSHIP TYPES POSITIONS

Assistant Director - Office Diversity, Equity, and Access (A1600005)
Academic Professional - Open

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects Posting Positions

Job Applicants

Search

NAME ACTIONS APPLICANT STATUS ORG CODE DATE APPLIED OFFER DECLINED REASON APPLICATION: COMPLETED

Mouse, Mickey Offer Pending 1433000 01/21/2016

- Bulk Actions -

26. Click on the Jobs Tab.

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[APPLICANTS](#)
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[POOL](#)
[PROSPECTS](#)
[RETRIEVE CS APPLICANTS](#)
[TASKS](#)
[REPORTS](#)
[LOCATION MEMBERSHIP T](#)

Mickey Mouse (johnso19@illinois.edu) !
 Assistant Director - Office Diversity, Equity, and Access (A1600005) - [Offer Pending](#)

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[Licenses](#)
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[Military](#)
[Skills](#)
[License History](#)
[Membe](#)

Demographics

Demographics

Name: Mickey Mouse

Address: Minnie Lane
Orlando, Florida 66778

Home Phone: 3333333333

Email: johnso19@illinois.edu

Current Employee: No

Race: White - *A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*

Gender: Female

Ethnicity: Not Hispanic or Latino

Registered: January 12, 2010 at 10:04 AM

Last Updated: January 21, 2016 at 3:23 PM

[Correspondence \(1\) La](#)

[Documents \(2\) Last Up](#)

[Events \(0\)](#)

[Notes \(0\)](#)

[Tasks \(0\)](#)

Oral English Proficiency:

English language proficiency basis:

Current Home Department (3 Digit Code):

Background Check Contact Name: Andrew Hagler

Background Check Contact Email: ahagler@illinois.edu

Background Check CFOAPAL: 1-123456-123456-142907-123456

PROCESS	STATUS	DATE
Background Check Request	Requested	Thu 1/21/16 at 3:23 PM

Form Name	Due Date	Status	Completed	Recertify	Recertified By	Recertified On	
Academic Professional Application							
Academic Professional Application (Step 1)							
Applicant EEO (Step 2)							
Summary (Applicant)			Thu, 1/21/16 at 3:14 PM	Recertify			View F
Background Check Request - Applicant			Thu, 1/21/16 at 3:23 PM	Recertify			View F

Open Job Forms

- Complete the Summary Form. Please see below for additional information on some of the fields.
- 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:

S Save and Continue to Approvals **S Save** **A 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

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[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:

- 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)
- 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](#).

- Select the Job tab from the menu.
- Click on the Job that they are approving
- Select the Forms tab
- Select Approval for the Summary Form

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		Thu, 8/16/12 at 11:28 AM	Recertify	View Re-generate PDF	Approvals	View History	Remove
Summary							
Summary		Thu, 8/16/12 at 12:02 PM	Recertify	View Re-generate PDF	Approvals	View History	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 (A1200139)
 Academic Professional - Open

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

[Job Forms](#) | [Form Packages](#) | [Comments](#)

Form Originator: Tate, Phyllis

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

+ Approvers View Back Approve Reject

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

Testing - OEOA (A1200139)
 Academic Professional - Open

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

[Job Forms](#) | [Form Packages](#) | [Comments](#)

View Form

Summary
 Urbana Summary Form
 Form must be approved by EEO Officer prior to verbal or written offer.

Job Title: Testing - OEOA (A1200139)
Proposed Appointee
 For Open Rank, please indicate title:
 Proposed appointee approved salary range from Hiring Request: 40,000 - 60,000
 Salary Offer: 57,000
 If the proposed appointee salary offer is outside the salary range, please explain:
 Salary Code: (OEOA use only) AP4
 Proposed Date of Appointment: 08/17/2012
 Percent Time of Appointment: 100
 Proposed Appointee: NA

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.
- 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