• Log into HireTouch and select the Jobs tab
  - Go to apps.uillinois.edu, select Administrative Applications, Human Resources, and HireTouch Administrative Application
  - When logged in, click on Jobs
Select Civil Service (CS) Employee Requisition from drop-down list
Hiring Request Form (HRF) Guidelines

- Effective August 16, 2012, the HRF is not needed for all ER Forms.

- The HRF is no longer needed for:
  - Replacement positions that are state funded and previously approved
  - Non-state funded positions

- The HRF is needed for:
  - Newly created positions that are state funded and not approved in a hiring plan
- Click Start a Workflow
- Select Civil Service Hiring Request/Employee Requisition
- Click Continue at bottom of page
- Type in the Job Title and Department
- Type in Org Code, including Chart of Account
  (Org name fills in automatically)
- Type in College Name or Administrative Unit
- Click Continue
Instructions when a Hiring Request form is required

- Civil Service Hiring Request/Employee Requisition is already selected.
- Do not make any changes; click Continue at the bottom of the page
Click Start to fill out the CS Hiring Request form.

---

<table>
<thead>
<tr>
<th>Form Name</th>
<th>ODEA File Number</th>
<th>Recertify</th>
<th>Recertified By</th>
<th>Recertified On</th>
<th>Action</th>
<th>Approval</th>
<th>Document History</th>
<th>Add/Remove Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service Hiring Request/Employee Requisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Service Hiring Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Service Employee Requisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Background Check Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please do not recertify any form after fully approved - contact the appropriate office if you need to make an update to the form.
Fill in all of the required fields.
- The labor distribution information is not required, but you should check with your college or unit office to determine if they want this information.

<table>
<thead>
<tr>
<th>Labor Distribution FOAPAL, Dollar Amount, Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>100015-630002-213320-630002 100%</td>
</tr>
</tbody>
</table>

**Justification For Filling Position**

1. Describe the critical nature of this position/hire to the mission and success of the unit and the institution, where applicable, include specific strategic goals that are addressed. Type a description here.

2. Could the work associated with this position be reallocated to be accomplished in another way, for example, through assignment of duties to others in the unit, reduced FTE or a partial year appointment? Could an alternate title be considered or the role reconfigured so that the work can be accomplished by someone with less experience or through training an individual whose position can be left vacated? Answer these questions.

3. Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled. List negative consequences.

4. Describe the funds you have available to ensure you can make this hire without incurring deficits. Describe available funds.
➢ If the form is being approved by a designee, please note that in the General Comments.
➢ Click “Submit and Continue to Approvals”
Select the Department approver
Select the School/Department approver, if applicable. If none, select the same Department approver again (he/she will need to approve twice)
Select the name of the Dean/MAU Officer
Select *SHR, Hiring Request (should default to this)
Select *Provost, Hiring Request (should default to this)
Click Save
The approver is notified via e-mail and given instructions on how to approve the Hiring Request form. You will receive notification when your form is approved.
After you receive notification that the Hiring Request form has been approved, you are ready to start the Employee Requisition. 

- Go back to the Jobs tab, find your job, and click on it.
- Go to Forms and click start in the action column.
- The title and org are filled in for you
- Select whether it is a new or existing position
- Fill in the position number (if existing)
- If it is a new position, put TBD (to be determined)
- If the funding is from 2 sources, enter the second source in the right-hand column.
- Fill in all required fields.
To determine if a position is security sensitive or requires pre-employment testing, go to the Illinois Human Resources website:

http://humanresources.illinois.edu/job-seekers/how-to-apply/civil-service-employees/campus-wide-security-sensitive-classifications.html

http://humanresources.illinois.edu/job-seekers/how-to-apply/civil-service-employees/Job-titles-requiring-medical-evaluation.html
“Applicant Reports to” should be the person you want applicants to contact to schedule an interview.

“Send Paperwork to” is the person SHR will be sending the referral list to.
➢ The job description must be attached to the employee requisition.
➢ Click Add to start this process.
Name the document in the “Name” field in this format:
- jdpn#new.docx (for new position)
- jdpn#U12345.docx (existing position number)

Click on Browse to attach the document
Select “Job Description” as the document type
Click Save
Scroll to the bottom of the page
- Click “Submit and Continue to Approvals”
(Note: You will not be able to continue if documents are not attached.)
- Select the Department approver
- Select the School/Department approver, if applicable. If none, select the same Department approver again (he/she will need to approve twice)
- Select the name of the Dean/MAU Officer
- 4th Approver defaults to *Staff HR, Classification & Salary and should not be changed
- 5th Approver defaults to *Staff HR, Employment and should not be changed
- Click Save
- The approver is notified via e-mail and given instructions to approve the employee requisition.
If you click the link in the approval email, it should take you to the Forms page of your employee requisition. To view the Employee Requisition, click View.
To edit the Employee Requisition, click Edit
➢ To approve, Click Approve on the Approvals page
➢ A green checkmark indicates approval
➢ If you are the approver on more than one line, you will need to click Approve again
If you wish to view all the forms (Hiring Request form, Job Description, and Employee requisition) as they went through the process, go to the Activity tab.
Instructions when Hiring Request Form is NOT required

Log into HireTouch and select the Jobs tab
- Go to apps.uillinois.edu, select Administrative Applications, Human Resources, and HireTouch Administrative Application
Select Civil Service (CS) Employee Requisition from drop-down list
> Click Start a Workflow
- Select Civil Service Hiring Request/Employee Requisition
- Click Continue at bottom of page
- Type in Current Job Title and Department
- Type in Org Code, including Chart of Account (Org name fills in automatically)
- Type in College Name or Administrative Unit
- Click Continue
Deselect Civil Service Hiring Request/Employee Requisition below since the Hiring Request Form is not needed. Instead, select Civil Service Employee Requisition, which will prevent the Hiring Request form from being added.

<table>
<thead>
<tr>
<th>Applicant Related Form Packages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Professional Profile</td>
<td>Academic Professional Profile</td>
</tr>
<tr>
<td>Applicant EEO</td>
<td>Applicant EEO</td>
</tr>
<tr>
<td>Application</td>
<td>ISSS Application</td>
</tr>
<tr>
<td>CS Application</td>
<td>This package contains the basic application forms</td>
</tr>
<tr>
<td>CS Exam Request</td>
<td>CS Exam Request</td>
</tr>
<tr>
<td>CS Part 2 Only</td>
<td>Part 2 Only</td>
</tr>
<tr>
<td>Faculty Profile</td>
<td>Faculty Profile</td>
</tr>
<tr>
<td>Pre-Approval</td>
<td>Package contains pre-approval form</td>
</tr>
<tr>
<td>Special Faculty Profile</td>
<td>Special Faculty Profile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Related Form Packages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service Hiring Request/Employee Requisition</td>
<td>Civil Service Hiring Request and Employee Requisition Forms.</td>
</tr>
<tr>
<td>Academic Hiring Request Form Only</td>
<td>Package contains Academic Hiring Request only.</td>
</tr>
<tr>
<td>Academic Professional Appointment Change</td>
<td>Package includes PAPE, Appointment Change.</td>
</tr>
<tr>
<td>Academic Professional Search</td>
<td>Package includes PAPE, Search, Summary Form.</td>
</tr>
<tr>
<td>Academic Professional Search Form</td>
<td>Academic Professional Search Form</td>
</tr>
<tr>
<td>Academic Professional Search Waiver</td>
<td>Package includes PAPE, Search Waiver</td>
</tr>
</tbody>
</table>

- Civil Service Employee Requisition is selected.
➢ Click on Start next to the Civil Service Employee Requisition
➢ The rest of the process is the same from this point on.