

- 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

The screenshot shows the HireTouch Administrative Application interface. At the top right, a user is logged in as 'Welcome, Amy Grindley' with 'Admin' and 'Logout' links. A yellow banner indicates 'Session expires in 59 min'. The main header features the 'ILLINOIS HUMAN RESOURCES' logo and 'UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN'. Below this is a navigation bar with tabs: HOME, APPLICANTS, JOBS (circled in red), PROSPECTS, TASKS, REPORTS, and RESOURCES. The 'My Dashboard' section includes a 'Display Preferences' link. The dashboard contains two widgets: 'CLOCK' showing 'Tuesday August 27th, 2013 1:43:59 PM' and 'LOCAL WEATHER' showing 'Conditions for Lakeville, MN at 1:12 pm CDT' with a sun icon and 'Current Conditions: Fair, 88 F'. A 'VIEWED JOBS' table is partially visible at the bottom left.

Date	Time	Title
------	------	-------

- Select Civil Service (CS) Employee Requisition from drop-down list

The screenshot displays the Illinois Human Resources system interface. At the top, the header includes the Illinois Human Resources logo and the text 'ILLINOIS HUMAN RESOURCES UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN'. A user greeting 'Welcome, Rebecca Janowski' is visible, along with links for 'Enterprises' and 'Logout'.

The main navigation bar contains the following tabs: HOME, APPLICANTS, PROSPECTS, POOL, **JOBS**, RETRIEVE CS APPLICANTS, TASKS, REPORTS, and SETUP.

A dropdown menu is open under the 'JOBS' tab, listing various options. The option 'Civil Service Employee Requisition' is highlighted in blue.

Below the dropdown, a table displays hiring requests. The table has columns for 'HIRING REQUEST', 'EMP REQ STATUS', 'POSITION NUMBER', 'EMP REQ', and 'EMP REQ APPROVAL DAT'. The data rows are as follows:


HIRING REQUEST	EMP REQ STATUS	POSITION NUMBER	EMP REQ	EMP REQ APPROVAL DAT
	Completed - Pending Approval	U10212	●	04/26/10
	Not Started		○	10/22/10
	Completed - Pending Approval	U10201	●	04/27/10

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

[HireTouch](#) | [HireTouch 360](#) | [Report Writer](#) | [CMS](#) | Welcome, [Rebecca Janowski](#) | [Admin](#) | [Logout](#)


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*Civil Service Employee Requisition

Civil Service Employee Requisition



[+ Start a Workflow](#) | [+ Upload 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](#)

Search
 Organization Job Status

TITLE ▼	JOB FORM STATUS	JOB DETAIL			JOB FORM STATUS		
	HIRING REQUEST STATUS	JOB ID	ORG CODE	ORG NAME	POSITION NUMBER	ER APPROVED DATE	ER FORM 2 STATUS
<input type="checkbox"/> (none)	●	36475		U of I Foundation			
<input type="checkbox"/> (none)	➔	41681		OBFS - Strategic Procurement			
<input type="checkbox"/> 01-12-2012, Clerical Assistant Trainee (08263) - University Housing	●	16679	1270009	Hsg Facil-Admin	U63416	01/23/12	●
<input type="checkbox"/> 04-03-2012, Accountant I (00101) - University Housing	➔	18659	1270000	Housing Division			
<input type="checkbox"/> 04-18-2011, Food Service Sanitation Laborer Trainee (00243) - University Housing	●	8580	1270020	Hsg Undergrad/Dine			
<input type="checkbox"/> 05-13-2011, Storekeeper II (33187) - University Housing	●	9269	1270020	Hsg Undergrad/Dine			
<input type="checkbox"/> 06-24-2011d, Food Service Sanitation Laborer (00245) - University Housing	➔	10320	1270020	Hsg Undergrad/Dine	U65522	07/05/11	●
<input type="checkbox"/> 09-23-2011, Food Service Sanitation Laborer (00245) - University Housing	●	13875	1270020	Hsg Undergrad/Dine	U64072	09/30/11	●
<input type="checkbox"/> 1-11-13, Food Service Sanitation Laborer, (00242)- University Housing	➔	28708	1270020	Hsg Undergrad/Dine	U79542	01/18/13	●
<input type="checkbox"/> 1/12/15- Accounting Associate - Income Coordinator (5000C)- University Housing	➔	48748	1270000	Housing Division	UA2628	01/22/15	●
<input type="checkbox"/> 1/15/2014-Building Service Worker (4502)- University Housing	➔	39101	1270009	Hsg Facil-Admin	U82316	01/17/14	●

- Select Civil Service Hiring Request/Employee Requisition
- Click Continue at bottom of page

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HOMEAPPLICANTS**JOBS**POOLPROSPECTSRETRIEVE CS APPLICANTSTASKSREPORTSRESOURCESSETUPTRIGGER HISTORY

Add a Requisition

Choose TemplateSpecify SettingsRequisition Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category: - All Categories -

Search: Job Template Title

- ☐ Academic Hourly Appointment
- ☐ Academic Hourly Job Description
- ☐ Academic Professional Appointment Change
- ☐ Academic Professional Search
- ☐ Academic Professional Search Waiver
- ☐ AP/Other Academic Hiring Request Form (no search)
- ☒ Civil Service Hiring Request/Employee Requisition
- ☐ Civil Service Job Posting

Preview:

Job Title - Department Civil Service Hiring Request/Employee Requisition

Name:


*Chart and Org Code:

*Organization Name:

*College Name or Administrative Unit:

[Back](#) [Continue](#)

- 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

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HOMEAPPLICANTS**JOBS**POOLPROSPECTSRETRIEVE CS APPLICANTSTASKSREPORTSRESOURCESSETUPTRIGGER HISTORY

Add a Requisition


Choose TemplateSpecify SettingsRequisition Forms

Step 2. Specify the Requisition Settings

Job Details > Civil Service Hiring Request/Employee Requisition


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

*Chart and Org Code:
Example: 1100000

*Organization Name: 

*College Name or Administrative Unit:

Additional Information

[Back to Template](#) [Continue](#) 


* required

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

Job Related Form Packages	
Name	Description
<input checked="" type="checkbox"/> Civil Service Hiring Request/Employee Requisition	Civil Service Hiring Request and Employee Requisition Forms.
<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	Package includes PAPE, Search, Summary Form
<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 Employee Requisition	
<input type="checkbox"/> Civil Service Job Posting	
<input type="checkbox"/> Civil Service Reclassification	Civil Service Reclassification form
<input type="checkbox"/> Dual Career Waiver Academic Professional (Provost Comm. 8)	
<input type="checkbox"/> Dual Career Waiver Faculty/Other Academic (Provost Comm. 8)	
<input type="checkbox"/> Employee Requisition Form 2	
<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

➤ Click Start to fill out the CS Hiring Request form

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Office Support Associate - Staff Human Resources
Civil Service and Extra Help - Pending

PropertiesApplicantsCampaignsActivityProcessesPermissions**Forms**Job Prospects

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

Package added successfully

Show Job Forms

Please do not recertify any form after fully approved - contact the appropriate office if you need to make an update to the form.

Form Name	ODEA File Number	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
Civil Service Hiring Request/Employee Requisition								
Civil Service Hiring Request					Start			Remove
Civil Service Employee Requisition					Start			Remove
Background Check Request					Start			Remove

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

Processes

Hiring Request:	Start Form	10/19/15
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Job Details

Created: 10/19/2015
Category: Civil Service and Extra Help
Status: Pending

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Staff
Human
Resources

 ILLINOIS

➤ Fill in all of the required fields.

Civil Service Hiring Request	
Hiring Request Form	
Department	Staff Human Resources Operations
College/MAU:	<input type="text" value="SHR"/>
*Contact Name	<input type="text" value="Becky Janowski"/>
Job Title	Office Support Associate - Staff Human Resources
*% Appointment	<input type="text" value="100"/>
*Employee Group	<input checked="" type="radio"/> Civil Service Staff
*Position Type	<input checked="" type="radio"/> Permanent
*Position Status	<input checked="" type="radio"/> New Position <input type="radio"/> Vacant Position - enter prior title and prior incumbent's name <input type="text"/>
*Effective Date	<input type="text" value="04/06/2015"/>
*Salary Amount or Range	<input type="text" value="29000"/>
*Is any part of this Hiring Request Form necessary due to a VSIP (Voluntary Separation Incentive Program) agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes , please provide any additional information. For example, if this hiring request form is for multiple openings, but only one is a VSIP refill, etc.	<input type="text"/>
*Funding Source: <i>The total of the funding sources should equal 100%</i>	
% State Funds - Department	<input type="text" value="100"/>

Hiring Request: [Start Form](#) 4/3/15

Job Details
Created: 04/03/2015
Category: Civil Service and Extra Help
Status: Pending

- The labor distribution information is not required, but you should check with your college or unit office to determine if they want this information.

If more than one FOAPAL is used, please list out each one on a separate line and include the dollar amount and the percentage.

Labor Distribution FOAPAL, Dollar Amount, Percentage

100015-630002-213320-630002 100%

Justification For Filling Position

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 in 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.

General Comments

- If the form is being approved by a designee, please note that in the General Comments.
- Click “Submit and Continue to Approvals”

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

Appropriate answer.

*4. Describe the funds you have available to ensure you can make this hire without incurring deficits.

Appropriate answer.

General Comments

☒ Submit and Continue to Approvals ☐ Save

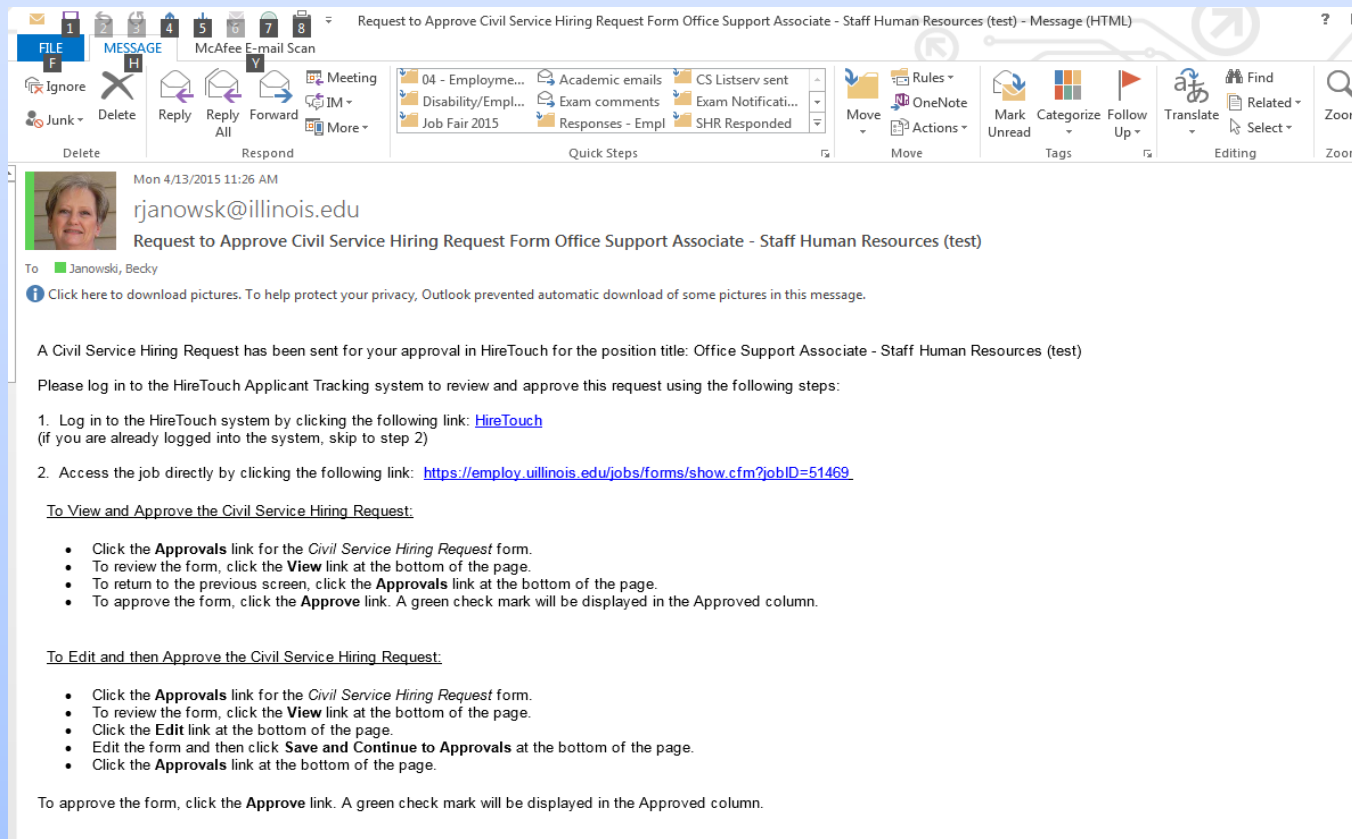
- Select the Department approver
- Select the School/Department approver, if applicable. If none, select the same Department approver again (he/she will need to approve twice)
- Select the name of the Dean/MAU Officer
- Select ***SHR, Hiring Request** (should default to this)
- Select ***Provost, Hiring Request** (should default to this)
- Click Save

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: Grindley, Amy  
School/Department	Approver: Grindley, Amy  
Dean/MAU Officer	Approver: Grindley, Amy  
SHR	Approver: SHR, Hiring Request  
Provost	Approver: Provost, Hiring Request  

 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



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Office Support Associate - Staff Human Resources
Civil Service and Extra Help - Pending

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

Show Job Forms

Please do not recertify any form after fully approved - contact the appropriate office if you need to make an update to the form.

Form Name	ODEA File Number	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
Civil Service Hiring Request/Employee Requisition								
Civil Service Hiring Request		Recertify			View Re-generate PDF Edit	Approvals	View History	Remove
Civil Service Employee Requisition					Start			Remove
Background Check Request					Start			Remove

Actions

- Edit Demographic
- Edit Questionnaire
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

Processes

- Hiring Request: [Approve](#)
- CS Employee Requisition: [Not Started](#)

Job Details

- 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)

Civil Service Employee Requisition	
Title:	Office Support Associate - Staff Human Resources
*Chart and Organization Code:	1630002
*Organization:	Staff Human Resources Opera
*Position Type	<input checked="" type="radio"/> New Position <input type="radio"/> Replacement for Position Number
*Position Number:	TBD <small>If this is a New Position, use "TBD" for position number.</small>
Former Incumbent's Name:	
*Location:	Urbana
Classification Information	
*Please enter the information for the Present and/or Proposed Classification fields:	
Present Classification:	
Present Classification Code:	
*Proposed Classification:	Office Support Associate
*Proposed Classification Code:	0846

Hiring Request:	Appr
CS Employee Requisition:	Not Start
Job Details	
Created:	04/03/2015
Category:	Civil Service and
Status:	Pending

- If the funding is from 2 sources, enter the second source in the right-hand column.
- Fill in all required fields.

If funding is from 2 sources, please list the second source in Column 2 below.

FOAPL				
*Fund:	100015	➔	Additional Fund:	100016
*Organization:	630002		Additional Organization:	630002
*Account:	213320		Additional Account:	213321
*Program:	630002		Additional Program:	630002
*Percent from this fund:	75		Percent from this fund:	25

Appointment Type

*Appointment Type:

☒ Permanent
☐ Temporary
☐ Intern
☐ Contract

*% time: 100

*Months per year: 12

*Work Schedule (hours & days): Monday-Friday, 8:30-5:00

Place of Employment: URBANA-CHAMPAIGN

- To determine if a position is security sensitive or requires pre-employment testing, go to the Staff Human Resources website:

<http://www.shr.illinois.edu/employment/crimbackground.html>

<http://www.shr.illinois.edu/employment/preemploytest.html>

Is This Position

*Security Sensitive? ☒ Yes ☐ No

*Does this position require drug screening? ☐ Yes ☒ No

*Physical/Strength Test Required ☐ Yes ☒ No

*Purchasing Authority of \$5,000 or more? ☐ Yes ☒ No

*Supervisory responsibility of 20 or more? ☐ Yes ☒ No

*Interview Transfer: ☐ Yes ☒ No

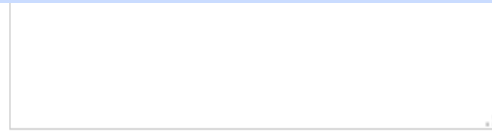
Special Qualifications (including desirable characteristics/special qualifications):

- “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.

*Applicant Reports to:	Becky Janowski
*Office Address:	52 E Gregory
*Office Phone:	217-333-2137
*Email:	rjanowsk@illinois.edu
*Mail Code:	562
*Send Paperwork to:	Becky Janowski
*Office Address:	52 E Gregory
*Office Phone:	217-333-2137
*Email:	rjanowsk@illinois.edu
*Mail Code:	562
Comments:	

- The job description must be attached to the employee requisition.
- Click Add to start this process.

Comments:



A Job Description must be attached to this Employee Requisition before submitting. Click on "Add" to upload each document.

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
Civil Service Hiring Request		Civil Service Hiring Request	Civil Service Hiring Request.pdf	65345



- 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

A Job Description must be attached to this Employee Requisition before submitting. Click on “Add” to upload each document.

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
Civil Service Hiring Request		Civil Service Hiring Request	Civil Service Hiring Request.pdf	65345

Name:

Description:

File Upload:

 Job Description.docx

Document Type:





- 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.)


Civil Service Hiring Request	Civil Service Hiring Request	Hiring Request.pdf	65869
OS Assistant Job Description	Job Description	Job description test document.doc	24064



+ Add

FOR SHR USE ONLY

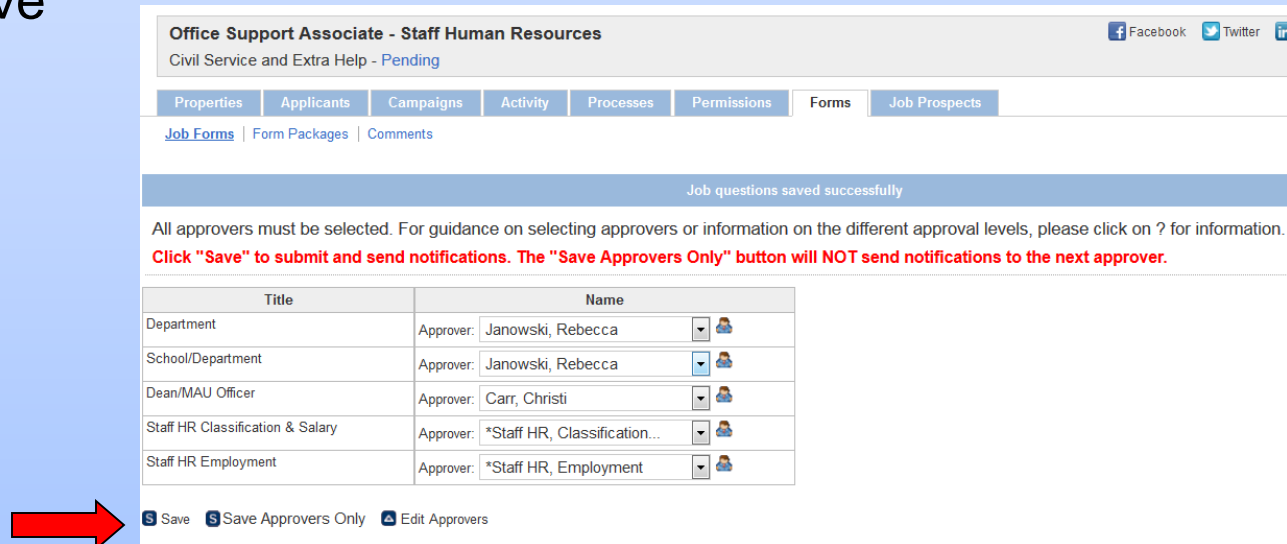
Logged Date: 

Freeze Date: 

Received Date: 

 Submit and Continue to Approvals  Exit

- 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



Office Support Associate - Staff Human Resources
Civil Service and Extra Help - Pending

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

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

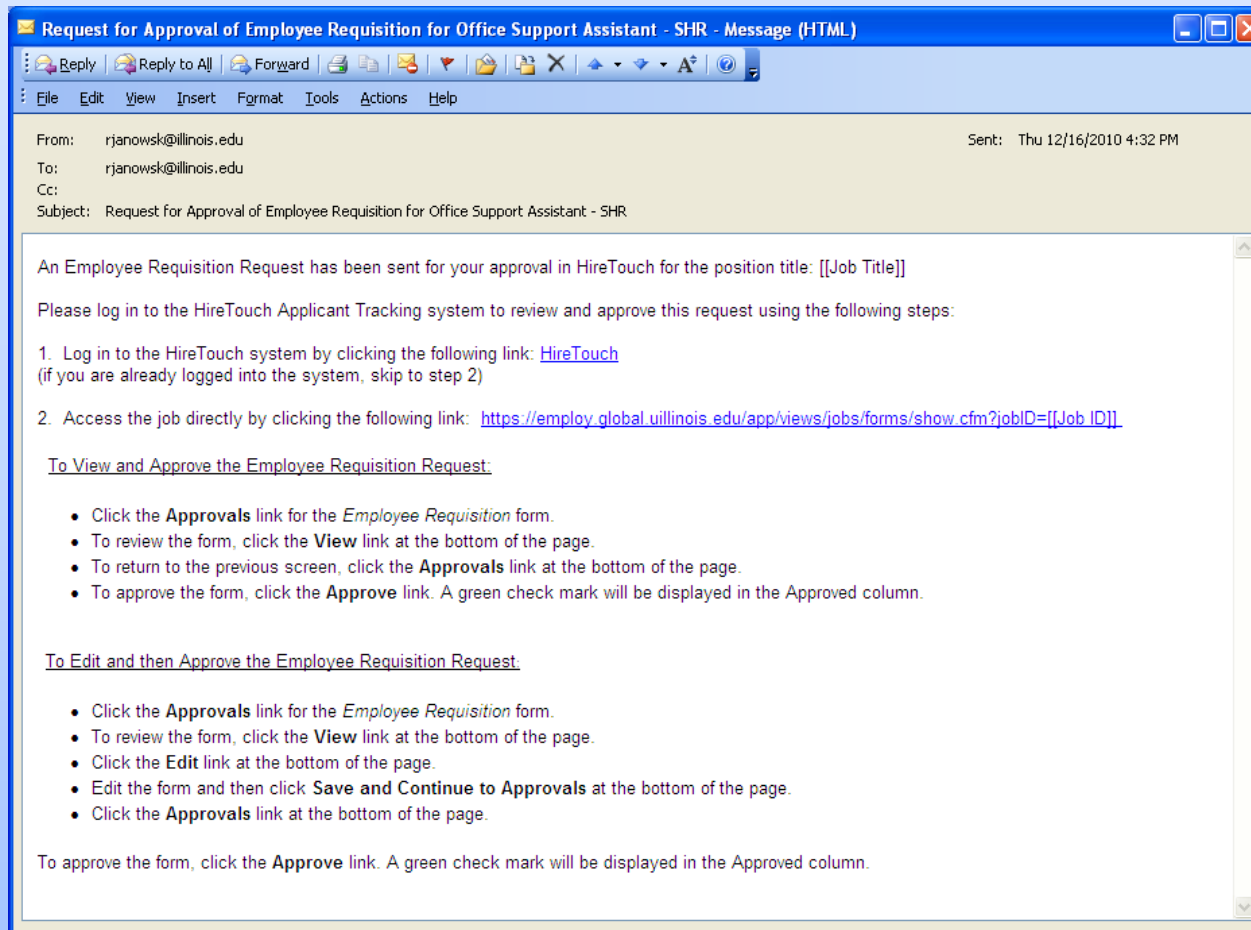
Job questions saved successfully

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.
Click "Save" to submit and send notifications. The "Save Approvers Only" button will NOT send notifications to the next approver.


Title	Name
Department	Approver: Janowski, Rebecca
School/Department	Approver: Janowski, Rebecca
Dean/MAU Officer	Approver: Carr, Christi
Staff HR Classification & Salary	Approver: *Staff HR, Classification...
Staff HR Employment	Approver: *Staff HR, Employment

Save Save Approvers Only Edit Approvers

- 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

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Office Support Associate - Staff Human Resources
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PropertiesApplicantsCampaignsActivityProcessesPermissions**Forms**Job Prospects






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Job Form Approval

Form: Civil Service Employee Requisition
Form Originator: Janowski, Rebecca

Title	Name	Approved	Rejected	Date
Department	Rebecca Janowski			
School/Department	Rebecca Janowski			
Dean/MAU Officer	Christi Carr			
Staff HR Classification & Salary	Classifications & Salary *Staff HR			
Staff HR Employment	Employment *Staff HR			



 Approvers  View  Notes  Back  Approve  Reject

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 Staff
Human
Resources

 ILLINOIS

- To edit the Employee Requisition, click Edit

View Form

1 / 2 93.3% Find






Civil Service Employee Requisition

Title:	Office Support Associate - SHR
Chart and Organization Code:	1630002
Organization:	Staff Human Resources Operations
Position Type	New Position
Position Number:	TBD
Former Incumbent's Name:	
Location:	Urbana


Classification Information

***Please enter the information for the Present and/or Proposed Classification fields:**

Present Classification:	
Present Classification Code:	
Proposed Classification:	Office Support Associate

  Edit  Approvals  Comments  Download

- 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


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Job Form Approval

Form: Civil Service Employee Requisition
 Form Originator: Janowski, Rebecca

Title	Name	Approved	Rejected	Date
Department	Rebecca Janowski	✓		01:36:44 PM Tue 10/20/15
School/Department	Rebecca Janowski			
Dean/MAU Officer	Christi Carr			
Staff HR Classification & Salary	Classifications & Salary *Staff HR			
Staff HR Employment	Employment *Staff HR			

[+ Approvers](#)
[View](#)
[+ Notes](#)
[Back](#)
[✓ Approve](#)
[Reject](#)

- 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

Pending

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




Documents Correspondence Events News Tasks

Activity

⚠ * Due to permission settings on document types, there may be more documents than are listed.

View: List

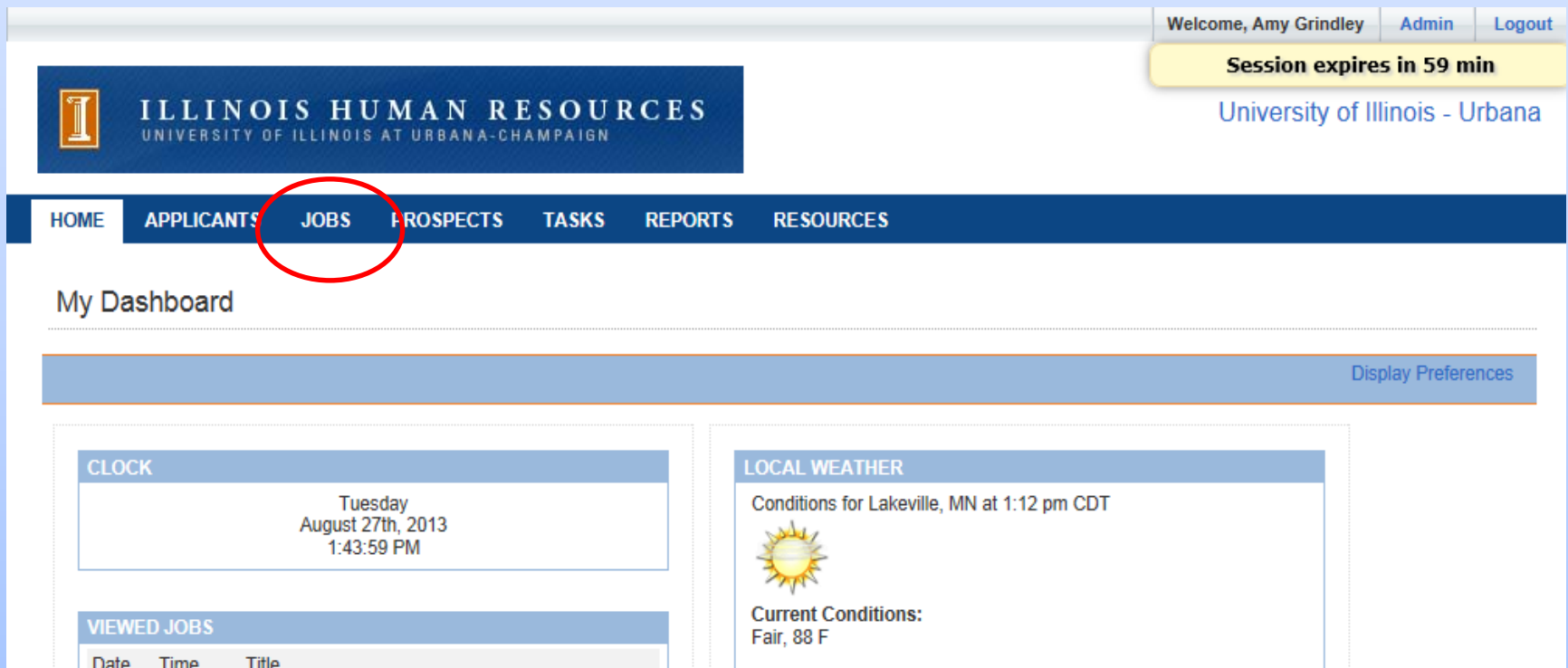
- Date - All Users GO CLEAR

DATE	CATEGORY	NAME	TYPE		USER
December 16, 2010					
4:22 PM	Documents	Civil Service Employee Requisition	Employee Requisition	 Employee Requisition.pdf	Rebecca Janowski
4:22 PM	Tasks		Approve Form: Employee Requisition		Rebecca Janowski
4:07 PM	Tasks		Approve Form: Employee Requisition		Rebecca Janowski
3:41 PM	Documents	OS Assistant Job Description	Job Description	 Job description test document.doc	Rebecca Janowski
3:13 PM	Documents	Civil Service Hiring Request	Civil Service Hiring Request	 Hiring Request.pdf	Rebecca Janowski
3:13 PM	Correspondence	Civil Service Hiring Request Approved for Office Support Assistant - SHR	CS Hiring Request Approved		Rebecca Janowski
3:13 PM	Tasks	Approve Form: Civil Service Hiring Request for Office Support Assistant - SHR	Approve Form: Civil Service Hiring Request		Rebecca Janowski
3:13 PM	Tasks	Approve Form: Civil Service Hiring Request for Office Support Assistant - SHR	Approve Form: Civil Service Hiring Request		Rebecca Janowski
3:13 PM	Tasks	Approve Form: Civil Service Hiring	Approve Form: Civil Service Hiring		Rebecca Janowski

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



The screenshot shows the HireTouch dashboard for the University of Illinois at Urbana-Champaign. The top navigation bar includes links for HOME, APPLICANTS, JOBS (circled in red), PROSPECTS, TASKS, REPORTS, and RESOURCES. The dashboard content area displays a 'My Dashboard' section with a 'CLOCK' widget showing the date and time, a 'VIEWED JOBS' table with columns for Date, Time, and Title, and a 'LOCAL WEATHER' widget showing conditions for Lakeville, MN.

ILLINOIS HUMAN RESOURCES
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Welcome, Amy Grindley [Admin](#) [Logout](#)

Session expires in 59 min

University of Illinois - Urbana

HOME APPLICANTS **JOBS** PROSPECTS TASKS REPORTS RESOURCES

My Dashboard

Display Preferences

CLOCK


Tuesday
August 27th, 2013
1:43:59 PM

VIEWED JOBS

Date	Time	Title
------	------	-------

LOCAL WEATHER

Conditions for Lakeville, MN at 1:12 pm CDT



Current Conditions:
Fair, 88 F

- Select Civil Service (CS) Employee Requisition from drop-down list

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UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Rebecca Janowski | [Enterprises](#) [Logout](#)

HOME | APPLICANTS | PROSPECTS | POOL | **JOBS** | RETRIEVE CS APPLICANTS | TASKS | REPORTS | SETUP

Civil Service Employee Requisition

Academic Hiring Request ONLY
Academic Professional Appointment Change
Academic Professional Jobs
Academic Professional Search
Academic Professional Waiver
AHR PAPERs
Civil Service Employee Requisition
Civil Service Hiring Form
Faculty/Other Academic Appointment Change
Faculty/Other Academic Jobs
Faculty/Other Academic Search
Faculty/Other Academic Search Waiver
Post Doc Res Assoc
Reclassification

Start a Workflow

M N O P Q R S T U V W X Y Z All

HIRING REQUEST	EMP REQ STATUS	POSITION NUMBER	EMP REQ	EMP REQ APPROVAL DAT
	Completed - Pending Approval	U10212	●	04/26/10
●	Not Started		○	10/22/10
	Completed - Pending Approval	U10201	●	04/27/10

➤ Click Start a Workflow


**ILLINOIS HUMAN RESOURCES**
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

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HOME | **APPLICANTS** | PROSPECTS | POOL | **JOBS** | RETRIEVE C.S APPLICANTS | TASKS | REPORTS | SETUP


Civil Service Employee Requisition 

Civil Service Employee Requisition Form

 [+ 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

 [GO](#) [CLEAR](#) 

<input type="checkbox"/> TITLE ▼	JOB ID	JOB STATUS	ORG CODE	ORG NAME	HIRING REQUEST	EMP REQ STATUS	POSITION NUMBER	EMP REQ	EMP REQ APPROVAL DATE
<input type="checkbox"/> !Amy	2542	Pending	9904000	Univ Ofc for Human Resources		Completed - Pending Approval	U10212		04/26/10
<input type="checkbox"/> *!Form Test	2834	Pending	9904000	Univ Ofc for Human Resources		Not Started			10/22/10
<input type="checkbox"/> @Amy Test	2544	Pending	9904000	Univ Ofc for Human Resources		Completed - Pending Approval	U10201		04/27/10

- Select Civil Service Hiring Request/Employee Requisition
- Click Continue at bottom of page

The screenshot displays the Illinois Human Resources website interface. At the top, the header includes the Illinois Human Resources logo and the text "ILLINOIS HUMAN RESOURCES UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN". A user login bar shows "Welcome, Rebecca Janowski" with links for "Enterprises" and "Logout". A navigation menu contains links for HOME, APPLICANTS, PROSPECTS, POOL, JOBS, RETRIEVE CS APPLICANTS, TASKS, REPORTS, and SETUP. The main content area is titled "Add a Requisition" and features three tabs: "Choose Template", "Specify Settings", and "Forms". Below the tabs, the section "Step 1. Choose a Template" is active. On the left, under "AVAILABLE JOB TEMPLATES", a dropdown menu shows "Category: - All Templates -". A list of templates follows, with "Civil Service Hiring Request/ Employee Requisition" selected and highlighted by a red circle and a red arrow. Other templates include "Academic Professional Appointment Change", "Academic Professional Search", "Academic Professional Waiver", "AP/Other Academic Hiring Request Form (no search)", and "Civil Service Reclassification". On the right, a "Preview:" section displays the details for the selected template, including "Job Title - Civil Service Hiring Request/ Employee Requisition", "Department Name:", "Job Category:", "Chart and Org Code:", "Organization Name:", and "College Name or Administrative".

- 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

The screenshot displays the 'ILLINOIS HUMAN RESOURCES' web application interface. At the top, a dark blue header contains the university logo and name, and a user welcome message for Rebecca Janowski with links to 'Enterprises' and 'Logout'. Below this is a navigation bar with tabs for HOME, APPLICANTS, PROSPECTS, POOL, JOBS, RETRIEVE C.S APPLICANTS, TASKS, REPORTS, and SETUP. The 'JOBS' tab is active.

The main content area is titled 'Add a Requisition' and includes three sub-tabs: 'Choose Template', 'Specify Settings', and 'Forms'. The 'Specify Settings' tab is selected, leading to 'Step 2. Specify the Requisition Settings'. Below this is a breadcrumb trail: 'Job Details > Civil Service Hiring Request/ Employee Requisition'.

The form fields are as follows:

- * Job Title - Department:** A text box containing 'Office Support Associate - SHR'. Below it, a label 'Name:' is followed by a note: 'Example, Asst Prof - Chemistry; Civil Service use classification name such as Office Support Associate.'
- Chart and Org Code:** A text box containing '1630002'. Below it, a label 'Name:' is followed by a note: 'Example: 1100000'.
- Organization Name:** A dropdown menu showing 'Staff Human Resources Operations (1630002)' with a small icon to its right.
- College Name or Administrative Unit:** A text box containing 'Staff Human Resources'.

At the bottom of the form, there are two buttons: 'Back to Template' and 'Continue'. A large red arrow points directly to the 'Continue' button.

- **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.


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 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"/> CS Part 2 Only	Part 2 Only
<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 type="checkbox"/> Civil Service Hiring Request/Employee Requisition	Civil Service Hiring Request and Employee Requisition Forms.
<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	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Academic Professional Search Form	Academic Professional Search Form
<input type="checkbox"/> Academic Professional Search Waiver	Package includes PAPE, Search Waiver
<input checked="" type="checkbox"/> Civil Service Employee Requisition	
<input type="checkbox"/> Civil Service Job Posting	

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


ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

University of Illinois - Urbana

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

Office Support Associate - Staff Human Resources
Civil Service and Extra Help - Pending

Properties
Applicants
Campaigns
Activity
Processes
Permissions
Forms
Job Prospects

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

Package added successfully

Show Job Forms

Please do not recertify any form after fully approved - contact the appropriate office if you need to make an update to the form.

Form Name	ODEA File Number	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
Civil Service Employee Requisition					Start			
Civil Service Employee Requisition					Start			Remove
Background Check Request					Start			Remove

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

Processes

Hiring Request:	Start Form	10/20/15
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Job Details

Created: 10/20/2015
Category: Civil Service and Extra Help
Status: Pending