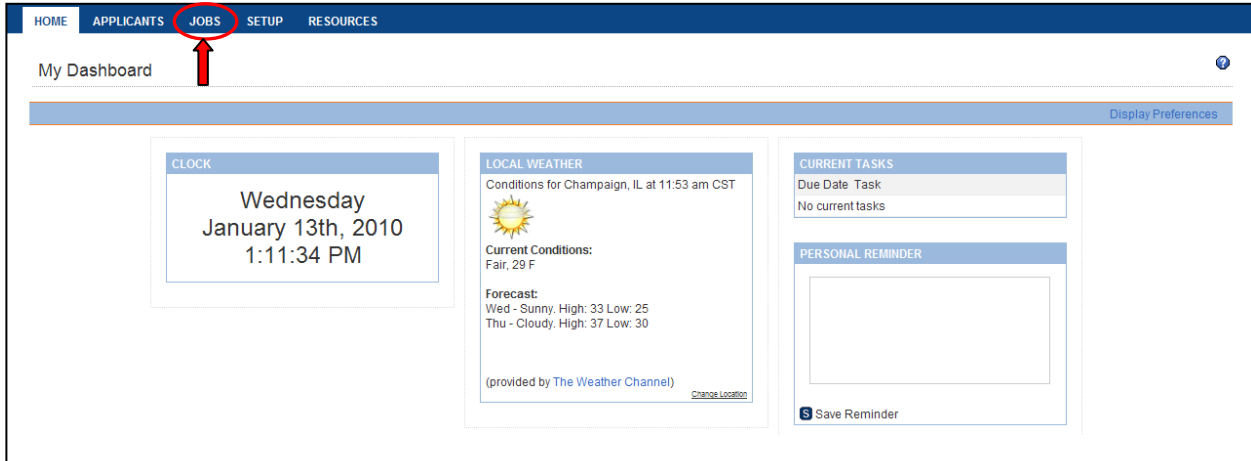
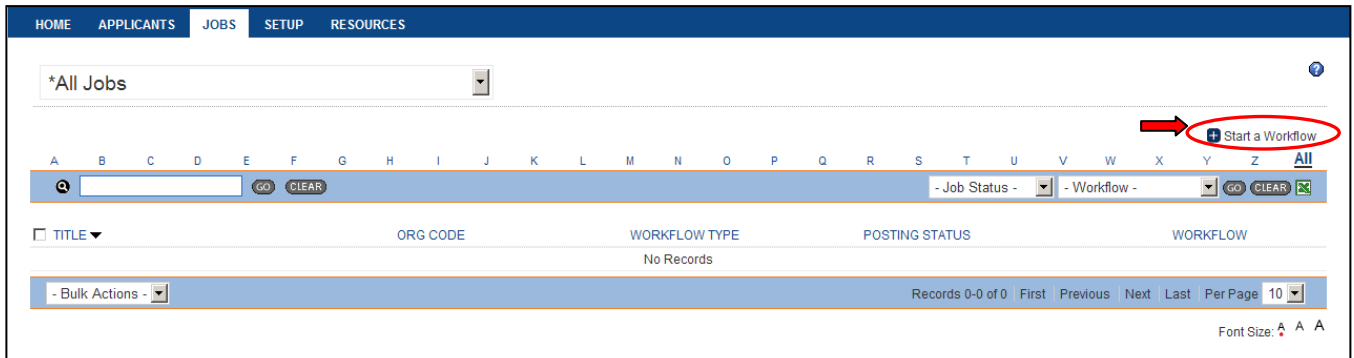


ACADEMIC HIRING REQUEST FORM INSTRUCTIONS

1. Select the "JOBS" tab



2. Click "Start a Workflow"



3. Select the appropriate template for the type of search you are conducting (Academic Professional, Faculty Administrator or Faculty/Other Academic) and click “Continue”

➡ If a search is not being conducted and you need to complete a Hiring Request Form only, select the “AP/Other Academic Hiring Request Form (no search)” template

The screenshot shows the 'Add a Requisition' interface. At the top, there are navigation tabs: HOME, APPLICANTS, JOBS, SETUP, and RESOURCES. Below this is a header 'Add a Requisition' with sub-tabs: Choose Template, Specify Settings, and Forms. The main area is titled 'Step 1. Choose a Template'. On the left, under 'AVAILABLE JOB TEMPLATES', a list of templates is shown. The 'AP/Other Academic Hiring Request Form (no search)' template is selected, indicated by a yellow arrow. Other templates include 'Academic Professional Appointment Change', 'Academic Professional Search', 'Academic Professional Waiver', 'Civil Service Hiring Request', 'Civil Service Reclassification', 'EEO Re-identification', 'Employee Requisition', 'Faculty Administrator Appointment Change', 'Faculty Administrator Search', 'Faculty Administrator Search Waiver', 'Faculty/Other Academic Appointment Change', 'Faculty/Other Academic Search', 'Faculty/Other Academic Search Waiver', 'ISSS Search', 'PAPE Only', 'Post Doc Research Associate', and 'Retire Rehire Approval Request'. On the right, a 'Preview' section shows: Title - Department Academic Professional Search, Name: (blank), Job Category: Academic Professional, Chart and Org Code: (blank), Organization Name: (blank), and College Name or Administrative Unit: (blank). At the bottom left, there are 'Back' and 'Continue' buttons. The 'Continue' button is circled in red, with a red arrow pointing to it.

4. Enter the following information and click “Continue”

- **Job Title - Department Name** (Example: *Labor and Employee Relations Specialist – Academic Human Resources*)
- **Chart and Org Code** (Example: *1746000 - There is no dash between chart and org code*)
 - Organization Name will pre-populate based on the Chart and Org code
- **College Name or Administrative Unit**

The screenshot shows the 'Add a Requisition' interface at 'Step 2. Specify the Requisition Settings'. The sub-tab 'Specify Settings' is active. Below the header, there is a section 'Job Details > Academic Professional Search'. The form contains the following fields: 'Job Title - Department Name' with the value 'Labor and Employee Relations' and a red arrow pointing to it; 'Chart and Org Code' with the value '1746000' and a red arrow pointing to it; 'Organization Name' with a dropdown menu showing 'Academic Human Resources (1746000)' and a red arrow pointing to it; and 'College Name or Administrative Unit' with the value 'Provost's Office' and a red arrow pointing to it. At the bottom left, there are 'Back to Template' and 'Continue' buttons. The 'Continue' button is circled in red, with a red arrow pointing to it.

5. This screen has been pre-populated – Do not make any changes to the selections, Click “Continue”

HOME APPLICANTS **JOBS** SETUP RESOURCES

Add a Requisition

Choose Template Specify Settings **Forms**


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 Application	Package includes AP Application and EEO Form
<input type="checkbox"/> Angie's Test	
<input type="checkbox"/> Applicant EEO	EEO Form
<input type="checkbox"/> Application	Application for ISSS
<input type="checkbox"/> CS Application	This package contains the basic application forms
<input type="checkbox"/> CS Exam Request	CS Exam Request
<input type="checkbox"/> EEO Re-Identification	
<input type="checkbox"/> Faculty Profile	Package includes Faculty Profile and EEO Form.
<input type="checkbox"/> Internal Form TEST	
<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 Hiring Request, PAPE, Search, Summary Form.
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE and Appt Change Form
<input type="checkbox"/> Academic Professional Appointment Change 2	Package includes PAPE and Appt Change Form
<input type="checkbox"/> Academic Professional Search Only	Academic Professional Search Only
<input type="checkbox"/> Academic Professional Search Waiver	Includes Hiring Request, PAPE, Search Waiver
<input type="checkbox"/> AH Test	
<input type="checkbox"/> AP/Other Academic Hiring Request Form	Package contains Academic Hiring Request only.
<input type="checkbox"/> Civil Service Hiring Request	Package contains Civil Service Hiring Request form
<input type="checkbox"/> Civil Service Reclassification	Civil Service Reclassification form
<input type="checkbox"/> Employee Requisition	Employee Requisition
<input type="checkbox"/> Faculty Administrator Appointment Change	Package includes: PAPE and Appointment Change
<input type="checkbox"/> Faculty Administrator Search	Package includes: Hiring Request, PAPE, Faculty Administrator Search, Summary
<input type="checkbox"/> Faculty Administrator Search Waiver	Package includes: Hiring Request, PAPE and Search Waiver
<input type="checkbox"/> Faculty Appointment Change	Package includes Faculty Appointment Change
<input type="checkbox"/> Faculty Search	Package includes Hiring Request, Search and Summary Form
<input type="checkbox"/> Faculty Waiver	Package includes Hiring Request and Search Waiver
<input type="checkbox"/> Hiring Request Form Only	Hiring Request Form Only
<input type="checkbox"/> ISSS Search	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Job Posting	Job Posting
<input type="checkbox"/> PAPE	PAPE
<input type="checkbox"/> PAPE Only	PAPE Only
<input type="checkbox"/> Post Doc Research Associate	
<input type="checkbox"/> Retire Rehire Hiring Request	Package contains Hiring Request and Retire Rehire forms
<input type="checkbox"/> Summary	Summary
<input type="checkbox"/> Summary Form 2nd Hire	Summary Form 2 Multiple Hires
<input type="checkbox"/> Summary Form 3rd Hire	Summary Form 3 Multiple Hires
<input type="checkbox"/> Summary Form 4th Hire	Summary Form 4 Multiple Hires
<input type="checkbox"/> Summary Form 5th Hire	Summary Form 5 Multiple Hires
<input type="checkbox"/> Summary Only	

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

6. Select "Start" for the Hiring Request form

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Forms added successfully

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
<input type="checkbox"/> Academic Professional Search										
<input type="checkbox"/> Hiring Request							Start			
<input type="checkbox"/> New PAPE or Update existing greater than 3 years							Start			
<input type="checkbox"/> Upload existing approved PAPE within 3 years							Start			
<input type="checkbox"/> Academic Professional Search							Start			
<input type="checkbox"/> Summary							Start			

7. Enter in the information requested (fields with an * are required), click "Submit and Continue to Approvals"

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Form

Hiring Request

Hiring Request Form

Department: Academic Human Resources

College/MAU:

*Contact Name:

Job Title: Labor and Employee Relations Specialist - Academic Human Resources

*% Appointment:

Included in Approved Hiring Plan? Yes No

*Employee Group Faculty Academic Professional Other Academic Staff

*Position Type Permanent Visiting

*Position Status New Position Vacant Position - enter prior title and prior incumbent's name

* Tenure Status

- Non-Tenure
- Tenure/Tenure Track

* Service Basis

- 12 over 12
- 9 over 12
- 9 over 9
- Other

Examples for this field could be 1 semester appointment or summer appointment

Length of Appointment

* Effective Date

* Salary Amount or Range

* Funding Source:

The total of the funding sources should equal 100%

% State Funds - Department

% Other (Specify Details Below):

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

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

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.

* 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?

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

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

General Comments

If the form is being approved by a designee, please note that here.

Please upload any pertinent documentation, like dual career forms, etc.

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
None				

+ Add

Notes to unit (AHR, Provost's or Chancellor's Office Only):

When the form is approved, please check this field. It could list changes required to move forward with the search.



8. Select Approvers

1. Select the name of the Department approver
2. If you have a School level approver, select the appropriate name
If there is no school level approver, select the same Department approver again (he/she will need to approve the form 2 times)
3. Select the name of the Dean/MAU Officer
4. If your unit reports to the Chancellor, then select **“Chancellor, Hiring Request”**
If your unit does not report to the Chancellor, then select **“AHR, Hiring Request”**
5. Select **“AHR, Hiring Request”**
6. Select **“Provost, Hiring Request”**

Once the appropriate approvers have been selected at each level, click **“Save”**

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

Job Forms

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

Title	Name
1 Department	Approver: <input type="text"/>
2 School/Department	Approver: <input type="text"/>
3 Dean/MAU Officer	Approver: <input type="text"/>
4 Chancellor (if unit reports) / AHR (all other)	Approver: Chancellor, Hiring Request
5 AHR	Approver: AHR, Hiring Request
6 Provost	Approver: Provost, Hiring Request

S Save

APPROVAL PROCESS

- The name in red is the next person who needs to approve the form (an email is sent automatically)
- A green check mark (✓) indicates approval
- The date and time of approval can be seen in the far right column

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

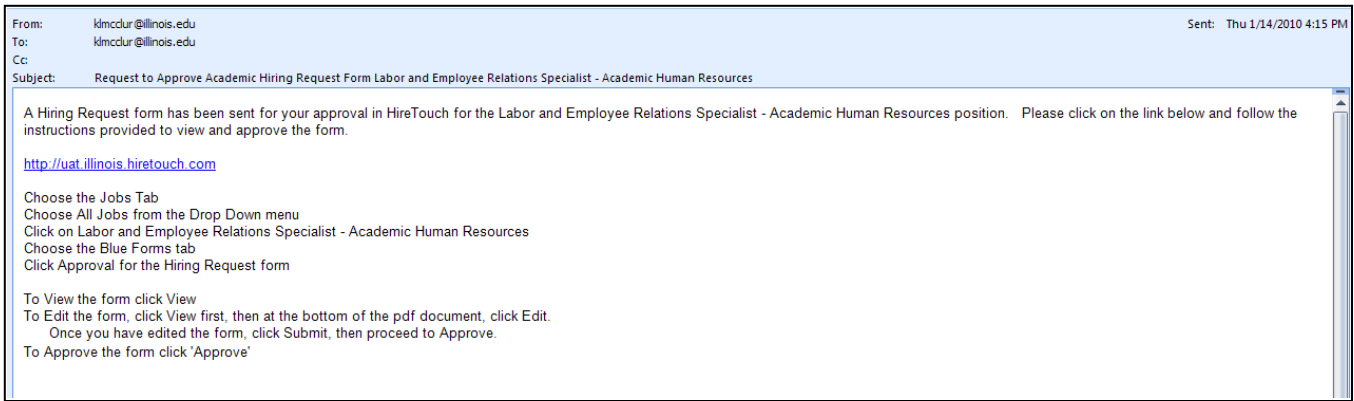
Properties Candidates Activity Processes **Forms**

Job Forms

Form Originator: McClure, Kristen

Title	Name	Approved	Rejected	Date
Department	Kristen McClure	✓		04:14:43 PM Thu 1/14/10
School/Department	Kristen McClure	✓		04:14:54 PM Thu 1/14/10
Dean/MAU Officer	Kristen McClure	✓		04:15:11 PM Thu 1/14/10
Chancellor (if unit reports) / AHR (all other)	Kristen McClure			
AHR	Kristen McClure			
Provost	Kristen McClure			

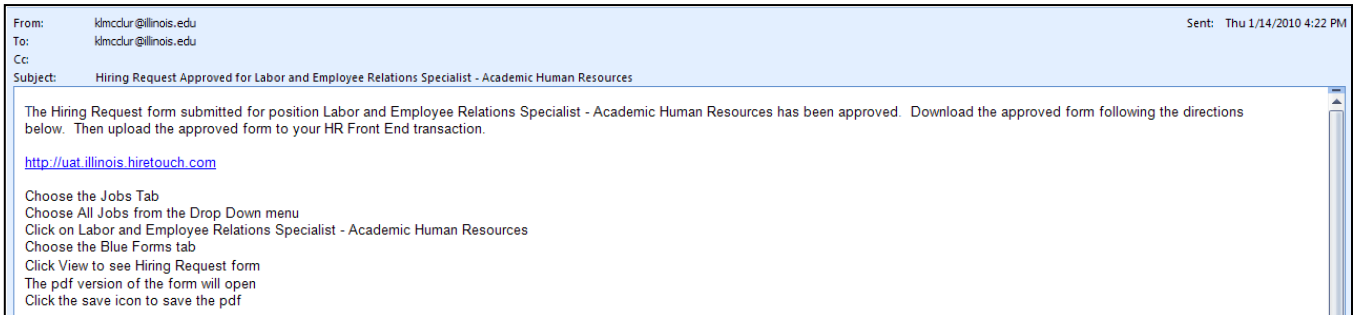
When there is a form that needs approval, the approver is notified via email and given instructions



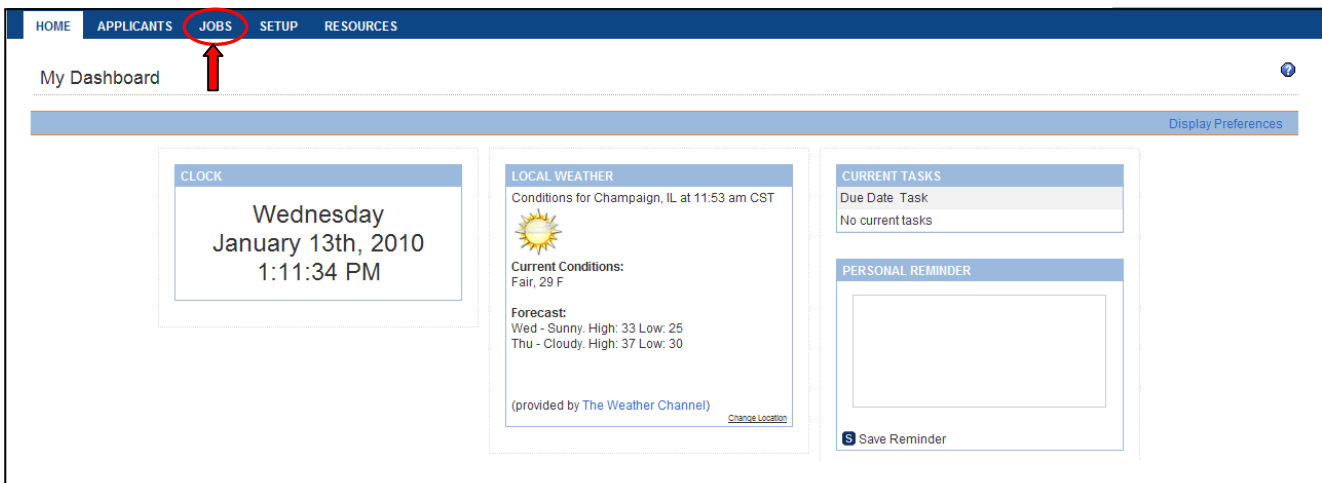
SAVING THE FORM AFTER APPROVAL

This is what the units will do when they are ready to upload the approved form to their HR Frond End transaction

1. Once the form is approved at all levels, an email is sent to the Form Originator



2. Choose the Jobs tab



3. Choose All Jobs from the drop down menu

The screenshot shows the 'All Jobs' page with a navigation bar at the top containing 'HOME', 'APPLICANTS', 'JOBS', 'SETUP', and 'RESOURCES'. Below the navigation bar is a search bar with the text '*All Jobs' and a dropdown arrow. A red circle highlights this dropdown arrow, and a red arrow points to it from the right. Below the search bar is a grid of job listings with columns for 'TITLE', 'ORG CODE', 'WORKFLOW TYPE', 'POSTING STATUS', and 'WORKFLOW'. The first row is highlighted. At the bottom of the page, there is a 'Bulk Actions' dropdown and pagination information: 'Records 1-10 of 32', 'First', 'Previous', 'Next', 'Last', 'Page 1', and 'Per Page 10'. There are also font size controls at the bottom right.

4. Click on job title (for this example: Labor and Employee Relations Specialist – Academic Human Resources) To locate the position you can search by letter or keyword

The screenshot shows the 'All Jobs' page with a search bar containing 'Labor' and a dropdown arrow. A red circle highlights the search bar, and a red arrow points to it from the right. Below the search bar is a grid of job listings with columns for 'TITLE', 'ORG CODE', 'WORKFLOW TYPE', 'POSTING STATUS', and 'WORKFLOW'. The first row is highlighted. At the bottom of the page, there is a 'Bulk Actions' dropdown and pagination information: 'Records 1-1 of 1', 'First', 'Previous', 'Next', 'Last', and 'Per Page 10'. There are also font size controls at the bottom right.

5. Choose the Blue Forms tab

The screenshot shows the 'Forms' tab selected in the navigation menu. A red circle highlights the 'Forms' tab, and a red arrow points to it from the right. The page title is 'Labor and Employee Relation Specialist - Academic Human Resources' with the status 'Academic Professional - Pending'. Below the navigation tabs, there are links for 'Details' and 'Posting'. The 'Job Details' section lists various attributes:

- Title: Labor and Employee Relation Specialist - Academic Human Resources
- Requisition:
- Job Code:
- Organization Code: 1746000
- Organization Name: Academic Human Resources
- Organization Display Name: Provost's Office
- Contact:
- Closed Date:
- Short Description:
- Long Description:
- Location:
- Applicant Access for Office Support:
- Workflow Configuration: Academic Professional Search

6. Click View to see Hiring Request form

The screenshot shows the 'Job Forms' section with a table of forms. A red circle highlights the 'View' button in the 'Action' column for the 'Hiring Request' form. A red arrow points to the 'View' button from the top right. The table has the following columns: Form Name, OEOA File Number, Due Date, Status, Completed, Completion Date, Recertification, Action, Approval, Document History, and Add/Remove Forms.

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertification	Action	Approval	Document History	Add/Remove Forms
Academic Professional Search										
Hiring Request				<input checked="" type="checkbox"/>	Thu, 2/4/10 at 4:13 PM	Recertification	View	Approvals	View History	
New PAPE or Update existing greater than 3 years							Start			
Upload existing approved PAPE within 3 years							Start			
Academic Professional Search							Start			
Summary							Start			

7. A pdf version of the form will open; Click the save icon to save the pdf

**University of Illinois
Hiring Request Form**

Department Name:	Academic Human Resources	Proposed Position Title:	Labor and Employee Relation Specialist - Academic Human Resources
Contact Name:	Kristen McClure	% Appointment	100
College/MAU	Provost's Office	Included in Approved Hiring Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Group:	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Academic Professional <input type="checkbox"/> Other Academic Staff	Position Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Visiting
Length of Appointment:		Position status:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Vacant Position - enter prior title/name below:
Tenure status:	<input checked="" type="checkbox"/> Non-Tenure <input type="checkbox"/> Tenure/Tenure Track	Service Basis:	<input checked="" type="checkbox"/> 12 over 12 <input type="checkbox"/> 9 over 12 <input type="checkbox"/> 9 over 9 <input type="checkbox"/> Other
Effective Date:	02/16/2010	Salary Amount or Range: (Academic Positions Only)	45000-50000
Appointment Funding Sources			
Funding Source		Percentage	
State Funds - Department		100	
Other (Specify):			
Labor Distribution FOAPAL, Dollar Amount, Percentage			

8. Select a location to save the form and enter a file name; This saved form must be uploaded to the HR Front End transaction.

Save in: Desktop

File name: AHR Lab Empl Rel HRF.pdf

Save as type: Adobe PDF Files (*.pdf)