

Faculty/Other Academic/Faculty Administrator 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

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 |

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 | | |

Font Size: A A A

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

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Test Testing | Logout

HOME APPLICANTS **JOBS** TASKS RESOURCES

All 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

GO CLEAR Job Status - Workflow - GO CLEAR

| TITLE | ORG CODE | WORKFLOW TYPE | POSTING STATUS |
|--|----------|-------------------------------|----------------|
| <input type="checkbox"/> \$3 Angle Pape | | Academic Professional Search | Pending |
| <input type="checkbox"/> \$Angle Pape | | Academic Professional Search | Pending |
| <input type="checkbox"/> **Donna Bosch | 1598129 | Academic Professional Search | Closed |
| <input type="checkbox"/> **PAPE TEST | | PAPE | Pending |
| <input type="checkbox"/> *Auto Test Faculty | 452345 | Faculty/Other Academic Search | Closed |
| <input type="checkbox"/> *Committee Memeber Test | | Academic Professional Search | Pending |
| <input type="checkbox"/> *Merge Field Test Job | | Appointment Change | Pending |
| <input type="checkbox"/> *Package Order | | Academic Professional Search | Pending |
| <input type="checkbox"/> @Req test | | Academic Professional Waiver | Pending |
| <input type="checkbox"/> 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 Faculty/Other Academic/Faculty Administrator Search template and click Continue.

Add a Requisition

Choose Template | Specify Settings | Requisition Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category: - All Categories -

Search:

- 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 Faculty Search
- ISSS Search
- Martha's Job Template

Preview:

Job Title - Faculty/Other Academic Search

Department Name:

Job Category: Faculty and Other Academic

Chart and Org Code:

College Name or Administrative Unit:

[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 > Faculty/Other Academic/Faculty Admin Search

Title - Department Name:

Chart and Org Code:

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).

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"/> Faculty Profile | Faculty Profile |
| <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"/> 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"/> Faculty/Other Academic Search | Package includes Search and 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 | 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 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 Form | Faculty/Other Academic Search 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 6th Hire |

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

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

Testing 2 - OEOA
Faculty and Other Academic - Pending

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

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

Forms added successfully

Show Job Forms

| Form Name | Auto Generated Number | Completion Date | Recertify | Action | Approval | Document History | + Add/Remove Forms |
|-----------------------------------|-----------------------|-----------------|-----------|--------|----------|------------------|--------------------|
| Faculty Search | | | | | | | |
| Hiring Request | | | | Start | | | Remove |
| Faculty and Other Academic Search | | | | Start | | | Remove |
| Finalist Notification Form | | | | Start | | | Remove |

Actions

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

Processes

None

Job Details

Created: 08/16/2012
Category: Faculty and Other Academic
Status: Pending

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 Faculty/Other Academic Search

Testing 2 - OEOA
Faculty and Other Academic - Pending

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 |
|-----------------------------------|-----------------------|-------------------------|-----------|--------|-----------|------------------|--------------------|
| Faculty Search | | | | | | | |
| Hiring Request | | Thu, 8/16/12 at 1:14 PM | | View | Approvals | View History | Remove |
| Faculty and Other Academic Search | | | | Start | | | Remove |
| Finalist Notification Form | | | | Start | | | Remove |

9. Complete the Search Form. Please see below for additional information on some of the fields.
 - a. Fields with an asterisk (*) or required.
 - b. College Code – will flow through from what was entered on the PAPE form.
 - c. Org Code and College Name or Administrative Unit– will flow through from what was entered on Step 2 Specify the Requisition Settings
 - d. OEOA Required Position Announcement – this information will be posted on the job board.
 - e. Please select all committee members and support staff needing access to applicant information for the search – this should include all search committee members and staff members that will need access to the applicant material.

- f. **Search Committee Members** – Enter the name of the search chair, direct report of the position being searched for. Select the number of search committee members in each gender and race category. Enter the names and titles of each search committee member.
- g. Enter the search type and length of search
- h. Select and enter all proposed recruitment methods. For regional and national searches, all sources listed under “Required” are mandatory.
- i. **Choose Save and Continue to Approvals**

10. 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 Department.

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 2 - OEOA
Faculty and Other Academic - Pending

[Properties](#) |
 [Candidates](#) |
 [Campaigns](#) |
 [Activity](#) |
 [Processes](#) |
 [Permissions](#) |
 [Forms](#) |
 [Job Prospects](#)

[Job Forms](#) | [Applicant Forms](#)

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 |
|----------------------------|--------------------------------|
| Affirmative Action Officer | Approver: <input type="text"/> |
| EEO Officer | Approver: <input type="text"/> |
| OEOA | Approver: <input type="text"/> |

Save

11. 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 2 - 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=3379>

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.

12. 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 **Faculty Jobs**
 - c. Select the **Forms** tab
 - d. Select **Approval** for the **Search Form**

Testing 2 - OEOA
Faculty and Other Academic - 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 |
|-----------------------------------|-----------------------|-------------------------|-----------|------------------------|-----------|------------------|--------------------|
| Faculty Search | | | | | | | |
| Hiring Request | | Thu, 8/16/12 at 1:14 PM | Recertify | View | Approvals | View History | Remove |
| Faculty and Other Academic Search | F1200003 | Thu, 8/16/12 at 1:21 PM | 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 2 - OEOA
Faculty and Other Academic - Open

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

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

Form Originator: Tate, Phyllis

| Title | Name | Approved | Rejected | Date |
|-------------|---------------------|----------|----------|------|
| EEO Officer | Phyllis Tate | | | |
| OEOA | OEOA OEOA | | | |

+ Approvers View Back Approve Reject

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

Testing 2 - OEOA
Faculty and Other Academic - Open

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

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

View Form

Faculty and Other Academic Search

Search

Job Group Code (OEOA Office Use Only):
R (OEOA Office Use Only)
G (OEOA Office Use Only)

Job Information

Organization Code: 1433000
College Name or Administrative Unit: Chancellor
College Code (2 character field):
Title (Please add Acting, Interim or Visiting): Testing 2 - OEOA
Open Date: 08/16/2012
Close Date:
Short Ad:


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.

Testing 2 - OEOA
Faculty and Other Academic - Pending

Properties Candidates Campaigns Activity Processes Permissions Forms Job Prospects

[Job Forms](#) | [Applicant Forms](#)

Form 

Faculty/Other Academic Search

Search

Job Group Code (OEOA Office Use Only):

R (OEOA Office Use Only) Yes No

G (OEOA Office Use Only) Yes No


Job Information


Organization Code: 1433000

College Name or Administrative Unit: OEOA

* College Code (2 character field):

Title (Please add Acting, Interim or Visiting):

Open Date: 

Close Date: 

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 name. 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.

Search Open for Testing 2 - OEOA

oeoajobs@illinois.edu

Links and other functionality have been disabled in this message. To restore functionality, move this message to the Inbox.
This message was marked as spam using the Outlook Junk E-mail filter.
This message was converted to plain text.

Sent: Thu 8/16/2012 2:41 PM

To: Tate, Phyllis Lashun

Cc: Jobs

The job posting for Testing 2 - 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 Faculty/Other Academic/Faculty Administrator Search File Number will start with an F.

Testing 2 - OEOA

Faculty and Other Academic - 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 |
|-----------------------------------|-----------------------|-------------------------|-----------|------------------------|-----------|------------------|--------------------|
| Faculty Search | | | | | | | |
| Hiring Request | | Thu, 8/16/12 at 1:14 PM | Recertify | View | Approvals | View History | Remove |
| Faculty and Other Academic Search | F1200004 | Thu, 8/16/12 at 2:20 PM | Recertify | View Re-generate PDF | Approvals | View History | Remove |
| Finalist Notification Form | | | | Start | | | Remove |

13. Click on the Jobs Tab and select the job.
14. Click on the Forms Tab.
15. 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 2 - OEOA

Faculty and Other Academic - 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 |
|--|-----------------------|-------------------------|---------------------------|--|---------------------------|------------------------------|------------------------|
| Faculty Search | | | | | | | |
| <input type="checkbox"/> Hiring Request | | Thu, 8/16/12 at 1:14 PM | Recertify | View | Approvals | View History | Remove |
| <input type="checkbox"/> Faculty and Other Academic Search | F1200004 | Thu, 8/16/12 at 2:20 PM | Recertify | View Re-generate PDF | Approvals | View History | Remove |
| <input type="checkbox"/> Finalist Notification Form | | | | Start | | | Remove |

16. 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



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



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17. 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 2 - OEOA


Faculty and Other Academic - 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  |

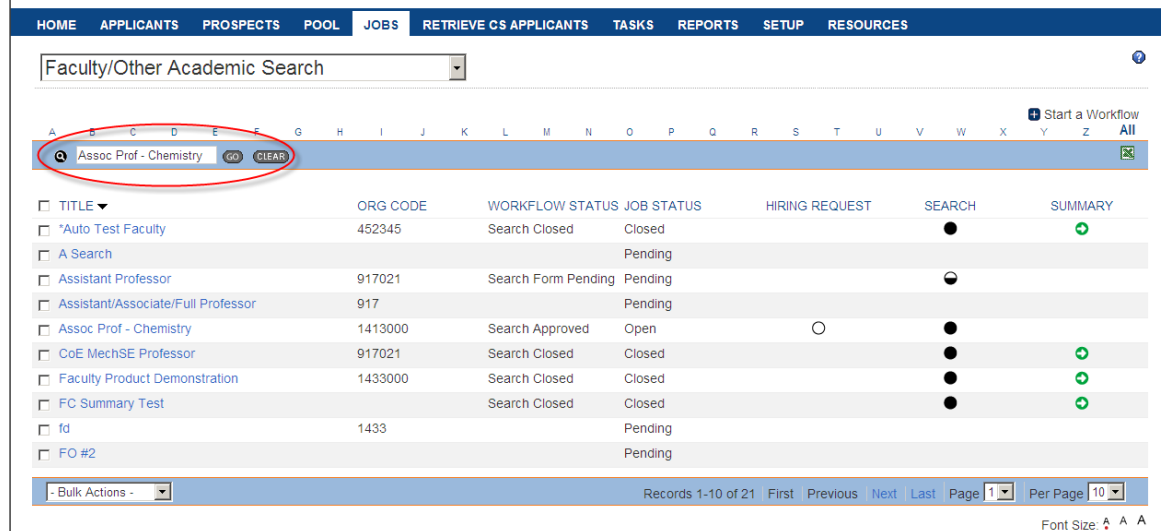


18. Upon on saving, a notification will be sent to the approver (OEOA).

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

19. 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



| TITLE | ORG CODE | WORKFLOW STATUS | JOB STATUS | HIRING REQUEST | SEARCH | SUMMARY |
|------------------------------------|----------|---------------------|------------|----------------|--------|---------|
| *Auto Test Faculty | 452345 | Search Closed | Closed | | ● | ➔ |
| A Search | | | Pending | | | |
| Assistant Professor | 917021 | Search Form Pending | Pending | | ● | |
| Assistant/Associate/Full Professor | 917 | | Pending | | | |
| Assoc Prof - Chemistry | 1413000 | Search Approved | Open | ○ | ● | |
| CoE MechSE Professor | 917021 | Search Closed | Closed | | ● | ➔ |
| Faculty Product Demonstration | 1433000 | Search Closed | Closed | | ● | ➔ |
| FC Summary Test | | Search Closed | Closed | | ● | ➔ |
| fd | 1433 | | Pending | | | |
| FO #2 | | | Pending | | | |

- 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)

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
Bulk Actions -

| JOB TITLE | APPLICANT STATUS | APPLICATION |
|----------------------------------|--------------------------------------|-------------|
| *Resource and Policy Analyst | Does Not Meet Minimum Qualifications | ● |
| Mary's ac position | In Process | ● |
| !!!2ABC!!! | | |
| Bioenergy Feedstock Crop Analyst | New | |
| Master HR Professional | New | |
| *Mary Test Job | | |
| *Resource and Policy Analyst | Finalist/Campus Visit Interview | ● |
| *Forms1 | In Process | |
| *AP Search Job 1 | In Process | |
| Chad AP Search 2 | In Process | |

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20. Click on the Jobs Tab and select the job.
21. Click on the Applicants Tab
22. 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 POSITION

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 [GO] CLEAR Advanced Search

| NAME | ACTIONS | APPLICANT STATUS | ORG CODE | DATE APPLIED | OFFER DECLINED REASON | APPLICATION: COMPLETED |
|---------------|---------|------------------|----------|--------------|-----------------------|------------------------|
| Mouse, Mickey | | Offer Pending | 1433000 | 01/21/2016 | | |

- Bulk Actions -

23. Click on the Jobs Tab



HOME APPLICANTS **JOBS** 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

Demographics **Jobs** Activity Duplicates Processes Exams HTE Evaluations GIS Background Checks

[Addresses](#) | [Aliases](#) | [Certifications](#) | [Education](#) | [Employment](#) | [Licenses](#) | [References](#) | [Contact Information](#) | [Military](#) | [Skills](#) | [License History](#) | [Memberships](#)

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) Last Updated: 1/21/16 at 3:23 PM

Documents (2) Last Updated: 1/21/16 at 3:23 PM

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

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

- d. Finalists – Add justification for proposed appointee and describe the results for all other finalists not selected for hire – you can also add a document detailing this information under the Activity tab.
 - i. Note if the search committee recommendation for this hire differs from that of the hiring official
- e. Diversity Advocate – check all the good faith efforts that were addressed for this 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/mailed 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:

f. Choose Save and Continue to Approvals

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.

24. 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.

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Faculty and Other Academic - Open

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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

25. 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 2 - 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=3379>

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.

26. The approver will login to [HireTouch](#).

- a. Select the **Job** tab from the menu.
- b. Click on the Job that they are approving
- c. Select the **Forms** tab
- d. Select **Approval for the Summary Form**

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Show Job Forms

| Form Name | Auto Generated Number | Completion Date | Recertify | Action | Approval | Document History | + Add/Remove Forms |
|-----------------------------------|-----------------------|-------------------------|---------------------------|--|---------------------------|------------------------------|------------------------|
| Faculty Search | | | | | | | |
| Hiring Request | | Thu, 8/16/12 at 1:14 PM | Recertify | View | Approvals | View History | Remove |
| Faculty and Other Academic Search | F1200004 | Thu, 8/16/12 at 2:20 PM | Recertify | View Re-generate PDF | Approvals | View History | Remove |
| Finalist Notification Form | | Thu, 8/16/12 at 2:48 PM | Recertify | View Re-generate PDF | Approvals | View History | Remove |
| Summary | | | | | | | |
| Summary | | Thu, 8/16/12 at 3:10 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.**

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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.**

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View Form

Summary

Urbana Summary Form

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

Job Title: Testing 2 - OEOA

Proposed Appointee

For Open Rank, please indicate title:

Proposed appointee approved salary range from Hiring Request: 60,000

Salary Offer: 60,000

If the proposed appointee salary offer is outside the salary range, please explain:

Salary Code:
(OEOA use only)

Proposed Date of Appointment: 08/16/2012

Percent Time of Appointment: 100

Proposed Appointee: NA

- 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.**