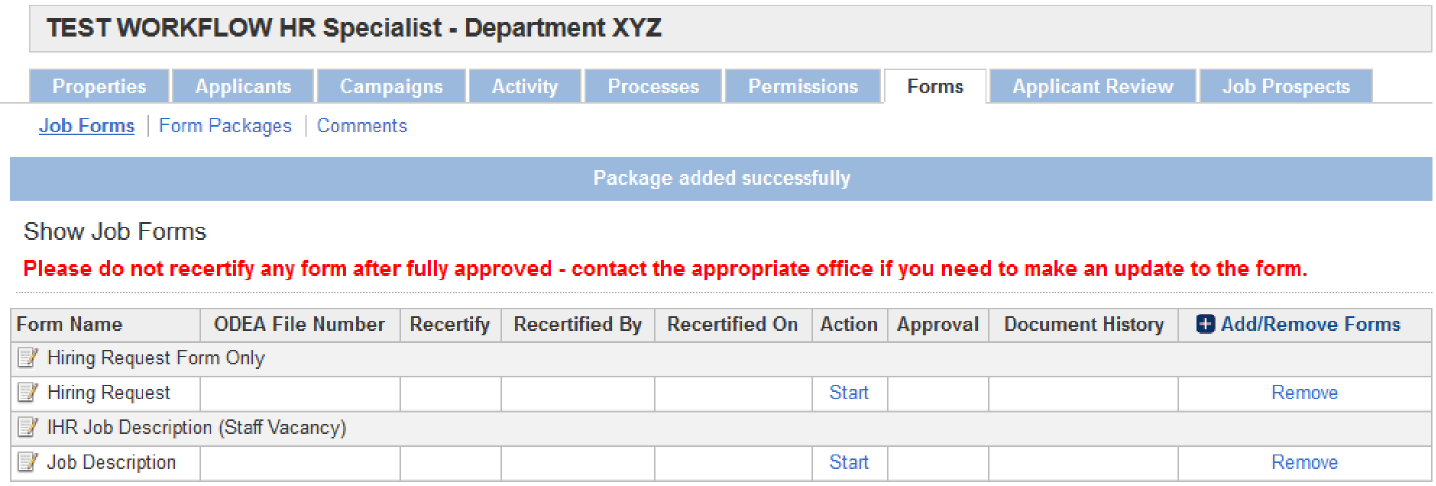
ILLINOIS
Human Resources

Staff Vacancy Workflow Instructions

1. Login to HireTouch.
2. Select the Jobs tab.
3. Click Start a Workflow.
4. Select Staff Vacancy from the Available Job Templates list.
5. Click Continue
6. Enter the desired job title with unit name, the chart and org code, and the college/MAU name.
7. Click Continue, then on the next screen click Continue again. The resulting forms list will appear as below:


TEST WORKFLOW HR Specialist - Department XYZ

Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Applicant Review | 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.

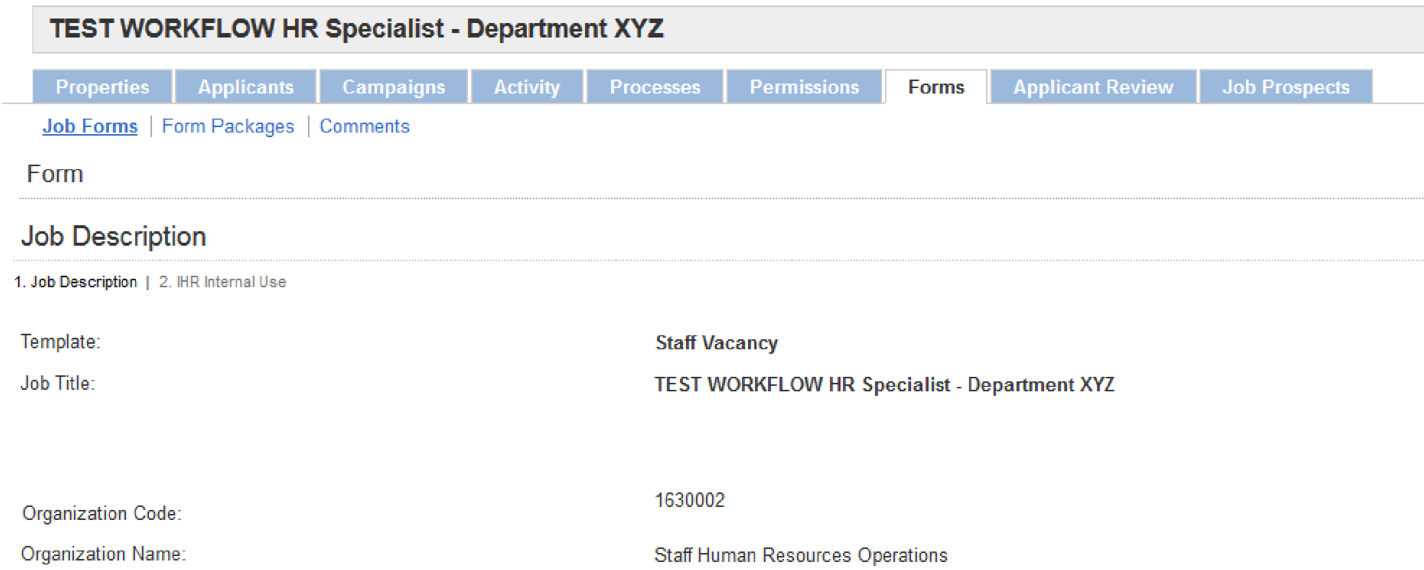
Form Name	ODEA File Number	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
Hiring Request Form Only								
Hiring Request					Start			Remove
IHR Job Description (Staff Vacancy)								
Job Description					Start			Remove

Hiring Request Form

8. For a new, state-funded position, complete the Hiring Request Form (HRF) and proceed with obtaining approvals. If no HRF is required, skip to the Job Description Form section below.
   a. Click Start on the Hiring Request line.
   b. Fill in all the required fields.
   c. If the form is being approved by a designee, please note that in the General Comments.
   d. Click Submit and Continue to Approvals.
   e. Select the Department approver
   f. Select the School/Department approver, if applicable. If none, select the same Department approver again (he/she will need to approve twice)
   g. Select the name of the Dean/MAU Officer
   h. Select *SHR, Hiring Request (should default to this)
   i. Select *Provost, Hiring Request (should default to this)
   j. Click Save
9. The HRF 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.

Job Description Form

10. Click Start on the Job Description.
11. The initial information listed is from what you entered to start the workflow: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Form

Job Description

1. Job Description | 2. IHR Internal Use

Template:	**Staff Vacancy**
Job Title:	TEST WORKFLOW HR Specialist - Department XYZ
Organization Code:	1630002
Organization Name:	Staff Human Resources Operations

12. For a vacancy, Reason for Job Description is always New or Replacement. If the vacancy is a replacement for a previously filled position, list the existing position number it replaces. IHR Classification & Compensation will determine whether a new number is needed for process reasons. (*Example*: A vacancy replacing a civil service position in a different civil service classification while the previous incumbent remains in the position.)
13. FOAP is required for new positions.


*Reason for Job Description:	- Select -
*Position Number:	*New - enter 'TBD'* *Replacement or Update - enter current position number*
FOAP Information 1:	*Please enter a valid FOAP. Activity and Location are optional.* *Use format 123456-123456-123456-123456*
FOAP Information 2:	*Please enter a valid FOAP. Activity and Location are optional.* *Use format 123456-123456-123456-123456*

14. Months per year reflects the number of months the position works each year.
15. FTE/Percent Time is the percentage of full time the position works. For full time, list 100.
16. Work Schedule is the opportunity to note any specific shift or days of the week when the position will work.
17. Place of Employment is a civil service term related to where the position is located. On-campus positions should be listed as Urbana-Champaign. If the position's work location is not listed, leave Place of Employment blank and note comments at the end of the form.

*Months Per Year:	- Select -
FTE/Percent Time:	
*Work Schedule:	*Hours and Days*
Place of Employment:	- Select -

18. List a civil service classification in the Classification field, if known. IHR will enter or modify this field depending on the classification identified or exemption as AP.
19. The Primary Position Function is a concise summary of the position's purpose.
20. The Proposed Working Title field edits the title of the overall HireTouch workflow, which you named initially.
21. Duties and Responsibilities is a formattable field for listing the position's duties.
    a. Percentages are required reflecting the portion of the position's time spent on a duty or group of duties.
    b. We recommend percentages be listed on the left.
    c. Percentages should total to 100%. "Other duties as assigned" should be no more than 5%.

Classification:	*Enter Civil Service classification, if known. Otherwise, leave blank.*
HireTouch Job ID:	103598
***Primary Position Function/Summary** One to three sentence summary of position functions	
Proposed Working Title:	TEST WORKFLOW HR Specialist *Defaults to the HireTouch workflow title, Central HR can edit this field and it will update the HT workflow name if changed.*
***Duties and Responsibilities** For each duty, indicate the percentage of time spent on the task:	Source Font · Styles · Format · Size

22. The next several fields cover required (i.e., minimum) and preferred qualifications, as well as knowledge, skills, and abilities.

    a. If you know the civil service classification and are requesting the class spec's minimum qualifications be used as-is, enter "N/A" for Education Required and Experience Required. (*Example:* For an Office Support Associate position, you do not need to duplicate the class spec minimum qualifications in the form.)

    b. Otherwise, enter the qualifications you / the unit propose be posted. IHR, in consultation with you / your unit, will confirm their conformance to policy and, for civil service positions, the need for any specialty factor justification, possible State Universities Civil Service System (SUCSS) review, and approval.

Position Requirements and Qualification

List desired minimum and preferred qualifications for the position.

***Education Required**

Education Preferred

***Experience Required**

Experience Preferred

Training, Licenses or Certifications Required

Training, Licenses or Certifications Preferred

Knowledge, Skills, and Abilities Required

Knowledge, Skills, and Abilities Preferred

23. The Other/Comments field allows for context notes to inform the IHR reviewer of additional details. For example:
    a. “This is the lower level of a three-level search.”
    b. “This is an additional hire for a current search – previously approved on UA1234”
    c. “Lateral transfer for Jane Doe UIN 612345678”

Other/Comments:

24. The Organizational Relationship shows who supervises this position. If the position supervises other staff, add a layer below this vacancy’s title to list position titles or categories of employee supervised by this position. (This should also be reflected in the duties above.)
25. The first three Yes/No questions are for position descriptors. Positions with a “Yes” to one or more of those questions are affected by different university policies.
26. Interview Transfer is a civil-service-specific field for units requesting to consider transfer candidates currently in the same classification.
27. Payroll Feeder System applies to units with particular payroll systems, whose civil service positions use specially configured e-classes (beginning with D instead of C).
28. Applicants contact for interview is the person (or group/office information) that would be provided to a candidate referred for interview in a civil service overtime non-exempt classification.

* Using the boxes below, illustrate the chain of command from vice-presidential or vice-chancellor level down to all those reporting directly to the position in question. To enter more than one level, click +Add Level.

Organizational Relationship

*

Add

*Security Sensitive or Protection of Minors:	Yes No
*Purchasing Authority of $5,000 or more:	Yes No
*Supervisory responsibility of 20 or more:	Yes No
Interview Transfer:	Yes No
Payroll Feeder System:	Yes No

*Applicants contact for interview:

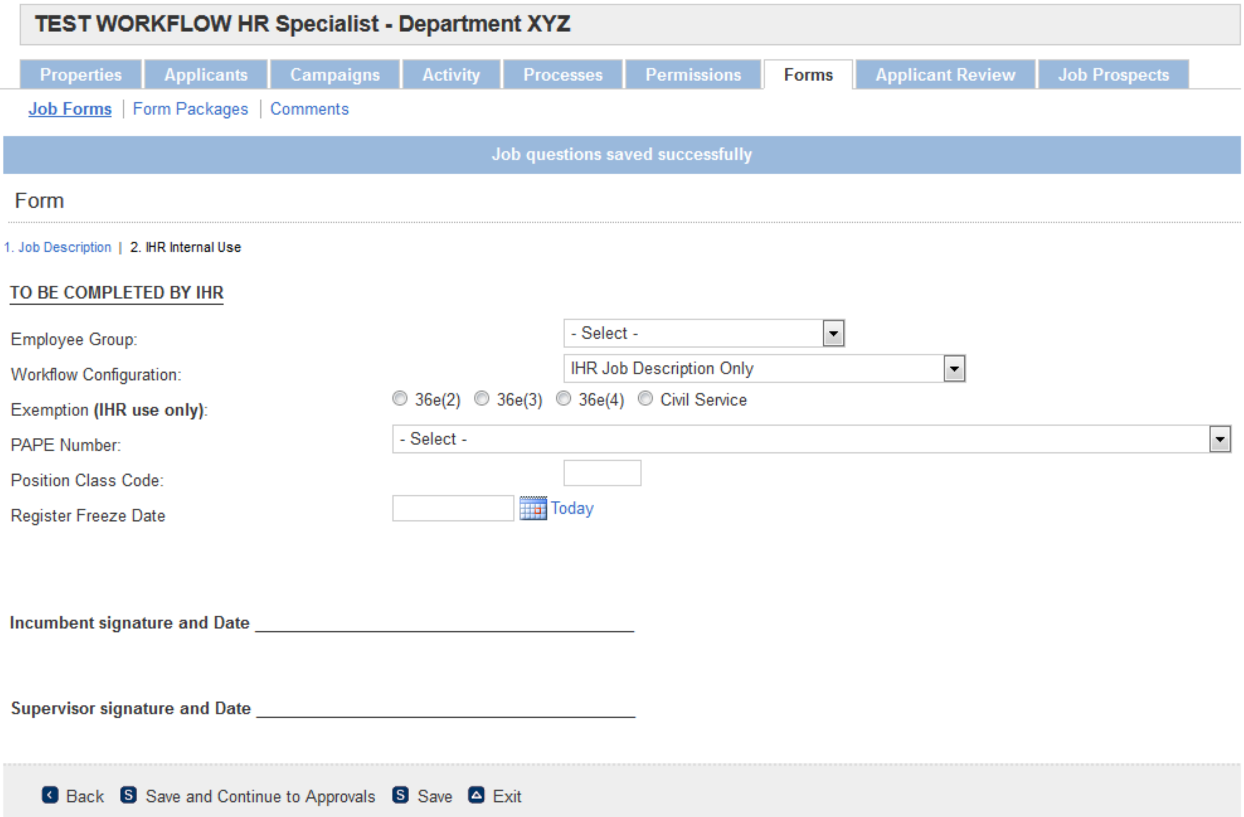
Office Phone:

*Email:

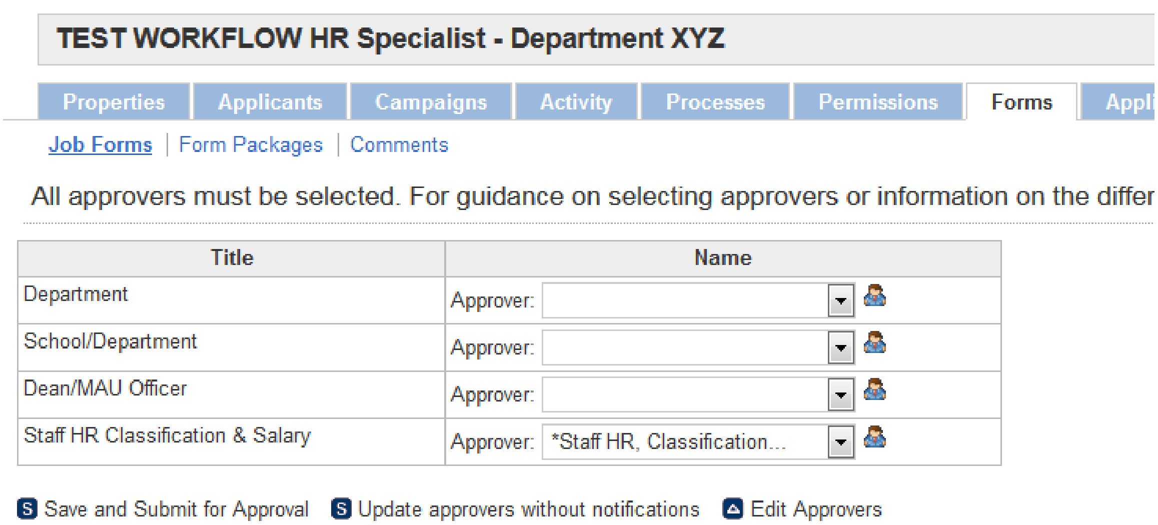
Save and Continue Save Exit

29. Click Save and Continue

30. The second page of the form is set aside for IHR use. Do not modify these fields.



31. Click Save and Continue to Approvals
32. Enter appropriate approvers for your unit's reporting relationships.



33. Click Save and Submit for Approval. The designated approver will receive an email notification to review the form. If you are the designated approver or need to add a note for other approvers, click Approvals.