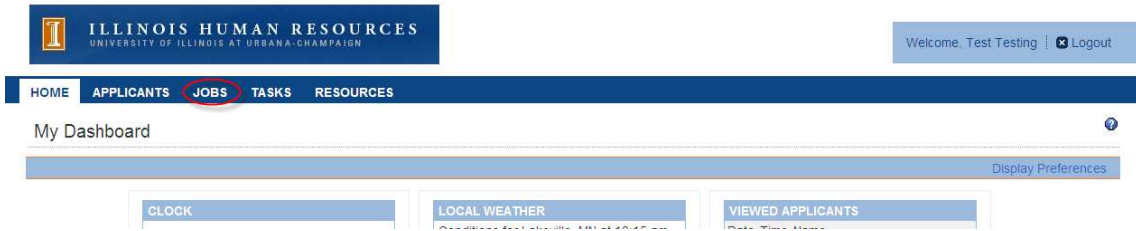
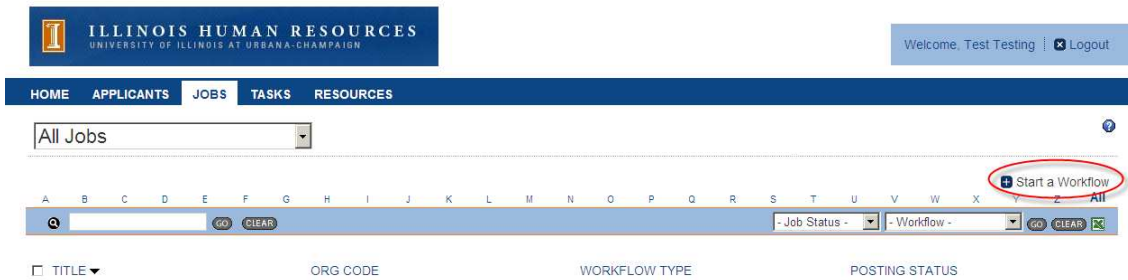


Academic Hourly Appointment Instructions

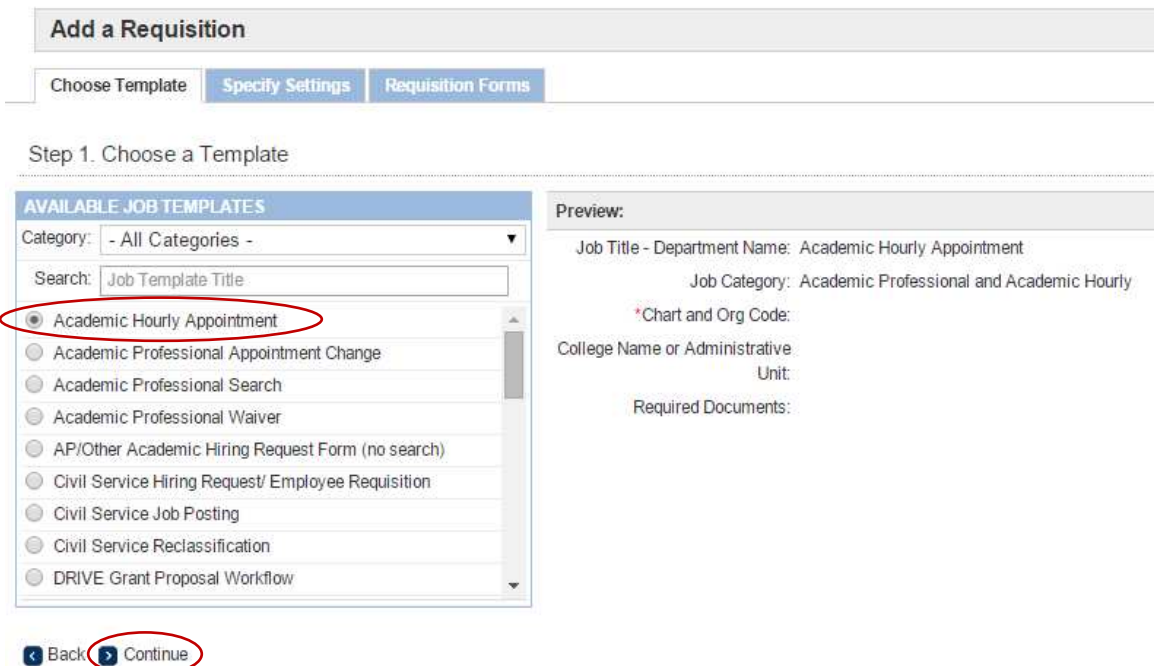
1. Login to the Administrator side of HireTouch and click on the “JOBS” tab.



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



3. From Step 1 Choose a Template, select the “Academic Hourly Appointment” template and click “Continue”.



4. From Step 2 Specify the Requisition Settings, enter the following and then click “Continue”:
- Title (Last Name) – 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

Requisition Forms

Step 2. Specify the Requisition Settings

Job Details > Academic Hourly Appointment

* Job Title - Department Name:
Example, Asst Prof - Chemistry; Civil Service use classification name such as Office Support Associate.

* Chart and Org Code:
Example: 1100000

* Organization Name:

* College Name or Administrative Unit:

Additional Information

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

Requisition Forms

Step 3. Attach Forms to the Requisition

NOTE: Please do not make any changes to the selections below. Scroll to the bottom and hit continue.

Applicant Related Form Packages	
Name	Description
<input type="checkbox"/> DUPLICATE ACCOUNT	Form attached to Display Message to Civil Service Applicant that the Account being used is not valid for Civil Service Application because it has been marked as a duplicate.
<input 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"/> Civil Service Application	This package contains the basic application forms
<input type="checkbox"/> Civil Service 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 Hourly Appointment	Academic Hourly Appointment - contains appointment form and job description 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	Package includes Hiring Request, PAPE, Search, Finalist Compliance
<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 Employee Requisition	Civil Service Hiring Request and Employee Requisition forms
<input type="checkbox"/> Civil Service Hiring Request	Package contains Civil Service Hiring Request form
<input type="checkbox"/> Civil Service Job Posting	

TOP Traditional Search 3
 TOP Traditional Search 4
 TOP Traditional Search 5

6. The Forms tab will appear for the workflow you just created. There are two forms inside the Academic Hourly Appointment Workflow, each with a Start link.

- Either obtain AHR approval of a new job description, by clicking “Start” and submitting the form. For help completing the job description form please visit <http://diversity.illinois.edu/Job%20Aids/Academic%20Hourly%20Job%20Description%20Instructions.pdf>
- Or attach a previously approved job description (that was approved within the last 3 years) by clicking on “Upload a Document”

7. After the new job description has been approved (or a previously approved job description has been attached to in the Activity tab) go back to the Forms tab. Click the “Start” link for the Academic Hourly Appointment form.

Academic Hourly (Last Name) - Department Name
Academic Professional and Academic Hourly

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

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
<input type="checkbox"/> Academic Hourly Appointment									
<input type="checkbox"/> Academic Hourly Job Description		Thu, 11/6/14 at 4:00 PM	Recertify			View	Approvals	View History	Remove
<input type="checkbox"/> Academic Hourly Appointment						Start			Remove

8. Complete the Academic Hourly Appointment form. Please see below for additional information on some of the fields.

- Fields with an asterisk (*) are required.
- College Code – will flow through from what was entered on job description.
- Org Code and College Name or Administrative Unit – will flow through from what was entered on Step 2 Specify the Requisition Settings.
- Gender, Ethnic Identification and Race are determined by direct knowledge or visual determination if unknown, per OFCCP regulations.
- For the Justification section of the form there are 3 required questions.

*Please describe the urgent or specialized need for this appointment.

Note: Please provide a brief statement regarding why there is a need to fill an academic hourly position. For example, there may be extra work for some reason (please list reason), another employee left recently, a professor has grant money and needs someone to assist with research, etc.

*How was this candidate identified and selected for this position?

Note: Please provide a brief statement regarding the process in which the appointee was found and determined to be qualified. Some examples include an informal search that candidates apply to and interviews are conducted, they may be recommended by someone for the position (please specify who), a professor may have met the person at a conference, the person may be known by the department because of working there as an undergraduate employee, etc.

*Were there any finalists considered for this position (other than the proposed appointee)? Yes or No

If there were other finalists, please attach a resume or C.V. for each finalist. Also, please explain the selection process and why the appointee was selected over any other finalists below.

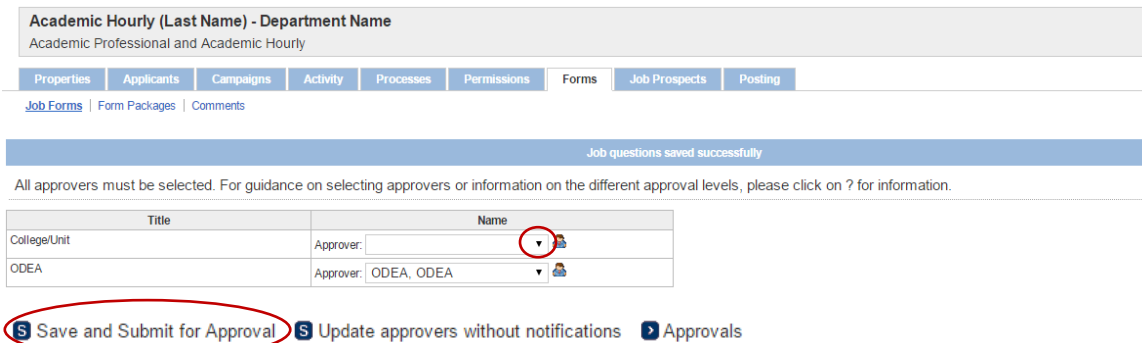
Note: For anyone that was interviewed by not hired, please attach a copy of the resume or CV in the activity tab and provide a brief description of the selection process. For example, it could state that three finalists were interviewed for this position. Jen was the best qualified because [fill in appropriate information]. Bob and Linda did not have as much teaching experience as Jen.

- Choose “Save and Continue to Approvals”.



- Reminder: Upload a resume or CV by clicking "Upload Documents" or under the "Activity" tab

9. On the Approvers Page, click the drop down menu arrow for the College/Unit approver, select the appropriate approver and click “Save and Submit for Approval”.



10. Upon on saving, an automatic notification will be sent to the first approver.

An Academic Hourly Appointment form has been sent for your approval in HireTouch for the position title: Academic Hourly (Last Name) - Department Name

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=4245]

To View and Approve the form:

- Click the **Approvals** link for the Academic Hourly Appointment 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 Academic Hourly Appointment 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.

11. The approver can use the direct URL in the email to get to the workflow, or they can find the job by logging in to HireTouch and following these steps:

- **Select the “JOBS”**
- **Click on the position title**
- **Select the “Forms” tab**
- **Select “Approvals” for the Academic Hourly Appointment Form**

The screenshot shows the HireTouch system navigation menu with tabs for HOME, APPLICANTS, JOBS, POOL, PROSPECTS, RETRIEVE CS APPLICANTS, TASKS, REPORTS, LOCATION MEMBERSHIP TYPES, SETUP, and RESOURCES. Below the menu is a breadcrumb trail: Academic Hourly (Last Name) - Department Name > Academic Professional and Academic Hourly. A secondary menu includes Properties, Applicants, Campaigns, Activity, Processes, Permissions, Forms, Job Prospects, and Posting. The 'Forms' tab is active, showing a table of job forms. The table has columns for Form Name, Auto Generated Number, Completion Date, Recertify, Recertified By, Recertified On, Action, Approval, Document History, and Add/Remove Forms. The 'Approvals' link in the 'Approval' column of the last row is circled in red.

Form Name	Auto Generated Number	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
Academic Hourly Appointment									
Academic Hourly Job Description		Thu, 11/6/14 at 4:00 PM	Recertify			View	Approvals	View History	Remove
Academic Hourly Appointment		Thu, 11/6/14 at 4:10 PM	Recertify			View	Approvals	View History	Remove

- **Job Form Approval screen will show the approvers and the person’s name in red is the person currently approving. Select “View”.**

The screenshot shows the 'Form: Academic Hourly Appointment' screen. The form originator is McClure, Kristen. Below this is a table with columns for Title, Name, Approved, and Rejected. The 'Name' column contains 'Kristen McClure' in red text. At the bottom of the screen, there are buttons for Approver, View, Notes, Back, Approve, and Reject. The 'View' button is circled in red.

Title	Name	Approved	Rejected
College/Unit	Kristen McClure		
ODEA	ODEA ODEA		

- **View the form. If edits are needed, select “Edit”.**

View Form

Academic Hourly Appointment

Requestor

College Code (2 character field):

Organization Code: 1433000

College Name or Administrative Unit: Chancellor

Proposed Appointee

First Name: Kristen
 Last Name: McClure
 Gender: Female
 Ethnic Identification: Not Hispanic or Latino

- **Edit will bring the form up and allow you to make changes. If edits are made, select “Save and Continue to Approvals” at the bottom of the form.**

- **After the form is complete, select Approvals. The job form approval screen will appear and you can approve the form by selecting “Approve”. (If a group inbox is selected you will need to change this to your own name to approve.)**

Academic Hourly (Last Name) - Department Name
Academic Professional and Academic Hourly

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

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

Form: Academic Hourly Appointment
Form Originator: McClure, Kristen

Title	Name	Approved	Rejected
College/Unit	Kristen McClure		
ODEA	ODEA ODEA		

- **After all approvers have approved the form, an email will be sent to the contact saying the Academic Hourly Appointment Form has been approved. See example email below:**

The Appointment for [[First Name]] [[Last Name]] for the [[Job Title]] position has been approved by ODEA on [[Approval Date]]. The Academic Hourly Appointment form number is H15XXXXX.

Please be sure to enter the Academic Hourly Appointment form number in the Search Number field in the HR Front End transaction.

This email should be maintained in the department file.

Thank you,
Office of Diversity, Equity, and Access