

HireTouch Profile, Account, & CS App

<https://siue.hiretouch.com>

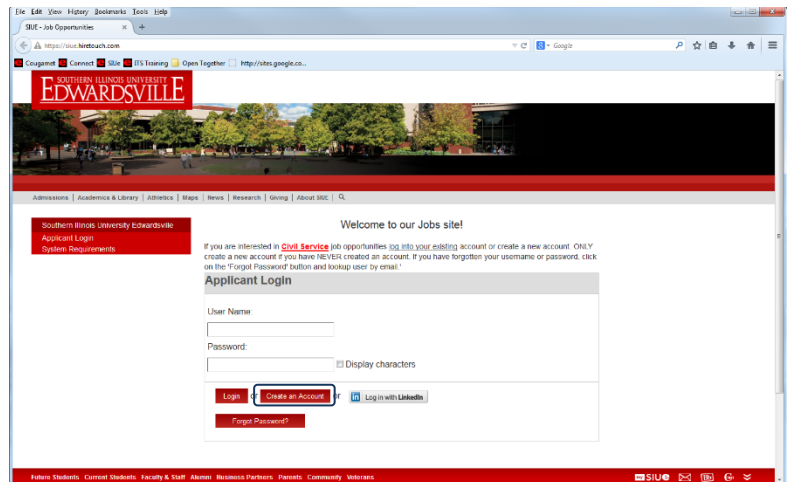
To begin using our new system, create your HireTouch Profile and Account. As part of your HireTouch account, you will need to complete your Civil Service application and additional employment forms.

Hire Touch Account & Profile

Create Account

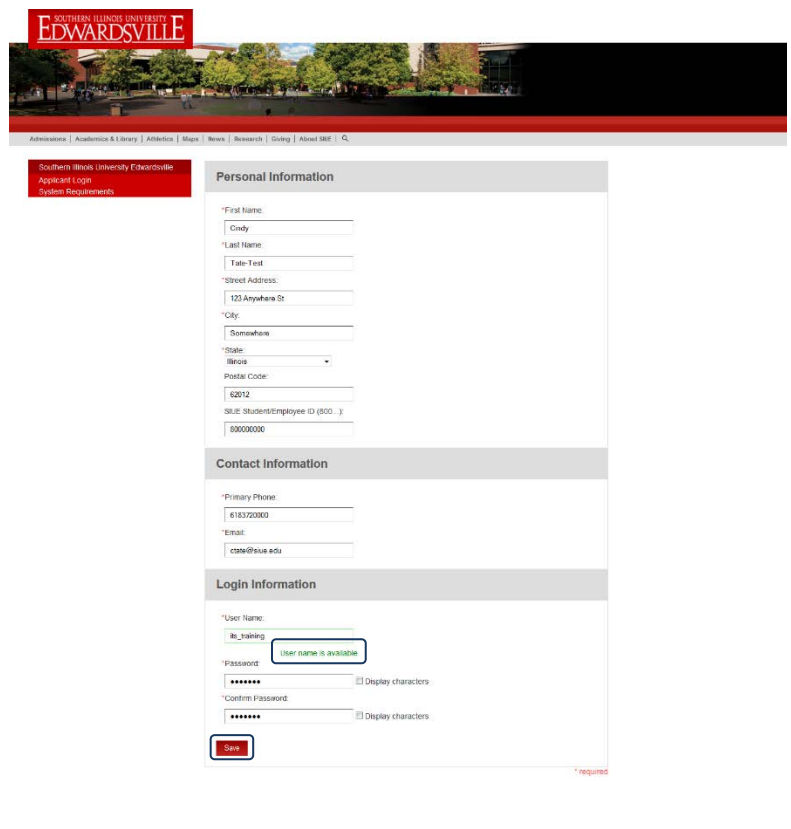
- Open browser
- Navigate to <https://siue.hiretouch.com>
- SIUE Hire Touch log in page will open
- Click **Create an Account**

SIUE Hire Touch Log In Page



- Personal Information page opens
- Complete information
 - Items with a red asterisk are required
 - SIUE University ID (800#) is required for current or past employees and students
 - Create your own User Name – Verify that name is available before proceeding (message appears indicating if the User Name is available or not)
 - Create your own Password – Confirm that passwords match before proceeding (message appears if passwords do not match)
 - Make sure to record your user name and password so you can retrieve it when needed

Personal Information Page



- Click **Save**

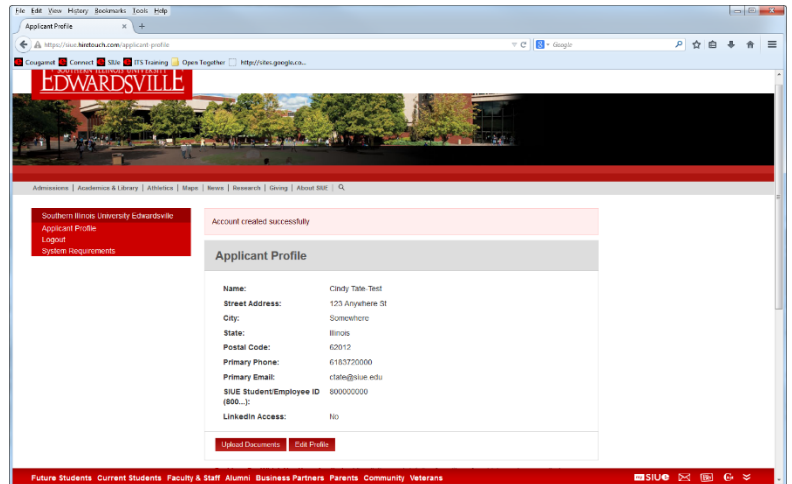
HireTouch Profile, Account, & CS App

<https://siue.hiretouch.com>

- Profile is created and Applicant Profile page opens

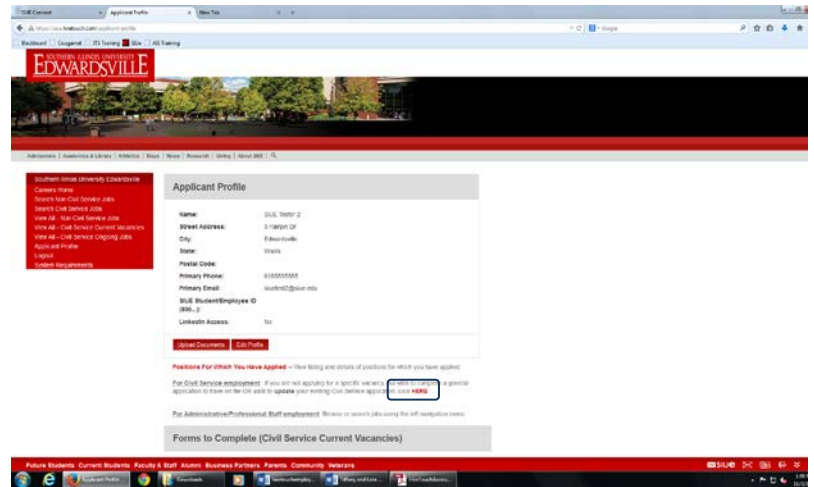
*Note: Only **one** account is required to apply for multiple positions. Your account contains your application and any other pertinent documents; resume, DD214, transcripts, licenses, certifications, etc.*

Applicant Profile

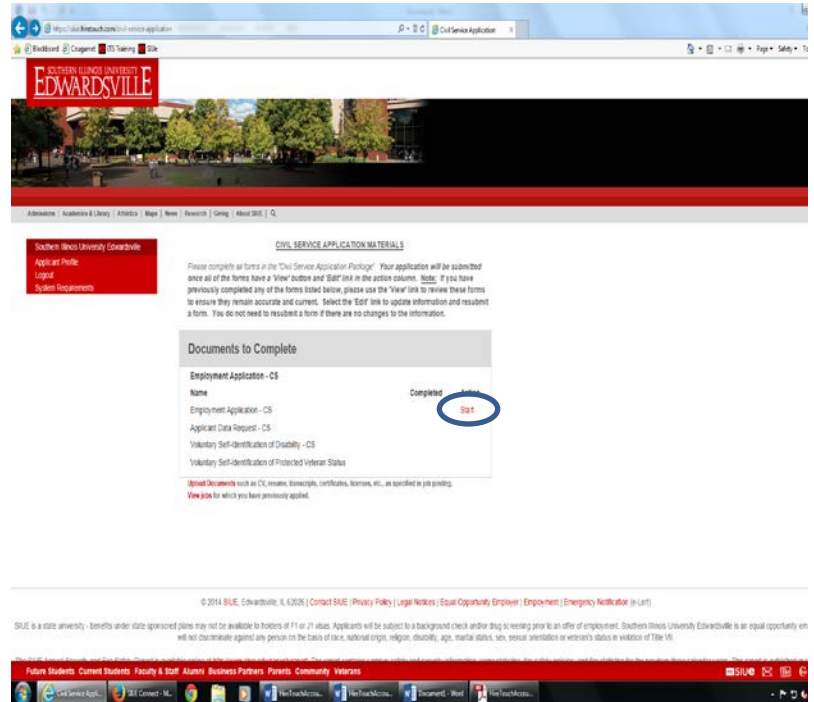


Begin Civil Service Application

- Click **HERE** in **For Civil Service employment:**
- This is where you initially create your online Civil Service Application, and have the ability to edit it at any time.

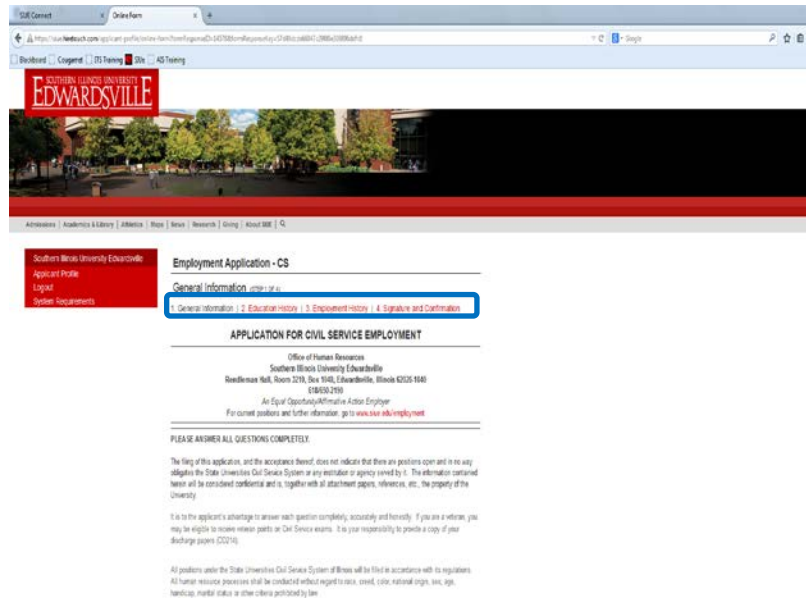


- Click **Start** to begin your Civil Service application
- (It shows **Continue** for those who have started but not completed the online application. It shows **Edit** for those who have already successfully submitted a CS Application.)



Employment Application

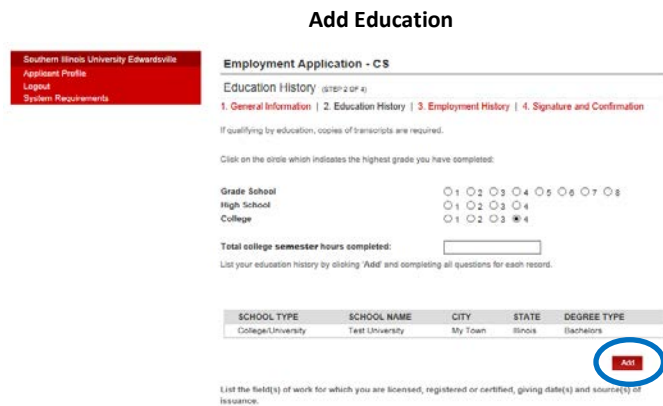
- Fill out the information required (marked by a red *) in all 4 tabs
 - General Information
 - Education History
 - Employment History
 - Signature and Confirmation
- This 1st tab is the General Information tab. Much of the information will be prepopulated from your Profile.
- Be sure to select **Save and Continue** at the bottom of the page (not pictured)



2nd Tab – Education History

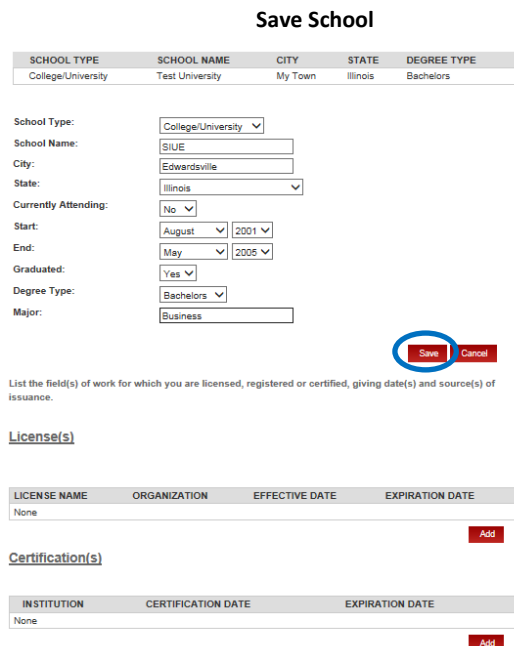
Add your education history, including any licenses or certifications

- Select the **Add** button for each school you wish to add



- Select the **Save** button for each school added
- Add any licenses and certificates you have been issued (The process is the same as adding schools)

- Be sure to select **Save and Continue** at the bottom of the page (not pictured).



3rd Tab – Employment History

Add your complete employment history, including any military service

Southern Illinois University Edwardsville
Applicant Profile
Logout
System Requirements

- Select the **Add** button for each organization you have been employed by



Add Employment

Employment Application - CS

Employment History (STEP 3 OF 4)

1. General Information | 2. Education History | 3. Employment History | 4. Signature and Confirmation

READ CAREFULLY: A complete employment history is mandatory for all Civil Service positions. The employment history will be reviewed to determine that minimum qualifications are satisfied; therefore, it is critical that you provide clear and concise information. Beginning with your most recent position, list your complete employment history, including any gaps in employment and an explanation for the gaps. It is our policy to require this official application form for all Civil Service hires. Therefore, while a resume may be submitted with the application, data for each employer must be listed on this application form. (The words "See Resume" may only be used as a substitute in the section entitled "Specific Duties Performed".) If multiple positions were held with the same employer, please indicate each position separately.

Please list all employment, starting with current or last employer, by clicking 'Add'.

ORGANIZATION	TITLE	START DATE	END DATE
SIUE	Groundskeeper I	01/2008	
Test Dept	Test Title	01/2006	12/2007



Military Service

Are you a veteran? If yes, please complete the fields below.

Yes
 No

Date Entered:

Today

Date Discharged:

Today

Did you receive an HONORABLE discharge?

Yes No

Presently in Service:

VETERAN NOTICE:

If you desire veteran points based on this service, you must furnish your report of separation or discharge (Form DD214) that can be uploaded in the next section.

HR STAFF ONLY:

Veteran Notice Date:

Initial (Veteran Points Verification):

[Back](#) [Save and Continue](#)

- Select the **Save** button for each organization added



- Be sure to select

Save and Continue

at the bottom of the page (not pictured)

Save Employment

Please list all employment, starting with current or last employer, by clicking 'Add'.

ORGANIZATION	TITLE	START DATE	END DATE
SIUE	Groundskeeper I	01/2008	
Test Dept	Test Title	01/2006	12/2007

Title:

Organization Name:

Phone Number:

Address:

City:

State:

Postal Code:

Is this your current employer?

Start:

End:

Specific Duties Performed:

Reason for Leaving:

Starting Salary:
(Annually or Hourly)

Ending Salary:
(Annually or Hourly)

Supervised Staff?

Supervisor Name:

Supervisor Title:

Supervisor Phone:

May we contact this employer?

Full-Time (Years/Months):

Part-Time* (Years/Months):

*Number of part-time hours worked per week:

[Save](#) [Cancel](#) [Delete](#)

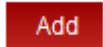
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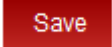
4th Tab - Signature and Confirmation

If you wish, you may upload any documents you would like to include in your Civil Service application (resume, cover letter, DD214, transcripts etc.)

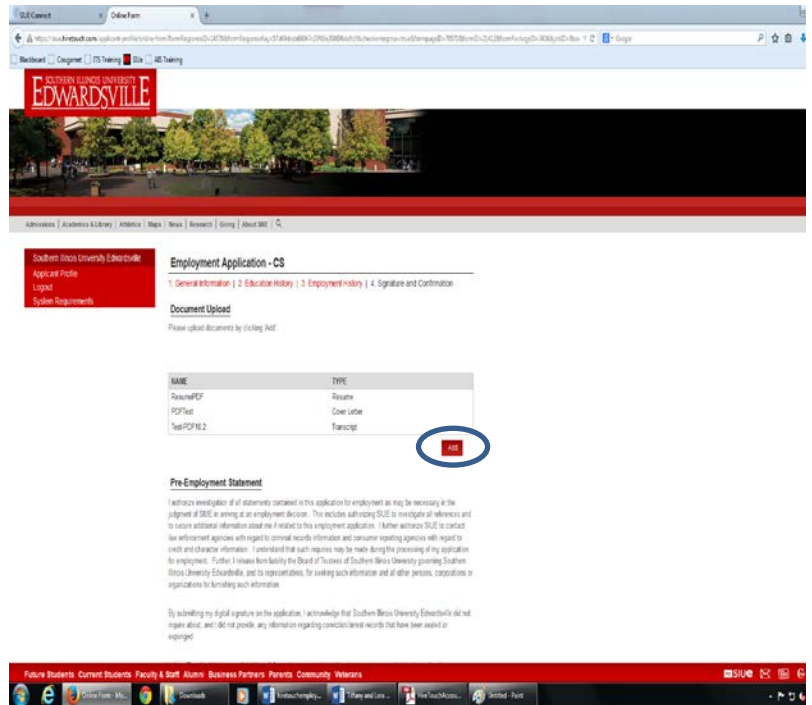
- Select the 'Add' button.



- Complete the fields for the document upload




- Select the  button to save and upload documents.



Consent and Signature

Under the Pre-Employment Statement, you must:

- Check the agree and consent box
- Type name as digital signature
- Click the  button.

Note: All fields marked with an asterisk must be filled out.

Pre-Employment Statement

I authorize investigation of all statements contained in this application for employment as may be necessary in the judgment of SIUE in arriving at an employment decision. This includes authorizing SIUE to investigate all references and to secure additional information about me if related to this employment application. I further authorize SIUE to contact law enforcement agencies with regard to criminal records information and consumer reporting agencies with regard to credit and character information. I understand that such inquiries may be made during the processing of my application for employment. Further, I release from liability the Board of Trustees of Southern Illinois University governing Southern Illinois University Edwardsville, and its representatives, for seeking such information and all other persons, corporations or organizations for furnishing such information.

By submitting my digital signature on the application, I acknowledge that Southern Illinois University Edwardsville did not inquire about, and I did not provide, any information regarding conviction/arrest records that have been sealed or expunged.

I also affirm that I have not withheld any information requested and that the statements made in this application are true and correct.

Any misrepresentation or falsification of information on this application, intentional or unintentional, may result in non-hire or termination.

***I agree and consent to providing an electronic signature:**

Please enter your digital signature below exactly as you would sign the document

***Digital Signature:**


Date: 12/19/2014 10:44:50 AM
User Name: applicantest

* denotes Required field

The SIUE Annual Security and Fire Safety Report is available online at <http://www.siu.edu/securityreport>. The report contains campus safety and security information, crime statistics, fire safety policies, and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act, also known as the "Campus Fire Safety Right to Know". For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

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<https://siue.hiretouch.com>

Additional Resources

Phone Numbers

- Human Resources: 650-2190

Web Sites

- Human Resources Employment: <http://www.siue.edu/employment>
- Human Resources: <http://www.siue.edu/humanresources>

Email Addresses

- Civil Service Testing Staff: civilserviceapplications@siue.edu