https://siue.hiretouch.com/admin



Create a New Volunteer Position Request & Approve Department Volunteer Verification Form

Logging In

- Open browser
- Navigate to <u>https://siue.hiretouch.com/admin</u>
- Redirected to SIUE CAS Login
- Enter e-ID and e-Password
- Click Login



Create Position Request

Click JOBS Tab



EDWA HOME JOBS AP	ILLINOIS UNIVERSITY RDSVILLE PLICANTS TASKS RESOURCES
My Dashboard	
HIRETOUCH NOTIFICATION	is
NO NEW NOUICAUOIS	
	APPLICANTS RY MONTH
2	
	Welcome, Hiring Manager Documentation Test Logout

▼ Job Title

ategory

Division

E Create New Position Request

https://siue.hiretouch.com/admin



Choose Volunteer Template

- Select Category Drop Down Volunteer
- Choose SIUE Volunteer radio button
- Click "Continue"

BOUTHERN ILLINOIS UNIVERSIT	<u>iE</u>	
Fill a Vacancy		
Choose Position Fill a Vacancy: Step 2 Fill Step 1: Select Position	a Vacancy: Step 3	
AVAILABLE JOB TEMPLATES	Preview:	
Category: Volunteer	Position Title:	SIUE Volunteer
Search: Job Template Title	Job Category:	Volunteer
SIUE Volunteer	Job Function:	
2	Employee Class Code:	
	Employee Class Description:	
	Primary Purpose of Position:	
	Minimum Acceptable Qualifications:	
	Appointment Type:	
	Skill Code:	
	Probationary Period:	
3	FLSA Exemption Status:	
Back D Continue	Salary Type:	

• Click "**Continue**" for Step 2 (Do not change anything)

EDWARDSVILLE	
HOME JOBS APPLICANTS TASKS	
Fill a Vacancy	
Choose Position Fill a Vacancy: Step 2 Fill a Vacancy: Step 3	
Step 2: Job Settings DO NOT ALTER THIS PAGE, click continue.	
Job Details > SIUE Volunteer	-
Additional Information	1
Months per Fridal Year.	
Back to Template DContinue]

• Click "Continue" for Step 3 (Do not change anything)

EDWARDSVILLE
HOME JOBS APPLICANTS TASKS
Fill a Vacancy
Choose Position Fill a Vacancy: Step 2 Fill a Vacancy: Step 3
Step 3: Forms
Forms are pre-selected. DO NOT ALTER THIS PAGE
Back to Settings Continue

https://siue.hiretouch.com/admin

EDWARDSVILLE

• Volunteer Request row, click **Start** in the Action column

SIUE Volunteer Volunteer										
Properties Applicants Activity	Processes	orms								
Job Forms Applicant Forms										
				Pack	age added successfully					
Show Job Forms										
orm Name	Due Date	Status	Completed	Completion Date	Recertify (Edit & Re Submit for Approvals)	Recertified By	Recertified On	Action	Approval	Document History
olunteer Request										
Volunteer Request								Stat		
anisation and Malianta on Manifestina										

Volunteer Request

The progress on the request can be saved at any time by clicking "Save" at the bottom of the request. You may re-access the request by following the process above, and click "Continue" in the action column on the Volunteer Request row (this is where you originally clicked "Start".)

- Volunteer Name
- Job ID (Auto assigned)
- Hiring Manager / Volunteer Supervisor

 - o Enter search criteria
 - Click on User's name
 - Click "Select User"
- Department (Choose from drop-down)
- Position Title (Auto Filled)
- Working Volunteer Title (Example = Special Olympics Timer)
- Indicate if the Volunteer will interact with minors
- Budget Purpose Select from drop-down (This account will be charged for the criminal background check and drug & alcohol screens if necessary)
- Percent
 - Use "Add Row" for multiple Budget Purposes
 - o Must equal 100% for all rows
- Effective Start Date (Desired Start Date)
- Effective End Date (If known)

Volunteer Request (attra or 1)			
Consent Reminder			
folunteers may not start until the Criminal Background Che	ck and the Drug & Alcohol Screen are a	pproved by Hu	man Resources (if applicable
Volunteer Opportunity Info			
Volument Name:	Des March		
sh ID:	000 man		
ling Manager / Volunteer Supervisor:	James, Douglas	a •	
epartment	216106 - Human Resources		
osition Title:	SIJE Volunteer (6021)		Land I
Working Volunteer Title (Example - Special Olympics Timer):	Special Olympics Timer		



nder en	and a start and a start and a start a s	-
Volunteer Start Date:		
Volunteer End Date:		

https://siue.hiretouch.com/admin



Responsibilities and Submission

- List Volunteer Responsibilities
- Indicate Supported Program or Activity
- Click the "Submit" button



Volunteer Candidates

- The Hiring Manager / Volunteer Supervisor is sent an email with instructions to contact the Volunteer and have them complete the Application Package in HireTouch.
- Volunteers will complete the Volunteer Application Package and Human Resources will manually tie the Volunteer to the Volunteer "Job" Request
- If applicable, Human Resources will conduct the Criminal Background Check and the Drug & Alcohol Screen.
- Once Human Resources determines satisfactory status of the Volunteer, communication is emailed to the Hiring Manager/Volunteer Supervisor to approve the Department Verification Form.



Department Verification Form Approval

This form serves as a reminder to the Department of their responsibilities. Approving this form is verification that the department has satisfied its duties, and notification is automatically sent to Human Resources.

• Email sent to Hiring Manager / Volunteer Supervisor contains steps to approve the Department Verification Form



https://siue.hiretouch.com/admin



- Locate the Job in your Tasks tab and click on the row for that job (you may only have 1 job listed in your Tasks)
- Click the "Job Forms" link in the lower panel to access the Department Verification Form



- On the row for the Department Volunteer Verification form, click the "View" button to review the contents of the form
- Review the PDF then close it to proceed to the form approval
- SIUE Volunteer (6021) Show Job Forms orm Name ify (Edit & Re fied By Recentified On
- On the row for the Department Volunteer Verification form, click the "Approvals" button

SIUE Volunteer (6021)								
Volunteer - Position Request I	Ponding							
Properties Applicants	Loolicant Revi	ew Activity	Processes Permissions	Forms Campaigns	Posting Ja	ab Prospects	Positions	
Joh Forme Andianat Forme				Conder-Des	- owing to	and the second second		
200 FORMS Appresat Forms								
Show Job Forms								
Show Job Forms	Duo Dato	Status Comp	leted Completion Date	Recertify (Edit & RoSubmit	Recertified By	Recertified On	Action	Approva
Show Job Forms	Duo Dato	Status Comp	leted Completion Date	Recertify (Edit & RoSubmit for Approvals)	Recertified By	Recertified On	Action	Approva
Show Job Forms orm Namo / Volunteer Request	Duo Dato	Status Comp	leted Completion Date	Recertify (Edit & RoSubmit for Approvals)	Recertified By	Recertified On	Action	Approva
Show Job Forms form Namo Volunteer Request Volunteer Request	Duo Dato	Status Comp	leted Completion Date	Recertify (Edit & RoSubmit See Approvals)	Recertified By Douglas James	Recertified On 5/23/17	Action	Approva
Show Job Forms form Name Volunteer Request Volunteer Request Opportment Volunteer Verification	Duo Dato	Status Comp	leted Completion Date	Recertify (Edit & ReSubmit for Approvals)	Recertified By Douglas James	Recortilied On 5/23/17	Action	Арргоча

Once all departmental requirements are met, click the "Approve" button to record your "signature approval". The approval is date and time stamped. (If you click "Reject", you will need to contact Human Resources at 618-650-2190 to discuss.)

SIUE Volunteer (6021)					
/olunteer - Filled					
Properties Applicants	Applicant Review	Activity Processo	es Permissions Forms	Campaigns Posting	Job Prospects Positions
ob Forms Applicant Forms					
b Form Approval					
n: Department Volunteer Ve n Originator: James, Dougla	rification	/			
	-				
2	Name		Approved	Rejected	Date
	Barreles Incore				

https://siue.hiretouch.com/admin



Volunteer Placement

Once the Hiring Manager / Volunteer Supervisor approves the Department Volunteer Verification form, a final email is sent to that person indicating that the volunteer may start in their position.

 Volunteer Approved For Placement - SIUE Volunteer (6021) - 6021

 dojames@siue.edu

 © Citch here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Setter: Fri 5262017 238 PM

 To:
 James, Douglas

 C::
 Johnson, Tamika

 The pre-placement checks have been satisfactorily completed for the volunteer submitted for the following job. The volunteer may start in their position.

 Volunteer Name: Bat Man

 Job Title: SIUE Volunteer (6021)

 Job Dit: 0021

 Department: 715106 - Human Resources

 Thank you,

 SIUE Human Resources HireTouch System Admin

<u>Logout</u>

• Click "Logout" at the top right corner of the HireTouch System screen



Additional Resources

Phone Numbers

- Human Resources: (618)650-2190
- ITS Help Desk: (618)650-5500

Web Sites

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

Email Addresses

- ITS Help Desk: <u>help@siue.edu</u>
- ITS Application User Support Group: <u>ftc_help@siue.edu</u>