HireTouch Volunteer Process
https://siue.hiretouch.com/admin

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
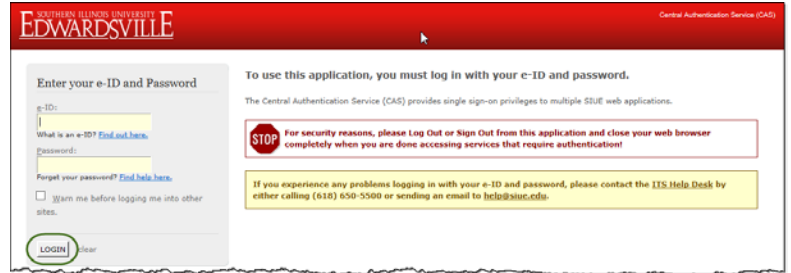
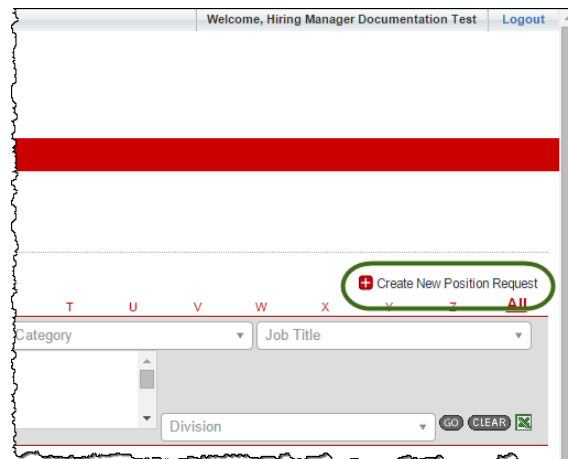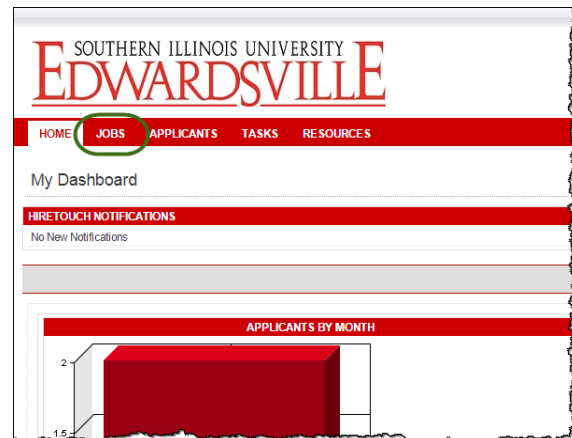## Create a New Volunteer Position Request & Approve Department Volunteer Verification Form

Logging In

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

Create Position Request

- Click JOBS Tab

- Click ➕ Create New Position Request

Choose Volunteer Template

- Select **Category** Drop Down - **Volunteer**

- Choose **SIUE Volunteer** radio button

- Click "**Continue**"

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

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

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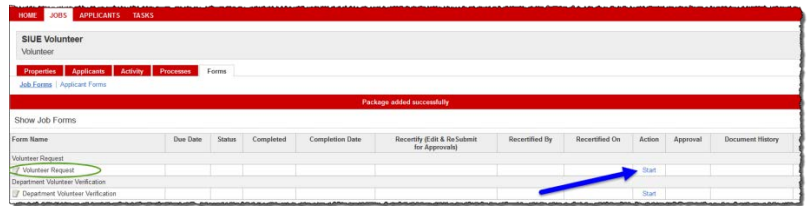
Volunteer Request

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
  - Click 🧑
  - Enter search criteria
  - Click on User's name
  - Click "**Select User**"
- Department (Choose from drop-down)
- Position Title (Auto Filled)
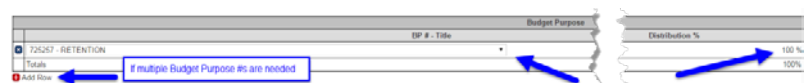- Working Volunteer Title (Example = Special Olympics Timer)
- Indicate if the Volunteer will interact with minors

- 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
  - Must equal 100% for all rows

- Effective Start Date (Desired Start Date)
- Effective End Date (If known)

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.
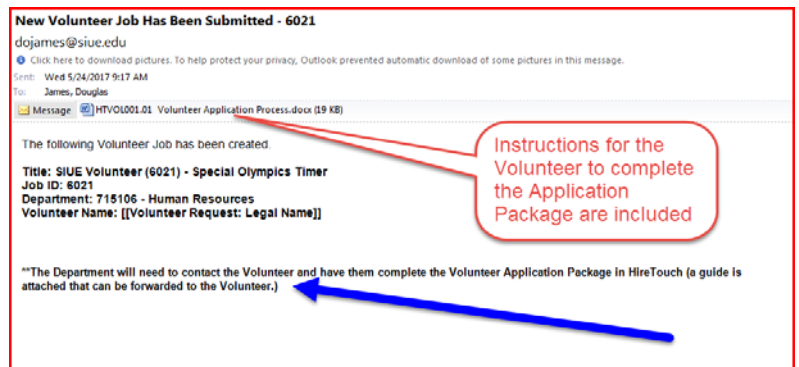
Department Verification Form Approval

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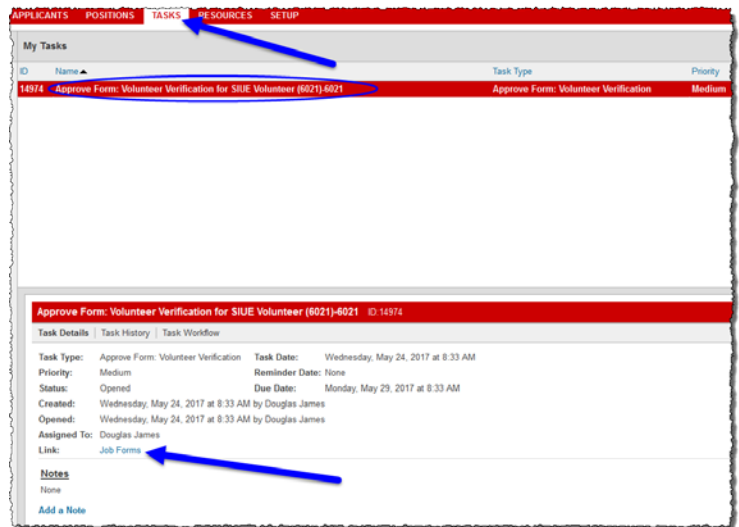
- Email sent to Hiring Manager / Volunteer Supervisor contains steps to approve the Department Verification Form

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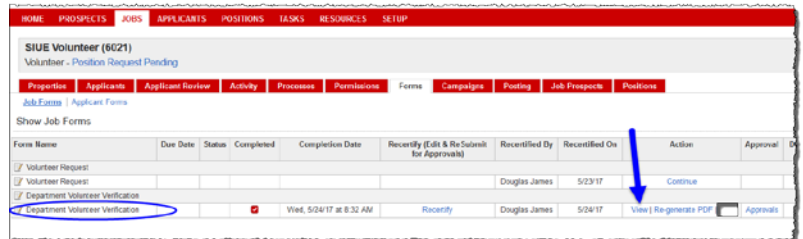
- On the row for the Department Volunteer Verification form, click the "Approvals" button
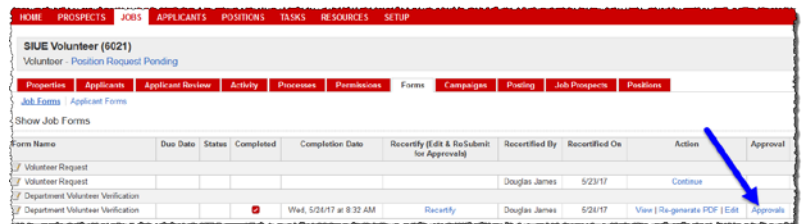
- Once all departmental requirements are met, click the "Approve" button to record your "signature approval". The approval is date and time stamped. (If you click "Reject", you will need to contact Human Resources at 618-650-2190 to discuss.)
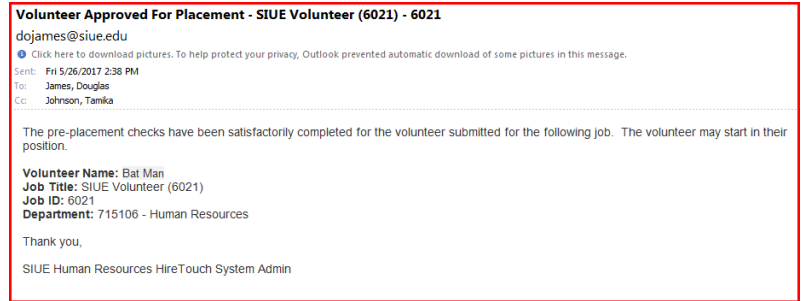
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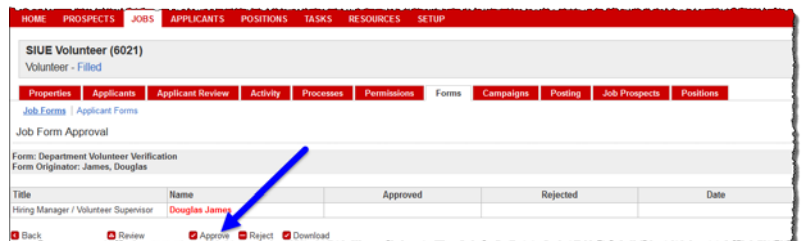
Volunteer Placement

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.

Logout

- 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: http://www.siue.edu/employment
- Human Resources: http://www.siue.edu/humanresources
- ITS: http://www.siue.edu/its

Email Addresses
- ITS Help Desk: help@siue.edu
- ITS Application User Support Group: ftc_help@siue.edu