HireTouch Create New Position Request-CS
**https://siue.hiretouch.com/admin**

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

HireTouch Create New Position Request

When a department hiring manager identifies a position that needs to be filled, that position request must be created within the HireTouch system by following the process detailed below.

Create Position Request

- Open browser
- Navigate to
  https://siue.hiretouch.com/admin
- Enter **e-ID**
- Enter **e-ID password**
- Click LOGIN
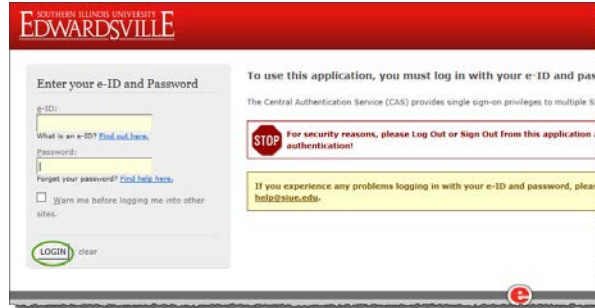
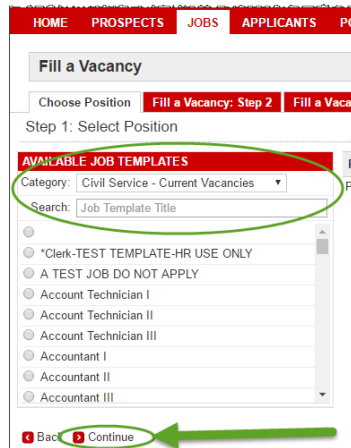- Click **Jobs** tab

- Click ➕ Create New Position Request

- Choose available **Job Template** by:
  - Selecting **Civil Service – Current Vacancies**
  - Typing job title in **Search** textbox
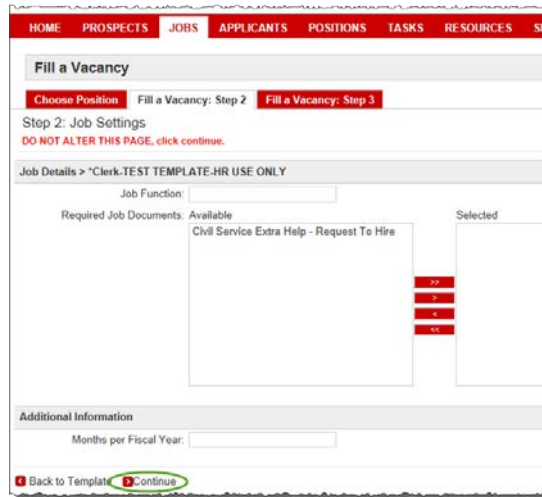- Click on desired job template
- Click ▶ Continue

HireTouch Create New Position Request-CS
https://siue.hiretouch.com/admin

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Create Position Request(continued)

- **Fill A Vacancy: Step 2:** Do **NOT** change or add anything to this tab
- Click ▶ Continue

Job Forms

- In *Position Request Forms & PDQ* row; under *Action* column, click **Start** link
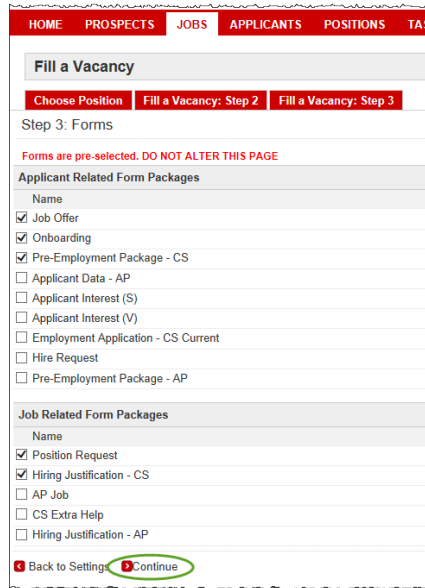
- **Fill A Vacancy: Step 3:** Do **NOT** change or add anything to this tab
- Click ▶ Continue

Note: Do not remove any forms or position request. Requests to delete a form or position request must be sent

HireTouch Create New Position Request-CS

https://siue.hiretouch.com/admin
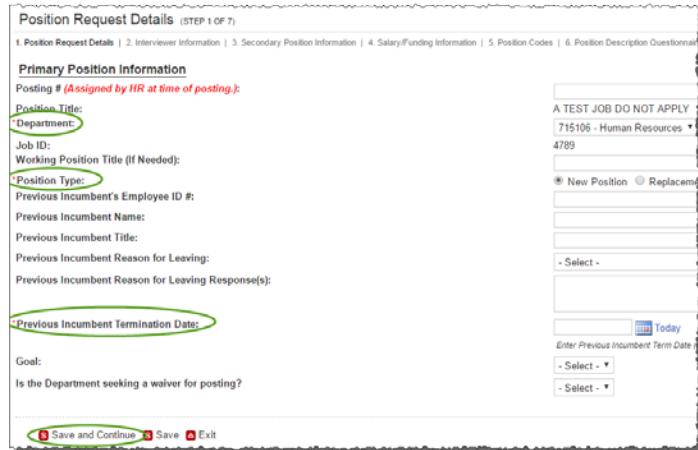
to HR.

Position Request Forms & PDQ

Note: Throughout the form, * indicates a required field that MUST be completed before proceeding to the next step

Position Request Details (Step 1 of 7)
- **Posting #**: Completed by HR
- **Position Title**: Auto-filled based on selected position
- **Department**: Select from dropdown
- Available departments determined by login
- **Job ID**: Auto-filled
- **Working Position Title**: Complete if needed
- **Position Type:** New or Replacement
  - *If replacement; must answer next five questions*
- **Previous Incumbent Name:** Name of previous employee
- **Previous Incumbent Title:** Title of previous employee
- **Previous Incumbent Reason for Leaving:**
- **Response(s):** based on reason for leaving, complete with required data such as; date of termination, previous position number, date of promotion & department, etc.
- **Previous Incumbent Termination Date:** Select appropriate date by clicking 📅 or keying in MM/DD/YYYY
- **Is this position Goal related:** Completed by EOA
- **Is the Department seeking a waiver for posting:** select Yes/No from dropdown list
- Click 🅢 Save and Continue

Position Request Details (STEP 1 OF 7)

1. Position Request Details | 2. Interviewer Information | 3. Secondary Position Information | 4. Salary/Funding Information | 5. Position Codes | 6. Position Description Questionnair

Primary Position Information

Posting # *(Assigned by HR at time of posting.)*:
Position Title: A TEST JOB DO NOT APPLY
*Department: 715106 - Human Resources
Job ID: 4789
Working Position Title (If Needed):
*Position Type: ⦿ New Position ◯ Replacem
Previous Incumbent's Employee ID #:
Previous Incumbent Name:
Previous Incumbent Title:
Previous Incumbent Reason for Leaving: - Select -
Previous Incumbent Reason for Leaving Response(s):
Previous Incumbent Termination Date: 📅 Today
                                                                 Enter Previous Incumbent Term Date
Goal: - Select -
Is the Department seeking a waiver for posting?   - Select -

🅢 Save and Continue 🅢 Save 🅐 Exit

Form

Position Request Form & PDQ

1. Position Request Details | **2. Interviewer Information** | 3. Secondary Position Information | 4. Salary/Funding Information | 5. Position Codes | 6. Position Description Questionnaire (PDQ) |

Hiring Manager (Coordinates candidate review and selection efforts):   Shufelt, Tamii (tshufel@siue.edu)

Interviewer (Assists with candidate review and selection efforts):

Interviewer's Title:

Interviewer's Phone:
(This will auto fill in once the form is saved.)

Interviewer's Email:
(This will auto fill in once the form is saved.)

◄ Back   **S** Save and Continue   Populate Interviewer's Phone & Email   ✕ Exit

Position Request Forms & PDQ (continued)

Interviewer Information (Step 2 of 7)

- **Hiring Manager:** Click 👤 to search for manager name

- Opens **User Lookup: Hiring Manager** window
- Enter search criteria
- Click on appropriate name to highlight it
- Click ✅ to **Select User**

- If the person conducting the interviews is not the Hiring Manager, you may list the Interviewer separately

  o **Interviewer:** Click 👤 to search for interviewer name
  o Opens **User Lookup: Contact** window
  o Enter search criteria
  o Click on appropriate name to highlight it
  o Click ✅ to **Select User**
  o **Interviewer's Title:** type job title of interviewer

- Click **S** to **Save and Continue**

User Lookup: Hiring Manager Window

TIONS   TASKS   RESOURCES   SETUP

User Lookup: Hiring Manager

Search Existing Users | Add a User

First Name: Last Name:
                               Sh
Email: User Name:

Shaw, Wendy (wshaw@siue.edu)
Shufelt, Tamii (tshufel@siue.edu)

☑ Select User

User Lookup: Contact Window

TS   TASKS   RESOURCES   SETUP

User Lookup: Contact

Search Existing Users | Add a User

First Name: Last Name:
                               Sh
Email: User Name:

Shaw, Wendy (wshaw@siue.edu)
Shufelt, Tamii (tshufel@siue.edu)

☑ Select User

Position Request Forms & PDQ (continued)

Secondary Position Information (Step 3 of 7)

- **Employee Class Description:** Auto-filled
  o Can be changed
  o Usually leave as is
- **Appointment Type:** Auto-filled
  o Can be changed
  o Usually leave as is
- **Appointment Percentage:** Key in 1 to 100
- If part-time, must be less than 100
- **Location:** Select appropriate campus from dropdown list
- **Bargaining Unit:** Auto-filled
- **Shift Type:** 37.5 or 40
- **Campus Address and Phone:** Include expected building name/ box number/ room number and phone number as well, if available
- **Shift Hours (8am – 4:30pm):** Key in work hour, can type "Varies" for shiftwork
- **Work Week (M-F):** Key in scheduled work days, can type "Varies" for shiftwork
- Click 🅢 to **Save and Continue**

Salary/Funding Information (Step 4 of 7)

- **FLSA Exemption Status:** Auto-filled; do **NOT** change
- **Salary Type:** Auto-filled; do **NOT** change

Position Request Form & PDQ

1. Position Request Details | 2. Interviewer Information | 3. Secondary Position Information | 4. Salary/Funding Information | 5. Position Codes | 6. Position Description C

Secondary Position Information

Field	Value
Employee Class Description:	CS 40 Hours Full Time
Civil Service Appointment Type:	Permanent
*Appointment Percentage:	
*Location:	- Select -
Bargaining Unit:	3 - AFSCME 2887 Cler
*Shift Type:	
	(Work week = 37.5 hours or

Please indicate the expected Campus address and phone # for this position:

Include Building, Box #, Roo

Shift Hours (8 am - 4:30 pm):
Work Week (M-F):

◀ Back 🅢 Save and Continue 🅢 Save ❌ Exit

Position Request Form & PDQ

1. Position Request Details | 2. Interviewer Information | 3. Secondary Position Information | 4. Salary/Funding Information | 5. Position Codes | 6. Position Description Questionnaire (PDQ) | 7.

Salary/Funding Information

Field	Value
FLSA Exemption Status *(Assigned by HR.)*:	Not Exempt
Salary Type *(Assigned by HR.)*:	Regular
PDQ Review Type *(Assigned by HR.)*:	
PDQ Ranking *(Assigned by HR.)*:	
Budgeted Salary:	24,000 *(Annual Salary Budgeted)*
*Posting Salary:	11.00/hr
Salary Group: Salary Table: Grade: Step *(Assigned by HR.)*:	- Select -
PDQ Effective Date *(Assigned by HR.)*:	

Budget Purpose/ Percentage

Please fill in the salary/funding information by filling in the table and clicking 'Add' for additional lines.

Budget Purpose		Percent
782261 - EDWARDSVILLE - ALLOCATIONS		100 %
Totals		100%

➕ Add Row

◀ Back 🅢 Save and Continue 🅢 Save ❌ Exit

- **PDQ Review Type:** Completed by HR
- **PDQ Ranking:** Completed by HR
- **Budgeted Salary:** Highest annual salary
- **Posting Salary:** Auto-filled
- **Salary Group:** Completed- by HR
- **PDQ Effective Date:** Completed by HR
- **Budget Purpose:** Select appropriate code/name from a dropdown tab
- If more than one budget purpose is to be used, select ➕ to **Add Row**
  - In the **Percent** column, type the appropriate percentage for each budget type, equaling to 100
- If only one budget purpose is used
  - In the **Percent** column, type 100
- Click 🅢 to **Save and Continue**

Position Request Forms & PDQ (continued)

Position Codes (Step 5 of 7)

- **Civil Service System ID:** If known, enter **N#**
- **Occupational Code:** Auto-filled
- **Leave Category:** Auto-filled; do **NOT** change
- **Two Reporting Lines of Chancellor:** Select Y/N from dropdown list
- Click 🅢 to **Save and Continue**

PDQ Section 1 (Step 6 of 7)

- **Posting #:** Completed by HR
- **Position Title:** Auto-filled
- **Job Category:** Auto-filled
- **Civil Service System ID:** If known, enter **N#**
- **Department:** Auto-filled; do **NOT**

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

change
- **Division:** Select from dropdown list
- **Immediate Supervisor:** Key in immediate supervisor's name for requested position
- **Immediate Supervisor Title:** Title for above supervisor
- **Justification to Fill a Position:** Enter information as to why the position needs filled
- Click **S** to **Save and Continue**

Position Description Questionnaire (Step 7 of 7)
PDQ Section 2

- **Primary Purpose:** Brief description of position and its function; click ABC to spellcheck
- **Organizational Relationships:** Define organizational structure from the Vice Chancellor to this position (i.e. Vice Chancellor > Director > Manager > This Position)
- **Minimum Acceptable Qualifications:** Auto-filled; do **NOT** change

Purpose/Org. Relationships/Min Quals

Position Description Questionnaire (PDQ) (STEP 7 OF 7)

1. Position Request Details | 2. Interviewer Information | 3. Secondary Position Information | 4. Salary/Funding Information | 5. Position Codes | 6. Position Description Que

PDQ Section 2

Primary Purpose
Briefly describe the basic purpose of the position and its function within the hiring unit. Include duties, products and services, as well as who benefits from them and how

Organizational Relationships
Define organizational structure from the Vice Chancellor to this position.

Minimum Acceptable Qualifications:

1. High school gra
2. Any one or any
   (a) W computer
   (b) Co Business
   (c) V procedur
   (d) Co to the fo

Position Request Forms & PDQ (continued)

PDQ Section 2 (Step 7 of 7) (continued)

- **Preferred Qualifications:** **(**Optional) Key in information from page 5 of PDQ/Knowledge Skills; must click ABC to spellcheck

- **Duty/Responsibility:** Key in major duties and responsibilities regularly performed and normally assigned to this position, indicate the approximate % of time spend on each activity over the course of a normal year.
  - % of time for each

Duties/Skills/References/Accountability

Summarize the major duties and responsibilities regularly performed and normally assigned to your position. Indicate the '% of Time' normally spent on each activity over the course of a normal year. Make sure the sum of the % is equal to 100

Duties and Responsibilities

Duty/Responsibility	% of Time	
Duty 1	30	Remo
Duty 2	15	Remo
Duty 3	55	Remo

duty/responsibility must add to 100
  - o Note: Do not copy/paste directly from MS Word, a PDF, or a website. Can copy/paste from Notepad.
- **Knowledge and Skills:** Key in information requested in note below textbox
- **References:** Key in information requested in note below textbox
- **Accountability/Responsibility:** Key in information requested in note below textbox

- **Line of Reporting Table:** fill out table, listing title of all positions that report directly to the position being created
- Indicate (from the dropdown list) whether the future employee will have authority to Hire, Fire and Discipline (HFD) or if they will only direct their work (DW)
- Click ➕ to **Add** additional titles
- **Directly:** Indicate the range of employees that would directly report to this position over the course of a year
- **Indirectly:** Indicate the range of employees that would indirectly report to this position over the course of a year
- **How the position is supervised:** Key in relevant information
- **Other positions:** Key in other positions in the immediate work area

- **Most Typical/Action Taken; Most Complex/Action Taken:** key in two short examples of work-related problems and action taken to resolve them

Position Request Forms & PDQ (continued)

Position Description Questionnaire (Step 7 of 7)
PDQ Section 2 (continued)

Line of Reporting/Supervision/Other Positions

Most Typical/Complex/Action Taken

- **Internal Contact/External Contact:** complete these tables based on the instructions provided directly above the tables
- **Additional Information:** Use this area of key in info not covered by previous questions; such as physical or mental requirements, exposure to risks or hazards

- Click **S** to **Save** for later editing **OR**
- Click **S** to **Save and Continue to Approvals**

Approvers

- Select approver name from dropdown list for **Fiscal Officer** and **Dean/ Director**
- Sends an email to each line of approver as it is approved; not all 3 emails at once
- Click **S** **Save Approvers Only** to save but not send to approvers **OR**
- Click **S** **Save & Send Task Notification** to save and send to first approver
- At this point the position creation process is complete and must wait for approvals

Review/Editing

To open an existing position request (in progress or completed)
- From Dashboard, click **Jobs** tab
- Locate appropriate position by entering **name of position** or **Job ID** number in the search bar
- Click
- Click on **title of desired position**

HireTouch Create New Position Request-CS

https://siue.hiretouch.com/admin

Review/Editing (continued)

- Click on **Forms** tab

- In **Position Request Form & PDQ** row, can now
  - **Recertify** (eliminates any approvals)
  - **Continue (**under Action)
  - **Make Edits and Select Approvers**
  - **Save and Send Task Notification**

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