

HireTouch Hiring Manager Process

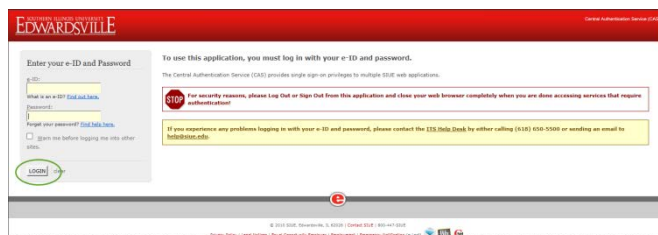
<https://siue.hiretouch.com/admin>

HireTouch Hiring Manager Process

The Hiring Manager (Search Committee Chair) will be notified by HR that the applicants are ready for review. The Hiring Manager (Search Committee Chair) may be the only member of the committee that will log into Hire Touch.

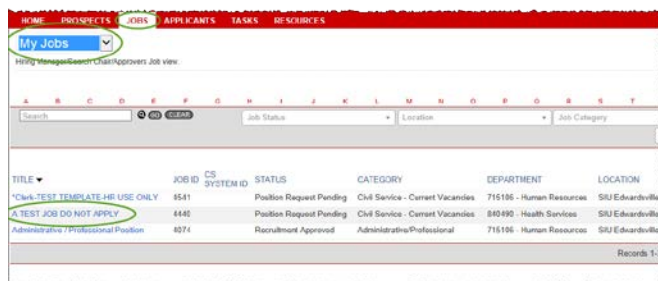
Open HireTouch Admin

- Open browser
- Navigate to <https://siue.hiretouch.com/admin>
- Redirected to SIUE CAS login
- Enter e-ID
- Enter e-ID password
- Click **LOGIN**



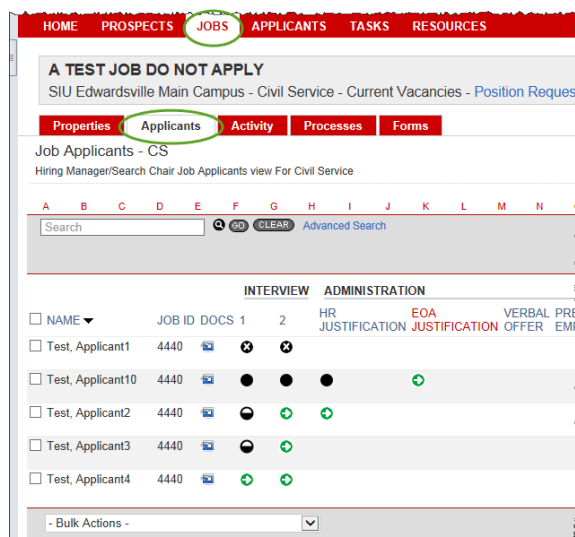
Select Job Position Applicants

- Opens Dashboard
- Click on Jobs tab
- Opens My Jobs
- Click on desired job title



TITLE	JOB ID	CS SYSTEM ID	STATUS	CATEGORY	DEPARTMENT	LOCATION
*Civ. TEST TEMPLATE HR USE ONLY	4541		Position Request Pending	Civil Service - Current Vacancies	715196 - Human Resources	SIUEdwardsville
A TEST JOB DO NOT APPLY	4440		Position Request Pending	Civil Service - Current Vacancies	840490 - Health Services	SIUEdwardsville
Administrative / Professional Position	4074		Recruitment Approved	Administrative/Professional	715196 - Human Resources	SIUEdwardsville

- List of available applicants will be displayed
- Click the DOCS icon to launch a single PDF of all of the Candidate's documents (application, resume, transcripts, etc)



NAME	JOB ID	DOCS	1	2	HR JUSTIFICATION	EOA JUSTIFICATION	VERBAL OFFER	PRE EMP
Test, Applicant1	4440							
Test, Applicant10	4440							
Test, Applicant2	4440							
Test, Applicant3	4440							
Test, Applicant4	4440							


HireTouch Hiring Manager Process

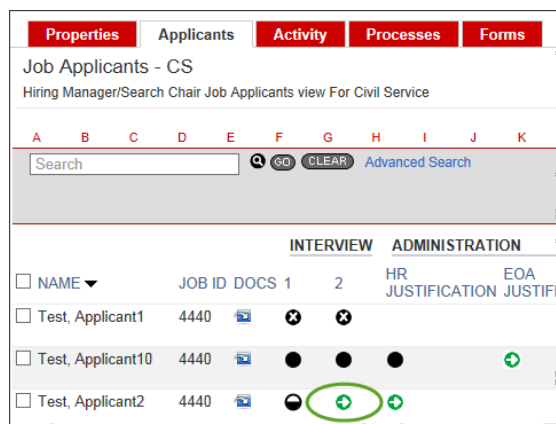
<https://siue.hiretouch.com/admin>

Applicant Interviews

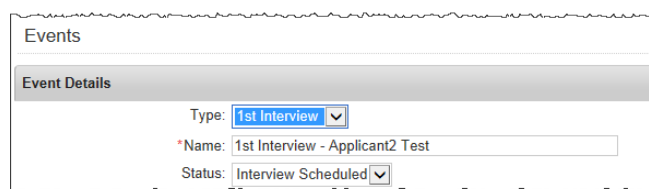
Confirm Interview

**Note: Call selected applicants to schedule interviews first then use the following steps as a confirmation process.*

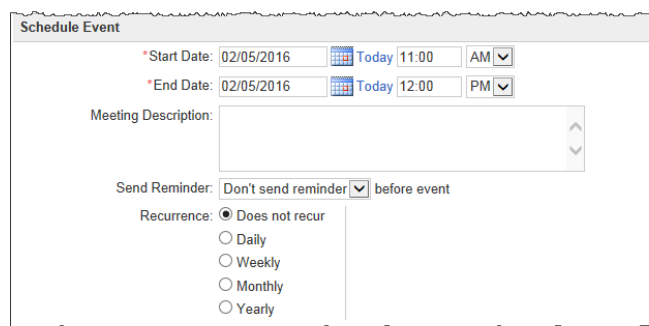
- Click  to enter interview information
- Opens Applicants/Activity screen
- Complete with details of interview event by following steps below



- **Event Details:**
 - **Type:** Select 1st or 2nd interview
 - **Name:** Auto-filled
 - **Status:** Auto-filled



- **Schedule Event:**
 - **Start Date:** Date/Time
 - **End Date:** Date/Time
 - **Meeting Description:** Complete as needed
 - **Send Reminder:** Complete if desired
 - **Recurrence:** Complete if desired




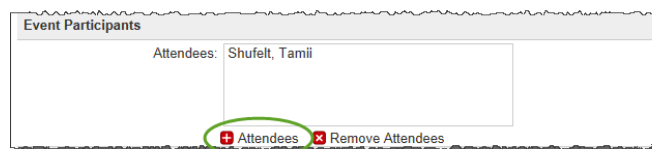
HireTouch Hiring Manager Process

<https://siue.hiretouch.com/admin>

Confirm Interview (continued)



Event Participants:


- By default, hiring manager is populated
- Click  to add attendees

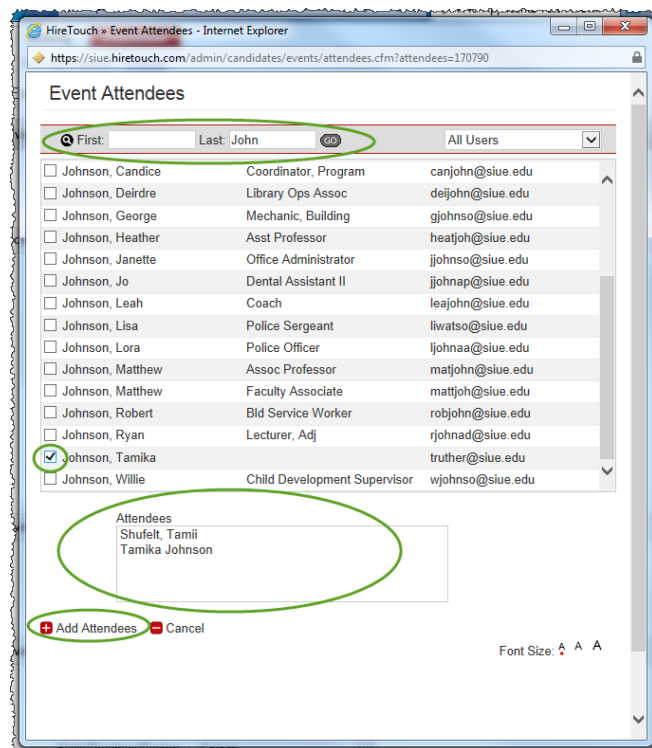


Event Participants

Attendees: Shufelt, Tamii

 Attendees  Remove Attendees

- Event Attendees** box opens
- To shorten list, key in first or last name
- Check box** to select attendee and move them down into **Attendees** box
- Repeat process with each attendee name until all attendees are listed in **Attendees** box
- Click  to add selected all selected Attendees



HireTouch » Event Attendees - Internet Explorer



<https://siue.hiretouch.com/admin/candidates/events/attendees.cfm?attendees=170790>

Event Attendees

First: Last: John GO All Users

<input type="checkbox"/>	Johnson, Candice	Coordinator, Program	canjohn@siue.edu
<input type="checkbox"/>	Johnson, Deirdre	Library Ops Assoc	dejohnd@siue.edu
<input type="checkbox"/>	Johnson, George	Mechanic, Building	gjohnso@siue.edu
<input type="checkbox"/>	Johnson, Heather	Asst Professor	heatjoh@siue.edu
<input type="checkbox"/>	Johnson, Janette	Office Administrator	jjohnso@siue.edu
<input type="checkbox"/>	Johnson, Jo	Dental Assistant II	jjohnap@siue.edu
<input type="checkbox"/>	Johnson, Leah	Coach	leajohn@siue.edu
<input type="checkbox"/>	Johnson, Lisa	Police Sergeant	liwatso@siue.edu
<input type="checkbox"/>	Johnson, Lora	Police Officer	ljohnaa@siue.edu
<input type="checkbox"/>	Johnson, Matthew	Assoc Professor	matjohn@siue.edu
<input type="checkbox"/>	Johnson, Matthew	Faculty Associate	matjohn@siue.edu
<input type="checkbox"/>	Johnson, Robert	Bld Service Worker	robjohn@siue.edu
<input type="checkbox"/>	Johnson, Ryan	Lecturer, Adj	rjohnad@siue.edu
<input checked="" type="checkbox"/>	Johnson, Tamika		truther@siue.edu
<input type="checkbox"/>	Johnson, Willie	Child Development Supervisor	wjohnso@siue.edu



Attendees
Shufelt, Tamii
Tamika Johnson

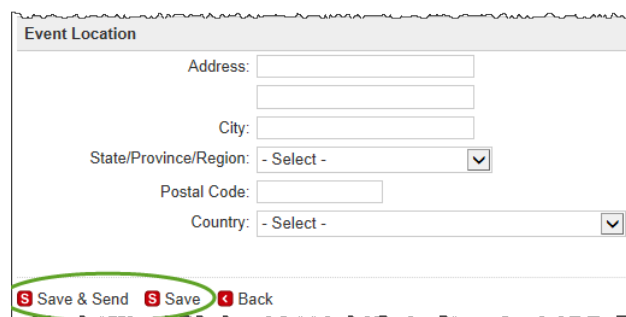
 Add Attendees  Cancel

Font Size: A A A

Event Location

- Populate all fields with location information

- Click  Save to save for future editing
- OR**
- Click  Save & Send to save event **and** configure **confirmation email** to applicant and committee members



Event Location




Address:

City:

State/Province/Region: - Select -

Postal Code:

Country: - Select -

 Save & Send  Save  Back

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<https://siue.hiretouch.com/admin>

Confirm Interview (continued)

Confirmation Email Configuration

- Top of screen will indicated “Event Saved Successfully”
- **Event Correspondence**
 - **From:** Auto-filled with hiring manager email
 - **To:** Auto-filled with applicant email
 - **CC:** Populate as desired
 - **BCC:** Auto-filled with selected attendees
 - **Subject:** Title as desired
 - **Attachments:**
 - **Outlook Meeting:** Auto-checked
 - **Browse:** Select any additional desired forms or documents
 - **Applicant’s Documents:**
 - Use dropdown box to select any applicant documents to be included in confirmation email and click **+** to attach
 - **Message:** Compose body of email
 - Click **S** to send email
- Opens **Events** screen
 - Top of screen will indicate *correspondence sent successfully*
 - Remainder of screen will display all event details
- To return to applicant list:
 - On the far right side of the screen, under **Job Details/Title**, select job title link

- Then, on lower row of red tabs, select **Applicants**
 - This opens to applicant list
- Repeat all **Confirm Interview** steps for each applicant listed
- All **Confirm Interview** steps will be repeated again for second interview(s)





**Note: Interview status on Applicants/Activity tab changes from  to .*













HireTouch Hiring Manager Process

<https://siue.hiretouch.com/admin>

After each set of interviews are complete,
update **Interviewee Status**:

Interviewee Status

- **Login** and return to **Applicant List** by repeating all steps on *Page 1* of this document
- Click  on the appropriate applicant to update status after interview is complete
- Opens **Interview Process** box
- Select appropriate **Status**
 - Qualified Proceed – moves to next step; status changes to 
 - Complete/No Longer Considered – ends process; status changes to 
- Click  **Save**
- Repeat **Interview Status** steps to update status for each applicant
- Complete **Interviewee Status** steps after both the 1st and the 2nd interview(s)



		INTERVIEW		ADM	
<input type="checkbox"/> NAME ▼	JOB ID	DOCS	1	2	HR JUSTI
<input type="checkbox"/> Test, Applicant1	4440				
<input type="checkbox"/> Test, Applicant10	4440				
<input type="checkbox"/> Test, Applicant2	4440				
<input type="checkbox"/> Test, Applicant3	4440				

Interview Process

STATUS	DATE	USER
Scheduled	Fri 2/5/16 at 10:53 AM	Tamii Shufelt
Not Started	Wed 12/2/15 at 10:04 AM	Douglas James


Update Status

Status: ☒ Not Started
☐ Qualified: Proceed
☐ Complete / No Longer Considered

 Save
 Close


After final interviews are complete, update
Disposition Code

Disposition Code




- **Login** and return to **Applicant List** by repeating all steps on *Page 1* of this document
- Click ***Select Disposition** for desired applicant
- This opens **Update Disposition Code** box
- Select appropriate **-Disposition Code-** from dropdown list
 - If "Not Chosen" is selected; explain reason in "Notes" text box
- Click  **Save**
- Repeat **Disposition Code** steps to update disposition code for each applicant

		INTERVIEW		ADMINISTRATION					
<input type="checkbox"/> NAME	JOB ID	DOCS	1	2	HR JUSTIFICATION	EOA JUSTIFICATION	VERBAL PRE-EMPLOYMENT	ONBOARDING	DISPOSITION CODE
<input type="checkbox"/> Test, Applicant1	4440								
<input type="checkbox"/> Test, Applicant4	4440								
<input type="checkbox"/> Test, Applicant10	4440								
<input type="checkbox"/> Test, Applicant2	4440								

Update Disposition Code

Disposition Code:  Chosen - CH

Note:

 Save
 Cancel
 Close


HireTouch Hiring Manager Process


Once Disposition codes are updated, complete
Hiring Justification process

Hiring Justification

- Click on **Forms** tab
- In the **Hiring Justification** row, under **Action** column, click **Start** link
 - Note: The **Start** link will change **Continue** once changes have been made

- This opens the **Hiring Justification Form**
- First, click **+** to add Committee Members

- Then click  to search for Committee Members

- Key in first or last name, email address, or user name
- Click on the appropriate Committee Member name
- Click  to **Select User**

HireTouch Hiring Manager Process

<https://siue.hiretouch.com/admin>

Hiring Justification (continued)

- Key in Committee Member **Title**
- Click **+** to save to Member List
- Repeat the same process for each Committee Member
- Complete **Summary of Interview Process** based on the requirements listed above
- When members are added and summary is complete, click **S** to **Save** for later review/editing or **✓** to **Submit** for approval

The first screenshot shows a table with columns 'MEMBER' and 'TITLE'. It lists 'Tamika Johnson' and 'Tami Shufelt' under the 'MEMBER' column. The second screenshot shows the 'Hiring Justification' form. It includes instructions, a 'Summary of Interview Process' text area, and buttons for 'Submit', 'Save', and 'Exit' at the bottom.

Forms/Approvers

- Opens to **Approvers** screen
- For *Civil Service* positions, HR and EOA fields will be listed
- For *Administrative Professional* positions, only EOA field will be listed
- For both *Civil Service* **and** *Administrative Professional* positions, **Approver** name will be auto-filled
- To save for later review/editing, click **S Save Approvers Only**
- To save **and** send for approval(s), click **S Save & Send Task Notification**

Civil Service (CS) Position View

The screenshot shows the 'Approvers' section with a table for adding approvers. The 'Save & Send Task Notification' and 'Save Approvers Only' buttons are highlighted.

Administrative Professional (AP) Position View

The screenshot shows the 'Approvers' section with a table for adding approvers. The 'Save & Send Task Notification' and 'Save Approvers Only' buttons are highlighted.

- Confirmation screen will open indicating **Approvers Updated Successfully**

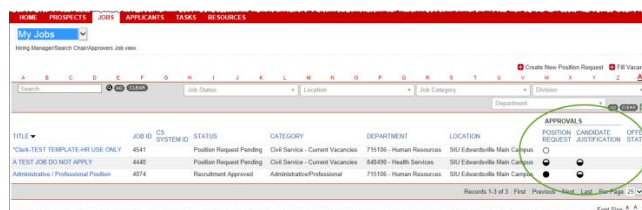
The screenshot shows a confirmation message: 'Approvers updated successfully'.

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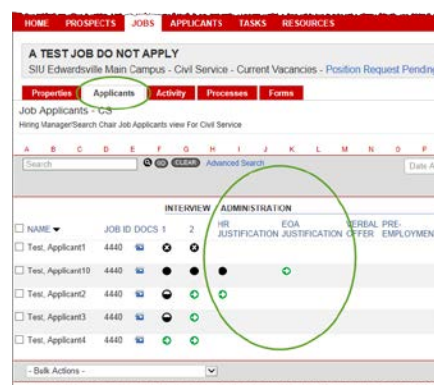
<https://siue.hiretouch.com/admin>

Administration Status Updates

- Once candidate has been fully approved by HR and/or EOA, **Candidate Justification** under **My Jobs** tab will change to



- Status approvals can also be followed at the applicant level by clicking on appropriate job and hovering over the dots in the **Administration** column
- ➡ indicates not yet started
- indicates in progress
- indicates approval
- ✕ indicates rejected/unapproved



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