Academic Hourly Appointment Instructions

1. **Login to the Administrator side of HireTouch and click on the "JOBS" tab.**
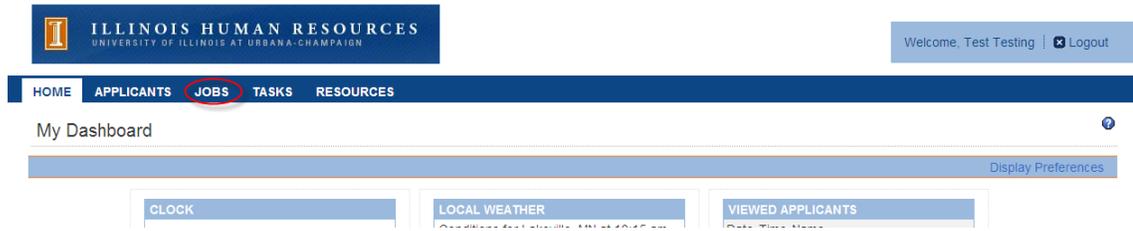
2. **On the right hand side of the page, click "Start a Workflow".**
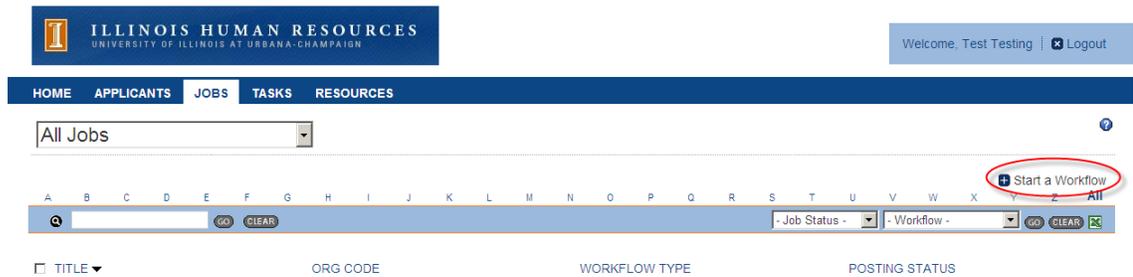
3. **From Step 1 Choose a Template, select the "Academic Hourly Appointment" template and click "Continue".**
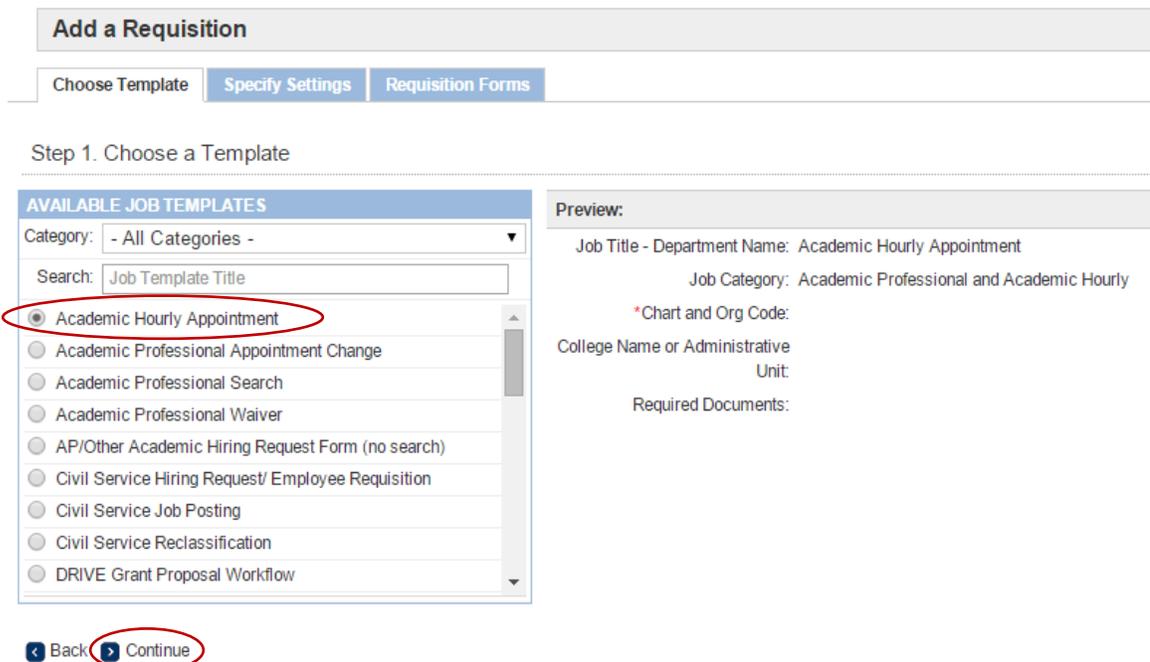
4. **From Step 2 Specify the Requisition Settings, enter the following and then click "Continue":**
   - **Title (Last Name) – Department Name**
   - **Chart and Org Code (Organization Name will populate as you type in the Chart and Org Code)**
   - **College Name or Administrative Unit**

Add a Requisition

Choose Template	Specify Settings	Requisition Forms

Step 2. Specify the Requisition Settings

Job Details > Academic Hourly Appointment

* Job Title - Department Name: [_____]

Example, Asst Prof - Chemistry;Civil Service use classification name such as Office Support Associate.

* Chart and Org Code: [_____]

Example: 1100000

* Organization Name: [- Select - ▼]

* College Name or Administrative Unit: [_____]

Additional Information

◄ Back to Template ▶Continue

5. **From Step 3 Attach Forms to the Requisition, click "Continue" (Packages will automatically be selected – please don't change packages).**

Add a Requisition

Choose Template	Specify Settings	Requisition Forms

Step 3. Attach Forms to the Requisition
NOTE: Please do not make any changes to the selections below. Scroll to the bottom and hit continue.

Applicant Related Form Packages

Name	Description
☐ **DUPLICATE ACCOUNT**	Form attached to Display Message to Civil Service Applicant that the Account being used is not valid for Civil Service Application because it has been marked as a duplicate.
☐ Academic Professional Application	Package includes AP Application and EEO Form
☐ Angie's Test	
☐ Applicant EEO	EEO Form
☐ Application	Application for ISSS
☐ Civil Service Application	This package contains the basic application forms
☐ Civil Service Exam Request	CS Exam Request
☐ EEO Re-Identification	
☐ Faculty Profile	Package includes Faculty Profile and EEO Form.
☐ Internal Form TEST	
☐ Pre-Approval	Package contains pre-approval form
☐ Special Faculty Profile	Special Faculty Profile

Job Related Form Packages

Name	Description
☑ Academic Hourly Appointment	Academic Hourly Appointment - contains appointment form and job description form
☐ Academic Professional Appointment Change	Package includes PAPE and Appt Change Form
☐ Academic Professional Appointment Change 2	Package inlcudes PAPE and Appt Change Form
☐ Academic Professional Search	Package includes Hiring Request, PAPE, Search, Finalist Compliance
☐ Academic Professional Search Only	Academic Professional Search Only
☐ Academic Professional Search Waiver	Includes Hiring Request, PAPE, Search Waiver
☐ AH Test	
☐ AP/Other Academic Hiring Request Form	Package contains Academic Hiring Request only.
☐ Civil Service Employee Requisition	Civil Service Hiring Request and Employee Requisition forms
☐ Civil Service Hiring Request	Package contains Civil Service Hiring Request form
☐ Civil Service Job Posting	

◀ Back to Settings ▶ Continue

6. **The Forms tab will appear for the workflow you just created. There are two forms inside the Academic Hourly Appointment Workflow, each with a Start link.**

    - **Either obtain AHR approval of a new job description, by clicking "Start" and submitting the form. For help completing the job description form please visit http://diversity.illinois.edu/Job%20Aids/Academic%20Hourly%20Job%20Description%20Instructions.pdf**
    - **Or attach a previously approved job description (that was approved within the last 3 years) by clicking on "Upload a Document"**

7. **After the new job description has been approved (or a previously approved job description has been attached to in the Activity tab) go back to the Forms tab. Click the "Start" link for the Academic Hourly Appointment form.**

Academic Hourly (Last Name) - Department Name
Academic Professional and Academic Hourly

| Properties | Applicants | Campaigns | Activity | Processes | Permissions | Forms | Job Prospects | Posting |

Job Forms | Form Packages | Comments

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	➕ Add/Remove Forms
📝 Academic Hourly Appointment									
📝 Academic Hourly Job Description		Thu, 11/6/14 at 4:00 PM	Recertify			View	Approvals	View History	Remove
📝 Academic Hourly Appointment						Start			Remove

8. **Complete the Academic Hourly Appointment form. Please see below for additional information on some of the fields.**

    - **Fields with an asterisk (*) are required.**
    - **College Code – will flow through from what was entered on job description.**
    - **Org Code and College Name or Administrative Unit – will flow through from what was entered on Step 2 Specify the Requisition Settings.**
    - **Gender, Ethnic Identification and Race are determined by direct knowledge or visual determination if unknown, per OFCCP regulations.**
    - **For the Justification section of the form there are 3 required questions.**

*Please describe the urgent or specialized need for this appointment.
Note: Please provide a brief statement regarding why there is a need to fill an academic hourly position. For example, there may be extra work for some reason (please list reason), another employee left recently, a professor has grant money and needs someone to assist with research, etc.

*How was this candidate identified and selected for this position?
Note: Please provide a brief statement regarding the process in which the appointee was found and determined to be qualified. Some examples include an informal search that candidates apply to and interviews are conducted, they may be recommended by someone for the position (please specify who), a professor may have met the person at a conference, the person may be known by the department because of working there as an undergraduate employee, etc.

*Were there any finalists considered for this position (other than the proposed appointee)? Yes or No

If there were other finalists, please attach a resume or C.V. for each finalist. Also, please explain the selection process and why the appointee was selected over any other finalists below.
Note: For anyone that was interviewed by not hired, please attach a copy of the resume or CV in the activity tab and provide a brief description of the selection process. For example, it could state that three finalists were interviewed for this position. Jen was the best qualified because [fill in appropriate information]. Bob and Linda did not have as much teaching experience as Jen.

- **Choose "Save and Continue to Approvals".**

- **Reminder: Upload a resume or CV by clicking "Upload Documents" or under the "Activity" tab**

9. **On the Approvers Page, click the drop down menu arrow for the College/Unit approver, select the appropriate approver and click "Save and Submit for Approval".**
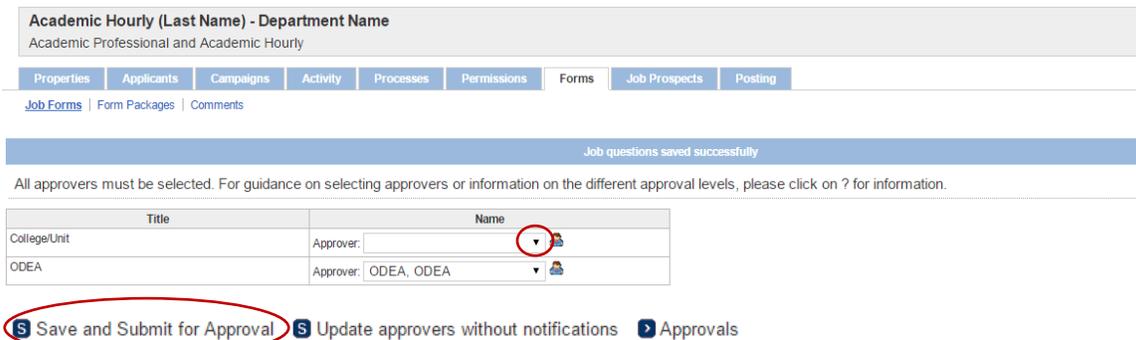
10. **Upon on saving, an automatic notification will be sent to the first approver.**

An Academic Hourly Appointment form has been sent for your approval in HireTouch for the position title: Academic Hourly (Last Name) - Department Name

Please log in to the HireTouch Applicant Tracking system to review and approve this request using the following steps:

1. Log in to the HireTouch system by clicking the following link: HireTouch Administrative Application (if you are already logged into the system, skip to step 2)

2. Access the job directly by clicking the following link: [http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=4245]

<u>To View and Approve the form:</u>

- Click the **Approvals** link for the Academic Hourly Appointment form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

<u>To Edit and then Approve the form:</u>

- Click the **Approvals** link for the Academic Hourly Appointment form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

11. **The approver can use the direct URL in the email to get to the workflow, or they can find the job by logging in to HireTouch and following these steps:**
    - **Select the "JOBS"**
    - **Click on the position title**
    - **Select the "Forms" tab**
    - **Select "Approvals" for the Academic Hourly Appointment Form**

- **Job Form Approval screen will show the approvers and the person's name in red is the person currently approving. Select "View".**

- **View the form. If edits are needed, select "Edit".**

- **Edit will bring the form up and allow you to make changes. If edits are made, select "Save and Continue to Approvals" at the bottom of the form.**

- **After the form is complete, select Approvals. The job form approval screen will appear and you can approve the form by selecting "Approve". (If a group inbox is selected you will need to change this to your own name to approve.)**

- **After all approvers have approved the form, an email will be sent to the contact saying the Academic Hourly Appointment Form has been approved. See example email below:**

The Appointment for [[First Name]] [[Last Name]] for the [[Job Title]] position has been approved by ODEA on [[Approval Date]]. The Academic Hourly Appointment form number is H15XXXXX.

Please be sure to enter the Academic Hourly Appointment form number in the Search Number field in the HR Front End transaction.

This email should be maintained in the department file.

Thank you,
Office of Diversity, Equity, and Access