

# Academic Professional Search Waiver Instructions

1. Login to the Administrator side of [HireTouch](#), click on the Jobs tab.

ILLINOIS HUMAN RESOURCES  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Test Testing | Logout

HOME APPLICANTS **JOBS** TASKS RESOURCES

My Dashboard

Display Preferences

**CLOCK**  
Monday  
March 23rd, 2009  
10:49:51 AM

**VIEWED JOBS**

Date	Time	Title
Mar 23	10:39 AM	Asst Director - OEOA
Mar 23	10:26 AM	Appointment Change Form
Mar 10	2:12 PM	Director
Mar 10	2:12 PM	Director
Mar 5	11:26 AM	OEOA Test Job

**LOCAL WEATHER**  
Conditions for Lakeville, MN at 10:15 am CDT  
CDT  
  
**Current Conditions:**  
Light Rain, 43 F  
**Forecast:**  
Mon - Rain/Wind. High: 50 Low: 45  
Tue - Thundershowers. High: 54 Low: 28

**VIEWED APPLICANTS**

Date	Time	Name
None		

Font Size: A A A

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2. On the right hand side of the page, click Start a Workflow.

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HOME APPLICANTS **JOBS** TASKS RESOURCES

All Jobs

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

GO CLEAR - Job Status - - Workflow - GO CLEAR

TITLE	ORG CODE	WORKFLOW TYPE	POSTING STATUS
<input type="checkbox"/> \$3 Angie Pape		Academic Professional Search	Pending
<input type="checkbox"/> \$Angie Pape		Academic Professional Search	Pending
<input type="checkbox"/> **Donna Bosch	1598129	Academic Professional Search	Closed
<input type="checkbox"/> **PAPE TEST		PAPE	Pending
<input type="checkbox"/> *Auto Test Faculty	452345	Faculty/Other Academic Search	Closed
<input type="checkbox"/> *Committee Memeber Test		Academic Professional Search	Pending
<input type="checkbox"/> *Merge Field Test Job		Appointment Change	Pending
<input type="checkbox"/> *Package Order		Academic Professional Search	Pending
<input type="checkbox"/> @Req test		Academic Professional Waiver	Pending
<input type="checkbox"/> 031109test2	1746000	PAPE	Pending

- Bulk Actions -

Records 1-10 of 144 First Previous Next Last Page 1 Per Page 10

Font Size: A A A

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3. From Step 1 Choose a Template, select the Academic Professional Waiver template and click Continue.

**Add a Requisition**

Choose Template | Specify Settings | Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES	Preview:
Category: - All Templates - <input type="radio"/> Academic Professional Appointment Change <input type="radio"/> Academic Professional Search <input checked="" type="radio"/> Academic Professional Search Waiver <input type="radio"/> AP/Other Academic Hiring Request Form (no search) <input type="radio"/> Civil Service Hiring Request/Employee Requisition <input type="radio"/> Civil Service Job Posting <input type="radio"/> Civil Service Reclassification <input type="radio"/> Faculty and Other Academic Appointment Change <input type="radio"/> Faculty and Other Academic Search <input type="radio"/> Faculty and Other Academic Search Waiver <input type="radio"/> ISSS Faculty Search <input type="radio"/> ISSS Search <input type="radio"/> PAPE Only <input type="radio"/> Post Doc Resrch Assoc <input type="radio"/> Retire Rehire Approval Request	Job Title - Department Academic Professional Search Waiver Name: Job Category: Academic Professional Chart and Org Code: Organization Name: College Name or Administrative Unit:

4. From Step 2 Specify the Requisition Settings, enter the following:
- Title – 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 | Forms

Step 2. Specify the Requisition Settings

**Job Details > Academic Professional Waiver**

\* Title - Department Name:   
*Example, Asst Prof - Chemistry*

Chart and Org Code:   
*Example: 1100000*

Organization Name: - Organization Name -  
 College Name or Administrative Unit:

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

<input type="checkbox"/>	CS Exam Request	CS Exam Request
<input type="checkbox"/>	Faculty Profile	Faculty Profile
<input type="checkbox"/>	Pre-Approval	Package contains pre-approval form
<input type="checkbox"/>	Special Faculty Profile	Special Faculty Profile

Job Related Form Packages	
Name	Description
<input checked="" type="checkbox"/> Academic Professional Search Waiver	Package includes PAPE, Search Waiver
<input type="checkbox"/> Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE, Appointment Change
<input type="checkbox"/> Academic Professional Search	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Academic Professional Search Form	Academic Professional Search Form
<input type="checkbox"/> Civil Service Hiring Request	Package contains Civil Service Hiring Request form only.
<input type="checkbox"/> Faculty Administrator Appointment Change	Package includes: PAPE and Appointment Change
<input type="checkbox"/> Faculty Administrator Search	Package includes: PAPE, Search and Summary
<input type="checkbox"/> Faculty Administrator Search Waiver	Package includes: PAPE and Search Waiver
<input type="checkbox"/> Faculty/Other Academic Appointment Change	Package includes Appointment Change form
<input type="checkbox"/> Faculty/Other Academic Search	Package includes Search and Summary Form
<input type="checkbox"/> Faculty/Other Academic Search Form	Faculty/Other Academic Search Form
<input type="checkbox"/> Faculty/Other Academic Waiver	Package includes Search Waiver form
<input type="checkbox"/> Finalist Compliance Form	Finalist Compliance Form
<input type="checkbox"/> ISSS Search	Package includes PAPE, ISSS Search, Summary Form
<input type="checkbox"/> PAPE Only	Package includes PAPE form
<input type="checkbox"/> Post Doc Resrch Assoc	
<input type="checkbox"/> Search Waiver Form	Search Waiver Form
<input type="checkbox"/> Summary	Summary
<input type="checkbox"/> Summary Form 2nd Hire	Summary Form 2 Multiple Hire
<input type="checkbox"/> Summary Form 3rd Hire	Summary Form 3 Multiple Hire
<input type="checkbox"/> Summary Form 4th Hire	Summary Form 4 Multiple Hire
<input type="checkbox"/> Summary Form 5th Hire	Summary Form 5 Multiple Hire
<input type="checkbox"/> Summary Form 6th Hire	Summary Form 6th Hire

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6. The Forms tab will appear for the job you just created. There are three forms inside the Academic Professional Search Waiver Package, each with a Start link. For the Hiring Request Form, click Start.

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Academic Professional - Pending

[Properties](#) | [Candidates](#) | [Campaigns](#) | [Activity](#) | [Processes](#) | [Permissions](#) | [Forms](#) | [Job Prospects](#)

[Job Forms](#) | Applicant Forms

Forms added successfully

Show Job Forms ?

Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.

Form Name	OEOA File Number	Completed	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
Academic Professional Search Waiver								
Hiring Request					<a href="#">Start</a>			<a href="#">Remove</a>
New PAPE or Update existing greater than 3 years					<a href="#">Start</a>			<a href="#">Remove</a>
Upload existing approved PAPE within 3 years					<a href="#">Start</a>			<a href="#">Remove</a>
Search Waiver					<a href="#">Start</a>			<a href="#">Remove</a>


7. Please see instructions for Hiring Request Form.

8. After the Hiring Request form has been approved you will go back to the Forms tab inside the job record. You will click the Start link for the PAPE Form.

**Testing - OEOA**  
Academic Professional - Pending

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[Job Forms](#) | Applicant Forms

Show Job Forms 

Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.

Form Name	OEOA File Number	Completed	Completion Date	Recertify	Action	Approval	Document History	+ Add/Remove Forms
Academic Professional Search								
Hiring Request		<input checked="" type="checkbox"/>	Wed, 8/11/10 at 10:52 AM	Recertify	View	Approvals	View History	Remove
New PAPE or Update existing greater than 3 years					Start			Remove
Upload existing approved PAPE within 3 years					Start			Remove
Academic Professional Search					Start			Remove
Finalist Compliance Form					Start			Remove


**9. Please see instructions for PAPE.**

**10. After the PAPE has been approved you will go back to the Forms tab inside the job record. You will click the Start link for the Search Waiver.**

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Show Job Forms 

Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.

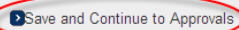

Form Name	OEOA File Number	Completed	Completion Date	Recertify	Action	Approval	Document History	+ Add/Remove Forms
Academic Professional Search Waiver								
Hiring Request		<input checked="" type="checkbox"/>	Fri, 8/20/10 at 4:01 PM	Recertify	View	Approvals	View History	Remove
New PAPE or Update existing greater than 3 years		<input checked="" type="checkbox"/>	Fri, 8/20/10 at 4:03 PM	Recertify	View	Approvals	View History	Remove
Upload existing approved PAPE within 3 years					Start			Remove
Search Waiver					Start			Remove

- 11. Complete the Search Waiver 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 the PAPE form.**
  - Org Code and College Name or Administrative Unit– will flow through from what was entered on Step 2 Specify the Requisition Settings**
  - Upload Required Documentation – to upload a document click add and enter the Name/Description of the document you are uploading, select the browse button to locate your document, and select the Document Type from the drop down list. To delete a file you uploaded, double click on the file and select delete.**
  - Choose Save and Continue to Approvals**

Please upload a copy of the candidate's resume or C.V.

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
Hiring Request		Hiring Request	Hiring Request.pdf	66721
New PAPE or Update existing greater than 3 years		PAPE	PAPE.pdf	52106

 Add

 Save and Continue to Approvals  Exit

**12. On the Approvers Page in the Approver drop down menu to the right of each approver, select the appropriate approver and select save.**

**a. Please note the following:**

**All departments in College Code NB, as well as the GSLIS, LER, Law, and Social Work must select Provost Office for the Provost approval line. All others select OEOA Department.**

**Look-up Icon: Use the look-up icon to see email address. Click save to finish.**

**If your college/unit is using a group inbox, you will need to select the group inbox as the approver.**

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Job questions saved successfully

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information. 

Title	Name
Affirmative Action Officer	Approver: <input type="text"/> 
EEO Officer/College	Approver: <input type="text"/> 
Provost (when required for 2nd level review)	Approver: <input type="text"/> 
OEOA	Approver: <input type="text"/> 

 Save

**13. Upon saving, a notification will be sent to the first approver.**

An Appointment Change Form has been sent for your approval in HireTouch for the Appointment Change Form position. Please click on the link below and follow the instructions provided to view and approve the form.

**PLEASE NOTE: If you are an AA Officer you will need to select edit forms and complete the AA Officer section near the bottom of the form.**

<http://uat.illinois.hiretouch.com>

Sign into HireTouch using your enterprise id and password.

Click the Jobs Tab  
 Click Academic Professional Jobs from the Drop Down menu  
 Click on Appointment Change Form  
 Click the Blue Forms tab

**To Approve and View the Form**

Click Approval on the Search line  
 Click View at bottom  
 Click Approvals  
 Click Approve

**To Edit and Approve the Form**

Click Approval on the Search line  
 Click View  
 Click Edit  
 Edit the Form and click Save and Continue to Approvals  
 Click Approval  
 Click Approve

**To Make Comments and Approve the Form**, Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

If your College/Unit is using a group inbox, select the inbox approval and change this to your name before approving.

Click Approval on the Search line  
 Click View  
 Click Edit  
 Click Comments  
 Click Add Comment  
 Add your Comment and Click Add Comment  
 Click Back to List  
 Click Back  
 Click Approvals  
 Click Approve

**To Download Form or Print Form**

Click Approval on the Search line  
 Click View  
 Click Download

**14. The approver will login to [HireTouch](#).**

- a. Select the Job tab from the menu.
- b. Click on the Job that they are approving by selecting Academic Professional Jobs
- c. Select the Forms tab
- d. Select Approval

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Show Job Forms

Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.

Form Name	OEOA File Number	Completed	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
Academic Professional Search Waiver								
Hiring Request		<input checked="" type="checkbox"/>	Fri, 8/20/10 at 4:01 PM	Recertify	View	Approvals	View History	Remove
New PAPE or Update existing greater than 3 years		<input checked="" type="checkbox"/>	Fri, 8/20/10 at 4:03 PM	Recertify	View	Approvals	View History	Remove
Upload existing approved PAPE within 3 years					Start			Remove
Search Waiver		<input checked="" type="checkbox"/>	Fri, 8/20/10 at 4:05 PM	Recertify	View	Approvals	View History	Remove

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

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Job Form Approval

Form Originator: Hagler, Andrew

Title	Name	Approved	Rejected	Date
Affirmative Action Officer	Andrew Hagler			
EEO Officer/College	Andrew Hagler			
Provost (when required for 2nd level review)	Andrew Hagler			
OEOA	Andrew Hagler			

+ Approvers View Back Approve Reject

f. View the form and make any changes to the form by selecting Edit.

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View Form

**Search Waiver**

**OEAO Office Use**  
Please contact OEAO at 333-0885 before completing and/or submitting the Search Waiver Form for guidance on whether a search waiver is appropriate.

Job Group Code (OEAO Office Use Only):  
R (OEAO Office Use Only):  
G (OEAO Office Use Only):

**Requestor**

College Code (2 character field): NA

Organization Code: 1433000

College Name or Administrative Unit: OEAO

Edit Approvals Comments Download

g. Edit will bring the form up and allow you to make changes. When the edits are complete you will need to select Save and Continue at the bottom of the form.

Form

**Search Waiver**

**OEAO Office Use**  
Please contact OEAO at 333-0885 before completing and/or submitting the Search Waiver Form for guidance on whether a search waiver is appropriate.

Job Group Code (OEAO Office Use Only):   
R (OEAO Office Use Only):  Yes  No  
G (OEAO Office Use Only):  Yes  No

**Requestor**

\* College Code (2 character field):

Organization Code: 1433000

College Name or Administrative Unit: OEAO

h. At the Approvers Screen, select Approvals. The Job Form Approval screen will appear and you can Approve the form by selecting Approve, make more changes by selecting View and then Edit, or make comments to the form by selecting View and then Comments. To make comments to the form, follow the following instructions:

**To Make Comments and Approve the Form:** Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

**Click View**  
**Click Edit**  
**Click Comments**  
**Click Add Comment**  
**Add your Comment and Click Add Comment**  
**Click Back to List**  
**Click Back**  
**Click Approvals**  
**Click Approve**

- i. **After all approvers have approved the form, an email will be sent to the contact saying the Search Waiver Form has been approved.**