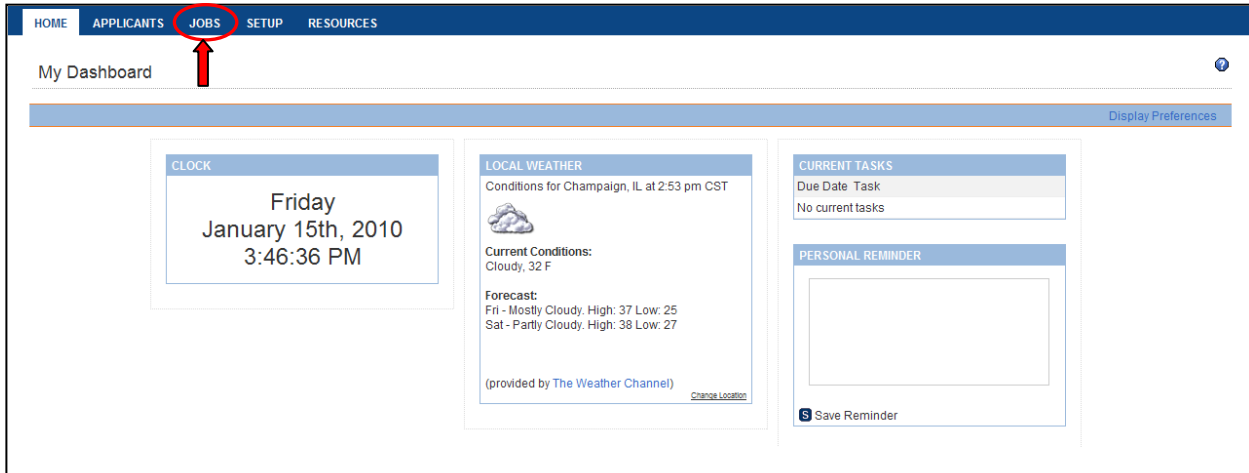


CIVIL SERVICE HIRING REQUEST FORM INSTRUCTIONS

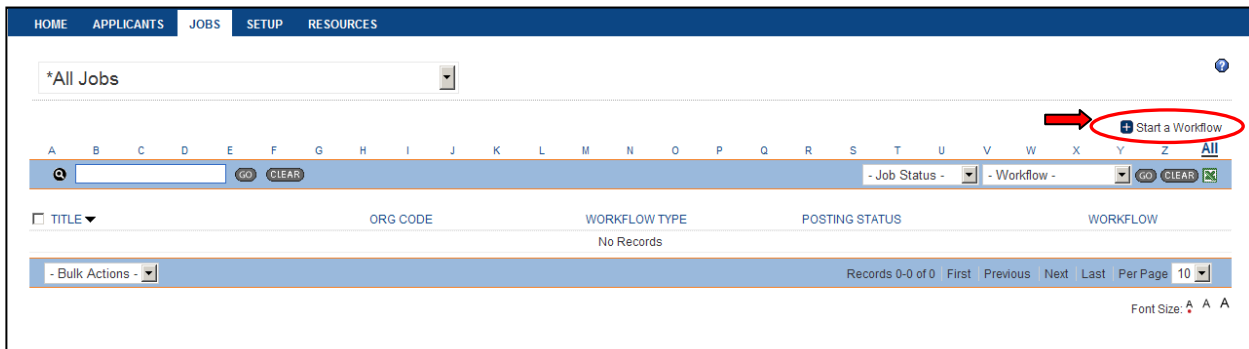
An approved Hiring Request form is needed before initiating any hiring activity. The approval of the hiring request form does not indicate an approved Employee Requisition (ER Card). The ER Card process must still occur in DART and will be approved or denied based on the elements provided in the ER Card.

1. Select the "JOBS" tab



The screenshot shows a web application dashboard with a blue header bar containing navigation tabs: HOME, APPLICANTS, JOBS, SETUP, and RESOURCES. The 'JOBS' tab is circled in red, and a red arrow points to it from below. Below the header, the page title is 'My Dashboard'. A 'Display Preferences' link is visible on the right. The main content area is divided into three columns: 'CLOCK' showing 'Friday January 15th, 2010 3:46:36 PM', 'LOCAL WEATHER' for Champaign, IL, and 'CURRENT TASKS' showing 'No current tasks'. A 'PERSONAL REMINDER' section is also present with a 'Save Reminder' button.

2. Click "Start a Workflow"



The screenshot shows the 'JOBS' page with a blue header bar containing navigation tabs: HOME, APPLICANTS, JOBS, SETUP, and RESOURCES. The 'JOBS' tab is selected. Below the header, there is a search bar with '*All Jobs' and a dropdown arrow. A red arrow points to a 'Start a Workflow' button, which is circled in red. Below the search bar is a table with columns: TITLE, ORG CODE, WORKFLOW TYPE, POSTING STATUS, and WORKFLOW. The table currently shows 'No Records'. At the bottom, there is a 'Bulk Actions' dropdown, pagination controls (Records 0-0 of 0, First, Previous, Next, Last, Per Page 10), and a 'Font Size' control.

3. Select the “Civil Service Hiring Request” template and click “Continue”

HOME APPLICANTS JOBS SETUP RESOURCES

Add a Requisition

Choose Template Specify Settings Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category: - All Templates -

- Academic Professional Appointment Change
- Academic Professional Search
- Academic Professional Waiver
- AP/Other Academic Hiring Request Form (no search)
- Civil Service Hiring Request
- Civil Service Reclassification
- EEO Re-identification
- Employee Requisition
- Faculty Administrator Appointment Change
- Faculty Administrator Search
- Faculty Administrator Search Waiver
- Faculty/Other Academic Appointment Change
- Faculty/Other Academic Search
- Faculty/Other Academic Search Waiver
- ISSS Search
- PAPE Only
- Post Doc Research Associate
- Retire Rehire Approval Request

Preview:

Job Title - Department Civil Service Hiring Request

Name:

Job Category:

Chart and Org Code:

Organization Name:

College Name or Administrative Unit:

Back Continue

4. Enter the following information and click “Continue”

- Job Title - Department Name (Example: Office Support Associate – Academic Human Resources)
- Chart and Org Code (Example: 1746000 - There is no dash between chart and org code)
 - Organization Name will pre-populate based on the Chart and Org code
- College Name or Administrative Unit

HOME APPLICANTS JOBS SETUP RESOURCES

Add a Requisition

Choose Template Specify Settings Forms

Step 2. Specify the Requisition Settings

Job Details > Civil Service Hiring Request

* Job Title - Department Name: Office Support Associate - Aca
Example, Asst Prof - Chemistry; Civil Service use classification name such as Office Support Associate.

Chart and Org Code: 1746000
Example: 1100000

Organization Name: Academic Human Resources (1746000)

College Name or Administrative Unit: Provost's Office

Back to Template Continue

5. This screen has been pre-populated – Do not make any changes to the selections, Click “Continue”

HOME APPLICANTS **JOBS** SETUP RESOURCES

Add a Requisition

Choose Template Specify Settings **Forms**

Step 3. Attach Forms to the Requisition ?
NOTE: Please do not make any changes to the selections below.

Applicant Related Form Packages	
Name	Description
<input checked="" type="checkbox"/> Internal Form TEST	
<input type="checkbox"/> Academic Professional Application	Package includes AP Application and EEO Form
<input type="checkbox"/> Angle's Test	
<input type="checkbox"/> Applicant EEO	EEO Form
<input type="checkbox"/> Application	Application for ISSS
<input type="checkbox"/> CS Application	This package contains the basic application forms
<input type="checkbox"/> CS Exam Request	CS Exam Request
<input type="checkbox"/> EEO Re-Identification	
<input type="checkbox"/> Faculty Profile	Package includes Faculty Profile and EEO Form.
<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"/> Civil Service Hiring Request	Package contains Civil Service Hiring Request form
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE and Appt Change Form
<input type="checkbox"/> Academic Professional Appointment Change 2	Package includes PAPE and Appt Change Form
<input type="checkbox"/> Academic Professional Search	Package includes Hiring Request, PAPE, Search, Summary Form.
<input type="checkbox"/> Academic Professional Search Only	Academic Professional Search Only
<input type="checkbox"/> Academic Professional Search Waiver	Includes Hiring Request, PAPE, Search Waiver
<input type="checkbox"/> AH Test	
<input type="checkbox"/> AP/Other Academic Hiring Request Form	Package contains Academic Hiring Request only.
<input type="checkbox"/> Civil Service Reclassification	Civil Service Reclassification form
<input type="checkbox"/> Employee Requisition	Employee Requisition
<input type="checkbox"/> Faculty Administrator Appointment Change	Package includes: PAPE and Appointment Change
<input type="checkbox"/> Faculty Administrator Search	Package includes: Hiring Request, PAPE, Faculty Administrator Search, Summary
<input type="checkbox"/> Faculty Administrator Search Waiver	Package includes: Hiring Request, PAPE and Search Waiver
<input type="checkbox"/> Faculty Appointment Change	Package includes Faculty Appointment Change
<input type="checkbox"/> Faculty Search	Package includes Hiring Request, Search and Summary Form
<input type="checkbox"/> Faculty Waiver	Package includes Hiring Request and Search Waiver
<input type="checkbox"/> Hiring Request Form Only	Hiring Request Form Only
<input type="checkbox"/> ISSS Search	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Job Posting	Job Posting
<input type="checkbox"/> PAPE	PAPE
<input type="checkbox"/> PAPE Only	PAPE Only
<input type="checkbox"/> Post Doc Research Associate	
<input type="checkbox"/> Retire Rehire Hiring Request	Package contains Hiring Request and Retire Rehire forms
<input type="checkbox"/> Summary	Summary
<input type="checkbox"/> Summary Form 2nd Hire	Summary Form 2 Multiple Hires
<input type="checkbox"/> Summary Form 3rd Hire	Summary Form 3 Multiple Hires
<input type="checkbox"/> Summary Form 4th Hire	Summary Form 4 Multiple Hires
<input type="checkbox"/> Summary Form 5th Hire	Summary Form 5 Multiple Hires
<input type="checkbox"/> Summary Only	

[Back to Settings](#) [Continue](#)

6. Select "Start" for the Hiring Request

HOME APPLICANTS **JOBS** SETUP RESOURCES

Office Support Associate - Academic Human Resources
Pending

Properties Candidates Activity Processes **Forms**

Job Forms

Forms added successfully

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
<input type="checkbox"/> Civil Service Hiring Request							Start			
<input type="checkbox"/> Civil Service Hiring Request										

7. Enter in the information requested (fields with an * are required), click "Submit and Continue to Approvals"

HOME APPLICANTS **JOBS** SETUP RESOURCES

Office Support Associate - Academic Human Resources
Pending

Properties Candidates Activity Processes **Forms**

Job Forms

Form

Civil Service Hiring Request

Hiring Request Form

Department: Academic Human Resources

College/MAU:

* Contact Name:

Job Title: Office Support Associate - Academic Human Resources

* % Appointment:

* Employee Group:

- Civil Service Staff

* Position Type:

- Permanent

* Position Status:

- New Position
- Vacant Position - enter prior title and prior incumbent's name

* Effective Date:

* Salary Amount or Range:

* Funding Source:
The total of the funding sources should equal 100%

% State Funds - Department:

% Other (Specify Details Below):

If more than one FOAPAL is used, please list out each one on a separate line and include the dollar amount and the percentage.

Labor Distribution FOAPAL, Dollar Amount, Percentage

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

This information is not required, but you should check with your college or unit office to determine if they want this information

Justification For Filling Position

Justification For Filling Position

*1. Describe the critical nature of this position/hire to the mission and success of the unit and the institution; where applicable, include specific strategic goals that are addressed.

*2. Could the work associated with this position be reallocated to be accomplished in another way, for example, through assignment of duties to others in the unit, reduced FTE or a partial year appointment? Could an alternate title be considered or the role reconfigured so that the work can be accomplished by someone with less experience or through training an individual whose position can be left vacated?

*3. Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled.

*4. Describe the funds you have available to ensure you can make this hire without incurring deficits.

General Comments

↑

If the form is being approved by a designee, please note that here.

8. Select Approvers

1. Select the name of the Department approver
2. If you have a School level approver, select the appropriate name
If there is no School level approver, select the same Department approver again (he/she will need to approve the form 2 times)
3. Select the name of the Dean/MAU Officer
4. Select **"SHR, Hiring Request"**
5. Select **"Provost, Hiring Request"**

Once the appropriate approvers have been selected at each level, click "Save"

HOME APPLICANTS POOL **JOBS** PROSPECTS RETRIEVE CS APPLICANTS TASKS REPORTS RESOURCES SETUP

Office Support Associate - Academic Human Resources
Civil Service and Extra Help - Pending

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

[Job Forms](#) | [Applicant Forms](#)

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

	Title	Name
1	Department	Approver: <input type="text"/>
2	School/Department	Approver: <input type="text"/>
3	Dean/MAU Officer	Approver: <input type="text"/>
4	SHR	Approver: SHR, Hiring Request
5	Provost	Approver: Provost, Hiring Request

←

APPROVAL PROCESS

- The name in red is the next person who needs to approve the form (an email is sent automatically)
- A green check mark (✓) indicates approval
- The date and time of approval can be seen in the far right column

HOME APPLICANTS POOL **JOBS** PROSPECTS RETRIEVE CS APPLICANTS TASKS REPORTS RESOURCES SETUP

Office Support Associate - Academic Human Resources
Civil Service and Extra Help - Pending

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

[Job Forms](#) | [Applicant Forms](#)

Job Form Approval

Form Originator: McClure, Kristen

Title	Name	Approved	Rejected	Date
Department	Kristen McClure	✓		01:33:22 PM Wed 2/3/10
School/Department	Kristen McClure	✓		01:33:26 PM Wed 2/3/10
Dean/MAU Officer	Kristen McClure ←			
SHR	Hiring Request SHR			
Provost	Hiring Request Provost			

+ Approvers View Back Approve Reject

When there is a form that needs approval, the approver is notified via email and given instructions

From: kmccclur@illinois.edu Sent: Mon 1/25/2010 3:26 PM
To: kmccclur@illinois.edu
Cc:
Subject: Request to Approve Civil Service Hiring Request Form Office Support Associate - Academic Human Resources

A Hiring Request has been sent for your approval in HireTouch for the Office Support Associate - Academic Human Resources position. Please click on the link below and follow the instructions provided to view and approve the form.

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

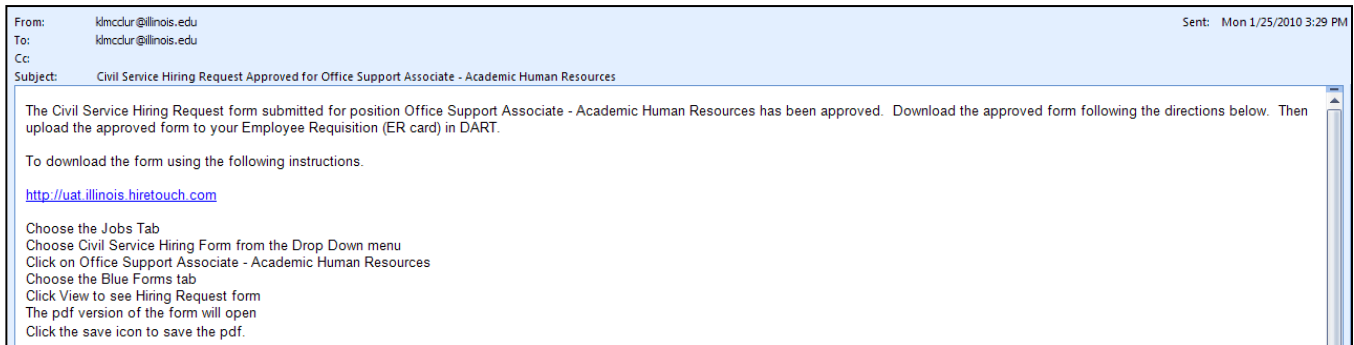
Choose the Jobs Tab
Choose Civil Service Hiring Request from the Drop Down menu
Click on Office Support Associate - Academic Human Resources
Choose the Blue Forms tab
Click Approval for the Civil Service Hiring Request form

To Approve the form click 'Approve'
To View the form click View
To Edit the form, click View first, then at the bottom of the pdf document, click Edit.
Once you have edited the form, click Submit, then proceed to Approve.

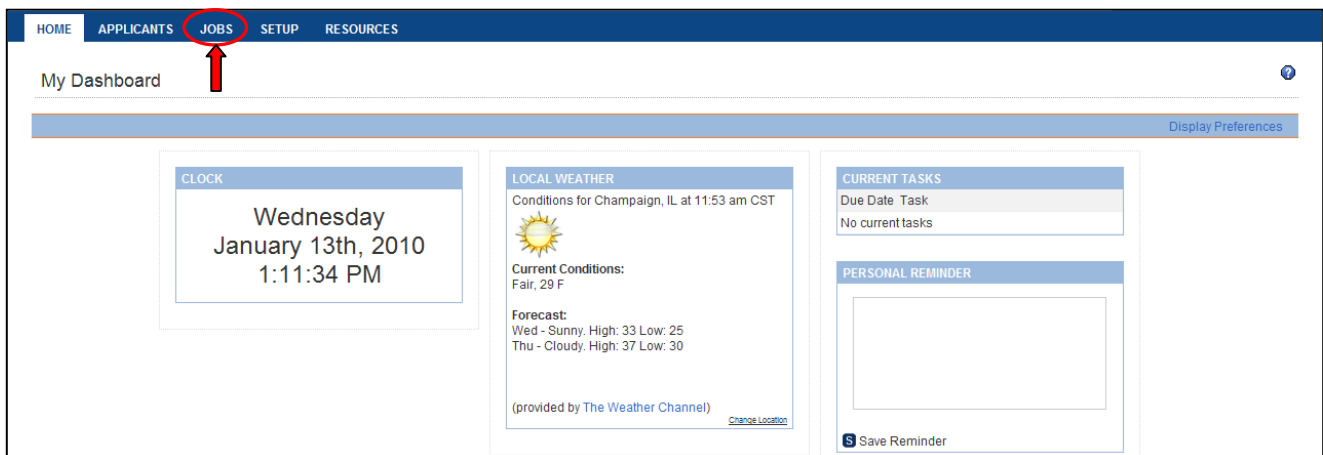
SAVING THE FORM AFTER APPROVAL

This is what the units will do when they are ready to upload the approved HRF into DART

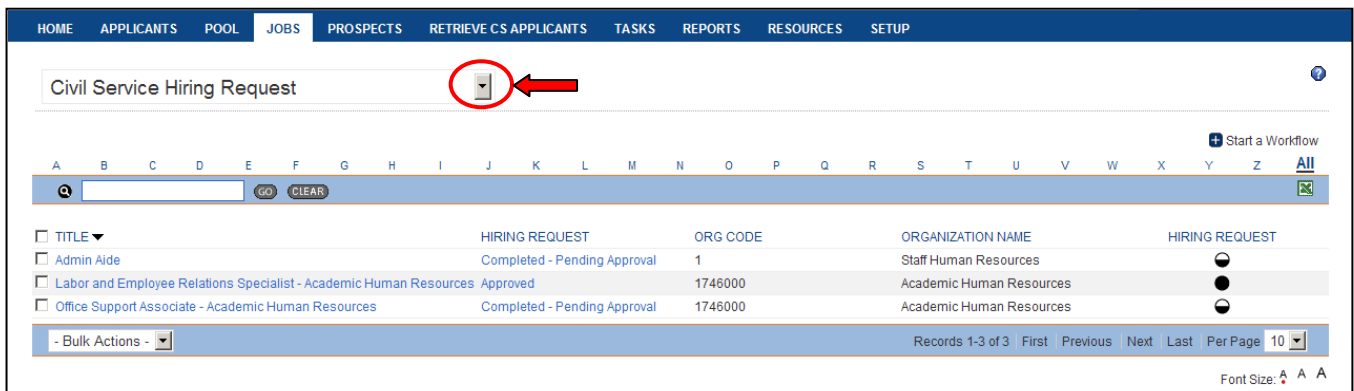
1. Once the form is approved at all levels, an email is sent to the Form Originator



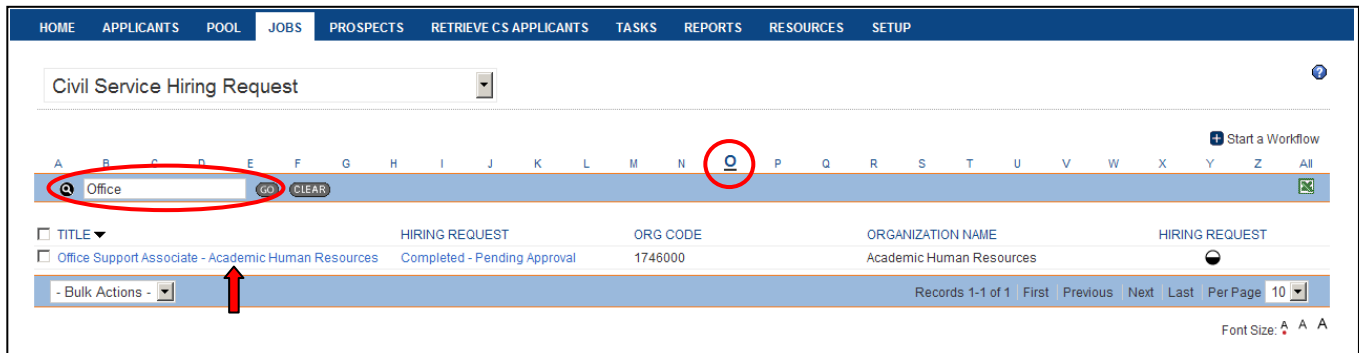
2. Choose the Job tab



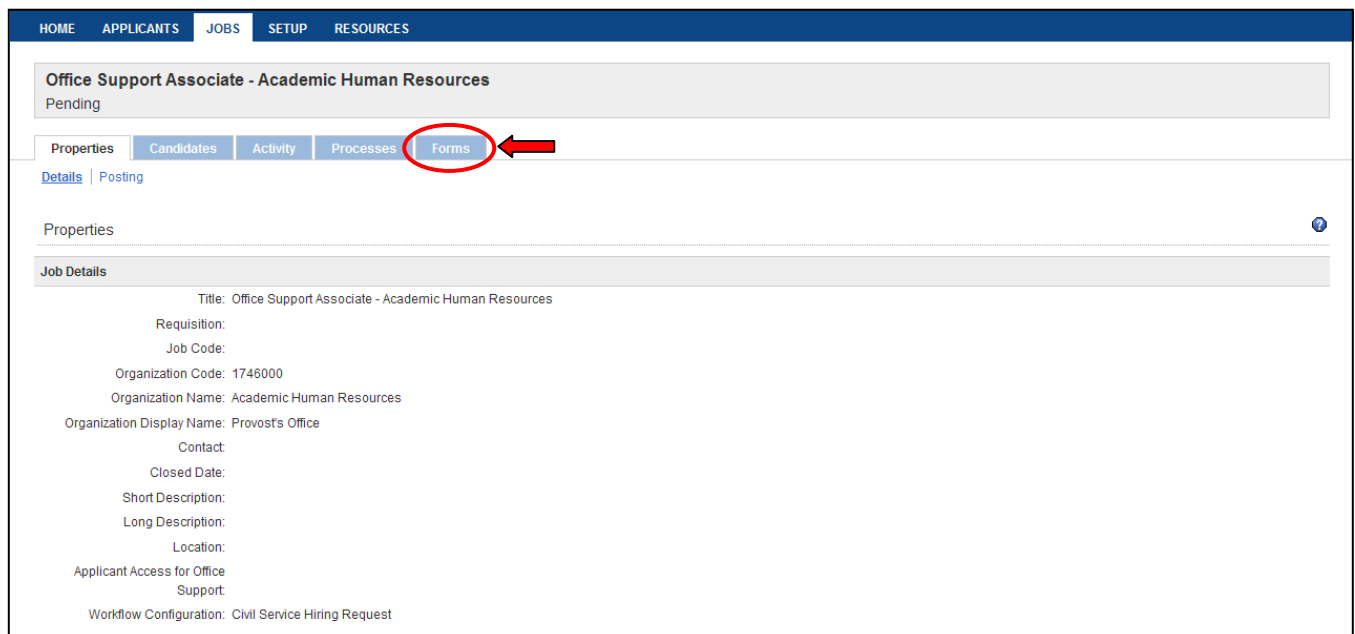
3. Choose Civil Service Hiring Request from the drop down menu



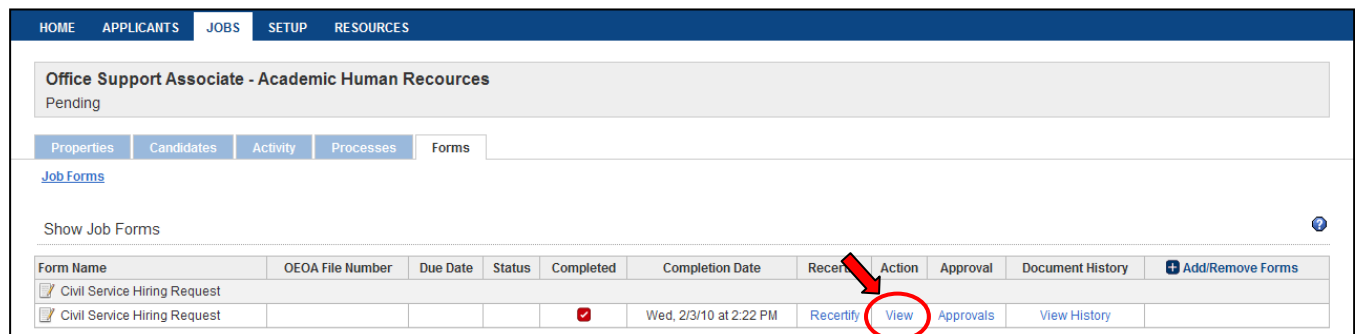
**4. Click on the job title (for this example: Office Support Associate – Academic Human Resources)
To locate the position you can search by letter or keyword**



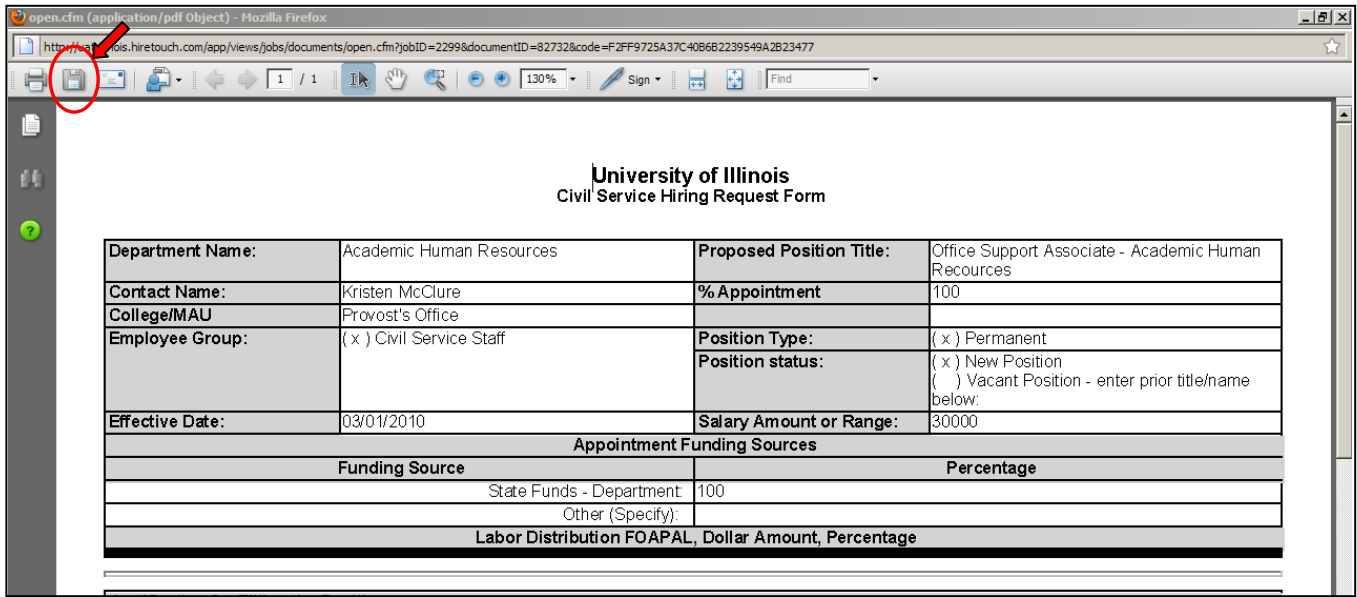
5. Choose the Blue Forms tab



6. Click View to see Hiring Request form



7. A pdf version of the form will open; Click the save icon to save the pdf



8. Select a location to save the form and enter a file name; This saved form must be uploaded to DART in the Employee Requisition (ER) card.

