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

2. Click “Start a Workflow”
3. Select the “Civil Service Hiring Request” template and click “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**
5. This screen has been pre-populated – Do not make any changes to the selections, Click “Continue”
6. Select “Start” for the Hiring Request

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

![Image of approval process](image)

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

![Image of email notification](image)
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

   ![Email Image]

   The Civil Service Hiring Request form submitted for position Office Support Associate - Academic Human Resources has been approved. Download the approved form following the directions below. Then upload the approved form to your Employee Request (ER) card in DART.

   http://i.got Illinois hintouch.com

   Choose the Jobs Tab
   Choose Civil Service Hiring Form from the drop down menu
   Click on Office Support Associate - Academic Human Resources
   Choose the Blue Forms tab
   Click View to see Hiring Request form
   The pdf version of the form will open
   Click the save icon to save the pdf

2. Choose the Job tab

   ![Job Tab Image]

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

   ![Civil Service Hiring Request Image]
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.