

Search Committee View

1. Login to the Administrator side of HireTouch, click on the Jobs tab.

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Session expires in 59 min [Reset](#)

Welcome, Andrew Test | [Logout](#)

HOME **JOBS** RESOURCES

You are logged in. Welcome, Andrew Test.

My Dashboard [Display Preferences](#)

CLOCK
Friday
December 16th, 2011
4:48:24 PM

LOCAL WEATHER
Conditions for Lakeville, MN at 4:09 pm CST

Current Conditions:
Mostly Cloudy, 25 F
Forecast:
Fri - Scattered Flurries. High: 25 Low: 21
Sat - Partly Cloudy. High: 33 Low: 23
(provided by [The Weather Channel](#)) [Change Location](#)

VIEWED APPLICANTS
Filter by: This Month
Date Time Name
None

Font Size: [A](#) [A](#) [A](#)

2. You can click on the All Jobs drop down listing to only display AP or Faculty Jobs if you would like and then select the job that you would like to view applicants by clicking on the job title.

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Session expires in 59 min [Reset](#)

Welcome, Andrew Test | [Logout](#)

HOME JOBS **RESOURCES**

Search Committee [Add a Job](#) [Start a Workflow](#)

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

TITLE	ORG CODE	ORGANIZATION NAME	JOB STATUS	JOB CLOSING DATE	CATEGORY	LOCATION
OEODA Reference Check Search Faculty	1433000	Equal Opportunity and Access	Open		Faculty and Other Academic	

Records 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page 10

Font Size: [A](#) [A](#) [A](#)

Search Committee View

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Session expires in 59 min [Reset](#)

Welcome, Andrew Test | [Logout](#)

HOME JOBS RESOURCES

Search Committee

[+ Add a Job](#) [+ Start a Workflow](#)

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](#) [X](#)

TITLE	ORG CODE	ORGANIZATION NAME	JOB STATUS	JOB CLOSING DATE	CATEGORY	LOCATION
OEOA Reference Check Search Faculty	1433000	Equal Opportunity and Access	Open		Faculty and Other Academic	

Records 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page

Font Size: [A](#) [A](#) [A](#)

3. Select Candidates from the menu.

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Session expires in 59 min [Reset](#)

Welcome, Andrew Test | [Logout](#)

HOME JOBS RESOURCES

OEOA Reference Check Search Faculty

Faculty and Other Academic - Open

Properties [Applicants](#) [Activity](#)

[Details](#)

Properties

Job Details

Title: OEOA Reference Check Search Faculty
Requisition: F1100002
Job Code:
Organization Code: 1433000
Organization Name: Equal Opportunity and Access
Organization Display Name: OEOA
Department:
Contact: Andrew Hagler
Closed Date:
Short Description: na
Long Description: na
Location: Urbana-Champaign
Applicant Access for Office Support:
Reference Notification Setting: Test
Committee Members: Andrew Test
Workflow Configuration: Faculty/Other Academic Search

Search Committee View

4. You can select each name to view the candidate's uploaded documents.

powered by © 2011 ImageTrend, Inc. All Rights Reserved

5. Under documents will list all documents that the candidate completed or uploaded. At this time, please do not use the notes section. Click the button below to expand the document section if it is not already visible.

powered by © 2011 ImageTrend, Inc. All Rights Reserved

Search Committee View

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Session expires in 58 min **Reset**

Welcome, Andrew Test | **Logout**

HOME JOBS RESOURCES

Andrew Hagler (ahagler@illinois.edu) [View Applicants by Job](#)
OEOA Reference Check Search Faculty - Finalist Reference Letter

Actions

- Edit Demographics
- Send Correspondence
- Upload a Document
- Attach a Note

Demographics

Name: Andrew Hagler
Address: 1209 Testing Lane
Urbana IL, 61801
Home Phone: 333-0885
Email: ahagler@illinois.edu
Registered: June 15, 2010 at 10:55 AM
Last Updated: December 15, 2011 at 10:44 AM

Correspondence

Documents

- Reference Document**
Thu 12/15/11 at 10:48 AM
- reference letter**
Thu 12/15/11 at 10:48 AM
- Faculty/Other Academic/Faculty Administrator Profile**
Fri 12/2/11 at 4:15 PM
- Test**
Fri 12/2/11 at 4:14 PM

Notes

Job Details

Title: OEOA Reference Check Search Faculty
Req Code: F1100002
Category: Faculty and Other Academic
Organization: Equal Opportunity and Access
Job Status: Open
[View Applicants by Job](#)

Applicant Details [Edit](#)

Applied: Fri 12/2/11 at 4:12 PM
Status: Finalist Reference Letter

Other Jobs

- HR Coordinator - OEOA (Editing)
- HR Test - OEOA (Editing)

6. To get back to the list of applicants, use the browser back arrow.