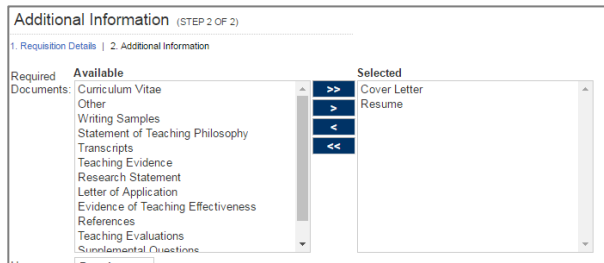
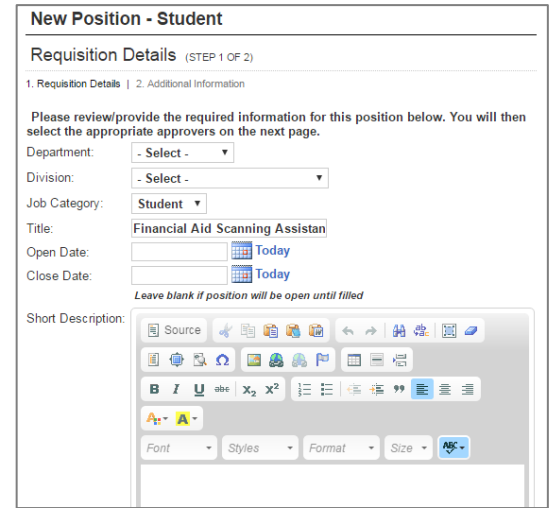




# HIRE TOUCH - HELP SHEET

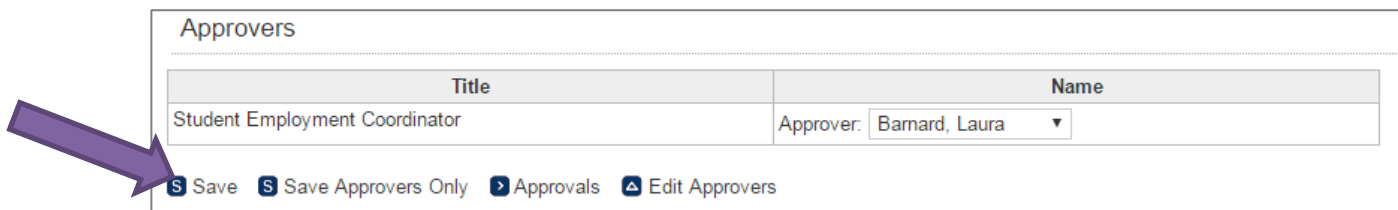
- Step 1 - Enter the Requisition Details from your Job Description on file with the Student Employment Coordinator. When details have been added, click "Save and Continue".
- Step 2 – Enter the Additional Information Required. Tool will default to resume and cover letter but references can be added as well.

- Add Committee Members to your review team. You can do so by selecting the little person icon next to the Committee Member box. If the name you are looking for is not available, please notify [studentemployment@up.edu](mailto:studentemployment@up.edu).



- You will need to select a Hiring Manager and Contact. The Hiring Manager should be the supervisor the student employee is reporting directly to. The Contact can be same as Hiring Manager or someone who is assisting in the applicant review process.
- Once you are done filling out your requisition click "Submit". You do have the option to save if the position is not ready to be submitted to the Student Employment office yet.
- This will take you to the Approvers. You will see it default to Student Employment Coordinator, Laura Barnard. **Do not change this selection. Choose "Save"**. This will submit your requisition to the Student Employment Coordinator to review and approve.



Title	Name
Student Employment Coordinator	Approver: Barnard, Laura

- You will receive an email once your job has been posted to the Student Job Board.

*If you need to edit a job posting once it has been submitted, please email [studentemployment@up.edu](mailto:studentemployment@up.edu) with the job title and the requested changes in your correspondence.*