

HIRE TOUCH - HELP SHEET

Reposting a Closed Requisition (Job Posting):

- 1. Login to Hire Touch, via Single Sign-On Portal, <u>up.appid.com</u>.
- 2. Select the Jobs Tab from the tool bar. HOME JOBS APPLICAN
 - HOME JOBS APPLICANTS RESOURCES
- 3. Click on the Job title for the position that you would like to repost.

		JOB NUMBER	RS				
10	TITLE 🗸	POSITION #	REQ#	OPEN DATE	DEPARTMENT	CATEGORY	JOB STATUS
0	Financial Aid customer Service		s1600020	06/28/2016	Financial Aid	Student	Closed
C	Office Assistant					Student	Pending Acceptance
Ĩ	Scholarship Assistant		s1600005	04/21/2016	Financial Aid	Student	Closed
	Student Employment Office Assistant	T62902	P1600431	01/18/2016	Financial Aid	Student	Closed
Ū	Test Student Job		s1600017			Student	Closed

4. Once you enter the job you will see that it is closed. In the upper right had corner, under **Actions** select Send Correspondence.

Student Employment Office Assistant	Actions
Financial Affairs - Student - Closed	Edit Demographics
Properties Applicant List Activity Processes Forms Posting	 Edit Questions Send Correspondence Unload a Document
All Job Applicants - Student	Attach a Note Create a Task
	අ Copy Job

5. This will open an email window. On the right side of the screen you will see **Template** options. From the drop down menu select **Re-Post Student Employment Job request.**

Correspondence		
	Change Template:	- Template -
Correspondence Deta	ils	- Template - Basic Job E-Mail Budget Amendment Deguest
From: To:	walshm@up.edu	Employment Request Form Approval Rejected
10.		Hiring Proposal Submitted by Department
CC:	Multiple email addresses must be separated by a comma; use the look-up to find system user emails.	Job Requisition ready for posting Offer Letter Notification to Hiring Manger
		Re-Post Student Employment Job request Student Employment Job Posted
BCC:	Multiple email addresses must be separated by a comma; use the look-up to find system user emails.	· · · · · · · · · · · · · · · · · · ·
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 This will provide a formatted email to the Student Employment Coordinator with your request for the job to be reposted. You will need to enter your new closing date for the job posting. Click Send to complete your request.

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Font • Styles • Format • Size • 👺•
Notification to re-post job opening: Student Employment Office Assistant, P1600431.
Department: Financial Aid
New Closing Date of:
Thank you,
Molly Walsh