

HIRE TOUCH - HELP SHEET

Reposting a Closed Requisition (Job Posting):

1. Login to Hire Touch, via Single Sign-On Portal, up.appid.com.

2. Select the Jobs Tab from the tool bar.



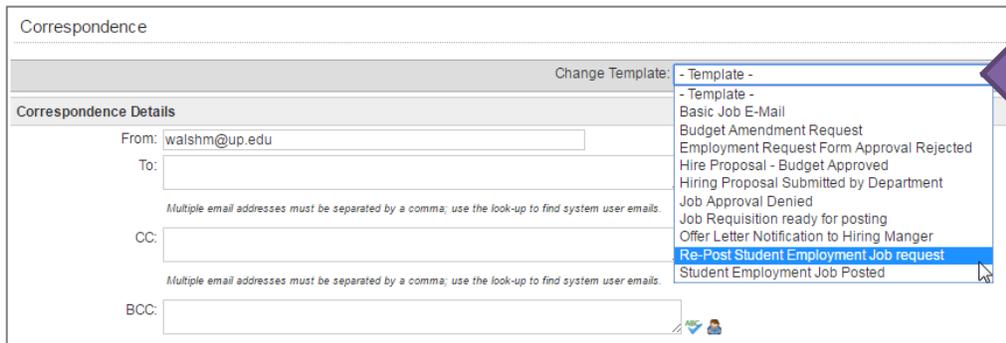
3. Click on the Job title for the position that you would like to repost.

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

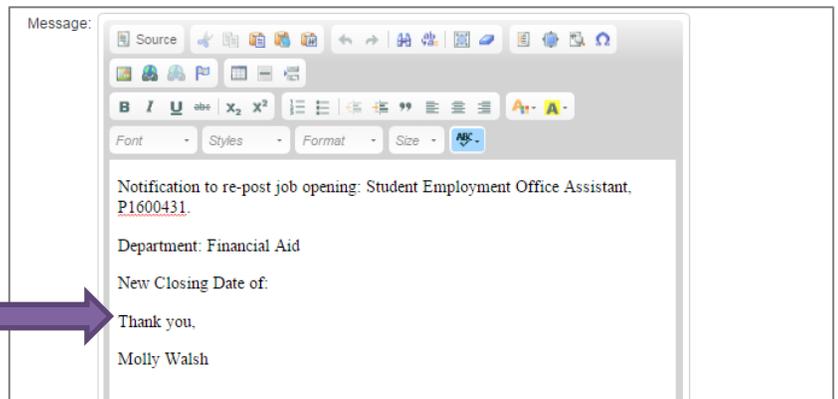
4. Once you enter the job you will see that it is closed. In the upper right hand corner, under **Actions** select Send Correspondence.



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**.



6. 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.



Message:

Notification to re-post job opening: Student Employment Office Assistant, [P1600431](#).

Department: Financial Aid

New Closing Date of:

Thank you,

Molly Walsh