

## **HIRE TOUCH - HELP SHEET**

## How to add a new Requisition (Job Posting):

- 1. Login to Hire Touch, via Single Sign-On Portal, myapps.up.edu
- 2. Select the Jobs Tab from the tool bar.

HOME JOBS APPLICANTS RESOURCES

3. Once the Jobs Tab is selected you can see the "Add a Requisition" button on the right side of the window.

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4. Under the "Choose Template" tab, select **student** from the category drop down menu. Leave the department option on "All Departments". Next check the circle next to "Blank Template Student" and hit the continue button.

Choose Template	Working Title	Requisition Form
Step 1. Choose a	Template	
VAILABLE JOB TEM	PLATES	
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5. On the "Working Title" tab, enter the name of the job that you are posting. Hit the continue button when finished.

Choose Template	Working Title	Requisition Forms	
ep 2. Please prov	/ide a working	title	
Details > * Blank Te	mplate Student		
Title:	* Blank Template	Student	
Vorkflow Configuration:	Student •		
ditional Information			

- 6. Next, you will be moved to the "Requisition Forms" tab. **DO NOT MAKE CHANGES ON THIS TAB.** Select the continue button to move forward.
- 7. Now you will see the New Position listed under your Forms. Select "Start" link under actions for the position.

* Blank Template Student - Pending A	e Student Acceptance								
Properties Appli Job Forms Applicant	cant List Activity Forms Comments	Process	es	Forms	Posting				
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Show Job Forms Form Name	Auto Generated Num	ber Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action



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- 8. 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.

10. 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

1. Requisition D	etails   2. Additional Information				
Required	Available			Selected	
Documents:	Curriculum Vitae		>>	Cover Letter	
	Other	i i	>	Resume	
	Writing Samples	- 16	-		
	Statement of Teaching Philosophy		<		
	Transcripts	- 11	<<		
	Teaching Evidence				
	Research Statement				
	Letter of Application				
	Evidence of Teaching Effectiveness				
	References				
	Teaching Evaluations				
	Supplemental Questions	*			*

studentemployment@up.edu.

on - Student
Details (STEP 1 OF 2)
2. Additional Information
rovide the required information for this position below. You will then priate approvers on the next page.
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- Select - 🔻
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Leave blank if position will be open until filled
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Committee Members:		
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- 11. 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.
- 12. 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.

Approvers				
Title	Name			
Student Employment Coordinator	Approver: Barnard, Laura			
Save Save Approvers Only Approvals Actit Approvers	3			

14. 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 <u>studentemployment@up.edu</u> with the job title and the requested changes in your correspondence.