HIRE TOUCH - HELP SHEET

University of Portland

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.

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.

5. On the "Working Title" tab, enter the name of the job that you are posting. Hit the continue button when finished.

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.
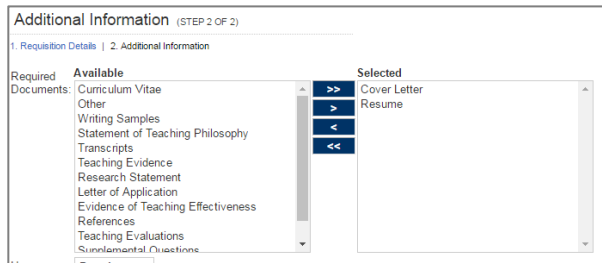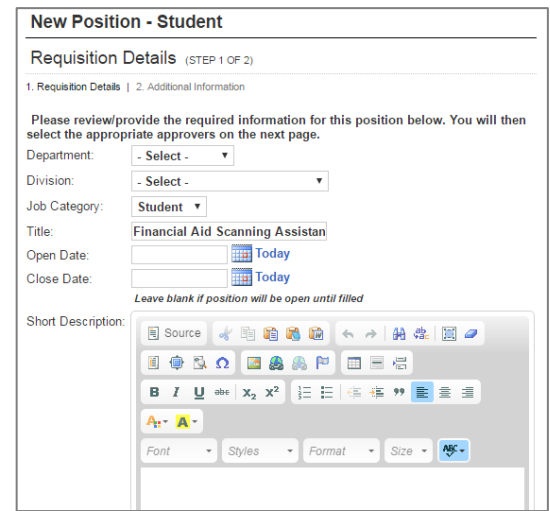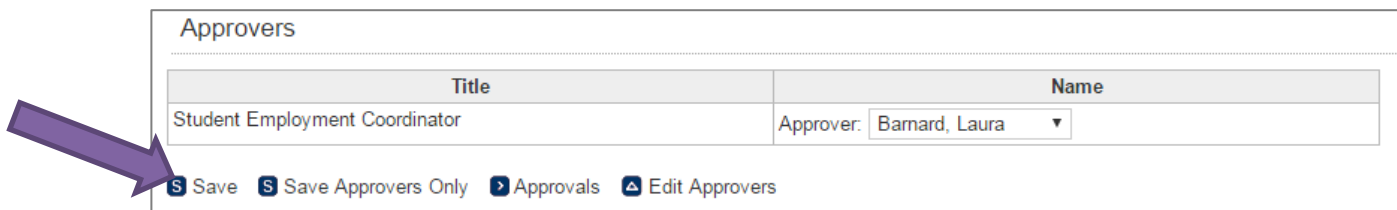
8. Step 1 - Enter the Requisition Details from your Job Description on file with the Student Employment Coordinator. When details have been added, click "Save and Continue".

9. 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 studentemployment@up.edu.

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.

13. 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.

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 studentemployment@up.edu with the job title and the requested changes in your correspondence.