

Access Hire Touch:

<https://appserv6.admin.uillinois.edu/appslogin/servlet/appslogin?appName=edu.uillinois.aits.HireTouchHelper>

1. Logon with your Enterprise Id/password



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Enterprise Application Login

Important: DO NOT include "@uillinois.edu", "@uillinois.edu", "@uic.edu" or "@uiuc.edu" when entering your EnterpriseID)

EnterpriseID:

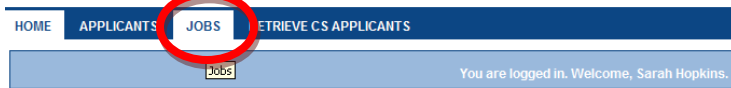
Password:

Login

ATTENTION: FIRST-TIME USERS of UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications.

First Time Users

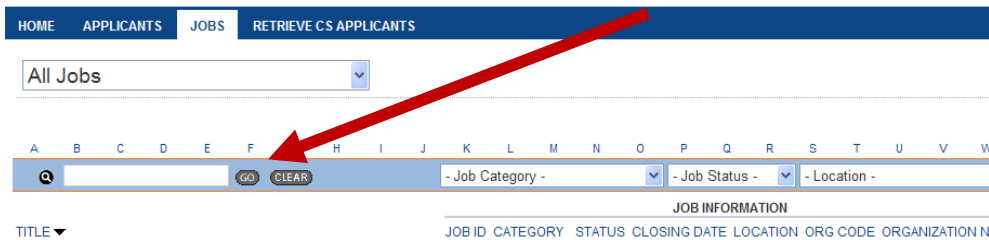
2. Once you're logged on select the Jobs Tab



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS

Jobs You are logged in. Welcome, Sarah Hopkins.

3. Type Position title in search box and click GO :



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS

All Jobs

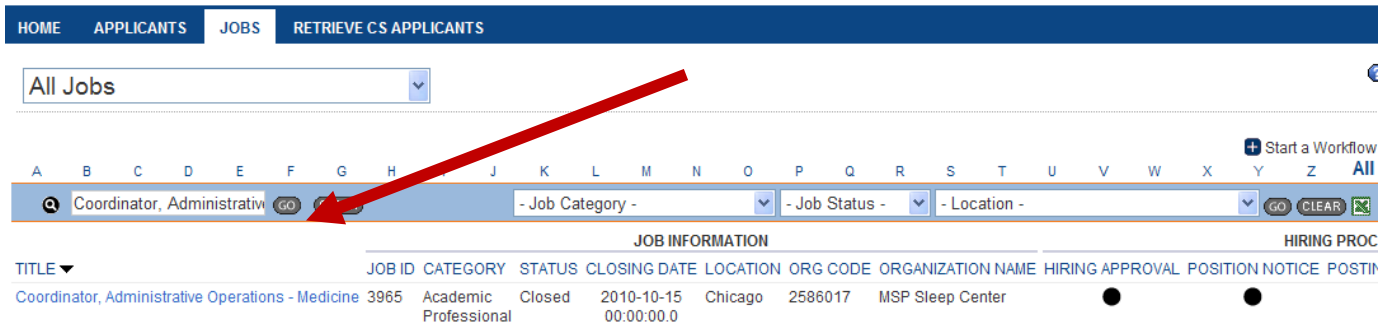
A B C D E F G H I J K L M N O P Q R S T U V W

GO CLEAR - Job Category - - Job Status - - Location -

JOB INFORMATION

TITLE JOB ID CATEGORY STATUS CLOSING DATE LOCATION ORG CODE ORGANIZATION N

4. Select the Title from the search results



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS

All Jobs

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

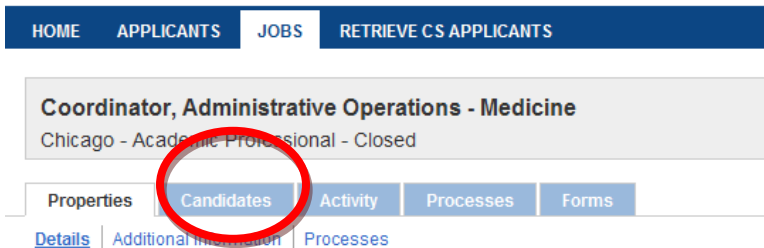
GO CLEAR - Job Category - - Job Status - - Location -

JOB INFORMATION HIRING PROC

TITLE JOB ID CATEGORY STATUS CLOSING DATE LOCATION ORG CODE ORGANIZATION NAME HIRING APPROVAL POSITION NOTICE POSTIN

Coordinator, Administrative Operations - Medicine	3965	Academic Professional	Closed	2010-10-15 00:00:00	Chicago	2586017	MSP Sleep Center	●	●
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5. Click on the Candidates Tab



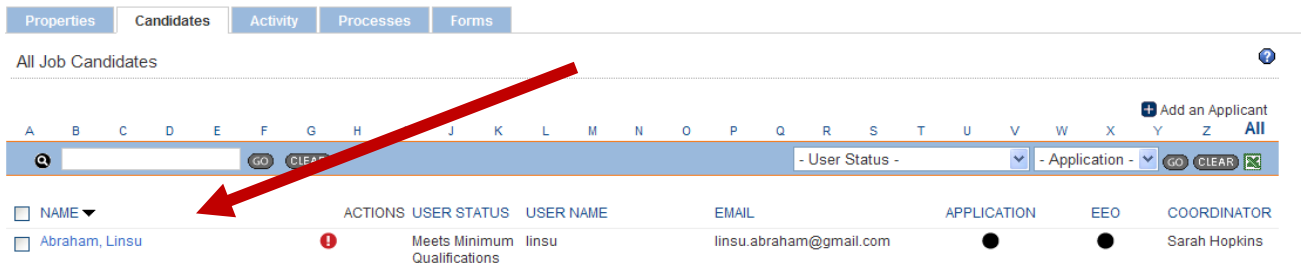
HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS

Coordinator, Administrative Operations - Medicine
Chicago - Academic Professional - Closed

Properties **Candidates** Activity Processes Forms

Details Additional Information Processes

6. Review applications by selecting candidates name



Properties **Candidates** Activity Processes Forms

All Job Candidates

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

GO CLEAR - User Status - - Application -

NAME	ACTIONS	USER STATUS	USER NAME	EMAIL	APPLICATION	EEO	COORDINATOR
<input type="checkbox"/> Abraham, Linsu		Meets Minimum Qualifications	linsu	linsu.abraham@gmail.com	●	●	Sarah Hopkins

7. Click the back button on your browser to return to your list of applicants