
July

21
- 2011 -

For Immediate
Release

Hire Touch Applicant Tracking Process Enhancement

The job analysis process currently underway at UIC produces more reliable information about job duties, levels of work and qualifications which will be documented via job descriptions. These job descriptions help ensure that appropriate employment class assignments (i.e. Civil Service or Academic Professional) are made. However, the campus wide process will eventually conclude but there will still be a need to review and classify jobs appropriately. The change presented herein facilitates this need and enables UIC Managers to more effectively and efficiently hire into properly classified positions with appropriate supporting documentation.

What is being changed?

Beginning, August 3, 2011, modifications to the Hire Touch Applicant Tracking System will become effective. Users of the system will be required to complete the new **Job Description Approval form** at the beginning of the process for the following Academic Professional workflows (this does not apply to Civil Service, Faculty or other employee groups):

- Academic Professional Searches
- Academic Professional Search Waiver requests
- Academic Professional Visiting Appointments

This means that a current job description (i.e. no older than three years) will need to be attached to the transaction. Review and approval of the job description prior to initiating the hiring process is critical in ensuring the appropriate process is applied. This step will save time and aggravation in the long run.

Submissions Process

The hiring unit initiates the process by completing the on-line Job Description Approval Form in HireTouch which includes attaching the job description and selecting the appropriate approvers.

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There are three levels of approval required (note, each approver will be notified in sequence via an email notification that an item is awaiting approval) and are as follows:

1. Unit HR Representative
2. College approver (as appropriate)
3. HR-Compensation

If a job has already been analyzed by Compensation through the campus wide job analysis process, you are encouraged to use the job description created as a result. In fact, we strongly recommend that a job analysis be conducted prior to initiating the Hire Touch process as this will greatly expedite the review and approval process.

The final step before submitting the transaction requires the submitter to verify that the job description submitted with the request accurately reflects the title and work to be performed by the selected candidate. This requirement helps to ensure compliance with the requirements of the Civil Service Act by educating about the penalties of willful noncompliance. Since this action is being made on behalf of the Hiring Managers, the Hiring Managers will receive an electronic notification acknowledging their agreement as well.

Review and Approval Process

The Job Description Approval Form will be electronically routed to the HR Compensation Office for review and approval. The review entails two components:

Determining whether or not there is a substantially similar job within the Civil Service Class Plan. This requires comparing the essential duties of the submitted job to those detailed in the Civil Service class specifications, a listing of which can be accessed via this link: <http://www.sucss.state.il.us/classspecs/admin.asp>.

Determining whether or not the position described overall meets the criteria for exemption as specified by SUCSS, http://www.sucss.state.il.us/pm_manuals_results.asp?ID=191&kw=exemption.

Approval as Academic Professional:

If the job description (i.e. position) meets the criteria for exemption and does not exist in the Civil Service Classification Plan, a system generated email will be sent to the Hiring Manager, the Form Originator and the Academic Search Coordinator. This notification will indicate that the position has been approved as an Academic Professional and details the next steps in the hiring process.

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Rejected as Academic Professional:

If the job description (i.e. position) does not meet the criteria for exemption, it will be rejected. A system generated notification will be sent to the Form Originator, Hiring Manager and Academic Search Coordinator to inform the users that the position has been determined to be classified as a Civil Service position and that an employment requisition is required to fill the open position. The requisitions process is outlined on the UIC-HR Website:

http://www.uic.edu/depts/hr/support/HireTouch/job_aids/HireTouchHiringProcesses.pdf.

This process should not take more than 24 hours to complete.

Training and Additional Information:

A webinar demonstration has been scheduled for Tuesday, July 26th at 10am to review these changes in detail and answer questions that users might have. To attend the webinar, please register here: <https://ww1.gotomeeting.com/register/758334832>.

For additional information regarding the HireTouch application:

<http://www.uic.edu/depts/hr/support//HireTouch/index.shtml>.

Questions can be submitted prior to the webinar or at anytime to jobanalysis@uic.edu.

General HireTouch questions can be submitted to the UICHR Help Desk at uichelpdesk@uillinois.edu or 312-413-4848.