

August 12
- 2010 -

For Immediate
Release

HireTouch Changes

*(Please note: This communication is **not** applicable to the Medical Center)*

On June 7th, UIC rolled out a new applicant tracking system called HireTouch to all units except the Medical Center (the Medical Center will be addressed at a later date). At the time of the roll out, users were informed they could use both HireTouch and DART to post jobs while their staff was being trained by the designated trainers in each unit/department. Beginning on September 1st, users will no longer be allowed to use DART for the following functionality:

- Creating new job postings
- Viewing applications and resumes
- Civil Service Reclassifications
- Civil Service Requisitions

Users can continue using DART for existing job posting, but will no longer be able to create new postings. While all of this functionality is currently in HireTouch, we have added some changes that also will be available on September 1st.

Standalone Hiring Approval Form

The Recommendation & Authorization for Hiring Approval (RAHA) form will be exclusively online in the HireTouch system. This form will replace the paper form currently in use for jobs that do not require a search or job posting.

Additional Approver for Civil Service Requisitions

The Civil Service Employee Requisition also will be exclusively online in the HireTouch system. As of September 1st, an additional HR approver will review the requisition. When users complete the requisition online, the third approver will be the Compensation department. The fourth approver should be left blank, as this will be handled internally. Please note that the Extra Help requisition is not affected at this time and can still be found on the UIC Human Resources website.

More information on these changes and other HireTouch features can be found on the UICHR HireTouch website at <http://www.uic.edu/depts/hr/support//HireTouch/index.shtml>

Online Labs

The UICHR HRIS group will continue to conduct online labs for HireTouch. These labs will begin with a brief demo on specific functionality and also allow users to ask questions regarding the HireTouch system. The schedule and registration information will be posted on the UICHR HireTouch website. The current schedule is:

Thu, Aug 12, 2010 10:00 AM - 11:30 AM CDT
Thu, Aug 26, 2010 10:00 AM - 11:30 AM CDT

If you have any questions, please contact the UICHR HRIS group at uicrhrris@uillinois.edu