

Starting an Extra Help Job Search – UI Health

You can use the HireTouch system to start the search for an Extra Help job. The first step in the process is creating the **Extra Help Request** for the job.



Definitions

Term	Definition
Class Specifications (Specs)	The State Universities Civil Service System (SUCSS) is required to maintain written class specifications, as approved by the Merit Board, for each class in the classification plan. Each specification includes the class title, the function of the position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, and additional desirable qualifications.
Classification Title	The job title determined for each classification by the State Universities Civil Service System (SUCSS).
Home Org	The organization that is primary for the employee.
Position Management Committee (PMC)	The PMC is the governing committee that approves all requests concerning financial and position control requests in the Hospital.
Recertify	To restart a form. Recertified forms must go through the approvals process again.
State Universities Civil Service Systems office (SUCSS)	This office develops, maintains, and administers a program of human resource administration for the higher education community, specifically related to the employment and employment relationship with their auxiliary and support staff jobs.
Working Title	The job title determined by the department. Title may be used in job posting, email signatures, etc.

Starting the Job Workflow

To being, you must create the basic framework of the job. You do this by starting the workflow for the job.

1. Login to the [HireTouch Administrative Application](#).

Note: For more information on accessing HireTouch, refer to the **Logging into HireTouch** document.

2. From your Dashboard, click the **Jobs** tab.


The screenshot shows the dashboard navigation bar with 'HOME', 'APPLICANTS', 'JOBS', and 'TASKS'. The 'JOBS' tab is circled in red, and a red arrow points to it from below. Below the navigation bar is a 'My Dashboard' section with notification boxes for 'HIRETOUCH NOTIFICATIONS' and 'UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS', both showing 'No New Notifications'. There is also a 'CLOCK' showing 'Friday, January 10th, 2014, 3:42:28 PM' and a 'VIEWED APPLICANTS' section with a filter set to 'This Month' and 'No record found'. On the right, a 'VIEWED JOBS' table lists various job postings with columns for Date, Time, Job ID, and Title.

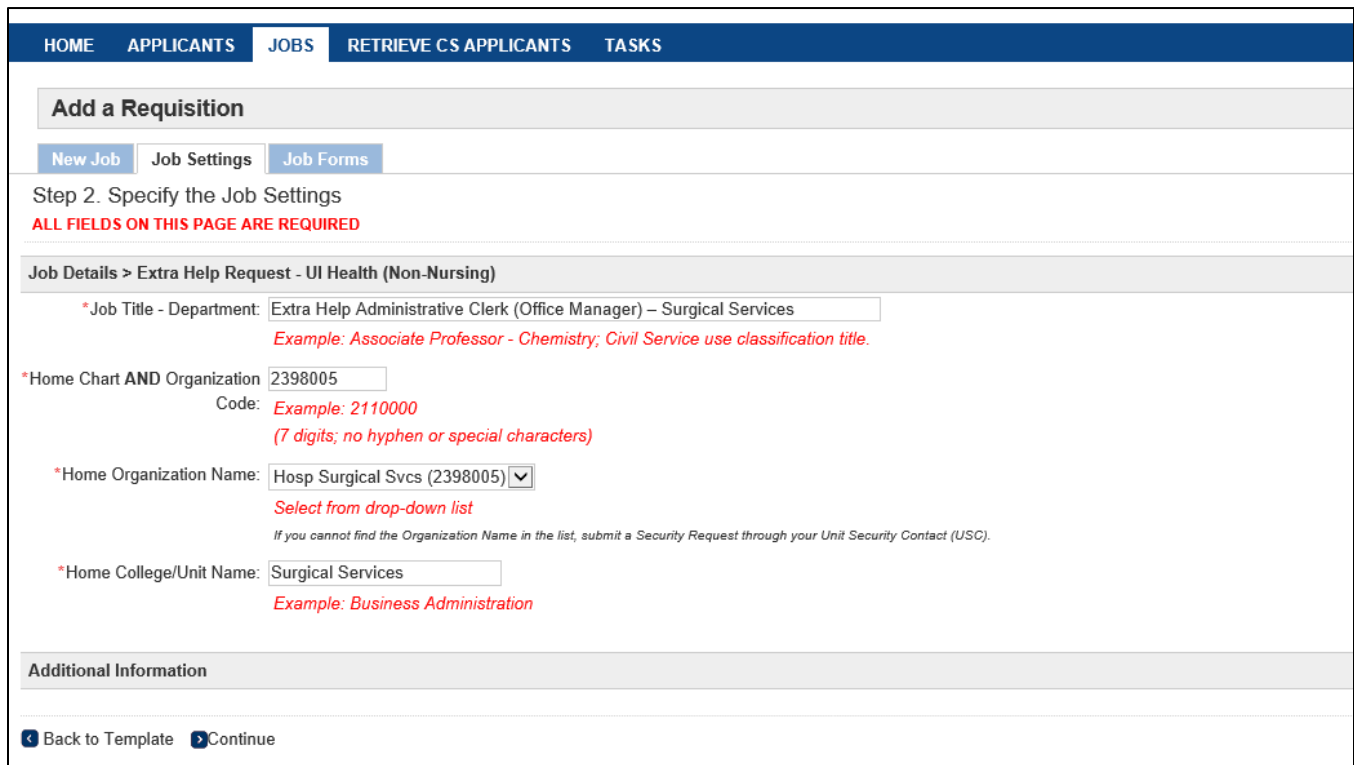
3. Click the **Start a Workflow** link.

The screenshot shows the 'Extra Help Jobs' page. At the top, there are tabs for 'HOME', 'APPLICANTS', 'JOBS', 'RETRIEVE CS APPLICANTS', and 'TASKS'. Below the tabs is a search bar and a 'Start a Workflow' link circled in red with a red arrow pointing to it. The main content is a table with columns for 'JOB INFORMATION' and 'HIRING PROCESS'. The table lists several job openings with details like Title, Applicants, Job ID, Status, Location, Org Code, Org Name, Position Number, HR Officer, and various stages of the hiring process (EH Request, PMC, Posting, Interview, HR Review, Job Offer, Clearances, Onboarding).

4. Select the **Extra Help Request (Non-Nursing) – UI Health** template and click the **Continue** button.

The screenshot shows the 'Add a Requisition' page. Under the 'New Job' tab, there is a 'Step 1. Choose a Template' section. A dropdown menu for 'Category' is set to 'Extra Help'. Below it, a search bar is present. Two templates are listed: 'Agency Position Authorization Form - UI Health' and 'Extra Help Request (Non-Nursing) - UI Health'. A red box highlights the second template, and a red arrow points to it from a text box that says 'Select a Category to filter the list of Templates that appear.' At the bottom, there are 'Back' and 'Continue' buttons.

5. Enter the details about your job. This information is used to build the initial setup of your job. Once complete, click the **Continue** button.
 - a. **Job Title – Department:** Enter the title of the job as it should display on the UI Health Job Board. The format should be *Extra Help Classification Title (Working Title) – Department Name*. For example:
Extra Help Administrative Clerk (Office Manager) – Physical Therapy
-  **NOTE:** Standardizing the Job Title makes it easier for applicants to locate jobs on the public job board. Following this standard also might expedite your request.
- b. **Chart AND Organization Code:** Enter the Chart of Accounts (COA) and Organization Code for your unit, without spaces (Example: 2389000)
 - c. **College/Unit Name:** Enter the Department name, or “commonly used name” for your unit.



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Add a Requisition

New Job Job Settings Job Forms

Step 2. Specify the Job Settings
ALL FIELDS ON THIS PAGE ARE REQUIRED

Job Details > Extra Help Request - UI Health (Non-Nursing)

*Job Title - Department:
Example: Associate Professor - Chemistry; Civil Service use classification title.

*Home Chart AND Organization Code:
Code: *Example: 2110000*
(7 digits; no hyphen or special characters)

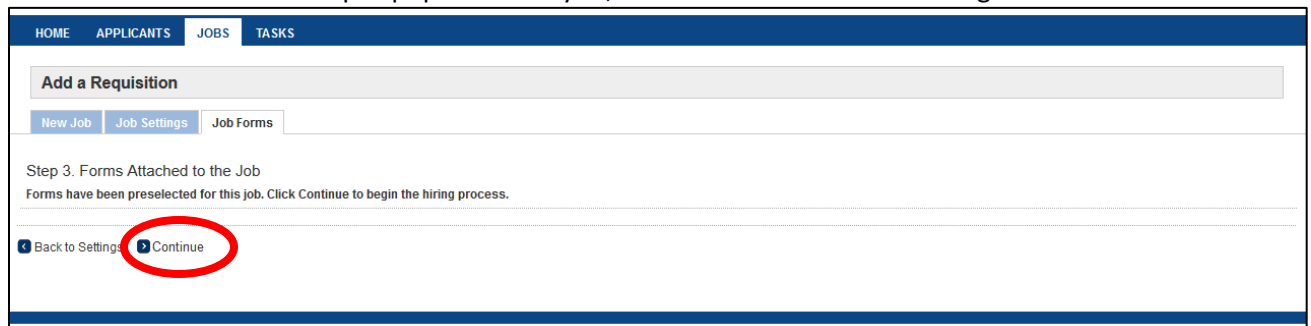
*Home Organization Name:
Select from drop-down list
If you cannot find the Organization Name in the list, submit a Security Request through your Unit Security Contact (USC).

*Home College/Unit Name:
Example: Business Administration

Additional Information

[Back to Template](#) [Continue](#)

6. The **Job Forms** list has been pre-populated for you, so click the **Continue** button again.



HOME APPLICANTS **JOBS** TASKS

Add a Requisition

New Job Job Settings Job Forms

Step 3. Forms Attached to the Job
Forms have been preselected for this job. Click Continue to begin the hiring process.

[Back to Setting](#) [Continue](#)

Completing the Extra Help Request Form

Once you create the basic setup of your job, you must complete the forms required for this job, beginning with the **Extra Help Request** form.

1. Click **Start** next to the **Extra Help Request – UI Health** form. This form is the initial request for your job.

2. Enter the information in the sections form as completely as possible. All required fields are marked with a **red asterisk (*)**. Click the **Continue to Approvals** button when complete.

Position Information Section

*Key Responsibilities/Duties:

*Qualifications:

This information should come from the SUCSS defined qualifications; based on the Classification you selected earlier on the form.

Position Reports To – Hiring Manager

Department Contact – Who to contact about the job

- *Position Reports To:
- *Department Contact:
- *Shift:
- *Hours Per Week:
- *Requested Rate:
- *Number of Candidates Needed:

Enter the number of positions you are trying to fill NOT the FTE

Job Funding Section

Job Funding	
*Chart of Accounts (COA):	- Select -
*Fund:	- Select -
*Organization:	
*Account [?] :	215920
*Program:	
*Percentage (%):	

This section determines how the position will be funded.

Employee Worksite Section

Employee Worksite	
*Street Address:	
*Building Name/Room Number:	
	<small>Use the Building Abbreviation and Room Number (e.g. HRB 109)</small>
*Mail Code (M/C):	
*City:	
*State:	
*Zip Code:	
Phone Number:	

This information is needed to complete an employee's HR Front End transaction.

Request Type

*Does this request replace a Civil Service Position?:	<input type="radio"/> Yes <input type="radio"/> No <small>If yes, please indicate a reason below.</small>
Reason for Request:	- Select -

If this request is to replace a Civil Service position, select the reason why.

Additional Position Information Section

Additional Position Information

*Does this position do any of the following:
 - Work in a Hospital or Clinic Setting? Yes No
 - Require a Hospital ID Badge?
 - Involve Direct Patient/Client Care?

*Does this position do any of the following:
 - Work work with Minors (subject to the [Protection of Minors](#) policy)? Yes No
 - Work with [Security Sensitive](#) Information?

*Does this position require a Drug Screening? Yes No

*Does this position require the ability to lift/move over 20 pounds on a regular basis or have physically demanding work duties? Yes No

*Does this position work with or in the same room as biological, chemical, or other hazardous substances? Yes No

*Does this position work with lasers, radioisotopes, radiation, carcinogens, cytotoxic drugs, blood, or body fluids? Yes No

*Does this position work with animals? Yes No

*Does this position work in an environment where hearing protection is needed? Yes No

*Does this position work in an area where respiratory protection is needed? Yes No

*Does this position provide assessments, treatment or case management outside of the hospital or clinics (e.g., in the home or jail)? Yes No

Additional requirements of the position determined here.

Background Check Billing Section

Background Check Billing

*Background Check Billing Chart of Accounts (COA):

*Background Check Billing Fund:

*Background Check Billing Organization:

*Background Check Billing Program:

This section determines how the Background Check for the candidate will be paid for. This information defaults in for all Hospital requests.


Upload Documents Section

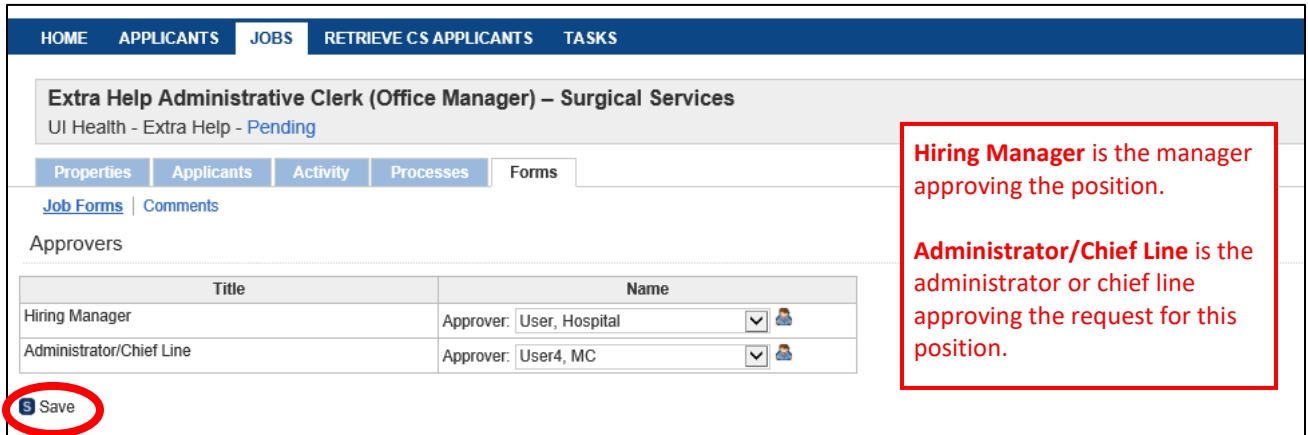
Upload Documents
 Please attach any required documentation for this position, such as a Job Description. This information will be used during the PMC Approval process.

NAME	TYPE	FILE
None		

Click the Add button to attach the required Job Description documents to this form.



3. Select the **Approvers** for the form. These approvers will review the information entered on the Position Authorization and determine if the request should move forward. Select a name from the drop-down list that appears or click on the person icon  to locate a name from the user list.





HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Extra Help Administrative Clerk (Office Manager) – Surgical Services
UI Health - Extra Help - Pending

Properties Applicants Activity Processes Forms

Job Forms Comments

Approvers

Title	Name
Hiring Manager	Approver: User, Hospital 
Administrator/Chief Line	Approver: User4, MC 

Save

Hiring Manager is the manager approving the position.

Administrator/Chief Line is the administrator or chief line approving the request for this position.



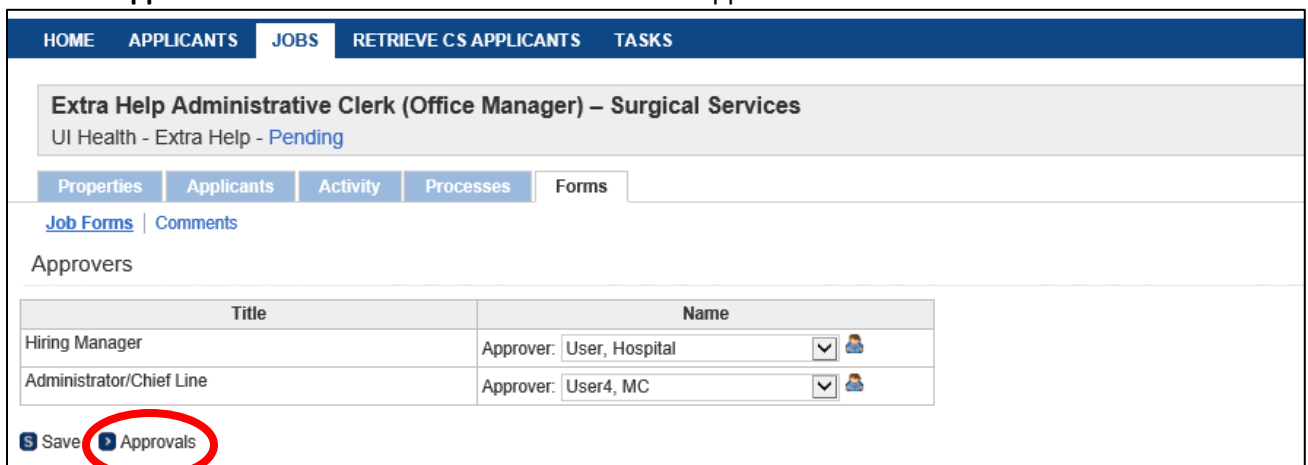
WARNING: Users must have access to HireTouch **AND** login prior to appearing in the Approvers list. If you do not see the name of an Approver you want to select, they might not have the appropriate security profile or might not have logged into the system.

4. Once you select the approvers, click the **Save** button.

Monitoring the Extra Help Approval Process

Once you save your approvers, you can monitor the approval process through the system. Approvers receive email notifications indicating they have a task to complete in the system. For more information on how approvals are completed, please refer to the **Reviewing and Approving Forms in HireTouch** document.

1. Click the **Approvals** button to review the list and status of approvers.





HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Extra Help Administrative Clerk (Office Manager) – Surgical Services
UI Health - Extra Help - Pending

Properties Applicants Activity Processes Forms

Job Forms Comments

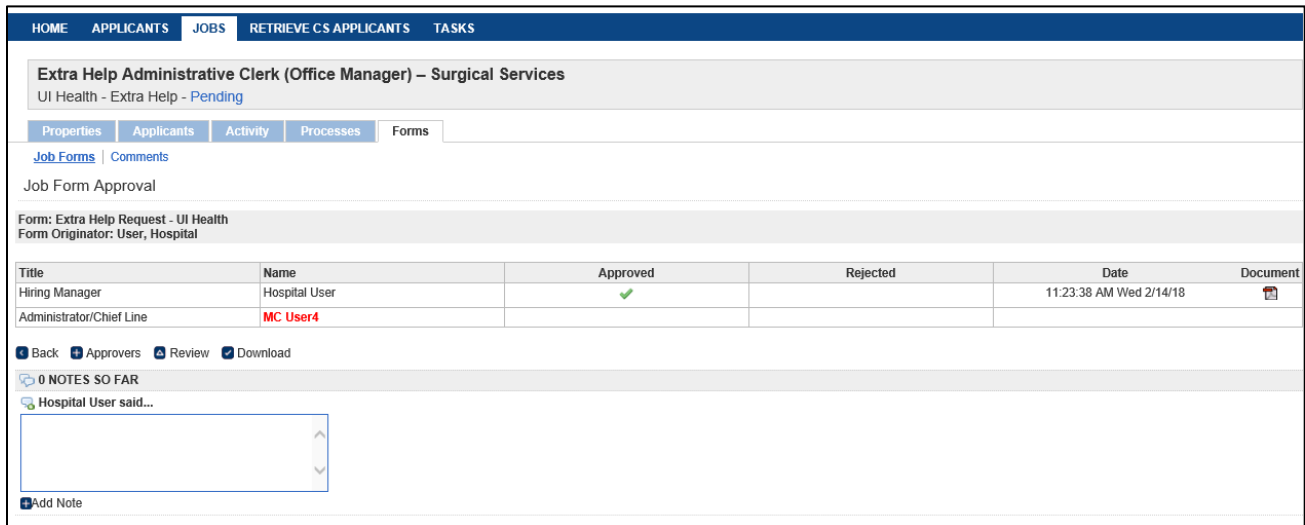
Approvers

Title	Name
Hiring Manager	Approver: User, Hospital 
Administrator/Chief Line	Approver: User4, MC 

Save **Approvals**

The approvers list shows who has reviewed and approved the form and who has yet to do so:

- A green check (✓) indicates approval of the form by that person
- A name in **red** indicates the next person who needs to approve the form
- Dates and times of approvals are indicated in the far-right column
- Click the **Review** button to review a view-only version of the form as it goes through the review process.



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Extra Help Administrative Clerk (Office Manager) – Surgical Services
UI Health - Extra Help - Pending

Properties Applicants Activity Processes **Forms**

Job Forms | Comments

Job Form Approval

Form: Extra Help Request - UI Health
Form Originator: User, Hospital

Title	Name	Approved	Rejected	Date	Document
Hiring Manager	Hospital User	✓		11:23:38 AM Wed 2/14/18	
Administrator/Chief Line	MC User4				

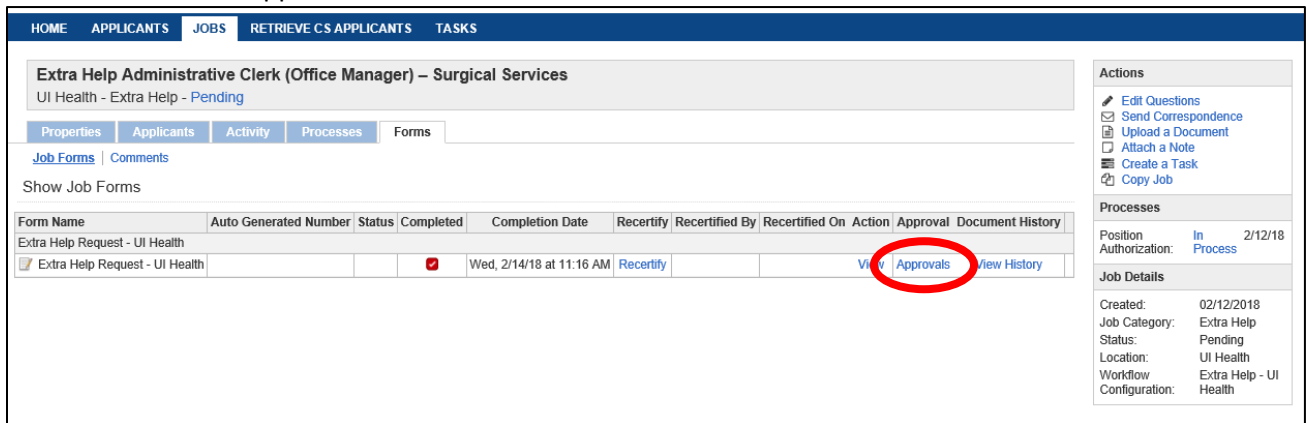
Back Approvers Review Download

0 NOTES SO FAR

Hospital User said...

Add Note

2. You also can monitor the approval process from the **Forms** tab of your job. Click **Approvals** on this view to see the Job Form Approval status.



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Extra Help Administrative Clerk (Office Manager) – Surgical Services
UI Health - Extra Help - Pending

Properties Applicants Activity Processes **Forms**

Job Forms | Comments

Show Job Forms

Form Name	Auto Generated Number	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History
Extra Help Request - UI Health			✓	Wed, 2/14/18 at 11:16 AM	Recertify			View	Approvals	View History

Actions

- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

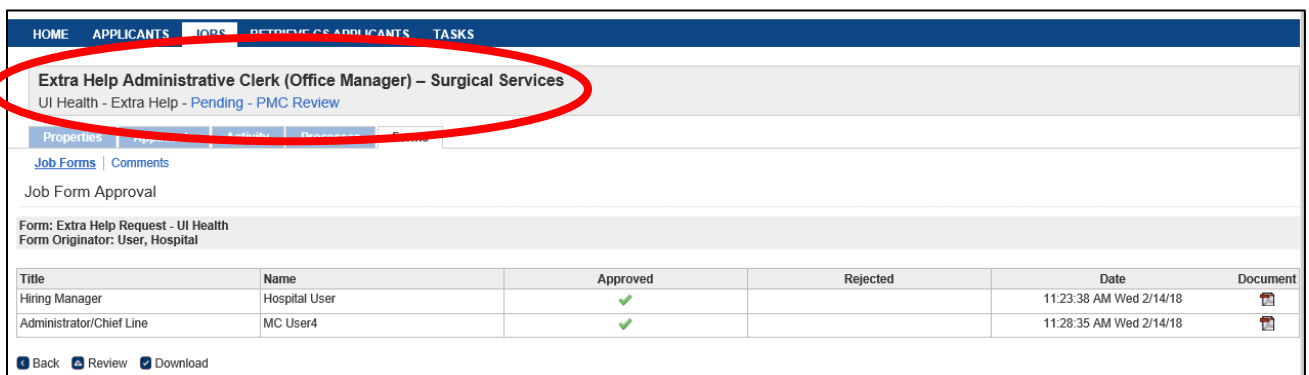
Processes

Position Authorization: In Process 2/12/18

Job Details

Created: 02/12/2018
Job Category: Extra Help
Status: Pending
Location: UI Health
Workflow: Extra Help - UI Health
Configuration: Health

3. Once the form is approved, the review of the job moves to the PMC review process.



HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Extra Help Administrative Clerk (Office Manager) – Surgical Services
UI Health - Extra Help - Pending - PMC Review

Properties Applicants Activity Processes **Forms**

Job Forms | Comments

Job Form Approval

Form: Extra Help Request - UI Health
Form Originator: User, Hospital

Title	Name	Approved	Rejected	Date	Document
Hiring Manager	Hospital User	✓		11:23:38 AM Wed 2/14/18	
Administrator/Chief Line	MC User4	✓		11:28:35 AM Wed 2/14/18	

Back Review Download

You, as the person requesting the job, as well as the Hiring Manager receive an email indicating that the form has been completed and is under PMC review (Email #JC066). Refer to the **HireTouch Extra Help Process Correspondences** document for an example of this email.

You also can view the status of your job in the **Extra Help Jobs** view.

The icon in the **EH Request** column tells you the status of the process.

Extra Help Request (Position Authorization) Process Icon Statuses

Icon	Status Name	Description
	Start Form	Job has been initiated and Extra Help Request form is ready to begin
	In Process	Extra Help Request process is in progress
	Submitted to PMC	Extra Help Request form has been submitted to PMC for review
	Approved	Extra Help Request form has been approved by PMC. Current process (Extra Help Request) is complete and the next process (Job Posting) will begin
	Recertified	Extra Help Request form has been recertified for editing.
	Denied	Extra Help Request form request has been denied by PMC.



NOTE: Placing your mouse cursor over the icon will display the current status of the process.

Once the **Extra Help Request – UI Health** form review is completed, it is submitted to the Position Management Committee (PMC) for review. You can monitor the PMC process status of your job request through HireTouch.

Monitoring the PMC Process

Department users can monitor the status of their job with the PMC process via the **Extra Help Jobs** view.

TITLE	JOB INFORMATION						HIRING PROCESS								
	APPLICANTS	JOB ID	STATUS	LOCATION	ORG CODE	ORG NAME	POSITION NUMBER	HR OFFICER	EH REQUEST	PMC	POSTING	INTERVIEW	HR REVIEW	JOB OFFER	CLEARANCES
Extra Help Administrative Clerk (Office Manager) - Surgical Services	0	4899	Pending - PMC Review	UI Health	2398005	Hosp Surgical Svcs			●	+	●	●	●	●	
Extra Help Certified Medical Assistant - Oncology	6	4869	Open	UI Health	2398001	Hosp Emergency Svcs			●	●	●	●	●	●	
Extra Help Customer Service Representative - NICU	3	4806	Open	UI Health	2398016	Hosp Neonatal Nurs			●	●	●	+			
Extra Help HR Assistant - Nursing Administration	1	4809	Open	UI Health	2398012	Hospital Nursing Svc			●	●	●				
Extra Help Magnetic Resonance Imaging Technologist - Radiology	0	4898	Pending - PMC Review	UI Health	2398001	Hosp Emergency Svcs			●	+					
Extra Help Program Services Aide - Emergency Services	0	4897	Open	UI Health	2398012	Hospital Nursing Svc			●	●	●				

From this view, there are two ways to check on the PMC process status of your job:

1. **Job Status**
2. **PMC Process icon**

Job Statuses

Status	Description
Pending	Job forms still in approval queue
Pending – PMC Review	Position Authorization being reviewed by the PMC
PMC Approved	PMC approved job; process to continue
PMC Denied	PMC denied job; job process ends

PMC Process Icon Statuses

Icon	Status Name	Description
	Pending – PMC Review	Position Authorization being reviewed by the PMC
	PMC Approved	PMC approved job; process to continue
	PMC Denied	PMC denied job; job process ends



NOTE: Placing your mouse cursor over the icon will display the current status of the process.

During their review, the PMC will make a determination on your job and change the **Job Status** from *Pending – PMC Review* to one of the following:

- PMC Approved
- PMC Denied

HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Extra Help Jobs

Department can view the updated status

JOB INFORMATION										HIRING PROCESS					
TITLE	APPLICANTS	JOB ID	STATUS	LOCATION	ORG CODE	ORG NAME	POSITION NUMBER	HR OFFICER	EH REQUEST	PMC	POSTING	INTERVIEW	HR REVIEW	JOB OFFER	CLEARANCE
Extra Help Magnetic Resonance Imaging Technologist - Radiology	0	4898	PMC Denied	UI Health	2398001	Hosp Emergency Svcs			☒	☒					
Extra Help Administrative Clerk (Office Manager) – Surgical Services	0	4899	PMC Approved	UI Health	2398005	Hosp Surgical Svcs			●	●					➔
Extra Help HR Assistant - Nursing Administration	1	4809	Open	UI Health	2398012	Hospital Nursing Svc			●	●					
Extra Help Certified Medical Assistant - Oncology	6	4869	Open	UI Health	2398001	Hosp Emergency Svcs			●	●		●			➔
Extra Help Program Services Aide - Emergency Services	0	4897	Open	UI Health	2398012	Hospital Nursing Svc			●	●					
Extra Help Customer Service Representative - NICU	3	4806	Closed	UI Health	2398016	Hosp Neonatal Nurs			●	●					➔

Records 1-6 of 6 First Previous Next Last Per Page 25

The department receives email notification appropriate to the status selection. The email indicates any next steps for the job.

- PMC Review Approved Email (Email #JC060a)
- PMC Review Denied Email (Email #JC048)

If the job was approved by PMC, the Extra Help Request form is considered Approved. The job proceeds to the **Job Posting** process, which is completed by the UI Health Recruitment team.

If the job was denied by PMC, the job process ends.

Monitoring the Job Posting Process

Once the **Extra Help Request** form is approved, the UI Health Recruitment team initiates the **Job Posting** process.

HOME APPLICANTS **JOBS** RETRIEVE CS APPLICANTS TASKS

Extra Help Jobs

JOB INFORMATION										HIRING PROCESS					
TITLE	APPLICANTS	JOB ID	STATUS	LOCATION	ORG CODE	ORG NAME	POSITION NUMBER	HR OFFICER	EH REQUEST	PMC	POSTING	INTERVIEW	HR REVIEW	JOB OFFER	CLEARANCES ONBOARDING
Extra Help Magnetic Resonance Imaging Technologist - Radiology	0	4898	PMC Denied	UI Health	2398001	Hosp Emergency Svcs			☒	☒					
Extra Help Administrative Clerk (Office Manager) – Surgical Services	0	4899	Pending	UI Health	2398005	Hosp Surgical Svcs			●	●					➔
Extra Help HR Assistant - Nursing Administration	1	4809	Open	UI Health	2398012	Hospital Nursing Svc			●	●					
Extra Help Certified Medical Assistant - Oncology	6	4869	Open	UI Health	2398001	Hosp Emergency Svcs			●	●		●			➔
Extra Help Program Services Aide - Emergency Services	0	4897	Open	UI Health	2398012	Hospital Nursing Svc			●	●					
Extra Help Customer Service Representative - NICU	3	4806	Closed	UI Health	2398016	Hosp Neonatal Nurs			●	●					➔

Records 1-6 of 6 First Previous Next Last Per Page 25

Departments also can view the process status in the **Processes** list, seen within the Job **Properties** of a position.

Processes		
Position Authorization:	Approved	2/14/18
PMC:	Approved	2/14/18
Posting:	In Process	2/14/18

The UI Health Recruitment team is responsible for creating the Job Posting. The Department can monitor the status of the **Job Posting** process by viewing the icons on the **Extra Help Jobs** view.

Job Posting Process Icon Statuses

Icon	Status Name	Description
	Start Form	PMC approved job. UI Health Recruitment team to begin job posting.
	In Process	UI Health Recruitment team is completing the UI Health Job Posting Template form.
	Completed	UI Health Job Posting Template form is complete.
	Recertified	UI Health Job Posting Template form has been recertified for editing.



NOTE: *Placing your mouse cursor over the icon will display the current status and date of the process.*

The UI Health Recruitment team completing the posting process by submitting the **UI Health Job Posting Template** form triggers the following actions:

- Ends the **Job Posting** process by automatically changing the status to **Completed**
- Changes the job status to **Open** to allow for applications to be submitting on the public job board
- Sends an email automatically to the Department notifying them that the job has posted to the public job board (Email #JC064a)

The job remains open on the public job board until the **Close Date**. The **Close Date** triggers the following actions:

- Changes the job status to **Closed** to remove it from the public job board
- Begins the **Interview** process by automatically changing the status to **Initiated**