

Managing Extra Help Referred Candidate Pool – UI Health

Once candidates apply to your job posting, you can use HireTouch to manage your applicant pool during the **Interview** portion of the process. For Extra Help positions in HireTouch, the Interview process consists of reviewing applications and interviewing candidates. For UI Health positions, the applicant review process covers two “tiers” or levels:

- UI Health Recruitment Team Review
- Department Review



Definitions

Term	Definition
Applicant	Person who has applied for the job
Referred Candidate	Candidate who has met the appropriate score to be referred for department review
Finalist	Referred Candidate who has interviewed for the job and is being considered for selection
Selected Candidate	Finalist that has been selected by the department

UI Health Recruitment Team Review

For Extra Help jobs, the UI Health Recruitment team will review job applicants first. Their review of applicants will determine the best qualified candidates for the department to review.

View allows UI Health Recruitment to see a snapshot of applicant data in one location

User Status is changed by the UI Health Recruitment team during their review.

NAME	APPLICATION STATUS	USER NAME	EMAIL	APPLICATION STATUS	ALL	ACADEMIC	PROFESSIONAL/OTHERS	RESUME/CV	COVER LETTER
Barton, Clint	Application Complete	clintbarton	vicperes@uillinois.edu						
Fury, Nick	Application Complete	nickfury	vicperes@uillinois.edu						
Grey, Jean	Application Complete	jeangrey	sabacan@uillinois.edu						
Odinson, Loki	In Process	loki	sabacan@uillinois.edu						
Xavier, Charles	Application Complete	xavier	sabacan@uillinois.edu						

During this review process, the UI Health Recruitment team has options for changing an applicant’s Applicant Status to manage the candidate pool and filter out those applicants they do not want to send to the department for review. The Applicant Statuses available to the UI Health Recruitment team at this point in the process are not viewable to Department Users.

Once the UI Health Recruitment team has determined the applicants they want to send forward to the second level of review, they will change those applicants to a status of **Department Review**. At this point in the process, the applicant list is available for the Department to begin their part in the review process.

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

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	4889	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			●	●	●	●				

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

Interview Process Icon Statuses

Icon	Status Name	Description
	Initiated	Job has closed on the Job Board.
	In Progress	UI Health Recruitment Team has begun the review of applicants for the job.
	Completed	Department has selected a candidate for the job. Current process (Interview) is complete and the next process (HR Review) will begin.



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

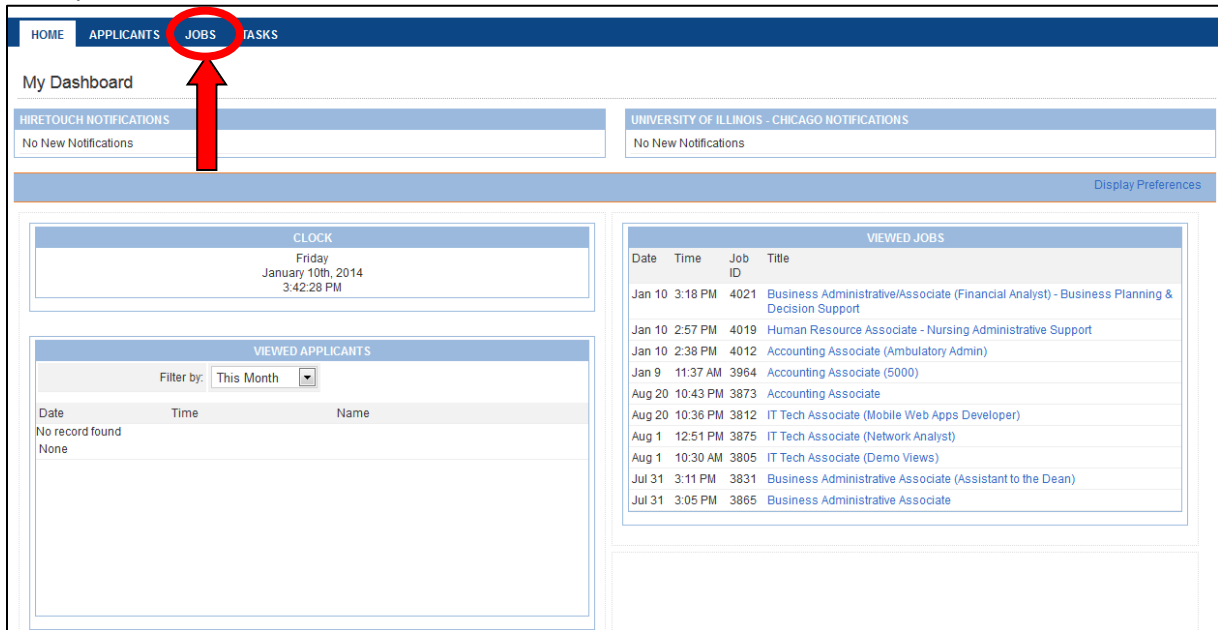
Department users also can view the process status in the **Processes** list, seen within the Job **Properties**.

Process Step	Status	Date
Position Authorization:	Completed	12/7/17
PMC:	PMC Approved	2/12/18
Posting:	Completed	12/7/17
Interview:	Initiated	1/24/18

Department Review

Once the candidates pass the first tier of reviews, it is time for the Department to review the applicant pool. To access their view of candidates, the Department user will:

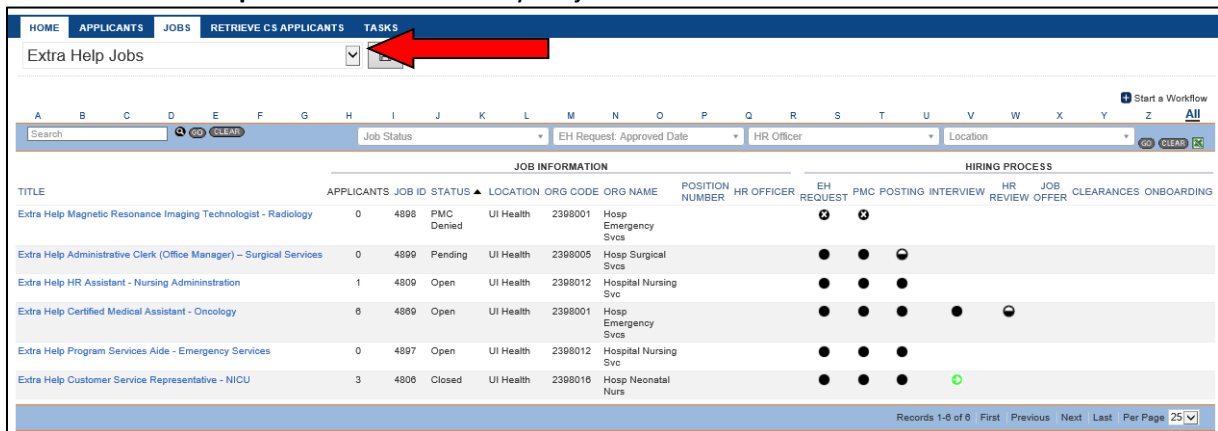
1. Login to the [HireTouch Administrative Application](#).
Note: For more information on accessing HireTouch, refer to the **Logging into HireTouch** document.
2. From your Dashboard, click the **Jobs** tab.



The screenshot shows the HireTouch dashboard with the 'JOBS' tab selected. The dashboard includes sections for 'My Dashboard', 'HIRETOUCH NOTIFICATIONS', 'UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS', 'CLOCK', 'VIEWED APPLICANTS', and 'VIEWED JOBS'.

Date	Time	Job ID	Title
Jan 10	3:18 PM	4021	Business Administrative/Associate (Financial Analyst) - Business Planning & Decision Support
Jan 10	2:57 PM	4019	Human Resource Associate - Nursing Administrative Support
Jan 10	2:38 PM	4012	Accounting Associate (Ambulatory Admin)
Jan 9	11:37 AM	3964	Accounting Associate (5000)
Aug 20	10:43 PM	3873	Accounting Associate
Aug 20	10:36 PM	3812	IT Tech Associate (Mobile Web Apps Developer)
Aug 1	12:51 PM	3875	IT Tech Associate (Network Analyst)
Aug 1	10:30 AM	3805	IT Tech Associate (Demo Views)
Jul 31	3:11 PM	3831	Business Administrative Associate (Assistant to the Dean)
Jul 31	3:05 PM	3865	Business Administrative Associate

3. Select the **Extra Help Jobs** view and locate your job in the list.



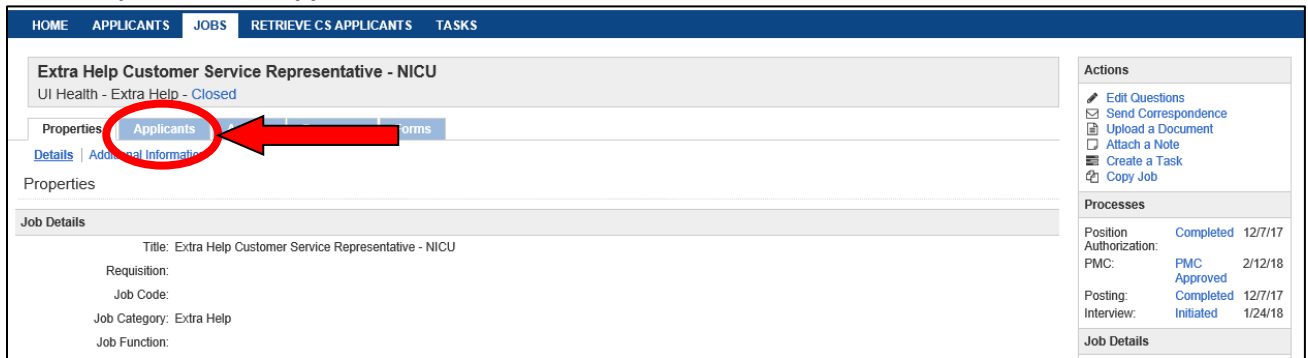
The screenshot shows the 'Extra Help Jobs' view. A red arrow points to the 'Go' button next to the search field. The view displays a table of job information and hiring process details.

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	4899	Open	UI Health	2398012	Hospital Nursing Svc			●	●	●					
Extra Help Certified Medical Assistant - Oncology	6	4899	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	4808	Closed	UI Health	2398010	Hosp Neonatal Nurs			●	●	●	●				



HINT: You can search for a job in the view by entering a term or Job ID # in the Search field and clicking the **Go** button. You also can sort the view columns to locate the job

4. From the job, click the **Applicants** tab.



The *Extra Help Job Applicants* view displays.

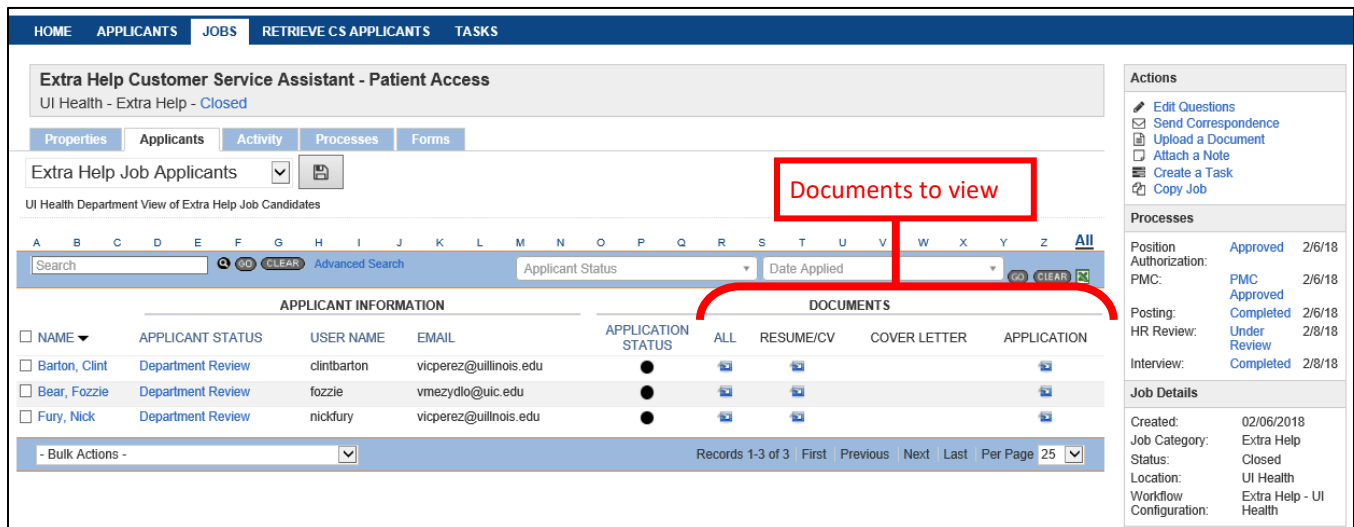
From this view, the Department can begin assessing the applicant pool.


Reviewing Applicant Profiles

Once the Department has the list of applicants passed to them by the UI Health Recruitment team, they can review each applicant’s profile in HireTouch. This can be done through the **Extra Help Job Applicants** view, as well as through each individual applicant’s profile page.

Extra Help Job Applicants View

From this view, you can check the status of a candidate’s application. You also can view and download the documents the applicant completed during the application process.



To open or download the documents for an applicant from this view, click the **Open Document** icon  in the view. In this view, the icon will do one of the following:

Column	Action
All	Opens all documents that are part of the candidate's profile. This could include multiple saved versions of the same documents (e.g., multiple versions of the Application if it was submitted multiple times)
Resume/CV	Opens the most recent file uploaded by the candidate with the Document Type of <i>Resume/CV</i>
Cover Letter	Opens the most recent file uploaded by the candidate with the Document Type of <i>Cover Letter</i>
Application	Opens the most recent Civil Service Employment Application document completed by the candidate

For more detail about a particular applicant, click an applicant's **Name** in the view above takes you to the Demographics profile page.

Demographics Profile View

The **Demographics Profile** view of an applicant gives you access to more detail about a particular candidate as you complete your assessment. Click on any of the submenus or widgets to review additional information.

Sorting the Applicant Pool

As the Department reviews the applicant pool, they can use the following statuses to manage the list. These statuses are available from the **Extra Help Job Applicants** view.

Interview Process Applicant Statuses

Status Name	Description
Interview Scheduled	Selected after the department schedules an interview with the referred candidate
First Interview Second Interview Third Interview	Selected after the department conducts an interview (Department can use as needed)
Candidate Withdrew - No Response to Interview	Selected if the candidate does not respond to any requests for an interview
Candidate Withdrew - No Show for Interview	Selected if the candidate does not appear for a scheduled interview
Candidate Withdrew - Not Interested	Selected when a candidate withdraws from the selection process.
Candidate Withdrew	Selected when a candidate withdraws from the selection process.
Denied/Dept Interviewed	Selected after the department has conducted the interview and has determined that candidate will not proceed in the hiring process.
Denied/Dept Review	Selected after the interview has occurred and the department has reviewed the candidate's information and determined that candidate will not proceed in the hiring process.
Finalist	Selected after interview and shows that the candidate is considered one of the final selections.
References Requested	Selected when the department has requested references from the referred candidate. For Extra Help jobs, this status DOES NOT automatically send an email to the listed references.
Department Selected	Selected when the department selects the candidate they would like to offer the job to. This status ends the Interview process and triggers the HR Review process.

Changing Applicant Statuses

You can change applicant statuses individually or for several at the same time (in bulk).

Changing Individual Statuses

1. From the **Extra Help Job Applicants** view, click the **Applicant Status** of the applicant.

HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS

Extra Help Customer Service Assistant - Patient Access
UI Health - Extra Help - Closed

Properties Applicants Activity Processes Forms

Extra Help Job Applicants

UI Health Department View of Extra Help Job Candidates

Search [GO] [CLEAR] Advanced Search Applicant Status Date Applied [GO] [CLEAR]

APPLICANT INFORMATION				DOCUMENTS				
NAME	APPLICANT STATUS	USER NAME	EMAIL	APPLICATION STATUS	ALL	RESUME/CV	COVER LETTER	APPLICATION
<input type="checkbox"/> Barton, Clint	Department Review	clintbarton	vicpercz@uillinois.edu	●	[x]	[x]		[x]
<input type="checkbox"/> Bear, Fozzie	Department Review	fozzie	fozzie@uic.edu	●	[x]	[x]		[x]
<input type="checkbox"/> Fury, Nick	Department Review	nickfury	vicpercz@uillinois.edu	●	[x]	[x]		[x]

- Bulk Actions -

Records 1-3 of 3 First Previous Next Last Per Page 25

Actions: Edit Questions, Send Correspondence, Upload a Document, Attach a Note, Create a Task, Copy Job

Processes: Position Authorization: Approved 2/6/18, PMC: Approved 2/6/18, Posting: Completed 2/6/18, HR Review: Under Review 2/8/18, Interview: Completed 2/8/18

Job Details: Created: 02/06/2018, Job Category: Extra Help, Status: Closed, Location: UI Health, Workflow Configuration: Extra Help - UI Health

2. In the **User Status History** popup that appears, click the **Status** drop-down list and select a new status for your applicant.

HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS

Extra Help Customer Service Assistant - Patient Access
UI Health - Extra Help - Closed

Properties Applicants Activity Processes Forms

Extra Help Job Applicants

UI Health Department View of Extra Help Job Candidates

Search [GO] [CLEAR] Advanced Search Applicant Status Date Applied [GO] [CLEAR]

APPLICANT INFORMATION		
NAME	APPLICANT STATUS	USER NAME
<input type="checkbox"/> Barton, Clint	Department Review	clintbarton
<input type="checkbox"/> Bear, Fozzie	Department Review	fozzie
<input type="checkbox"/> Fury, Nick	Department Review	nickfury

- Bulk Actions -

Records 1-3 of 3 First Previous Next Last Per Page 25

Actions: Edit Questions, Send Correspondence, Upload a Document, Attach a Note, Create a Task, Copy Job

Processes: Position Authorization: Approved 2/6/18, PMC: Approved 2/6/18, Posting: Completed 2/6/18, HR Review: Under Review 2/8/18, Interview: Completed 2/8/18

Job Details: Created: 02/06/2018, Job Category: Extra Help, Status: Closed, Location: UI Health, Workflow Configuration: Extra Help - UI Health

User Status History

STATUS	DATE	USER
Department Review	Wed 2/14/18 at 12:18 PM	MC User4
Department Selected	Thu 2/8/18 at 10:47 AM	Hospital User
Department Review	Thu 2/8/18 at 10:43 AM	MC User4
Application Complete	Tue 2/6/18 at 10:49 AM	Fozzie Bear
In Process	Tue 2/6/18 at 10:41 AM	Fozzie Bear
New	Tue 2/6/18 at 10:40 AM	Fozzie Bear

Update Status

Status: Department Review

- Interview Scheduled
- First Interview
- Second Interview
- Third Interview
- Candidate Withdraw - No Response to Interview
- Candidate Withdraw - No Show for Interview
- Candidate Withdraw - Not Interested
- Candidate Withdraw
- Denied/Dept Review
- Denied/Dept Interviewed
- Finalist
- References Requested
- Department Selected

Save Close

3. Click the **Save** button.

4. The **Extra Help Job Applicants** view updates the applicant's **User Status** with your new selection.

UI Health Department View of Extra Help Job Candidates

APPLICANT INFORMATION				DOCUMENTS				
NAME	APPLICANT STATUS	USER NAME	EMAIL	APPLICATION STATUS	ALL	RESUME/CV	COVER LETTER	APPLICATION
<input type="checkbox"/> Barton, Clint	Department Review	clintbarton	vicperez@uillinois.edu	●				
<input type="checkbox"/> Bear, Fozzie	Department Selected	fozzie	vmezdylo@uic.edu	●				
<input type="checkbox"/> Fury, Nick	Department Review	nickfury	vicperez@uillinois.edu	●				

Changing Multiple Applicant Statuses (Bulk Action)

1. From the **Extra Help Job Applicants** view, select the checkbox(s) next to the names of the applicants you want to change.

UI Health Department View of Extra Help Job Candidates

APPLICANT INFORMATION				DOCUMENTS				
NAME	APPLICANT STATUS	USER NAME	EMAIL	APPLICATION STATUS	ALL	RESUME/CV	COVER LETTER	APPLICATION
<input checked="" type="checkbox"/> Barton, Clint	Department Review	clintbarton	vicperez@uillinois.edu	●				
<input type="checkbox"/> Bear, Fozzie	Department Selected	fozzie	vmezdylo@uic.edu	●				
<input checked="" type="checkbox"/> Fury, Nick	Department Review	nickfury	vicperez@uillinois.edu	●				

2. Click the **Bulk Actions** drop-down list.
3. Select a new status from the list that appears.

4. In the popup message that appears, click **OK**.

The screenshot shows the 'Extra Help Job Applicants' interface. A modal dialog box titled 'Message from webpage' is centered on the screen, containing the question 'Update status to Denied/Dept Interviewed?' and two buttons: 'OK' and 'Cancel'. The background interface includes a search bar, a table of applicants with columns for Name, Applicant Status, User Name, and Email, and a right-hand sidebar with 'Actions' and 'Processes' sections.

5. The **Extra Help Job Applicants** view updates the applicants' **Applicant Status** with your new selection.

This screenshot shows the same 'Extra Help Job Applicants' interface. The 'Applicant Status' column in the table has been updated for three applicants: Nick Fury, Clint Barton, and Fozzie Bear. The status 'Denied/Dept Interviewed' is circled in red for each of these rows. The interface also shows search filters for 'Applicant Status' and 'Date Applied', and a 'Bulk Actions' dropdown at the bottom of the table.

Completing the Interview Process

Once the Department completes the review of candidates, they will select a candidate for the job by changing that applicant's status to **Department Selected**.

Changing the applicant's status to **Department Selected** triggers the following actions:

- Ends the **Interview** process by automatically changing the status to **Completed**
- Begins the **HR Review** process by automatically changing the status to **Under Review**
- Sends an email automatically to the UIC HR Extra Help team notifying them that the interview process is complete and that the Department has selected a candidate for the job (Email #AC058a)

Receiving the email that the Department has selected a candidate tells the UIC HR Extra Help team that they can move forward with the next steps of the hire process. The Extra Help Officer assigned to the request completes the remaining steps in the hiring process for the applicant.