

Onboarding Extra Help Candidates – UI Health

After the Department selects their candidate for the job, the Extra Help team begins the processes involved in onboarding the candidate, which actually encompasses four sub-processes: **HR Review, Job Offer, Clearances, and Onboarding.**



The Extra Help Officer is responsible for completing these processes; however, the Department can track the activity of each step in HireTouch.

Department View of the Onboarding Processes

Department users can view the status of the HR Review, Job Offer, Clearances, and Onboarding processes in the **Extra Help Jobs** view.

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	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 column of each process tells you the status of the process. You can use this icon to monitor the status of your job throughout each process.

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

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

Monitoring the HR Review Process

Receiving the email that the Department has selected a candidate tells the UIC HR Extra Help team that they can move forward with the HR Review portion of the hire process. The UIC HR Extra Help team assigns an Extra Help Officer to the job.

The Extra Help Officer is responsible for reviewing the job request and selected candidate. During this process, the Extra Help Officer reviews the job information and qualifies the candidate based on the request. If the candidate meets the requested Classification requirements for the position selected, the Extra Help Officer confirms the job title and requested rate of pay. If the candidate does not meet the requested Classification requirements for the position selected, the Extra Help Officer determines a new title based on requisition duties, requested rate of pay, and the candidate’s education and experience. The Department can monitor the status of the **HR Review** process by viewing the icons on the **Extra Help Jobs** view.

HR Review Process Icon Statuses

Icon	Status Name	Description
	Under Review	Extra Help Officer has begun the review of your selected candidate for the job
	Completed	HR Officer has confirmed that your selected candidate meets all qualifications for the job.



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



Changing the **HR Review** process status to **Completed** triggers the following actions:

- Begins the **Job Offer** process by automatically changing the status to **Initiated**

Monitoring the Job Offer Process

The Extra Help Officer is responsible for extending the job offer to the selected candidate. During the process, the Extra Help Officer might contact the Department to discuss issues related to the job title and rate of pay. The Department also can monitor the status of the **Job Offer** process by viewing the icons on the **Extra Help Jobs** view.

Job Offer Process Icon Statuses

Icon	Status Name	Description
	Initiated	Extra Help Officer review of candidate is complete. Extra Help Officer begins preparing for initial contact with candidate.
	Letter Sent	Extra Help Office completes email to candidate with the job offer and next steps for the onboarding process. Current process (Job Offer) is complete and the next process (Clearances) will begin.



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

Once the selected candidate accepts the job offer, the Extra Help Officer indicates this on the candidate's profile by changing their Applicant Status to **Offer Accepted**.




Changing the candidate's status to **Offer Accepted** triggers the following actions:

- Begins the **Clearances** process by automatically changing the status to **Initiated**

Monitoring the Clearances Process

The Extra Help Officer is responsible for completing the **Clearances** process. During the process, the selected candidate completes paperwork that assists the Extra Help Officer in completing the clearance checks needed for the specific job. The Department also can monitor the status of the **Clearances** process by viewing the icons on the **Extra Help Jobs** view.

Clearances Process Icon Statuses

Icon	Status Name	Description
	Initiated	Previous process (Job Offer) is complete. Current process (Clearances) is ready to begin.
	In Progress	Current process (Clearances) is in progress with the Extra Help Officer
	Completed	Selected candidate has passed all Clearances. Current process (Clearances) is complete and the next process (Onboarding) will begin.



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

Once all the tasks involved in the **Clearances** process are complete and the appropriate paperwork is received back from the candidate, the Extra Help Officer determines if the candidate passes or does not pass clearances.

Candidate Passes Clearances

If all required clearances are passed, the Extra Help Officer indicates this on the candidate's profile by changing their Applicant Status to **Passed Clearances**.

Changing the candidate's status to **Passed Clearances** triggers the following actions:

- Ends the **Clearances** processes by automatically changing the status to **Completed**
- Begins the **Onboarding** process by automatically changing the status to **Initiated**

Candidate Does Not Pass Clearances

If the candidate does not pass the necessary clearances, the HR Officer must indicate this on the candidate's profile as well by changing the candidate's Applicant Status to **Didn't Pass Clearances**.




Changing the candidate's status to **Didn't Pass Clearances** triggers the following actions:

- Resets the **Clearances** processes by automatically changing the status to **In Progress**

Monitoring the Onboarding Process

Finally, the Extra Help Officer is responsible for completing the **Onboarding** process. This is the final step in the Extra Help hiring process. During this process, the Extra Help Officer confirms final information about the job, as well as information about the start date and orientation(s) offered as part of the job acceptance. The Department also can monitor the status of the **Onboarding** process by viewing the icons on the **Extra Help Jobs** view.

Onboarding Process Icon Statuses

Icon	Status Name	Description
	Initiated	Previous process (Clearances) is complete. Current process (Onboarding) is ready to begin
	In Progress	Current process (Onboarding) is in progress with the Extra Help Officer
	Completed	Selected candidate has confirmed their Start Date for the job. Current process (Onboarding) is complete. The job is considered filled.



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

After the Extra Help Officer confirms the final job information, they will send the **Extra Help Hospital Orientation & Start Date – UI Health** email (Email #AC064) to the candidate as final acceptance of the job. The Extra Help Officer also will change the candidate's Applicant Status to **Hired – Civil Service**.

Changing the candidate's status to **Hired – Civil Service** triggers the following actions:

- Ends the **Onboarding** process by automatically changing the status to **Completed**

Once the Extra Help Officer confirms all candidates needed for the request have been onboarded, the Officer will change the Job Status to **Job Filled**. This status change completes the Extra Help hiring process for this job.