

HireTouch Reference Functionality

This document provides instructions for generating emails to the references listed for applicants to your job posting. It also contains a sample of the information the Reference will see once they are contacted to submit a letter or recommendation for an applicant.

Department Administrative Steps

1. Log into the [HireTouch Administrative](#) site.
2. Locate the applicant's profile in one of two ways:
 - a. From the main **Applicants** tab, click **Applicant Name>Demographics**
 - b. From your **Job Properties** tab, click **Applicants>Appliant Name>Demographics**
3. Confirm the reference information is completed for the applicant. From the **Demographics** section, click the **References** link:

The screenshot displays the HireTouch Administrative interface for the profile of Abigail Jeffrey. At the top left is the UIC logo. The top right shows a user greeting: "Welcome, Search1 Coordinator | Logout". A navigation bar includes "HOME", "APPLICANTS", "JOBS", and "RETRIEVE CS APPLICANTS". The main content area shows the applicant's name and email (vmezydlo@uic.edu) and their role: "HR Coordinator - Human Resources - In Process". Below this is a navigation menu with tabs for "Demographics", "Jobs", "Activity", and "Processes". A secondary menu lists various categories: "Addresses", "Certifications", "Education", "Employment", "Licenses", "References", "Contact Information", "Military", "License History", "Skills", "Relatives", and "Locations". The "References" link is circled in red. The "Demographics" section is expanded, showing personal information: Name (Abigail Jeffrey), Address (1234 Wood St, Chicago IL, 60612), Email (vmezydlo@uic.edu), and Education Level (4 Year College). To the right, there are sections for "Correspondence", "Documents", and "Notes". On the far right, a "Job Details" sidebar lists: Title (HR Coordinator - Human Resources), Req Code (A1000200), Location (Chicago), Category (Academic Professional), Organization (Human Resources at UIC), and Job Status (Open). A "Processes" section shows the status of various steps: EEO (Completed 11/8/10), Recruitment Survey (Completed 11/8/10), Application (Completed 11/8/10), and Interview (Not Started 11/8/10). An "Actions" section includes a "Send Correspondence" button.

- Once you confirm the references and their emails are listed here, click the **View Applicants by Job** link under the **Job Details** section to the right of the page:

UIC

Welcome, Search1 Coordinator | Logout

HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS

Abigail Jeffrey (vmezydlo@uic.edu) [View Applicants](#)
HR Coordinator - Human Resources - In Process

Demographics Jobs Activity Processes

Addresses | Certifications | Education | Employment | Licenses | **References** | Contact Information | Military | License History | Skills | Relatives | Locations | Availability

References

NAME	DESCRIPTION	ORGANIZATION	TITLE	REFERENCE TYPE	EMAIL	MODIFIED
<input type="checkbox"/> Vicki Mezydlo				Professional	vmezydlo@hotmail.com	February 21, 2011
<input type="checkbox"/> Ellen Potter				Personal	vmezydlo@uillinois.edu	February 21, 2011

Records 1-2 of 2 First Previous Next Last Per Page 10

+ Add a Reference Send Notification

Actions
[Send Correspondence](#)

Processes
EEO: Not Started 1/19/11
Recruitment Survey: Not Started 1/19/11
Application: Completed 11/8/10
Interview: Not Started 11/8/10

Job Details
Title: [HR Coordinator - Human Resources](#)
Req Code: A1000200
Location: Chicago
Category: Academic Professional
Organization: Human Resources at UIC
Job Status: Closed
[View Applicants by Job](#)
Applicant Details [Edit](#)

- In the Applicants list, select the checkbox next to the applicant's name and click the **Bulk Actions** drop-down list.

HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS

HR Coordinator - Human Resources
Chicago - Academic Professional - Open

Properties Applicants Activity Processes Forms

All Job Candidates
This is the description of the view

+ Add an Applicant

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

GO CLEAR - User Status - Application - GO CLEAR

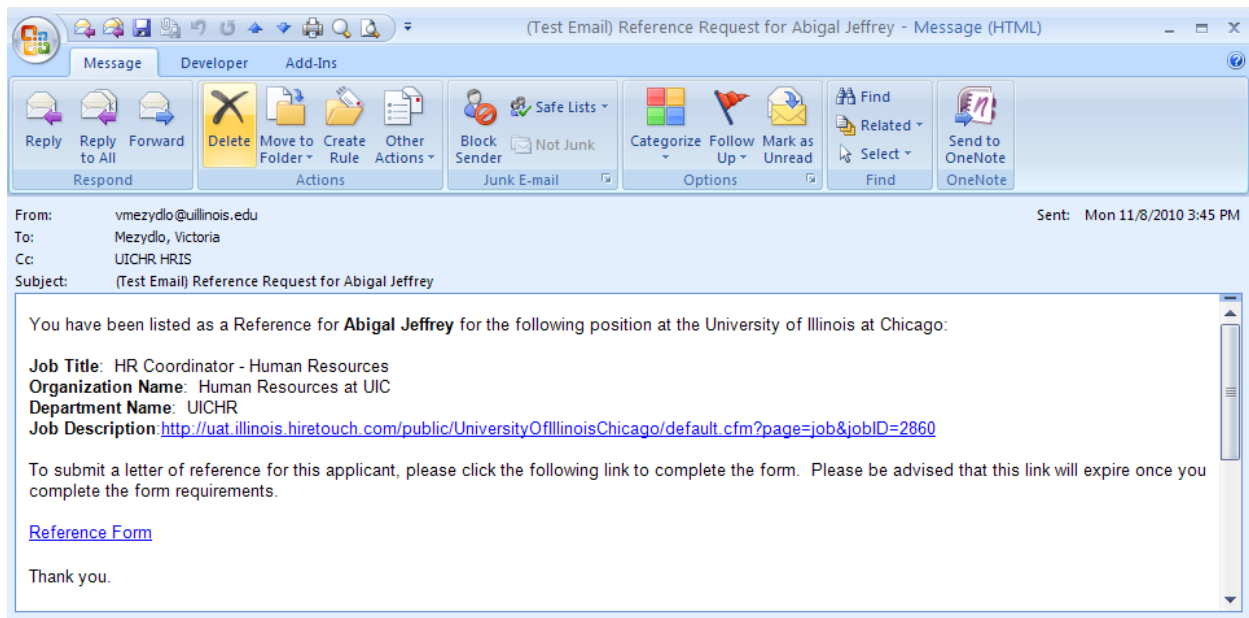
NAME	ACTIONS	STATUS	USER NAME	EMAIL	APPLICATION	EEO	INTERVIEW	COORDINATOR
<input checked="" type="checkbox"/> Jeffrey, Abigail		In Process	abbyj	vmezydlo@uic.edu	●	●	○	Victoria Mezydlo
<input type="checkbox"/> Michaels, Matthew		Finalist Reference Letter	matmike	vmezydlo@uillinois.edu	●	●	○	Victoria Mezydlo
<input type="checkbox"/> Potter, Ellen		New	ellenpotter	vmezydlo@uic.edu	○			Victoria Mezydlo

- Bulk Actions - Records 1-3 of 3 First Previous Next Last Per Page 10

- Select **Finalist Reference Letter** from the drop-down list and click **OK** in the popup box that appears. This sends an email to all of the applicant's references with valid email addresses and changes the **Status** column next to the applicant's name to *Finalist Reference Letter*.

Reference Steps – FYI Only

The email address(s) you listed for the references will receive an email similar to the following:



Once the reference receives this email, they click the **Reference Form** link in the message. This displays the Reference Information webpage where they will add their reference letter.



The reference clicks the **Add** button on the page to upload a reference letter for the applicant. They complete the required fields on the form and click the **Save** button.

NAME	DESCRIPTION	TYPE	JOB TITLE	FILE	SIZE UPLOADED
None					

* Name:

* File Upload:

* Document Type:

+ Save - Cancel

Once their documents are saved, they click the **Submit** button at the bottom of the page.

Department Administrative Steps – Post Reference Contact

1. After the references have been contacted, you will return to the HireTouch Administrative system and click on the applicant’s name again. From the Demographics tab, click the **References** link.
2. When a reference uploads a document on behalf of the applicant, you will see the PDF image of the “form” that shows that a document was uploaded.

The screenshot shows the HireTouch Administrative system interface. At the top left is the UIC logo. The user is logged in as 'Welcome, Search1 Coordinator | Logout'. The navigation bar includes 'HOME', 'APPLICANTS', 'JOBS', and 'RETRIEVE CS APPLICANTS'. The main content area is for 'Abigail Jeffrey (vmezydlo@uic.edu)', HR Coordinator - Human Resources - Finalist Reference Letter. The 'References' tab is selected, showing a table with two entries:

NAME	DESCRIPTION	ORGANIZATION	TITLE	REFERENCE TYPE	EMAIL	MODIFIED
<input type="checkbox"/>	Vicki Mezydlo			Professional	vmezydlo@uillinois.edu	November 8, 2010
<input type="checkbox"/>	Ellen Potter			Personal	vmezydlo@hotmail.com	November 8, 2010

A red arrow points to a PDF icon in the 'MODIFIED' column of the second row. Below the table are links for '+ Add a Reference' and 'Send Notification'. On the right side, there are sections for 'Actions' (Send Correspondence), 'Processes' (EEO, Recruitment Survey, Application, Interview), and 'Job Details' (Title: HR Coordinator - Human Resources, Req Code: A1000200, Location: Chicago, Category: Academic Professional, Organization: Human Resources at UIC).

This is **NOT** the actual reference document. This is just an indication that the reference did complete the form.

3. To view the actual reference document that was uploaded, click the **Activity** tab for the applicant.

4. The uploaded reference document is found in the Activity tab with a document **Type** of *Reference Letter*.

The screenshot shows the 'Activity' tab for Abigal Jeffrey. A table lists recent activity:

DATE	CATEGORY	NAME	TYPE	USER
November 8, 2010				
4:19 PM	Documents	Reference Form	Reference Form	Vicki Mezydlo
4:18 PM	Documents	Abigal Jeffrey Reference Letter	Reference Letter	Vicki Mezydlo
3:45 PM	Correspondence	(Test Email) Reference Request for Abigal Jeffrey	Reference Notification	Search1 Coordinator

- Once a reference uploads a document for the applicant on **this job**, the link in the email they received expires. Even if a new email is sent out, because the reference has already uploaded a file, the system will not allow the user to upload again on that job. A reference can upload for the same applicant on a **different job**.
- The references are not job specific. It is based on applicant and therefore you will not know if the applicant selected the reference for your job or another. You can see when that applicant was added based on date to match the application.

References also can be sent individually to selected references by selecting the checkbox next to the reference name and clicking the **Send Notification** link. This generates the same email as the one sent out by using the Bulk Actions option discussed above.

The screenshot shows the 'References' tab for Abigal Jeffrey. A table lists references:

NAME	DESCRIPTION	ORGANIZATION	TITLE	REFERENCE TYPE	EMAIL	MODIFIED
<input type="checkbox"/>	Vicki Mezydlo			Professional	vmezydlo@uillinois.edu	November 8, 2010
<input type="checkbox"/>	Ellen Potter			Personal	vmezydlo@hotmail.com	November 8, 2010

At the bottom of the table, there are buttons: '+ Add a Reference' and 'Send Notification' (circled in red).