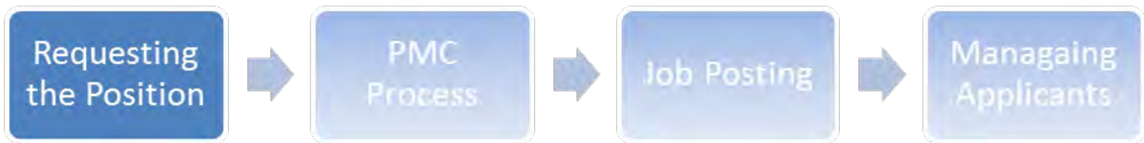
Creating a Civil Service Nursing Job in HireTouch

You can use the HireTouch system to process a job posting for a Civil Service Nursing position. The first step in the process is creating the Position Authorization for the job.



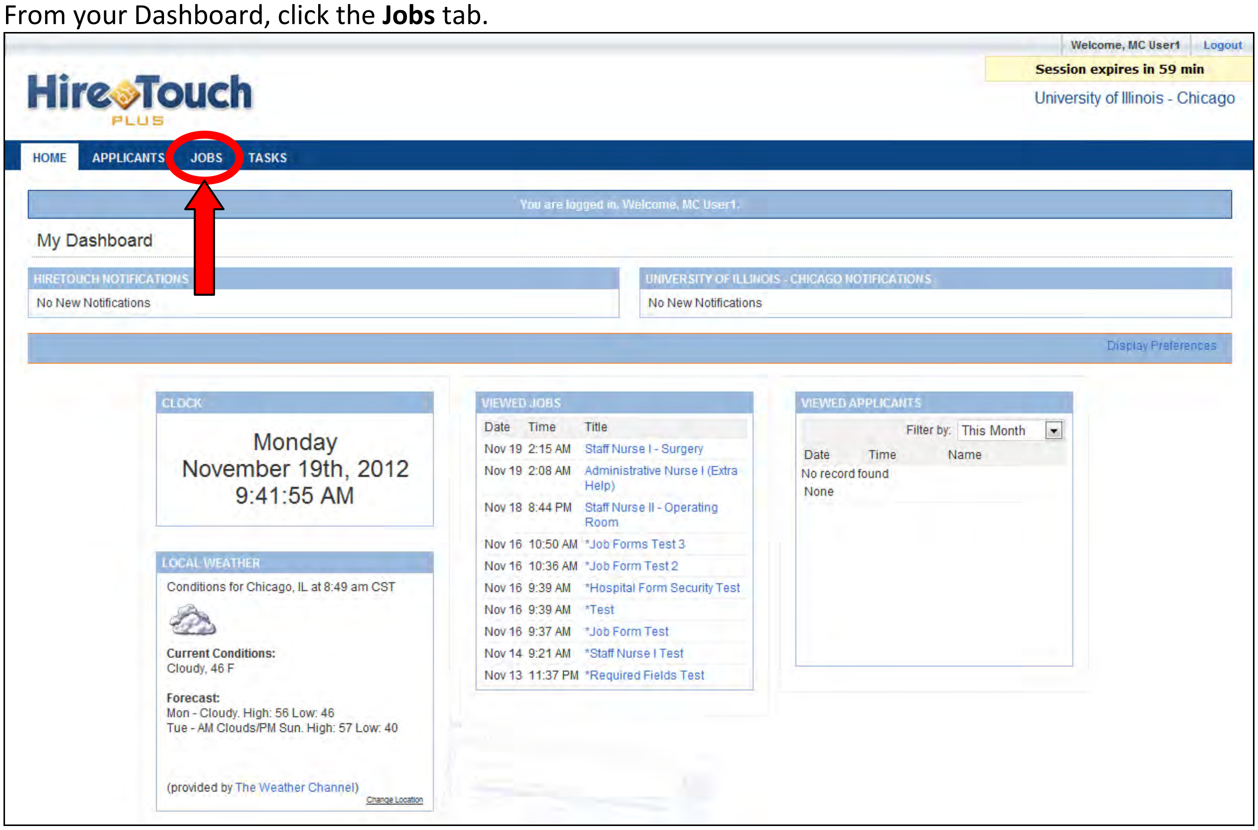
Starting the Job Workflow

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

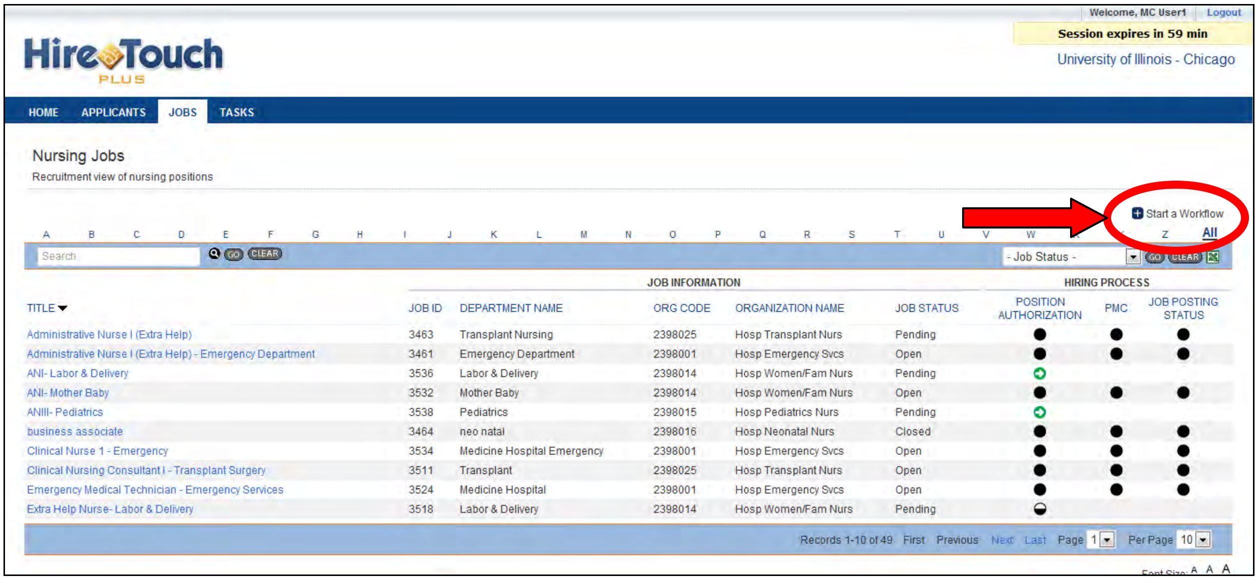
1. Login to the HireTouch Administrative Application.

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

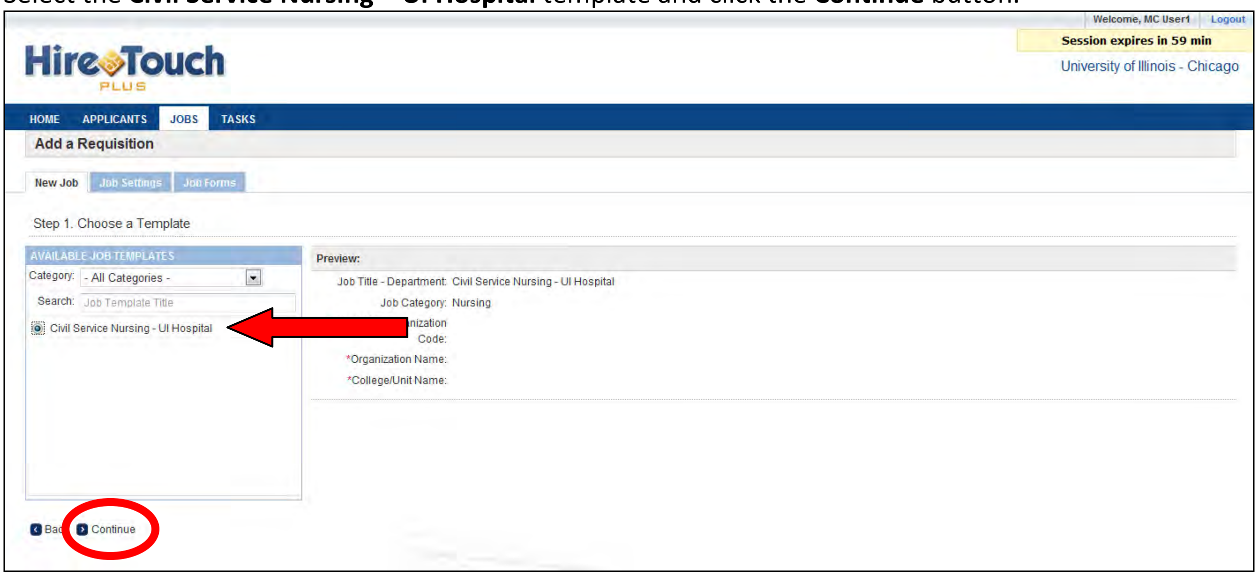
2. From your Dashboard, click the **Jobs** tab.



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



4. Select the **Civil Service Nursing – UI Hospital** template and click the **Continue** button.



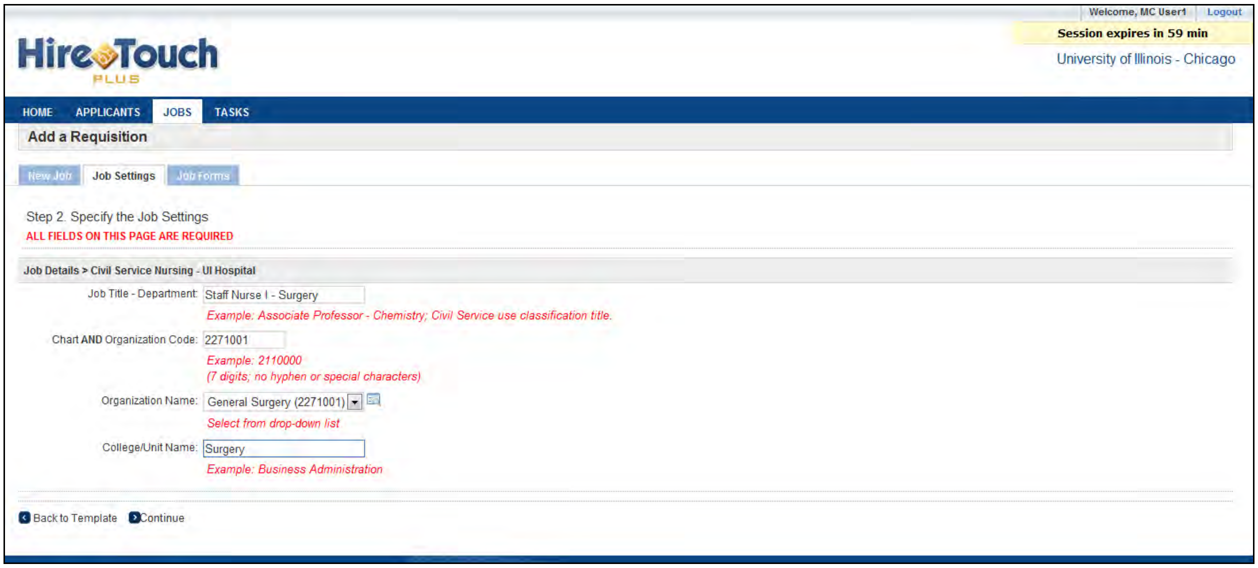
5. Enter the details about your job. This information is used to build the initial setup of your position. Once complete, click the **Continue** button.

    a. **Job Title – Department**: Combine the Position name along with the Department. The Job Title entered here displays on the UI Health Job Board.

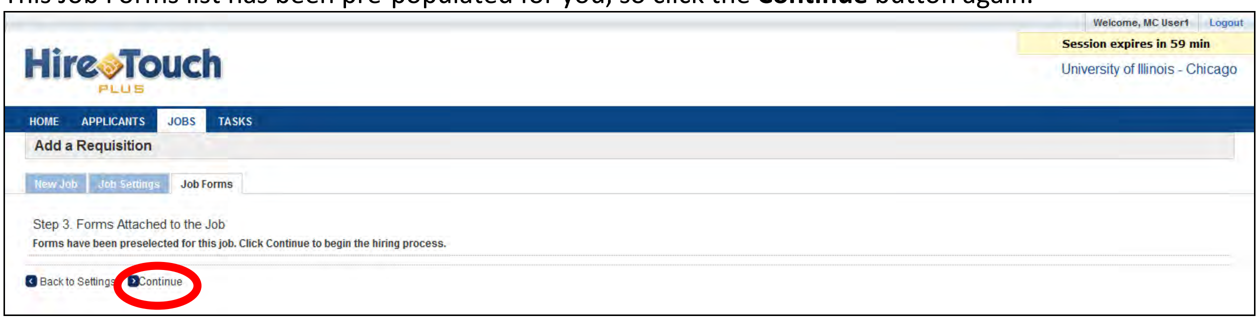
    b. **Chart AND Organization Code**: Enter the Chart of Accounts (COA) and Organization Code for your unit, without spaces (Example: 2389000)

    c. **Organization Name**: This field will pre-populate based on the value entered in the previous field. If it does not, select a name from the list. The Organization Name entered here displays on the UI Health Job Board.

    d. **College/Unit Name**: Enter the Department name, or "commonly used name" for your unit.



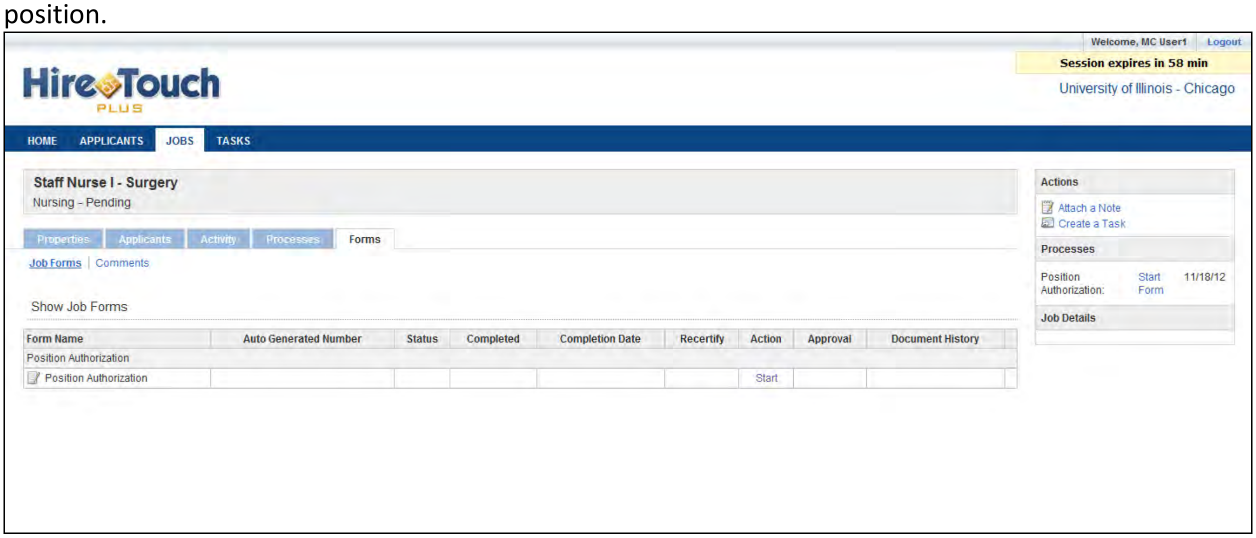
6. This Job Forms list has been pre-populated for you, so click the **Continue** button again.



Filling out the Position Authorization Form

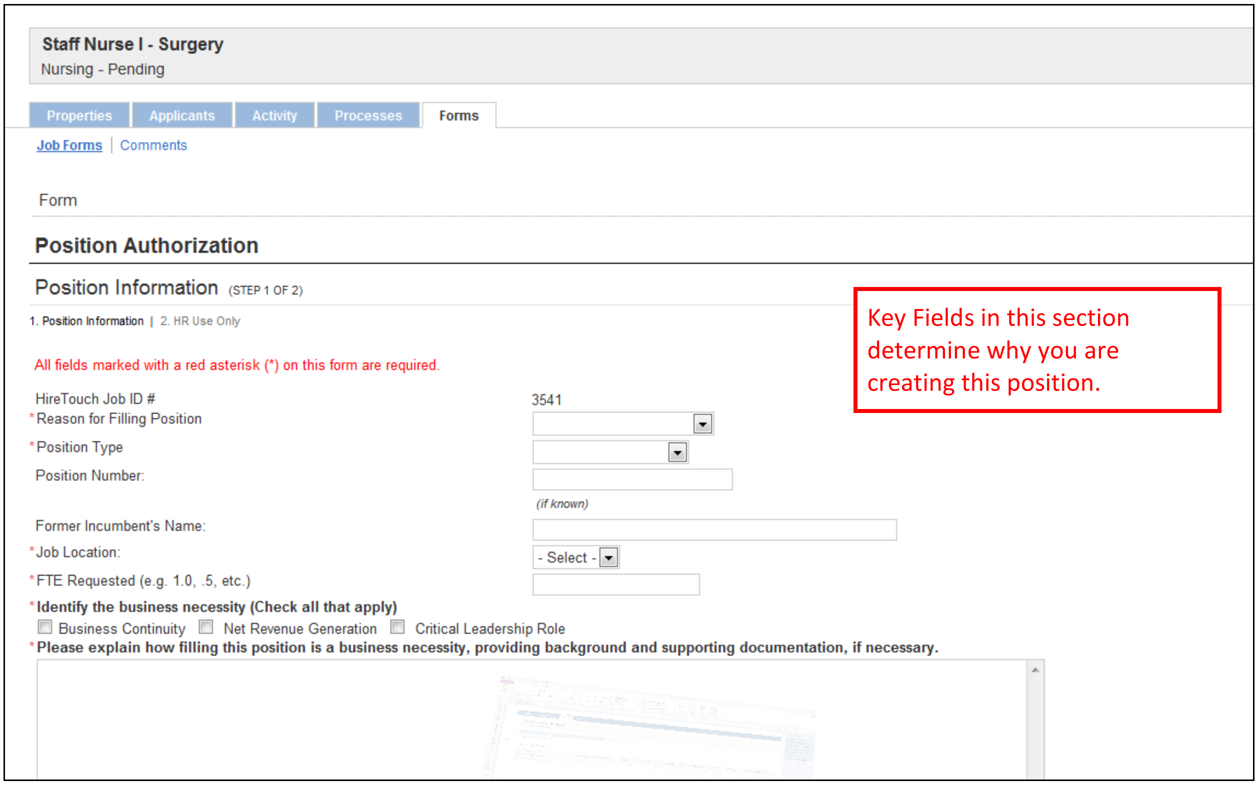
Once you create the basic setup of your job, you must complete the forms required for this position, beginning with the Position Authorization form.

7. Click the **Start** button next to the Position Authorization form. This form is the initial request for your position.



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

Position Information Section



Staff Nurse I - Surgery
Nursing - Pending

Properties | Applicants | Activity | Processes | Forms

Job Forms | Comments

Form

Position Authorization

Position Information (STEP 1 OF 2)

1. Position Information | 2. HR Use Only

All fields marked with a red asterisk (*) on this form are required.

HireTouch Job ID #	3541
*Reason for Filling Position	
*Position Type	
Position Number:	(if known)
Former Incumbent's Name:	
*Job Location:	- Select -
*FTE Requested (e.g. 1.0, .5, etc.)	

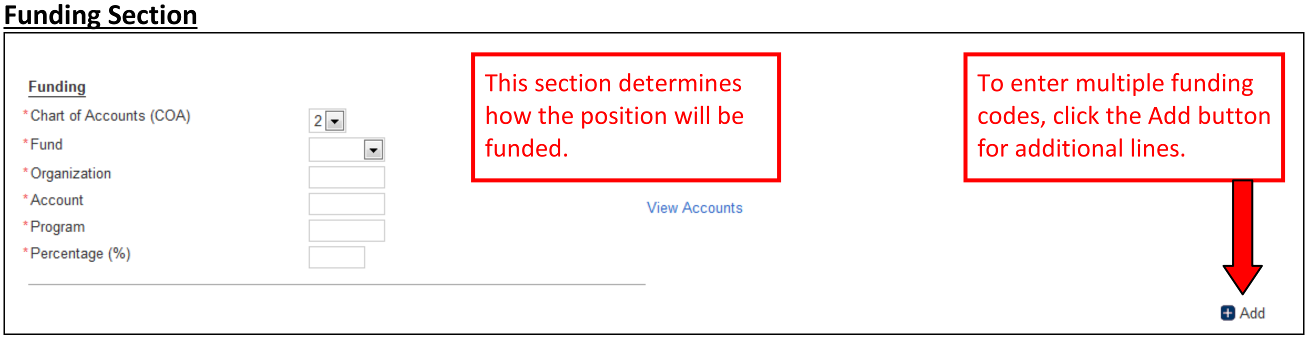
***Identify the business necessity (Check all that apply)**

☐ Business Continuity ☐ Net Revenue Generation ☐ Critical Leadership Role

***Please explain how filling this position is a business necessity, providing background and supporting documentation, if necessary.**

Key Fields in this section determine why you are creating this position.

Funding Section



Funding

*Chart of Accounts (COA)	2
*Fund	
*Organization	
*Account	
*Program	
*Percentage (%)	

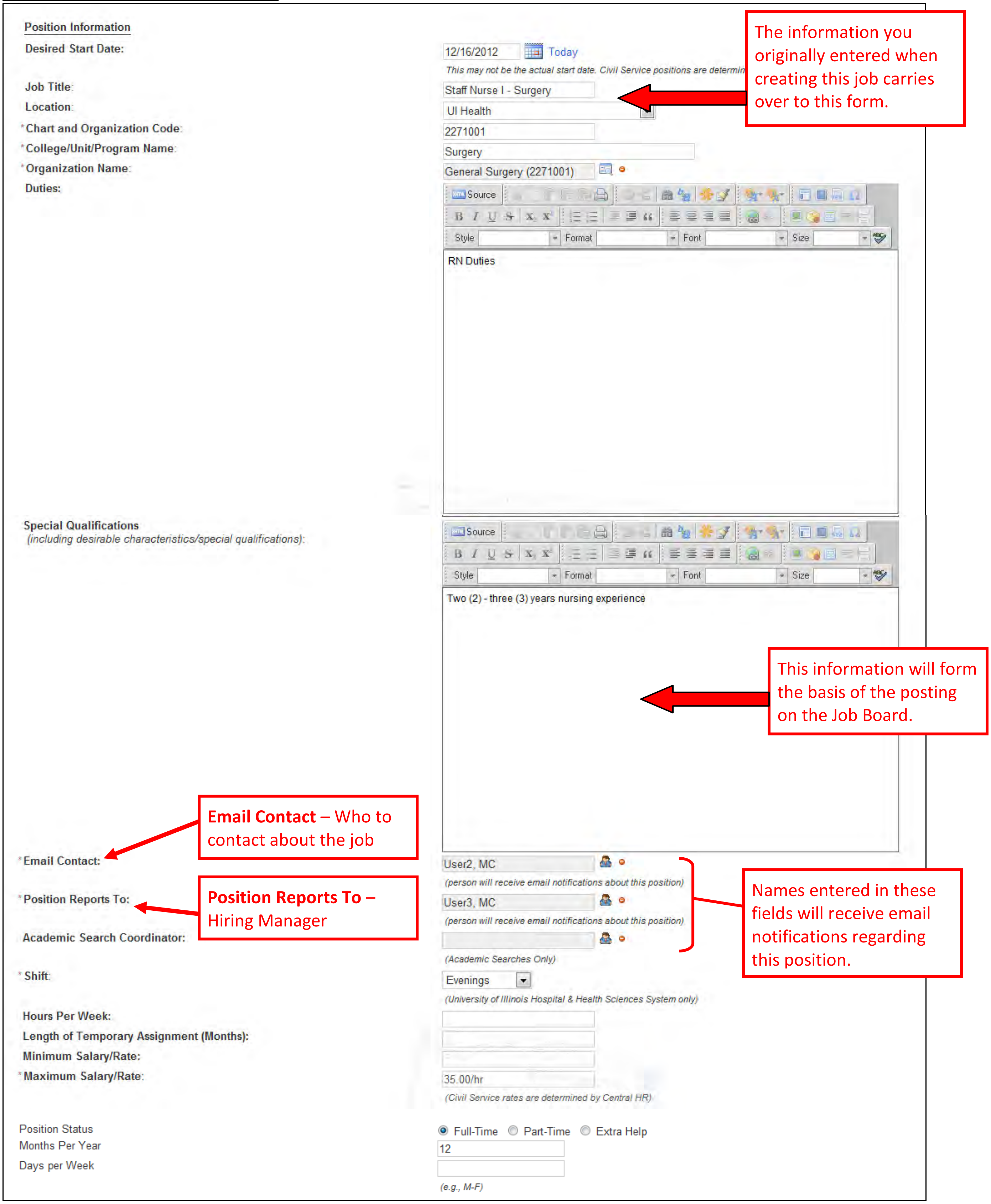
View Accounts

Add

This section determines how the position will be funded.

To enter multiple funding codes, click the Add button for additional lines.

Job Posting Information Section



Position Information

Desired Start Date: 12/16/2012 Today

This may not be the actual start date. Civil Service positions are determin

Job Title: Staff Nurse I - Surgery

Location: UI Health

*Chart and Organization Code: 2271001

*College/Unit/Program Name: Surgery

*Organization Name: General Surgery (2271001)

Duties:

Source

Style Format Font Size

RN Duties

Special Qualifications
(including desirable characteristics/special qualifications):

Source

Style Format Font Size

Two (2) - three (3) years nursing experience

*Email Contact: User2, MC

(person will receive email notifications about this position)

*Position Reports To: User3, MC

(person will receive email notifications about this position)

Academic Search Coordinator:

(Academic Searches Only)

*Shift: Evenings

(University of Illinois Hospital & Health Sciences System only)

Hours Per Week:

Length of Temporary Assignment (Months):

Minimum Salary/Rate:

*Maximum Salary/Rate: 35.00/hr

(Civil Service rates are determined by Central HR)

Position Status: Full-Time / Part-Time / Extra Help

Months Per Year: 12

Days per Week

(e.g., M-F)

The information you originally entered when creating this job carries over to this form.

This information will form the basis of the posting on the Job Board.

Email Contact – Who to contact about the job

Position Reports To – Hiring Manager

Names entered in these fields will receive email notifications regarding this position.

Additional Position Information Section

Additional requirements of the position determined here.

Additional Position Information

Is This Position

Security Sensitive	◉ Yes ○ No
Supervisory responsibility of 20 or more?	○ Yes ◉ No
Purchasing Authority of $5,000 or more?	○ Yes ◉ No
Does this position require a license?	◉ Yes ○ No
Physical/Strength Test Required?	◉ Yes ○ No
Health Screening Required?	◉ Yes ○ No
Drug Screening required?	◉ Yes ○ No

Civil Service Only Section

COMPLETE THIS SECTION ONLY IF CIVIL SERVICE

Willing to Interview Transfers? *(non-Nursing Positions)*	○ Yes ○ No
Interviewer:	
Office Address:	
Mail Code:	
Office Phone:	*(use xxx-xxx-xxxx format)*
Email:	

Are you willing to consider applicants in the same position title that are seeking transfer to a different department within the same place of employment?

Extra Help Only Section

Extra Help Only (non-Nursing Positions)

COMPLETE THIS SECTION FOR EXTRA HELP ONLY (*non-Nursing Positions*)

If Extra Help Candidate is Known - Complete these fields:

UIN

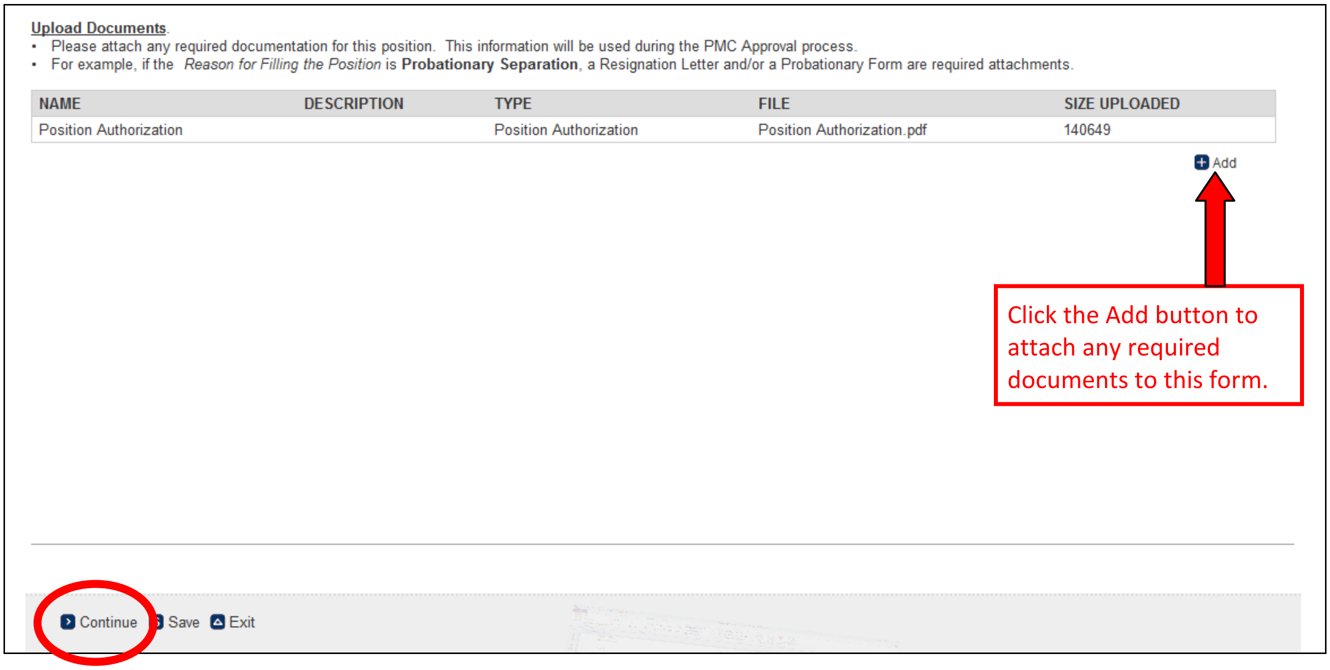
Extra Help Candidate Name

Phone

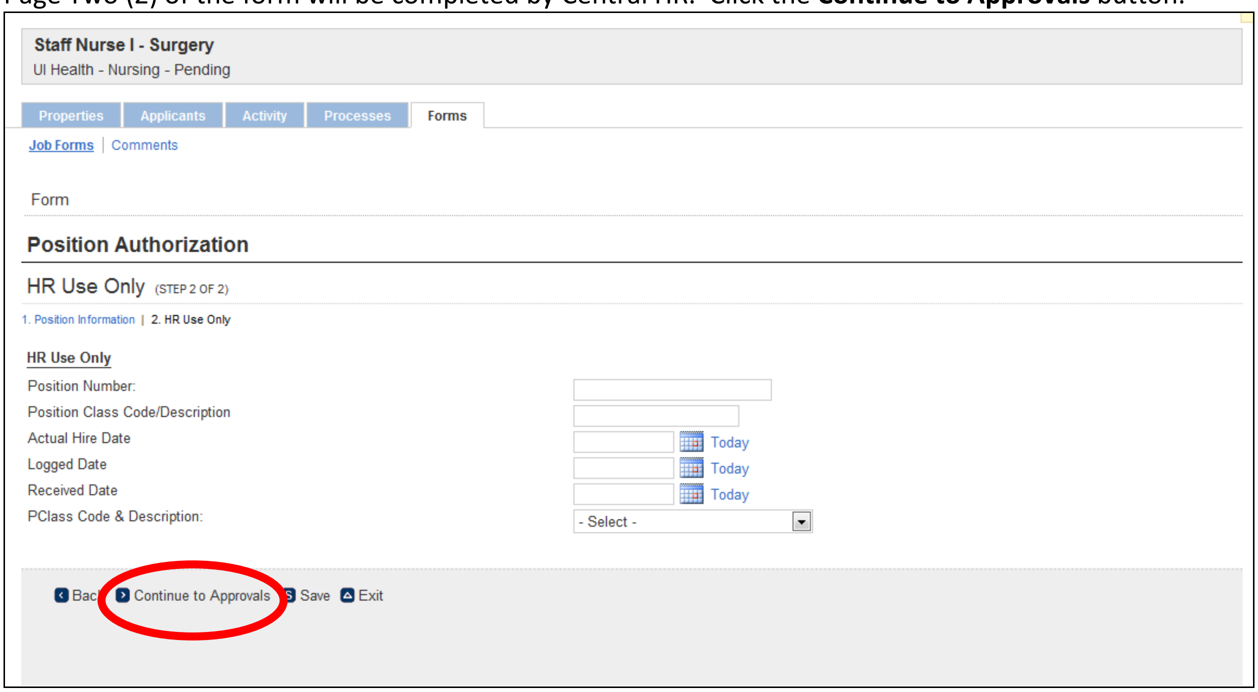
Email

Section not applicable to Nursing positions.

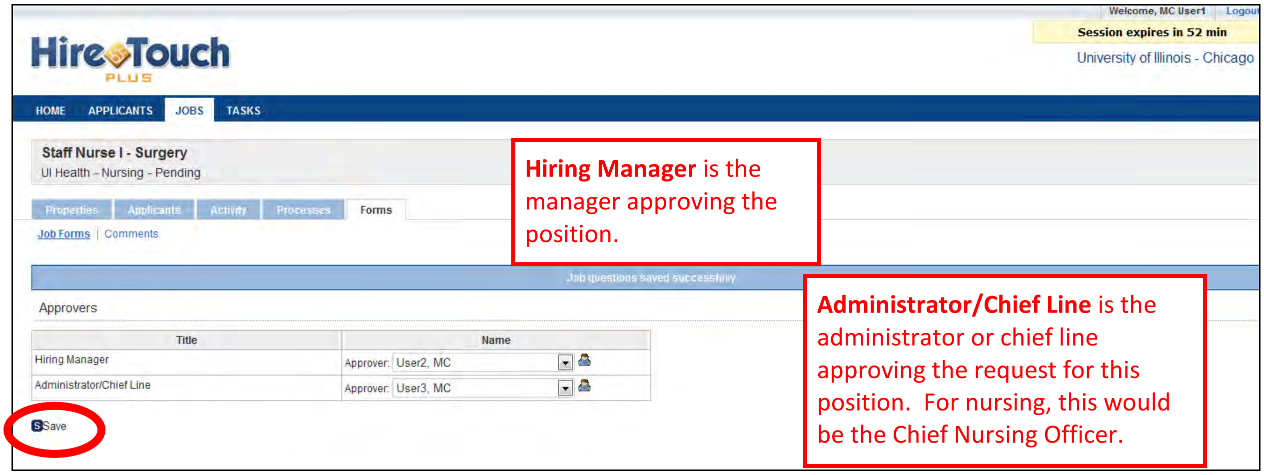
Upload Documents Section



9. Page Two (2) of the form will be completed by Central HR. Click the **Continue to Approvals** button.



10. 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.

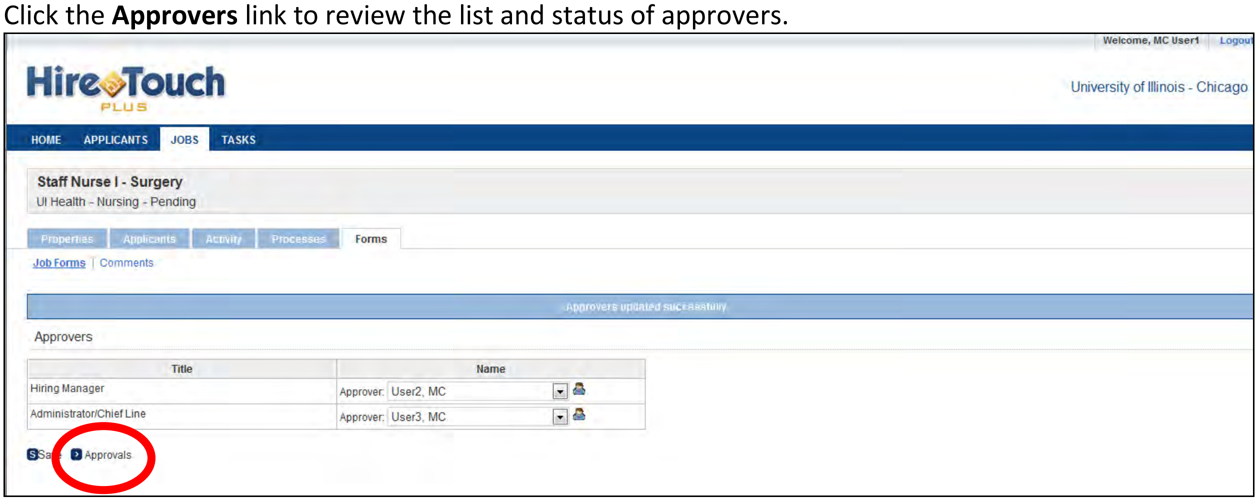


Once you select your approvers, click the **Save** button.

Monitoring the Approval Process

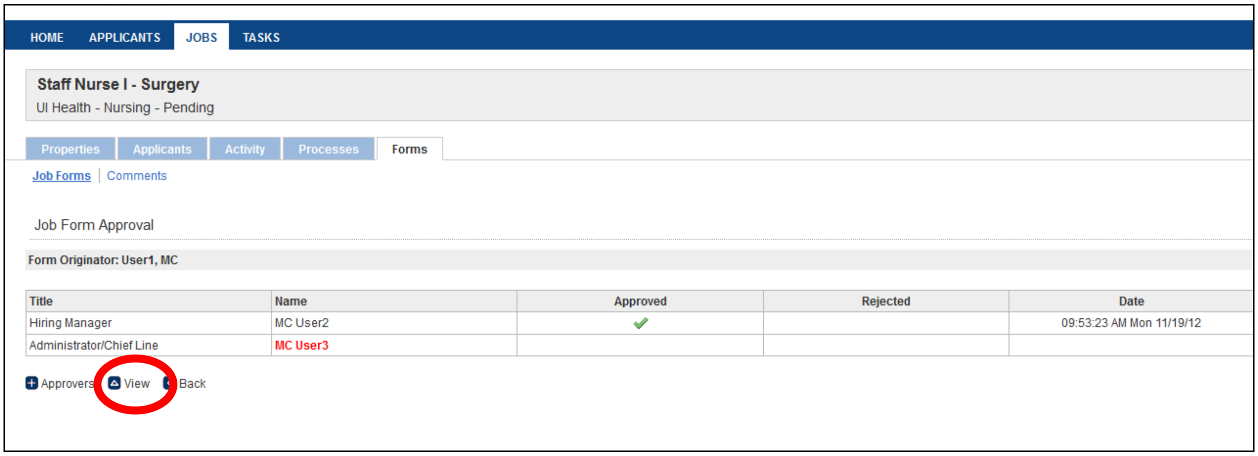
Once you save your approvers, you can monitor the approval process through the system. Approvers receive email notifications indicating they have a task to complete in the system. For more information on how approvals are completed, please refer to the ***Reviewing and Approving Forms*** document.

11. Click the **Approvers** link to review the list and status of approvers.

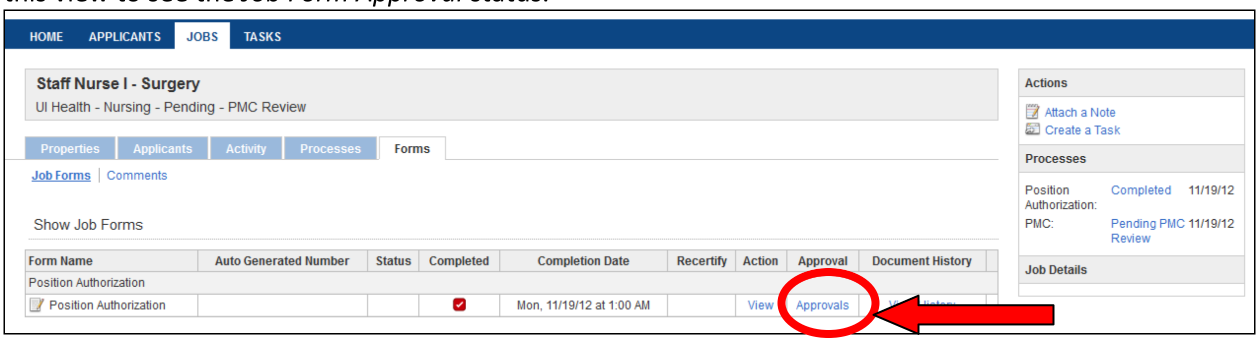


The approvers list shows who has reviewed and approved the form and who has yet to do so:

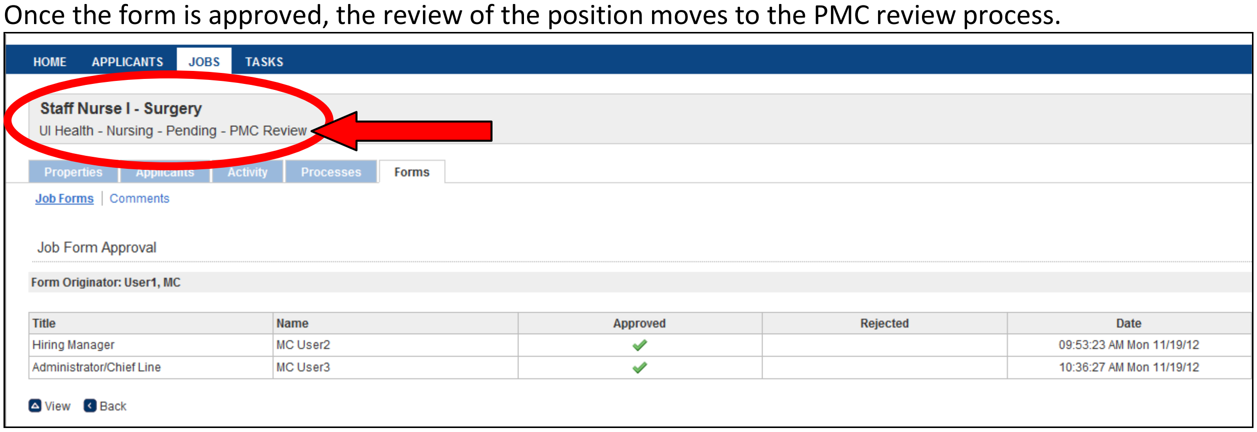
- A green check (✔) indicates approval of the form by that person
- A name in **red** indicates the next person who needs to approve the form
- Dates and times of approvals are indicated in the far-right column
- Click the **View** link to review a PDF version of the form as it goes through the review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



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



13. Once the form is approved, the review of the position moves to the PMC review process.



You, as the person requesting the position, as well as the Hiring Manager receive an email indicating that the form has been completed and is under PMC review, similar to the following message:

From: HireTouch@uic.edu
To: UICHR HRIS
Cc: UICHR HRIS
Subject: Position Authorization Completed - Pending PMC Review for 3541 - Staff Nurse I - Surgery
Sent: Mon 11/19/2012 10:37 AM

The *Position Authorization* form has been completed and is now pending PMC review for the following job:

Job ID: 3541
Job Title: Staff Nurse I - Surgery

You will be notified once the PMC approves or denies your request. You can check the status of this review via the following steps:

1. Log in to the HireTouch system by clicking the following link: https://uauat.hiretouch.com/admin/
(if you are already logged into the system, skip to step 2)
2. Click on the **Jobs** tab at the top of the screen.
3. Within the view that displays (e.g., Nursing Jobs view), find your job in the list on the page and locate the **PMC** column of the job.
4. Place your mouse cursor over the circle in the PMC column. A message will display indicating the PMC status of your job (e.g., Pending PMC Review, Approved, Denied). You also can click on the circle icon to review more detail on this status.

You also can see this status from the **Jobs** view. This view also shows you the remaining steps in the Hiring Process.

HOME APPLICANTS JOBS

Nursing Jobs
Recruitment view of nursing positions

Start a Workflow

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

Search GO CLEAR - Job Status - GO CLEAR

	JOB INFORMATION					HIRING PROCESS		
TITLE	JOB ID ▲	DEPARTMENT NAME	ORG CODE	ORGANIZATION NAME	JOB STATUS	POSITION AUTHORIZATION	PMC	JOB POSTING STATUS
Staff Nurse I - Surgery	3541	Surgery	2271001	General Surgery	Pending - PMC Review	●	●	
ANIII- Pediatrics	3538	Pediatrics	2398015	Hosp Pediatrics Nurs	Pe[illegible]g	●		
ANI- Labor & Delivery	3536	Labor & Delivery	2398014	Hosp Women/Fam Nurs	Pe[illegible]g			
Staff Nurse - Nursing	3535	Nursing	2398012	Hospital Nursing Svc	Op[illegible]			
Clinical Nurse 1 - Emergency	3534	Medicine Hospital Emergency	2398001	Hosp Emergency Svcs	Op[illegible]			
Staff Nurse I - Nursing Resource Office	3533	Nursing Resource Office	2398012	Hospital Nursing Svc	Op[illegible]			
ANI- Mother Baby	3532	Mother Baby	2398014	Hosp Women/Fam Nurs	Open	●	●	●
Staff Nursing 1- Rehab	3531	Rehab Nursing	2398023	Hosp Rehab Nursing	Open	●	●	●
Extra Help SNI	3530	Transplant	2398025	Hosp Transplant Nurs	Pending	●		
Staff Nurse I - Emergency Services	3529	MEDICINE HOSPITAL	2398001	Hosp Emergency Svcs	Open	●	●	●

Monitor the Hiring Process here.

Records 1-10 of 50 First Previous Next Last Page 1 Per Page 10

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

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

Job Statuses

Status	Description
Pending	Job forms still in approval queue
Pending – PMC Review	Position Authorization form being reviewed by the PMC
PMC Approved	PMC approved position; job posting to be completed
PMC Denied	PMC denied position; job process ends
Open	Job posting complete; job open for applicants on the UI Health Job Board
Closed	Job posting closed for applicants

PMC Icon Statuses

Icon	Status
	Not Started
	Pending – PMC Review
	PMC Approved
	PMC Denied

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

The next step for your job is to complete the PMC review. For more information on the PMC process in HireTouch, refer to the ***PMC Process in HireTouch*** document.