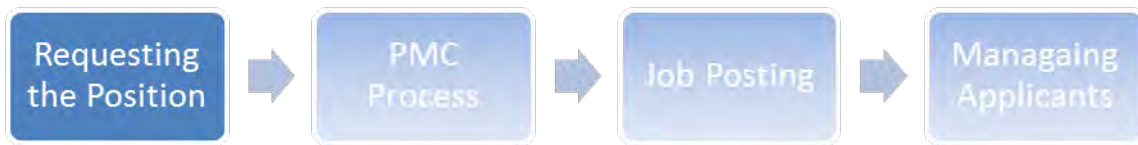


Creating a Civil Service Nursing Job in HireTouch

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.

The screenshot shows the HireTouch PLUS administrative interface. At the top, there is a navigation bar with tabs for HOME, APPLICANTS, JOBS (highlighted with a red circle and arrow), and TASKS. Below the navigation bar, there is a status bar indicating the user is logged in as 'Welcome, MC User1' and that the session expires in 59 minutes. The main content area is divided into several sections: 'My Dashboard', 'HIRETOUCH NOTIFICATIONS' (No New Notifications), 'UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS' (No New Notifications), 'CLOCK' (Monday, November 19th, 2012, 9:41:55 AM), 'LOCAL WEATHER' (Conditions for Chicago, IL, at 8:49 am CST, Current Conditions: Cloudy, 46 F, Forecast: Mon - Cloudy, High: 56 Low: 46, Tue - AM Clouds/PM Sun, High: 57 Low: 40), 'VIEWED JOBS' (a table of jobs), and 'VIEWED APPLICANTS' (a table of applicants). The 'VIEWED JOBS' table has columns for Date, Time, and Title, and contains the following data:

Date	Time	Title
Nov 19	2:15 AM	Staff Nurse I - Surgery
Nov 19	2:08 AM	Administrative Nurse I (Extra Help)
Nov 18	8:44 PM	Staff Nurse II - Operating Room
Nov 16	10:50 AM	*Job Forms Test 3
Nov 16	10:36 AM	*Job Form Test 2
Nov 16	9:39 AM	*Hospital Form Security Test
Nov 16	9:39 AM	*Test
Nov 16	9:37 AM	*Job Form Test
Nov 14	9:21 AM	*Staff Nurse I Test
Nov 13	11:37 PM	*Required Fields Test

The 'VIEWED APPLICANTS' table has columns for Date, Time, and Name, and contains the following data:

Date	Time	Name
No record found		
None		

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

The screenshot shows the HireTouch PLUS interface for 'Nursing Jobs'. At the top right, it says 'Welcome, MC User1' and 'Session expires in 59 min'. Below the navigation bar, there's a search bar and a 'Job Status' dropdown. A table lists various nursing positions with columns for Title, Job ID, Department Name, Org Code, Organization Name, Job Status, Position Authorization, PMC, and Job Posting Status. A red arrow points to a 'Start a Workflow' button in the top right corner of the table area.

TITLE	JOB ID	DEPARTMENT NAME	ORG CODE	ORGANIZATION NAME	JOB STATUS	POSITION AUTHORIZATION	PMC	JOB POSTING STATUS
Administrative Nurse I (Extra Help)	3463	Transplant Nursing	2398025	Hosp Transplant Nurs	Pending	●	●	●
Administrative Nurse I (Extra Help) - Emergency Department	3461	Emergency Department	2398001	Hosp Emergency Svcs	Open	●	●	●
ANI- Labor & Delivery	3536	Labor & Delivery	2398014	Hosp Women/Fam Nurs	Pending	●	●	●
ANI- Mother Baby	3532	Mother Baby	2398014	Hosp Women/Fam Nurs	Open	●	●	●
ANII- Pediatrics	3538	Pediatrics	2398015	Hosp Pediatrics Nurs	Pending	●	●	●
business associate	3464	neo natal	2398015	Hosp Neonatal Nurs	Closed	●	●	●
Clinical Nurse 1 - Emergency	3534	Medicine Hospital Emergency	2398001	Hosp Emergency Svcs	Open	●	●	●
Clinical Nursing Consultant I - Transplant Surgery	3511	Transplant	2398025	Hosp Transplant Nurs	Open	●	●	●
Emergency Medical Technician - Emergency Services	3524	Medicine Hospital	2398001	Hosp Emergency Svcs	Open	●	●	●
Extra Help Nurse- Labor & Delivery	3518	Labor & Delivery	2398014	Hosp Women/Fam Nurs	Pending	●	●	●

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

The screenshot shows the 'Add a Requisition' screen in HireTouch PLUS. It has tabs for 'New Job', 'Job Settings', and 'Job Forms'. Under 'Step 1. Choose a Template', there's a search bar and a list of 'AVAILABLE JOB TEMPLATES'. The 'Civil Service Nursing - UI Hospital' template is selected and highlighted with a red arrow. To the right is a 'Preview' section with fields for 'Job Title - Department: Civil Service Nursing - UI Hospital', 'Job Category: Nursing', 'Organization Code', 'Organization Name', and 'College/Unit Name'. At the bottom left, there are 'Back' and 'Continue' buttons, with the 'Continue' button circled in red.

- Enter the details about your job. This information is used to build the initial setup of your position. Once complete, click the **Continue** button.
 - Job Title – Department:** Combine the Position name along with the Department. The Job Title entered here displays on the UI Health Job Board.
 - Chart AND Organization Code:** Enter the Chart of Accounts (COA) and Organization Code for your unit, without spaces (Example: 2389000)
 - 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.
 - College/Unit Name:** Enter the Department name, or “commonly used name” for your unit.

Welcome, MC User1 | Logout
Session expires in 59 min
University of Illinois - Chicago

HOME APPLICANTS JOBS 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 > Civil Service Nursing - UI Hospital

Job Title - Department: Staff Nurse I - Surgery
Example: Associate Professor - Chemistry, Civil Service use classification title.

Chart AND Organization Code: 2271001
*Example: 2110000
(7 digits; no hyphen or special characters)*

Organization Name: General Surgery (2271001) [v] [x]
Select from drop-down list

College/Unit Name: Surgery
Example: Business Administration

Back to Template Continue

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

Welcome, MC User1 | Logout
Session expires in 59 min
University of Illinois - Chicago

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 Settings Continue

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.

Welcome, MC User1 | Logout
Session expires in 58 min
University of Illinois - Chicago

HOME APPLICANTS JOBS TASKS

Staff Nurse I - Surgery
Nursing - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Show Job Forms

Form Name	Auto Generated Number	Status	Completed	Completion Date	Recertify	Action	Approval	Document History
Position Authorization						Start		

Actions
Attach a Note
Create a Task

Processes
Position Authorization: Start Form 11/18/12

Job Details

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](#)

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 determined by the State of Illinois.

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:

Special Qualifications
(including desirable characteristics/special qualifications):

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

* Email Contact: **Email Contact – Who to contact about the job**

* Position Reports To: **Position Reports To – Hiring Manager**

Academic Search Coordinator:

* 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)

Annotations:

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

Additional Position Information Section

<u>Additional Position Information</u>	
Is This Position	
Security Sensitive	<input checked="" type="radio"/> Yes <input type="radio"/> No
Supervisory responsibility of 20 or more?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Purchasing Authority of \$5,000 or more?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this position require a license?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Physical/Strength Test Required?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Health Screening Required?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Drug Screening required?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional requirements of the position determined here.

Civil Service Only Section

COMPLETE THIS SECTION ONLY IF CIVIL SERVICE	
Willing to Interview Transfers? (<i>non-Nursing Positions</i>)	<input type="radio"/> Yes <input type="radio"/> No
Interviewer:	<input type="text"/>
Office Address:	<input type="text"/>
Mail Code:	<input type="text"/>
Office Phone:	<input type="text"/>
	<small>(use xxx-xxx-xxxx format)</small>
Email:	<input type="text"/>

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	<input type="text"/>
Extra Help Candidate Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>


Section not applicable to Nursing positions.

Upload Documents Section




Upload Documents.

- Please attach any required documentation for this position. This information will be used during the PMC Approval process.
- For example, if the Reason for Filling the Position is **Probationary Separation**, a Resignation Letter and/or a Probationary Form are required attachments.

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
Position Authorization		Position Authorization	Position Authorization.pdf	140649

 Add

Click the Add button to attach any required documents to this form.

 Continue  Save  Exit

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

Staff Nurse I - Surgery
UI Health - Nursing - Pending

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | Comments

Form

Position Authorization


HR Use Only (STEP 2 OF 2)


1. Position Information | 2. HR Use Only


HR Use Only


Position Number:


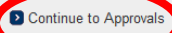


Position Class Code/Description:


Actual Hire Date:  Today

Logged Date:  Today

Received Date:  Today

PClass Code & Description:  - Select -

 Back  Continue to Approvals  Save  Exit

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.

Welcome, MC User1 | Logout
Session expires in 52 min
University of Illinois - Chicago

HOME APPLICANTS JOBS TASKS

Staff Nurse I - Surgery
UI Health - Nursing - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Job questions saved successfully

Approvers

Title	Name
Hiring Manager	Approver: User2, MC
Administrator/Chief Line	Approver: User3, 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. For nursing, this would be the Chief Nursing Officer.

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.

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

Welcome, MC User1 | Logout
University of Illinois - Chicago

HOME APPLICANTS JOBS TASKS

Staff Nurse I - Surgery
UI Health - Nursing - Pending

Properties Applicants Activity Processes Forms

Job Forms | Comments

Approvers updated successfully

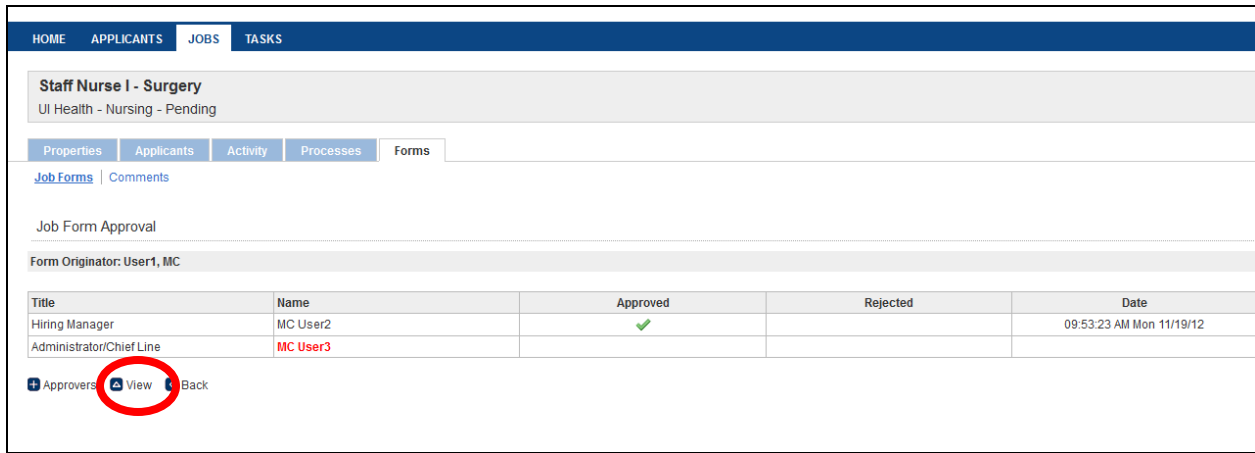
Approvers

Title	Name
Hiring Manager	Approver: User2, MC
Administrator/Chief Line	Approver: User3, MC

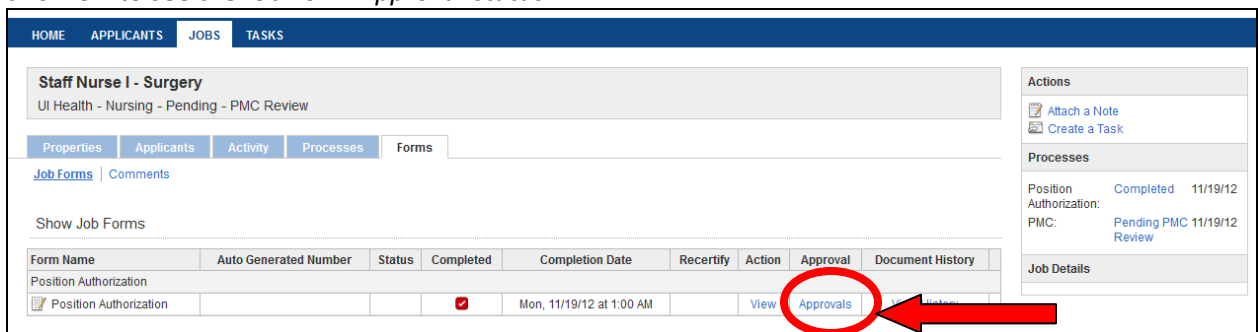
Save Approvals

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

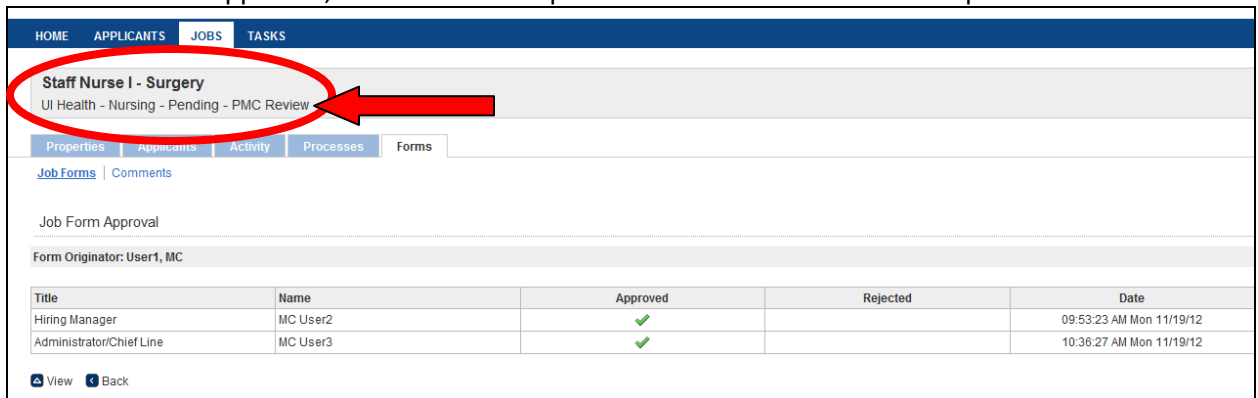
- A green check (✓) indicates approval of the form by that person
- A name in **red** indicates the next person who needs to approve the form
- Dates and times of approvals are indicated in the far-right column
- Click the **View** link to review a PDF version of the form as it goes through the review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



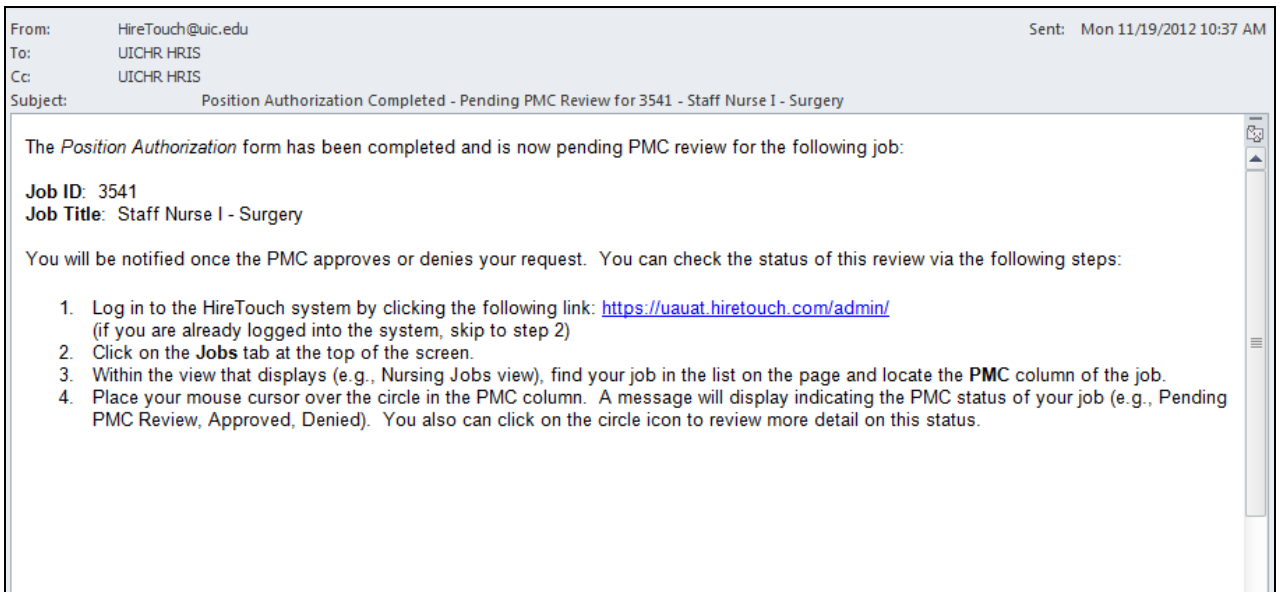
12. You also can monitor the approval process from the Forms tab of your job. Click the **Approvals** link on this view to see the *Job Form Approval* status.



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:



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

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

TITLE	JOB ID ▲	DEPARTMENT NAME	JOB INFORMATION		JOB STATUS	HIRING PROCESS		
			ORG CODE	ORGANIZATION NAME		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	Pending	●	●	●
ANI- Labor & Delivery	3536	Labor & Delivery	2398014	Hosp Women/Fam Nurs	Pending	●	●	●
Staff Nurse - Nursing	3535	Nursing	2398012	Hospital Nursing Svc	Open	●	●	●
Clinical Nurse 1 - Emergency	3534	Medicine Hospital Emergency	2398001	Hosp Emergency Svcs	Open	●	●	●
Staff Nurse I - Nursing Resource Office	3533	Nursing Resource Office	2398012	Hospital Nursing Svc	Open	●	●	●
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	●	●	●

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

Font Size: A A A





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.