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.

![HireTouch Dashboard](image)
3. Click the **Start a Workflow** link.

![Image of Start a Workflow button in HireTouch](image1.png)

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

![Image of Civil Service Nursing – UI Hospital template](image2.png)

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.

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**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**

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

**Funding Section**

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

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

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?

Civil Service Only Section

Section not applicable to Nursing positions.

Extra Help Only Section
Upload Documents Section

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

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

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**

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

**PMC Icon Statuses**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Not Started</td>
</tr>
<tr>
<td>➙</td>
<td>Pending – PMC Review</td>
</tr>
<tr>
<td>●</td>
<td>PMC Approved</td>
</tr>
<tr>
<td>✗</td>
<td>PMC Denied</td>
</tr>
</tbody>
</table>

**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.