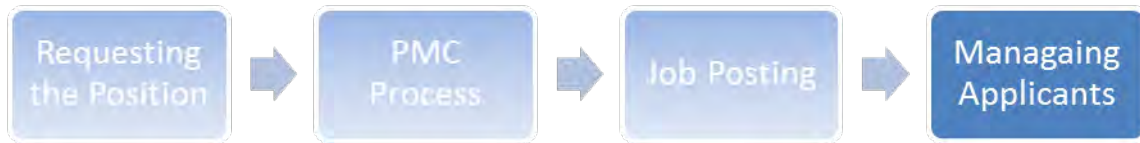


## Managing Your Nursing Job Applicant Pool

Once candidates apply to your job posting, you can use HireTouch to manage your applicant pool. For Nursing positions in HireTouch, the applicant review process covers two “tiers” or levels:

- UI Health Recruitment Team Review
- Department Review



### UI Health Recruitment Team Review

For Nursing jobs, the UI Health Recruitment team will review job applicants first. Their review of applicants will determine the best qualified candidates for the department to review.

The screenshot shows the HireTouch interface for managing nursing applicants. The top navigation bar includes HOME, APPLICANTS, JOBS, TASKS, and REPORTS. The main content area is titled 'Staff Nurse I - Surgery' and 'UI Health - Nursing - Open'. Below this, there are tabs for Properties, Applicants, Activity, Processes, and Forms. A dropdown menu is set to 'Nursing Applicants-Recruitment'. A search bar and filters for User Status and Date Applied are visible. The main table lists applicants with columns for Name, Current INA, User Status, User Name, Application Status, All, Resume, Cover Letter, Pre-Approval, and Application. The 'User Status' column is highlighted with a red box and an annotation. On the right, there are sections for Actions (Edit Demographics, Send Correspondence, Upload a Document, Attach a Note), Processes (Position, Authorization, UI Health Job, Posting Template, PMC), and Job Details (Created, Category, Status, Location).

During this review process, the UI Health Recruitment team has options for changing an applicant’s User Status to manage the candidate pool and filter out those applicants they do not want to send to the department for review. The User Statuses available to the UI Health Recruitment team at this point in the process are not viewable to Department Users.

Once the UI Health Recruitment team has determined the applicants they want to send forward to the second level of review, they will change those applicants to a status of **Department Review**. At this point in the process, the applicant list is available for the Department to begin their part in the review process.

**NOTE:** For more information on applicant User Statuses, refer to the **UI Health Applicant Statuses** job aid.

## Department Review

Once the candidates pass the first tier of reviews, it is time for the Department to review the applicant pool.

To access their view of candidates, the Department user will:

1. Login to the [HireTouch Administrative Application](#).

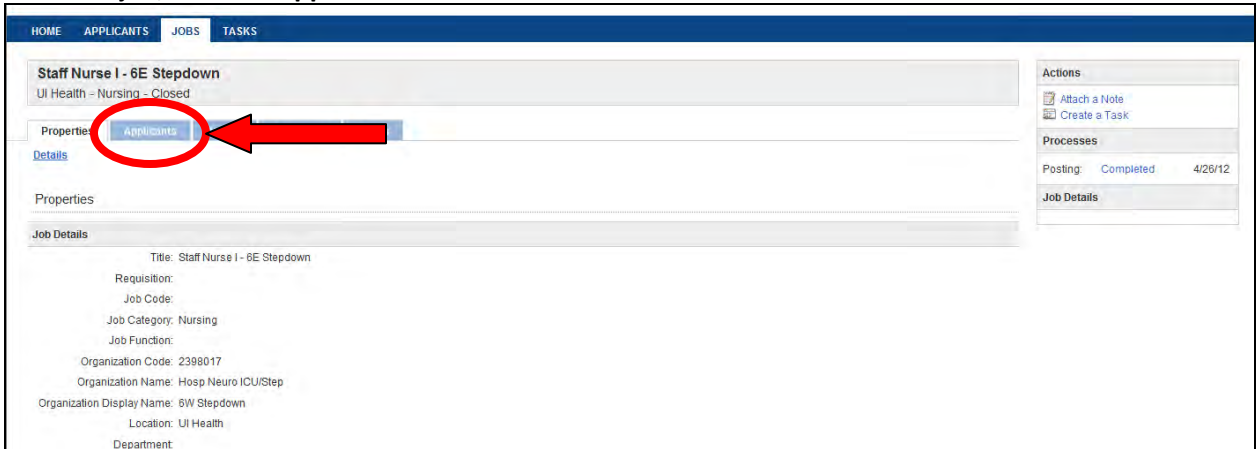
**Note:** For more information on accessing HireTouch, refer to the **Logging into HireTouch** document.

2. Click the **Jobs** tab.

3. Search for the job in the list and click the job **Title**.

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		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	●	●	●

- From the job, click the **Applicants** tab.



The *Nursing Applicants* view displays.

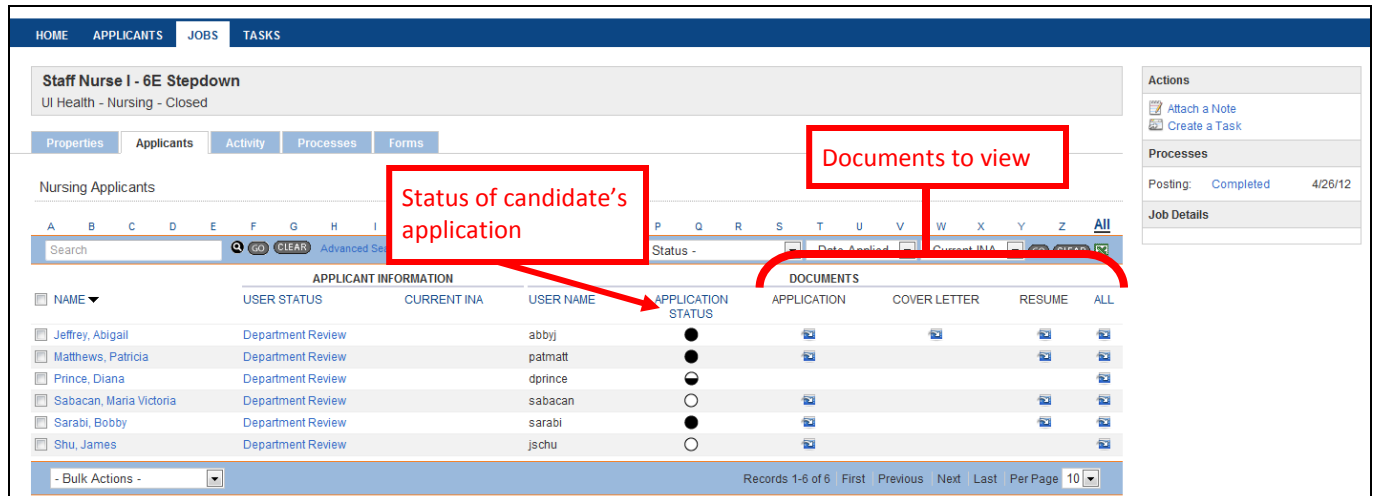
From this view, the Department can begin assessing the applicant pool.

## Reviewing Applicant Profiles

Once the Department has the list of applicants passed to them by the UI Health Recruitment team, they can review each applicant's profile in HireTouch. This can be done through the Nursing Applicants view, as well as through each individual applicant's profile page.

## Nursing Applicants View


From this view, you can check the status of a candidate's application. You also can view and download the documents the applicant completed during the application process.



## Application Icon Statuses

Icon	Status
	Initiated
	In Process
	Application Complete

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

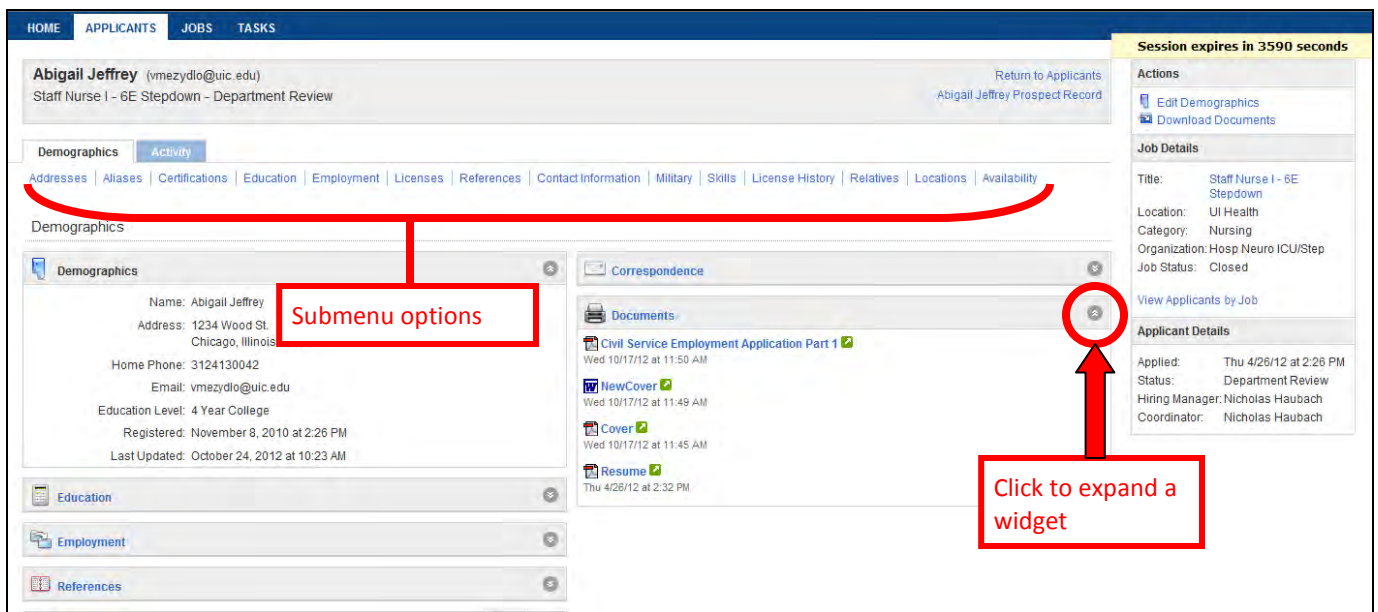
To open or download the documents for an applicant from this view, click the **Open Document** icon  in the view. In this view, the icon will do one of the following:

- Open the **Application** document
- Open the **Cover Letter** document
- Open the **Resume** document
- Download **All** documents attached to the applicant’s profile

For more detail about a particular applicant, click an applicant’s **Name** in the view above takes you to the Demographics profile page.

### Demographics Profile View

The **Demographics Profile** view of an applicant gives you access to more detail about a particular candidate as you complete your assessment. Click on any of the submenus or widgets to review additional information.



The screenshot shows the 'Demographics Profile View' for an applicant named Abigail Jeffrey. The page has a navigation bar with 'HOME', 'APPLICANTS', 'JOBS', and 'TASKS'. Below the navigation bar, there's a header for the applicant's name and role: 'Abigail Jeffrey (vmezdylo@uic.edu) Staff Nurse I - 6E Stepdown - Department Review'. There are links for 'Return to Applicants' and 'Abigail Jeffrey Prospect Record'. The main content area is divided into several sections: 'Demographics' (with submenus for Addresses, Aliases, Certifications, Education, Employment, Licenses, References, Contact Information, Military, Skills, License History, Relatives, Locations, Availability), 'Correspondence', 'Documents' (with subitems: Civil Service Employment Application Part 1, NewCover, Cover, Resume), 'Education', 'Employment', and 'References'. On the right side, there's a sidebar with 'Session expires in 3590 seconds', 'Actions' (Edit Demographics, Download Documents), 'Job Details' (Title, Location, Category, Organization, Job Status), 'View Applicants by Job', and 'Applicant Details' (Applied, Status, Hiring Manager, Coordinator). A red box labeled 'Submenu options' points to the 'Demographics' submenu. Another red box labeled 'Click to expand a widget' points to a gear icon on the 'Documents' widget.

### Sorting the Applicant Pool

As the Department reviews the applicant pool, they can use the following statuses to manage the list. These statuses are available from the *Nursing Applicants* view.

User Status	Description	System Action
First Interview	Selected after the department determines they want to interview the applicant	None
Second Interview	Selected after the department determines they want to interview the applicant	None
Third Interview	Selected after the department determines they want to interview the applicant	None
Finalist	Selected after interviewed and shows that the candidate is considered one of the final selections.	None

User Status	Description	System Action
Department Selected	Selected when the department selects the candidate they would like to offer the position to	<b>Automatically Triggers</b> email to the UI Health Recruitment team indicating the department has made a selection
Denied/Dept Review	Selected after the department has reviewed the applicant's application and has determined that they do not want to interview the applicant	None
Denied/Dept Interviewed	Selected after the department has conducted the interview and has determined that candidate will not proceed in the hiring process	None
Candidate Withdrew	Selected when a candidate withdraws from the selection process.	None

Changing one applicant's status to **Department Selected** triggers the next step in the hiring process for Nursing.

### *Changing Applicant Statuses*

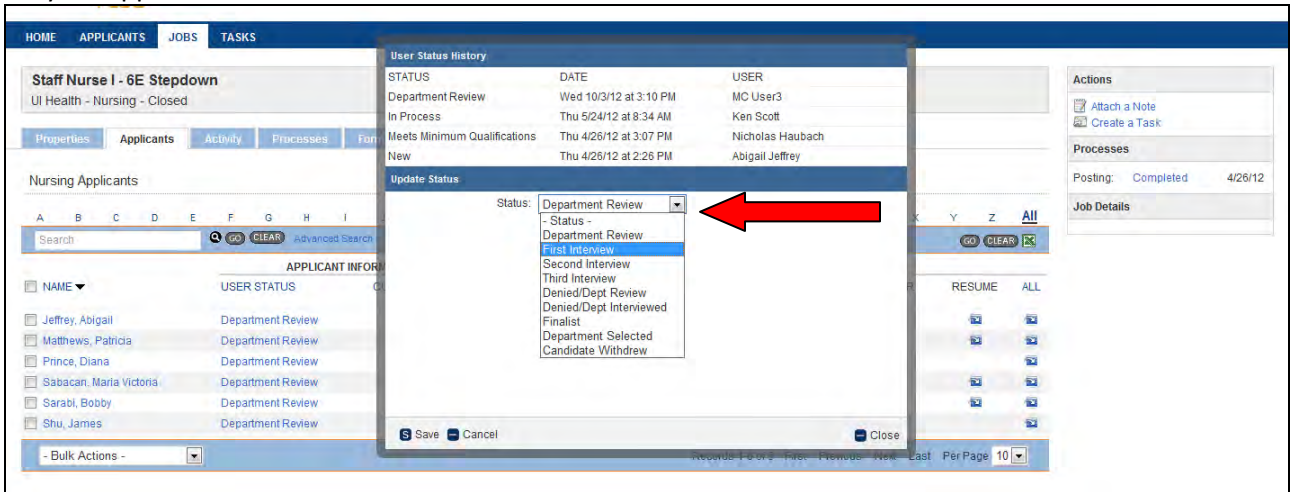
You can change applicant statuses individually or for several at the same time (in bulk).

#### Changing Individual Statuses

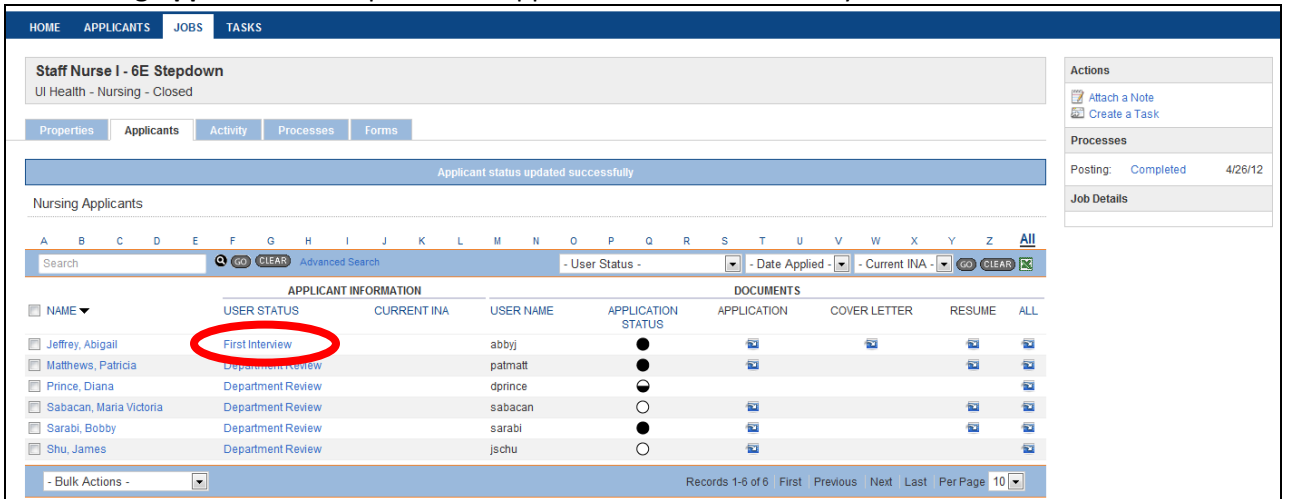
1. From the **Nursing Applicants** view, click the **User Status** of the applicant.

The screenshot shows a web application interface for managing nursing applicants. The main content area is titled 'Nursing Applicants' and contains a table with the following columns: NAME, USER STATUS, CURRENT INA, USER NAME, APPLICATION STATUS, APPLICATION, COVER LETTER, RESUME, and ALL. The first row of the table shows the applicant Jeffrey, Abigail, with a 'Department Review' status. A red circle highlights the 'Department Review' text, and a red arrow points to it from the right. The interface also includes a search bar, filters for 'User Status', 'Date Applied', and 'Current INA', and a 'Bulk Actions' dropdown at the bottom. On the right side, there are sections for 'Actions' (Attach a Note, Create a Task), 'Processes' (Posting: Completed 4/26/12), and 'Job Details'.

- In the **User Status History** popup that appears, click the **Status** drop-down list and select a new status for your applicant.



- Click the **Save** button.
- The **Nursing Applicants** view updates the applicant's **User Status** with your new selection.





## Changing Multiple Applicant Statuses (Bulk Action)

1. From the **Nursing Applicants** view, select the checkbox(s) next to the names of the applicants you want to change.

Staff Nurse I - 6E Stepdown  
UI Health - Nursing - Closed

Applicant status updated successfully

Nursing Applicants

NAME	USER STATUS	CURRENT INA	USER NAME	APPLICATION STATUS	APPLICATION	COVER LETTER	RESUME	ALL
<input type="checkbox"/> Jeffrey, Abigail	First Interview		abbyj	●				
<input checked="" type="checkbox"/> Matthews, Patricia	Department Review		patmatt	●				
<input checked="" type="checkbox"/> Prince, Diana	Department Review		dprince	●				
<input type="checkbox"/> Sabacan, Maria Victoria	Department Review		sabacan	○				
<input type="checkbox"/> Sarabi, Bobby	Department Review		sarabi	●				
<input type="checkbox"/> Shu, James	Department Review		jschu	○				

- Bulk Actions -

2. Click the **Bulk Actions** drop-down list.
3. Select a new status from the list that appears.

Staff Nurse I - 6E Stepdown  
UI Health - Nursing - Closed

Applicant status updated successfully

Nursing Applicants

NAME	USER STATUS	CURRENT INA	USER NAME	APPLICATION STATUS	APPLICATION	COVER LETTER	RESUME	ALL
<input type="checkbox"/> Jeffrey, Abigail	First Interview		abbyj	●				
<input checked="" type="checkbox"/> Matthews, Patricia	Department Review		patmatt	●				
<input checked="" type="checkbox"/> Prince, Diana	Department Review		dprince	●				
<input type="checkbox"/> Sabacan, Maria Victoria	Department Review		sabacan	○				
<input type="checkbox"/> Sarabi, Bobby	Department Review		sarabi	●				
<input type="checkbox"/> Shu, James	Department Review		jschu	○				

- Bulk Actions -

- Bulk Actions -
- Change Status
- Department Review
- First Interview
- Second Interview
- Third Interview
- Denied/Dept Review
- Denied/Dept Interviewed
- Finalist
- Department Selected
- Candidate Withdraw

- In the popup message that appears, click **OK**.

The screenshot shows the 'Nursing Applicants' view for a 'Staff Nurse I - 6E Stepdown' position. A modal dialog box titled 'Message from webpage' is displayed in the center, asking 'Update status to Denied/Dept Review?' with an 'OK' button highlighted by a red arrow. The background table lists applicants with their current user status.

NAME	USER STATUS	CURRENT INA	USER NAME	APPLICATION STATUS	APPLICATION	COVER LETTER	RESUME	ALL
Jeffrey, Abigail	First Interview		abbyj	●	✉	✉	✉	✉
Mathews, Patricia	Department Review		patmatt	●	✉		✉	✉
Prince, Diana	Department Review		dprince	●	✉		✉	✉
Sabacan, Maria Victoria	Department Review		sabacan	○	✉		✉	✉
Sarabi, Bobby	Department Review		sarabi	●	✉		✉	✉
Shu, James	Department Review		jschu	○	✉		✉	✉

- The **Nursing Applicants** view updates the applicants' **User Status** with your new selection.

The screenshot shows the same 'Nursing Applicants' view after the status update. A blue notification banner at the top reads 'Applicant statuses updated successfully'. The 'User Status' column in the table is now updated to 'Denied/Dept Review' for all applicants, with this text circled in red. The 'Application Status' column shows a mix of filled and empty circles.

NAME	USER STATUS	CURRENT INA	USER NAME	APPLICATION STATUS	APPLICATION	COVER LETTER	RESUME	ALL
Jeffrey, Abigail	First Interview		abbyj	●	✉	✉	✉	✉
Mathews, Patricia	Denied/Dept Review		patmatt	●	✉		✉	✉
Prince, Diana	Denied/Dept Review		dprince	●	✉		✉	✉
Sabacan, Maria Victoria	Department Review		sabacan	○	✉		✉	✉
Sarabi, Bobby	Department Review		sarabi	●	✉		✉	✉
Shu, James	Department Review		jschu	○	✉		✉	✉



## Selecting the Hire

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Receiving the email that the Department has selected a candidate tells the UI Health Recruitment team that they can move forward with the next steps of the hire process.

The UI Health Recruitment team takes the final step in extending the job offer to the applicant.

User Status	Description	System Action
Offer Extended	Selected when the UI Health Recruitment team extends an offer to the applicant	None
Offer Accepted	Selected when the applicant accepts the job offer	None
Start Date Confirmed	Selected when the applicant confirms their job begin date	None
Declined Offer	Selected after an offer is extended to applicant and offer is declined.	Automatically Triggers email to candidate asking them to complete a survey to provide a reason for the declined offer. (University requirement )