

Instructions for Downloading and Printing Resumes in HireTouch

1. You may log in to HireTouch to view the candidate documents by going to <https://employ.uillinois.edu/>.
2. Please click on the blue box that says "University of Illinois employees click here" and log in with your Enterprise ID and password.
3. Once you are in the system, you will need to click on the link that says **University Administration**.
4. You should then see tabs at the top of the screen. Click on the tab **Jobs** to select the search in order to view the applicants for that position only.
5. Next click on the position.
6. Once you are in the specific position, you will notice the tabs under the position title. Click on the **Activity** tab.

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📄 HireTouch » Job Properties: Information Technol...

HireTouch PLUS

HOME APPLICANTS PROSPECTS RESOURCES

Information Technology Project Manager

Urbana - Academic Professional Open

Properties Applicants Activity

[Details](#)

Properties

Job Details

Title: Information Technology Project Manager

Requisition:

Job Code:

Job Category: Academic Professional

Job Function:

- You will then see a list of search related activities on the screen. Underneath the Activity tab you should see three links saying **Document**, **Correspondence**, and **Notes**. Click on **Documents**.

The screenshot shows the HireTouch interface for 'Information Technology Project Manager'. The 'Activity' tab is selected, and the 'Documents' link is circled in orange. Below the tabs, there is a search bar with 'All Users' selected and a 'GO CLEAR' button. A table of activity is displayed with columns for DATE, CATEGORY, NAME, TYPE, and USER. The table shows several entries from May 17, 2013, including 'Correspondence' and 'Documents'.

DATE	CATEGORY	NAME	TYPE	USER
May 17, 2013				
10:53 AM	Correspondence	Thank you for applying	Acknowledgement-Being Considered	
10:53 AM	Documents	Employment Application	Employment Application	
10:52 AM	Documents	References	References	
10:23 AM	Documents	Cover Letter	Cover Letter	
10:21 AM	Documents	Resume	Resume	
May 16, 2013				
10:32 AM	Correspondence	Thank you for applying	Acknowledgement-Being Considered	

- Now your screen will show a list of documents. At the top of the list there should be two drop down boxes. On the second drop down box where it says **Document Type**, click the arrow and select **Resume**. After you have selected **Resume**, click **Go** to the right on the box.

The screenshot shows the 'Documents' section of the HireTouch interface. Two orange arrows point to the dropdown menus at the top of the list. The first dropdown is set to 'All Documents' and the second is set to '- Document Type -'. A dropdown menu is open for the second dropdown, showing a list of document types. 'Resume' is highlighted in blue. Below the dropdowns is a search bar with 'GO CLEAR' and a table of documents.

NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED	USER	NOT
				88 KB	Mon 5/13/13 at 11:25 AM		0
				187 KB	Mon 5/13/13 at 11:25 AM		0
				237 KB	Mon 5/13/13 at 11:25 AM		0
				23 KB	Fri 5/17/13 at 10:23 AM		0
				10 KB	Thu 5/9/13 at 9:40 AM		0
				1 KB	Wed 5/8/13 at 6:56 PM		0
				49 KB	Wed 5/8/13 at 6:55 PM		0
				32 KB	Thu 5/16/13 at 10:31 AM		0
				35 KB	Thu 5/16/13 at 10:30 AM		0
				69 KB	Thu 5/16/13 at 10:28 AM		0
				13 KB	Mon 5/13/13 at 7:29 AM		0
				121 KB	Mon 5/13/13 at 7:28 AM		0
				403 KB	Mon 5/13/13 at 7:28 AM		0

- The list of resumes will appear. To see more resume's than what is shown, go to the bottom right of the page and you will see a box with a number in it. Use the drop down to select the number of resumes you would like to view on one page. Please note: For larger searches there may be more than one page of resumes.

Information Technology Project Manager
Urbana - Academic Professional - Open

Properties | Applicants | Activity

Documents | Correspondence | Notes

Documents

* Due to permission settings on document types, there may be more documents than are listed.

Show Active Show Archived All Documents Resume

NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
				237 KB	Mon 5/13/13 at 11:25 AM		0	0
				49 KB	Wed 5/8/13 at 6:55 PM		0	0
				69 KB	Thu 5/16/13 at 10:28 AM		0	0
				403 KB	Mon 5/13/13 at 7:28 AM		0	0
				76 KB	Tue 5/14/13 at 10:55 AM		0	0
				62 KB	Thu 5/16/13 at 10:30 AM		0	0
				117 KB	Sat 5/11/13 at 3:03 PM		0	0
				54 KB	Mon 5/13/13 at 12:26 PM		0	0
				57 KB	Fri 5/17/13 at 10:21 AM		0	0
				58 KB	Thu 5/9/13 at 9:40 AM		0	0
				18 KB	Thu 5/9/13 at 7:16 AM		0	0
				105 KB	Mon 5/13/13 at 9:32 AM		0	0

Records 1-12 of 12 First Previous Next Last Per Page 15

Download Documents Email Selected Documents

Actions: Send, Upload, Attach, Job Detail, Created, Category, Status, Location

- Select the resume's you would like to export by checking the boxes to the left of the applicant's name. If you would like to select them all, there is a box to check to the right of the word **Name**.

HOME | APPLICANTS | JOBS | PROSPECTS | RESOURCES

Information Technology Project Manager
Urbana - Academic Professional - Open

Properties | Applicants | Activity

Documents | Correspondence | Notes

Documents

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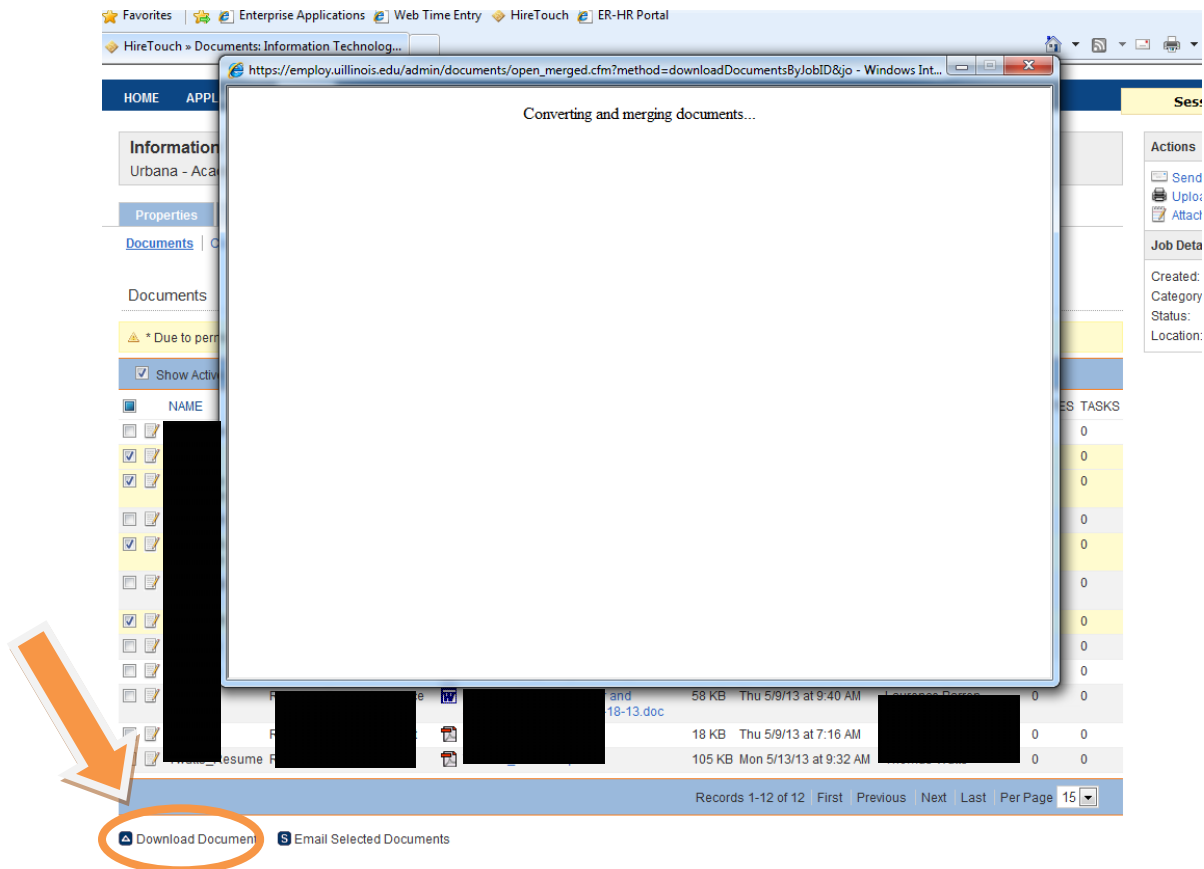
Show Active Show Archived All Documents Resume

NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
				237 KB	Mon 5/13/13 at 11:25 AM		0	0
<input checked="" type="checkbox"/>				49 KB	Wed 5/8/13 at 6:55 PM		0	0
<input checked="" type="checkbox"/>				69 KB	Thu 5/16/13 at 10:28 AM		0	0
<input checked="" type="checkbox"/>				403 KB	Mon 5/13/13 at 7:28 AM		0	0
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<input checked="" type="checkbox"/>				58 KB	Thu 5/9/13 at 9:40 AM		0	0
<input checked="" type="checkbox"/>				18 KB	Thu 5/9/13 at 7:16 AM		0	0
<input checked="" type="checkbox"/>				105 KB	Mon 5/13/13 at 9:32 AM		0	0

Records 1-12 of 12 First Previous Next Last Per Page 15

Download Documents Email Selected Documents

11. Once the desired boxes are clicked, go down to the bottom of the page and find **Download Documents**. Click on the link and the documents will begin to download. This might take a few minutes to convert and merge the documents. For quicker conversion, try to convert a smaller number of documents at once.



12. Once your resumes have been converted to a PDF, you can either print the document or save it by going up to **File** at the top left of the PDF and choosing **Print** or **Save**.