

Directions for HIRETOUCH

Point your browser to: <http://employ.uillinois.edu>

Welcome to HireTouch

HireTouch

University of Illinois staff should click here to login with their EnterpriseID

LOGIN

User Name:

Password:

SIGN IN

[Forgot Password](#)

Click on light blue box that says: "University of Illinois staff should click here ..."

UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Enterprise Authentication Login

(Important: DO NOT include "@uillinois.edu", "@uillinois.edu", "@uic.edu" or "@uis.edu" when entering your EnterpriseID)

EnterpriseID:

Password:

Login

ATTENTION: FIRST-TIME USERS

of UI Enterprise applications! You must obtain your EnterpriseID and password for your Enterprise applications.

Enter Enterprise ID and password

Change Your Password

If you know your password, but would like to change it, please check the box and login first.

Forgot Your Password?

Please enter your EnterpriseID at the top of the page and then click the button below

Reset Your Password

Establish / Update Your Security Questions

If you know your password, and would like to update your security questions, please check the box and login.

For access problems, questions, or comments, contact the AITS Service Desk at (217) 333-3102 (Urbana & UIS) or (312) 996-4806 (UIC).

You can also e-mail the AITS Service Desk at servicedeskuits@uillinois.edu

Enterprise Authentication Service, Version 4.1.2

HireTouch » Site List

HireTouch HireTouch 360 Report Writer More

Welcome, Martha Botler Admin Logout

Session expires in 59 min

HireTouch PLUS

Enterprises

ENTERPRISE COLLECTIONS GLOBAL SETUP GLOBAL REPORTS SPOOFING

Add Enterprise

| NAME | CONFIGURATION | ADDRESS | CITY | STATE | SITE | UPDATED | USER |
|---|---------------|---------|------|-------|------|-------------|--------------|
| <input type="checkbox"/> University Administration | | | | | | Thu 7/26/12 | System Admin |
| <input type="checkbox"/> University of Illinois - Chicago | | | | | | Thu 7/26/12 | System Admin |
| <input type="checkbox"/> University of Illinois - Springfield | | | | | | Thu 7/26/12 | System Admin |
| <input type="checkbox"/> University of Illinois - Urbana | | | | | | Fri 8/17/12 | System Admin |

Click on University Administration

Records 1-4 of 4 First Previous Next Last Per Page 50

Font Size: A A A



HOME APPLICANTS JOBS POOL PROSPECTS TASKS REPORTS RESOURCES SETUP

My Dashboard

HIRETOUCH NOTIFICATIONS

No New Notifications

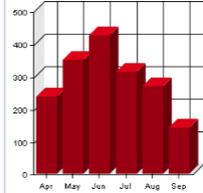
UNIVERSITY ADMINISTRATION NOTIFICATIONS

No New Notifications

[Display Preferences](#)

Click on Jobs Tab to view any search waiver or jobs available to you.

APPLICANTS BY MONTH



VIEWED APPLICANTS

Filter by: This Month

Date Time Name

No record found

None

CLOCK

Thursday
September 13th, 2012
1:57:06 PM

VIEWED JOBS

| Date | Time | Title |
|--------|----------|--|
| Sep 11 | 5:02 PM | Test |
| Sep 4 | 10:38 AM | Assistant Director for Reporting and Data Analysis |
| Sep 4 | 10:31 AM | Account Technician II - Davis |
| Sep 4 | 10:30 AM | Account Technician I |
| Sep 4 | 10:29 AM | Assistant and Associate University Counsel |
| Aug 28 | 3:56 PM | Business Intelligence Specialist/Senior Business Intelligence Specialist |
| Aug 28 | 3:31 PM | Senior Application Specialist |
| Aug 28 | 3:26 PM | *TEST |
| Aug 28 | 1:14 PM | Assistant Director of Research Programs |
| Aug 28 | 11:44 AM | Assistant Director, Web Services |

LOCAL WEATHER

Conditions for Lakeville, MN at 1:29 pm CDT



Current Conditions:
Fair, 70 F

Forecast:
Thu - Sunny, High: 69 Low: 41
Fri - Sunny, High: 75 Low: 45

(provided by The Weather Channel)



Session expires in 59 min

HOME APPLICANTS JOBS POOL PROSPECTS TASKS REPORTS RESOURCES SETUP

*Search Committee View

Click on the name of the job or waiver that you would like to view.

A B C D E F G H I J K L M V W X Y Z All

| TITLE | ORG CODE | ORGANIZATION NAME | JOB CLOSING DATE | JOB STATUS | CATEGORY | LOCATION |
|-------------------------|----------|------------------------------|---------------------|------------|----------|----------|
| TEST JOB - DO NOT APPLY | 9368000 | OTM Chicago | | Closed | | |
| TEST JOB - DO NOT APPLY | 9904000 | Univ Ofc for Human Resources | 2011-09-16 00:00:00 | Closed | | |

- Bulk Actions -

Records 1-2 of 2 | First | Previous | Next | Last | Per Page 10

Font Size: A A A



TEST JOB - DO NOT APPLY
Closed

Properties Applicants Activity Processes Forms

Details Additional Information Job Alerts Posting

Properties

Job Details

Title: TEST JOB - DO NOT APPLY
 Requisition:
 Job Code:
 Job Category:
 Job Function:
 Organization Code: 9368000
 Organization Name: OTM Chicago
 Organization Display Name: Office of Technology Management
 Location:
 Department:
 Hire Type: External
 Contact:
 Opened Date:
 Closed Date:
 Desired Start Date:
 Short Description:
 Long Description:

To view applicants, click on applicants tab, to approve forms, click on the forms tab.

1. Create, facilitate, implement and lead external business development initiatives to advance University of Illinois at Chicago's intellectual property and maximize its financial results in both the short and long term.
2. Create and implement an external business development strategy to increase the OTM's exposure to potential licensees.
3. Utilizing the Salesforce.com customer relationship management platform, create performance measurements for the business development strategy, create transaction summaries on all external business development activities and provide post-transaction reviews for all processes related to the external

Actions

- Edit Demographics
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task

Processes

| | | |
|-----------|-------------------|----------|
| PAPE: | Pending | 12/17/09 |
| EEO Form: | Submitted Pending | 12/15/10 |
| I: | Approval | |
| Search: | Not Started | 9/22/11 |
| Waiver: | | |
| EEO Form: | Start Form | 12/17/09 |
| II: | | |

Job Details

| | |
|----------|------------|
| Created: | 12/17/2009 |
| Status: | Closed |

Session expires in 3390 seconds
University Administration



TEST JOB - DO NOT APPLY
Closed

Properties Applicants Activity Processes Forms

*Search Committee Candidates

When viewing applicants for a job, a list of candidates will appear. Click on an applicant name in blue, to view the applicant information.

| NAME | EMAIL | USER STATUS | APPLICATION | INTERVIEW OUTCOME | INTERVIEW DATE | EVENT START DATE | RANKING | OFFER DECLINED REASON |
|----------------------------------|------------------------|-------------|-------------|-------------------|----------------|------------------|---------|-----------------------|
| Illini, Fighting | amyglenn@uillinois.edu | Finalist | 12/15/10 | | 12/15/2010 | | | |
| Man, Bat | amyglenn@uillinois.edu | Finalist | 12/15/10 | | 12/15/2010 | | | |
| Man, Bat | amyglenn@uillinois.edu | Finalist | 12/15/10 | | 12/20/2010 | | | |
| Man, Bat | amyglenn@uillinois.edu | Finalist | 12/15/10 | | | | | |
| Man, Bat | amyglenn@uillinois.edu | Finalist | 12/15/10 | | | | | |

Actions

- Edit Demographics
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task

Processes

| | | |
|-----------|-------------------|----------|
| PAPE: | Pending | 12/17/09 |
| EEO Form: | Submitted Pending | 12/15/10 |
| I: | Approval | |
| Search: | Not Started | 9/22/10 |
| Waiver: | | |
| EEO Form: | Start Form | 12/17/09 |
| II: | | |

Job Details

| | |
|----------|------------|
| Created: | 12/17/2009 |
| Status: | Closed |



HOME APPLICANTS JOBS POOL PROSPECTS TASKS REPORTS RESOURCES SETUP

Fighting Illini (amyglenn@uillinois.edu)
TEST JOB - DO NOT APPLY - Finalist

Demographics Jobs Activity Processes

Addresses Contact Information

Demographics

Demographics

Name: Fighting Illini
 Address: Illini Drive
 Champaign, Illinois 61822
 Home Phone: 217-698-5577
 Email: amyglenn@uillinois.edu
 Education Level: 4 Year College
 Registered: November 1, 2008 at 8:30 PM
 Last Updated: July 28, 2011 at 10:37 AM

Candidate Name, e-mail, address, & phone will appear here. To view candidates resume, cover letter, application and references, click on the blue "documents" link to the right.

- Correspondence
- Documents
- Events
- Notes
- Tasks

EEO: Completed 12/15/10
 Interview Date: Scheduled 12/15/10
 Application: Completed 12/15/10

Job Details

Title: TEST JOB - DO NOT APPLY
 Organization: OTM Chicago
 Job Status: Closed

[View Applicants by Job](#)

Applicant Details [Edit](#)

Applied: Wed 12/15/10 at 3:08 PM
 Status: Finalist

Demographics Jobs Activity Processes

Alerts Correspondence Documents Events Notes Tasks User Logs

Documents

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

Show Active Show Archived - Document Type -

| NAME | TYPE | JOB | FILE | SIZE | MODIFIED | USER | NOTES | TASKS |
|--|------------------------|-------------------------|---------------------------------|-----------|------------|-----------------|-------|-------|
| <input checked="" type="checkbox"/> Applicant EEO Form | Applicant EEO Form | TEST JOB - DO NOT APPLY | Applicant EEO Form.pdf | 63.96 KB | 12/15/2010 | Fighting Illini | 0 | 0 |
| <input type="checkbox"/> CL | Cover Letter | TEST JOB - DO NOT APPLY | Test Cover letter.doc | 21.50 KB | 12/15/2010 | Fighting Illini | 0 | 0 |
| <input type="checkbox"/> Employment Application | Employment Application | TEST JOB - DO NOT APPLY | Employment Application form.pdf | 124.92 KB | 12/15/2010 | Fighting Illini | 0 | 0 |
| <input checked="" type="checkbox"/> REf | Letters of Reference | TEST JOB - DO NOT APPLY | Test References.doc | 21.50 KB | 12/15/2010 | Fighting Illini | 0 | 0 |
| <input checked="" type="checkbox"/> Resume | Resume | | | 21.50 KB | 12/15/2010 | Fighting Illini | 0 | 0 |

Check the box of the documents you would like to view or print and click Download Documents.

Records 1-5 of 5 First Previous Next Last Per Page 10

TEST JOB - DO NOT APPLY
Closed

Properties Applicants Activity Processes Forms

Details Additional Information Job Alerts Posting

Properties

Job Details

Title: TEST JOB - DO NOT APPLY
 Requisition:
 Job Code:
 Job Category:
 Job Function:
 Organization Code: 9388000
 Organization Name: OTM Chicago
 Organization Display Name: Office of Technology Management
 Location:
 Department:
 Hire Type: External
 Contact:
 Opened Date:
 Closed Date:
 Desired Start Date:
 Short Description:
 Long Description:

To approve forms, click on the forms tab from the Job menu. You will be able to view a document and approve it.

1. Create, facilitate, implement and lead external business development initiatives to advance University of Illinois at Chicago's intellectual property and maximize its financial results in both the short and long term.
2. Create and implement an external business development strategy to increase the OTM's exposure to potential licensees.
3. Utilizing the Salesforce.com customer relationship management platform, create performance measurements for the business development strategy, create transaction summaries on all external business development activities and provide post-transaction reviews for all processes related to the external

Actions

- Edit Demographics
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task

Processes

PAPE: Pending 12/17/09
 EEO Form Submitted Pending 12/15/10
 I: Approval
 Search Not Started 9/22/10
 Waiver:
 EEO Form Start Form 12/17/09
 I:

Job Details

Created: 12/17/2009
 Status: Closed

Properties Applicants Activity Processes Forms

Job Forms Form Packages Comments

Show Job Forms

| Form Name | Auto Generated Number | Due Date | Status | Completed | Completion Date | Recertify | Action | Approval | Document History | Add/Remove Forms |
|---|-----------------------|----------|--------|-----------|-----------------|-----------|------------------------|-----------|------------------|------------------|
| Job Ads | | | | | | | | | | |
| Job Posting Template | | | | | | | Continue | | | Remove |
| PAPE | | | | | | | | | | |
| Principal Administrative Position Exemption | | | | | | | Start | | | Remove |
| UEO Forms | | | | | | | | | | |
| EEO Form I | | | | | | | View Re-generate PDF | Approvals | View History | Remove |
| EEO Form II | | | | | | | Start | | | Remove |

To view and approve the form, click on the blue link, "approvals" to the right.

TEST JOB - DO NOT APPLY
Closed

Properties Applicants Activity Processes Forms

Job Forms Form Packages Comments

Job Form Approval

Form Originator: Glenn, Amy

| Title | Name | Approved | Rejected | Date |
|---------------------------------|---------------|----------|----------|--------------------------|
| Unit Head | Amy Glenn | ✓ | | 03:18:57 PM Wed 12/15/10 |
| UA Equal Opportunity Liaison | Martha Boller | | | |
| EOHR | Martha Boller | | | |
| University Equal Opportunity HR | Martha Boller | | | |

View Back Approve Reject

According to your security set up you may have access to view, edit, and approve or reject the forms shown. Click on the appropriate link to the left.