

# Pre-Search Process Information for Staff Positions

This checklist briefly summarizes the major steps involved in the pre-search process and includes suggested roles for each step.

## 1. Start the *Staff Vacancy* workflow in HireTouch (HT) Staff

The Hiring Request Form and Job Description Form will be in this workflow.

### Starting a Workflow in HireTouch

[Log into HireTouch](#), click on JOBS tab, then Start a Workflow (located on the right hand side of the screen). Select *Staff Vacancy* from the *Available Job Templates* list.

1. Job Title- Department Name field:
  - Title of Position: For exempt, non-represented employees, the title used should accurately reflect the type of work being performed (ex. Human Resources Specialist, Grants and Contracts Coordinator, Sponsored Research Business Analyst) and the level for the position (ex. Specialist, Coordinator, Assistant Director).
  - **Do not abbreviate** any portion of the title field. Please remember to enter the department name into the title field- this helps LAS and Office for Access and Equity find your job in HireTouch.
    - Example: *Research Scientist- Department of Chemistry*
2. Chart and Org Code field: The chart for everyone is 1, the org code is the first 3 digits of your organizational code followed by three zeros. A few units do not have three zeros- Amy Elli will tell you if you are an exception. Please enter the numbers in without any spaces or dashes- (*Example: 1580000*). If you enter in the code incorrectly, everyone in HireTouch can view your job information and approvals may not be possible.
3. The Organization Name will automatically populate after you enter your correct chart and org code.
4. College Name: *Liberal Arts and Sciences*.

Click "Continue".

Do not change anything on this next page, click "Continue".

You will be taken to the Forms tab for your Job.

If you do not complete each of the steps above before you are timed out you will create a blank workflow and you will need to contact the Office for Access & Equity at [accessandequity@illinois.edu](mailto:accessandequity@illinois.edu) to request that the correct forms be added to your workflow.

**The Hiring Request Form and the Job Description form should be submitted at the same time.**

## 2. Complete the Hiring Request Form (HRF) EO, Staff

## Pre-Search Process Information for Staff Positions

- All positions require an HRF. To make completion of the HRF easier, Executive Officers may want to fill out the HRF Word version from the LAS website <https://las.illinois.edu/faculty/hiring> and send to their appropriate Staff member for easy entering into HT.
- Helpful Hints:
  - Length of appointment needs to be filled out only if the appointment is temporary. Examples would be AY 20-21 or Fall 2020.
  - Salary amount or range will be what the potential hire will be paid for the appointment you are proposing. If you are requesting a Fall only appointment at 50%, then the salary should be entered for that % time and length. Do not enter what a full time appointment would be paid.
- HRFs contain the following questions:
  - Describe the critical nature of this position/hire to the mission and success of the unit and the institution; where applicable, include specific strategic goals that are addressed.
  - Could the work associated with this position be reallocated to be accomplished in another way, for example, through assignment of duties to others in the unit, reduced FTE or a partial year appointment? Could an alternate title be considered or the role reconfigured so that the work can be accomplished by someone with less experience or through training an individual whose position can be left vacated?
  - Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled.
  - Describe the funds you have available to ensure you can make this hire without incurring deficits.
- When ready to send off for approval, click *Save and continue to approvals*. The approvals are the following:
  - Department: Unit Executive Officer
  - School (if applicable) or choose *College, LAS Hiring*
  - *College, LAS Hiring*
  - The College office will determine all other approvers based on the LAS HRF Guidelines
- Click on *Save* located in the lower left corner of the screen. As soon as the approvers are saved on the Approval page, an email will go to the Department EO and the review process has begun.

### 3. Complete the Job Description form EO, Staff

- The Job Description Form requires units to provide a list of all duties and qualifications for the proposed position. Percentages of average time spent on each duty are required.
- List the duties in order of importance, with percentages noted.
- Group related duties together and assign a percentage

**The duties and qualifications from the job description will be used in the ad**- therefore the EO must decide if the search committee should be involved in the development of the job description.

- To make completion of the job description easier, the hiring official may want to fill out the Staff Job Description Word version (located on the LAS Hiring Site <https://las.illinois.edu/faculty/hiring>) and send to their appropriate staff member for easy entering into HT.
- Titles containing “director” require an extra level of review- consult LAS Hiring website- *Information on Titles containing Director* for information. <https://las.illinois.edu/faculty/hiring>

## Pre-Search Process Information for Staff Positions

- Enter all required information marked with a red \*. The second screen of the Job Description form is for IHR only, so scroll to bottom and click *Save and continue to approvals*. The approvals are the following:
  - Department: Unit Executive Officer
  - School (if applicable) or choose *College, LAS Hiring*
  - *College, LAS Hiring*
  - *\*Staff HR, Classification*
- Click on *Save and Submit for Approval*, located in the lower left corner of the screen
- As soon as the approvers are saved on the Approval page, an email will go to the executive officer and the process has begun. Illinois HR (IHR) provides the final approval of job descriptions. IHR will determine the classification of the position and add the appropriate search forms to the workflow.
- As the forms above are being reviewed, please begin discussion on the Search Committee and Advertising Sources.

IHR will review each job description and will determine the Specialty Factors

- Additional, required minimum qualifications used in custom classifications and other classifications with permission of SUCSS.
  - Focus on required education, experience, and applicable certifications; avoid narrow requirements such as specific processes and systems typically learned on the job.
  - Avoid “knowledge/skills/abilities” as these are difficult to assess from a resume. Use “experience including” and “demonstrated experience with”
- Approval to move forward with a search will arrive from IHR via email. Please review the Overview of Search Procedures for the classification approved for the position.