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# HIRETOUCH

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USER MANUAL FOR SEARCH COMMITTEE CHAIRS, HR LIAISONS & SUPPORT STAFF



# **HIRETOUCH**

## **HR LIAISON & DEPARTMENT SUPPORT USER MANUAL**

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# The Hiring Process– In Brief

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Once a department receives initial permission to post a vacancy or new position, they should contact their HRP for further guidance. The HRP will want to know the following information:

1. What type of hire will this be: Hourly, Faculty, Salary, Post-Doc? Will this be external, internal or a search waiver?
2. Is this a new position or a replacement?
3. Who will be on the search committee?

**According to the Office of Equal Opportunity, the search committee will be diversified to the degree possible, by race, gender, culture, other perspectives, etc. It is the university's expectation that both men and women will participate on each search committee. *If this is problematic, contact the Office of Equal Opportunity.***

4. Any changes to the job description and/or position description questionnaire should be made prior to sending them to the HRP.
5. HR staff will create the job template based on the job description. Once completed, they will notify the department that they can begin to prepare the RTF. At this time, please submit criteria for the evaluation and any weights associated with them.
6. Once the RTF has been electronically routed and approved, the department will receive an email indicating the RTF has been approved and the job is ready to be posted. **PLEASE NOTE: *Departments are responsible for posting position externally.***
7. EO Briefing: For all professional and faculty searches, the search chair must meet with Office of Equal Opportunity staff to be updated on equal opportunity and affirmative action issues that pertain to the search being conducted. This meeting must occur before the committee meets to review applications for the position. Please contact OEO to schedule a briefing.
8. Applicants begin to populate within the workflow for the position. HR Liaisons, Search Chairs and Support personnel are the only groups who are able to view the applicants.
9. The Chair, with the help of the HR Liaison and/or Support, review the applicants for minimum qualifications.

# The Hiring Process-In Brief

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10. Chair moves qualified applicants forward within the workflow.
11. HR Liaison/Support will schedule/record the evaluations for each applicant identified as “Qualified Proceed” and email search committee members the applicants are ready to be evaluated.
12. HR Liaison/Support will send email correspondence to applicants who “Did Not Meet Minimum.” (Rejection screening)
13. The search committee will evaluate the applicants via HireTouch.
14. The Chair will notify the HRP of the applicants they would like to interview.
15. Once the selected applicants are identified and approved by the HRP, the interviews can be recorded in HireTouch.
16. At some point in the search, please notify the HRP to remove job ad from website.
17. Interviews can be done either by phone, skype or on-campus (Please make sure that all interviewees are given the same opportunity to interview).
18. The committee identifies the finalist.
19. References are completed.
20. Department will provide HR with a search narrative (upload document via HireTouch) discussing the rationale for non-selection for each unsuccessful candidate and the rationale for the successful candidate. Essentially, a strengths and weaknesses assessment for each interviewed candidate that would lead the HRP to draw the same conclusion as the search committee.
21. **FACULTY HIRES:** Prior permission from the HRP is required before a tentative offer is made.
22. Chair/Department will contact the finalist with a tentative offer.
23. A background check will be initiated.
24. Appointment letter is generated.
25. HR Liaison/Support will change the disposition codes.

# Hourly Hire-

## Things to Consider

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General hourly job descriptions have been created under the HECCP (Hourly Employee Classification and Compensation Program), but in order to adequately determine what the essential duties are, a task list is required when completing the job description.

Please consider the following:

1. Are there some duties that could be added or eliminated from the existing JD? If so, perhaps class levels need to be adjusted.
2. Does the JD adequately describe what this position is expected to do?
3. Are any changes to the work schedule or work year of this position necessary from a budget or programmatic perspective?
4. Is adequate funding available?
5. Is the need for this position expected to continue into the foreseeable future?
6. Think about the qualifications, educational requirements, certifications and or licensing of the position separate from the qualifications and education of any previous incumbent.
7. Do the described qualifications for this position directly relate to the work that needs to be done?
8. Which minimum qualifications are required? Preferred?

If a search has internal candidates, it is advised that the department contact HR to confirm their employment status.

Per the ACSUM contract: “All internal applicants who meet the stated minimum qualifications shall be interviewed. In the event 10 or more internal applicants apply for a position; those who best meet the preferred qualifications shall be selected for an interview. Internal applicants shall be interviewed before external applicants, assuming internal applicants are available for interview within a reasonable amount of time.”



# Salary Hire-

## Things to Consider

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Whether filling a vacancy or establishing a new position within the department, your department's HRP will assist and collaborate with you in updating or developing the Job Description (JD) and the PDQ (Position Description Questionnaire). You will be updated as the PDQ is evaluated and the position is assigned to a Job Family and Salaried Employees Classification & Compensation Program (SECCP) Salary Band. All regular salaried positions require a JD and PDQ (except for post doctoral research assistants and interns). The job description will become the basis for setting the qualifications, screening applicants and determining what background checks and/or pre-employment screenings will be required.

### Things to consider before you talk with your HRP:

1. Are there some duties that could be added or eliminated from the existing JD?
2. Does the JD adequately describe what this position is expected to do?
3. Could this job be accomplished in less than 7 months?
4. Are any changes to the work schedule or work year of this position necessary from a budget or programmatic perspective?
5. Is adequate funding available?
6. Is the need for this position expected to continue into the foreseeable future?
7. Think about the qualifications and educational requirements of the position separate from the qualifications and education of any previous incumbent.
8. Do the described qualifications for this position directly relate to the work that needs to be done?
9. Which minimum qualifications are required? Preferred?
10. Can experience be substituted for all or part of any educational requirements?
11. Do you anticipate difficulties recruiting a qualified applicant?
12. How will the advertised salary range for this position be described (Required for UMPSA)?

NOTES

# Faculty Hire

## Things to Consider

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Your assigned HRP will assist and collaborate with you in developing or updating the job description (recommended but not required for faculty positions) and job advertisement. Job descriptions can be helpful in identifying and describing in general terms the nature of the responsibilities, qualifications, and determining what background checks and/or pre-employment screenings will be required. Electronic submission of these documents is required.

### Things to consider:

- Which minimum qualifications are required? Preferred?
- Do you anticipate difficulties recruiting a qualified applicant?
- What is your anticipated timeline for beginning the application review?  
(Consider the deadlines of the recruiting venues proposed in the Recruitment Strategy Form)
- You will be notified when the Job Template in HireTouch has been approved and created.

The Salary range for a faculty position should fit within the existing departmental salary hierarchy but also take into account market conditions at the time of recruitment. National survey data from similar land grant institutions is available from the Office of Human Resources.

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# Job Description Template

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Below is the template for a non-rep salary job description that the department will complete and return to the HRP. Sections highlighted in red will need to be completed before the job template can be created. The UMPSA template is similar, however, it requires the **Hiring Range**. Keep in mind, the job template is created before the RTF. For Hourly position, please list the wage band

Title:  
Date:  
Dept:\*\br/>Reports To:

Department Contact: (will not be published)

\*Please make sure the Department assignment reflects the Department ID designated in MaineStreet.

A list of the Department IDs can be found at <http://umaine.edu/hr/sample-page/contact-us/department-contacts/>

## **PURPOSE:**

## **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Works effectively and cooperatively with members of the department staff, UMaine administration, the campus community, and external clients and customers.
- Perform other reasonably related duties.

## **KNOWLEDGE & SKILL QUALIFICATIONS:**

## **WORK ENVIRONMENT/DYNAMICS:**

## **WORK YEAR:**

## **WORK SCHEDULE:**

## **POSITION TYPE:**

**SCHEDULE FOR EVALUATION:** During the initial 6 months of employment and annually thereafter in accordance with the UMPSA agreement.

## **SUPERVISORY RESPONSIBILITY:**

## **JOB FAMILY/SALARY BAND/WAGE BAND:**

Appropriate Background Checks Required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

# Job Description Template Guide

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**REPORTS TO:** This should be a position title not an employee's name.

**Purpose:** Summarize the general purpose or goal of this position. This statement should give a brief but concise overview of the basic function of the position.

**Essential Duties & Responsibilities:** The description of duties and responsibilities should be concise but clearly outline the basic components of the activity to be performed. An effective job description conveys the scope of the assigned responsibilities as well as the level of assigned authority, responsibility and autonomy.

Essential functions of the job are the fundamental duties that the employee **must** be able to perform with or without reasonable accommodation. A job function may be considered essential for reasons such as: the position exists to perform that function, there are a limited number of employees available among whom the job function can be distributed, the function is highly specialized, and the employee is hired for the expertise to perform the particular function, or other employees in the same job are required to perform the function.

In addition to these general criteria, any task that is performed at least 10% of an employee's time would likely be considered essential. If the essential functions require that an employee have particular physical abilities or communication abilities, these should be noted. For example, a job that requires frequent contact with other people requires communication verbally, in writing, or through other means. If an essential function of a position is to perform duties at various locations, an appropriate qualification is "frequent travel, normally requiring a driver's license." **Statements describing the essential functions should begin with descriptive action verbs ("trains," "retrieves," "summarizes"). Avoid using the phrase "able to" or "ability to."**

**Knowledge & Skill Qualifications:** What is the minimum educational level necessary to perform the essential functions of the job? Is a higher degree level preferred? Is a particular discipline or specific course work sought? Can experience be substituted for education? What kind of related job knowledge or experience is required to enable an employee to do this job? Descriptive statements such as: **familiarity with . . . , basic working knowledge of . . . , demonstrated success with . . .**, progressively more responsible work in the area of . . . , significant experience with . . . , as they relate to the responsibilities may be included. Also, must the employee hold a particular license or maintain certification? Is the employee expected to achieve the license/certificate within a stated period from the date of hire? Is travel an essential job function (as defined in the Duties/Responsibilities section)? If so, the 'ability to travel, normally requiring a driver's license,' would be a required qualification. What other special abilities are required to perform the essential functions? For instance 'ability to frequently lift 30 pounds' or 'ability to collect research samples in appropriate field conditions under sometimes adverse weather conditions.' Remember that the qualifications must directly relate to the position's duties and responsibilities.

**Work Environment:** Please describe the environment and/or setting in which this job is performed. Is the employee required to be on call? If so, to what extent and for what kind of occurrences would the employee be called? Are there stressors inherent to this particular job? What is the level of predictability in this job? What impact does change have on the job duties? How changeable are the methods, technology, services or other elements that affect the employee's job? How is this position expected to react to and/or manage change? How predictable are changes to work assignments? Over what kind of time frame is change normally incorporated into the job's duties? Describe any unpleasant factors of the work environment such as heat, noise, odors, bodily fluids, exposure to hazardous substances, etc. and the frequency/degree to which the employee would be subject to these.

**Work Year:** Describe the employee's work year (full-time, part-time, fiscal, student calendar year, other). If the employee works less than twelve months, when does the work year begin and end.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type: (E&G funded)** On-going, full-time, base budgeted. **Or Soft Money Grant funded.** Contingent on funding and successful performance.

**Schedule for Evaluation:** During the initial 6 months of employment and annually thereafter in accordance with the UMPSA agreement.

**Supervisory Responsibility:** Describe how many other employees (professional, classified, student) are to be supervised. For what supervisory activities does the employee have informal, formal, subject to review, or final authority? For instance, the employee may schedule and oversee day to day work activities but not have responsibility for hiring and evaluating other employees.

**Job Family/Salary Grade/Wage Band: If UMPSA, please include the hiring range.**

# Requesting User

## Permissions for Departments

In order for those involved in a department's hiring process and/or search committee, the following information is needed to set up user permissions within HireTouch:

- **Hiring Department's Name**
- **User Name** (Make sure to provide full legal name - no nicknames please)
- **User Maine.edu email** *or email of external committee member*
- **Security Group** (search chair, search committee member, HR Liaison, support staff, job/offer approver, requisition, etc)\*
- **Task Group** *if applicable* (chair, director, dean, etc.) - If approving the RTF

\* Please note, a person may be assigned to more than one Security Group

Please provide your Human Resources Partner with the above information so they can request user permissions.

## Initiate Training of HireTouch

To become more familiar with the process or for a refresher training, please contact John Young or Kelly Hoovler to schedule a support and/or chair training session, a committee training session or a 1:1 training session.

# Navigating HireTouch

## HireTouch Login Screen

 Login

Username:  
@maine.edu

Password:

**LOGIN**

[umaine.hiretouch.com/admin](http://umaine.hiretouch.com/admin)

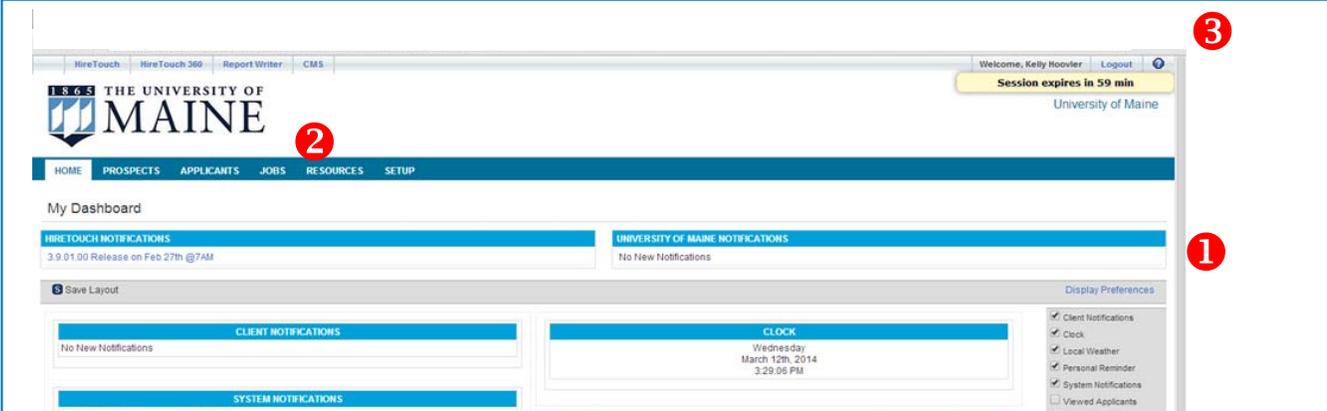
1. Enter your MaineStreet user name
2. Enter your password



Maine's  
Public  
Universities

UNIVERSITY OF MAINE SYSTEM

## My Dashboard– Home Page



The screenshot shows the HireTouch dashboard interface. At the top right, there is a 'Logout' link (callout 3) and a 'Session expires in 59 min' warning. The main navigation bar includes 'HOME', 'PROSPECTS', 'APPLICANTS', 'JOBS', 'RESOURCES', and 'SETUP'. The 'JOBS' tab is highlighted (callout 2). The dashboard content area includes sections for 'HIRETOUCH NOTIFICATIONS', 'UNIVERSITY OF MAINE NOTIFICATIONS', 'CLIENT NOTIFICATIONS', 'SYSTEM NOTIFICATIONS', and a 'CLOCK' widget. A 'Display Preferences' sidebar on the right allows users to toggle various features like Client Notifications, Clock, Local Weather, Personal Reminder, System Notifications, and Viewed Applicants. A weather widget for 'Conditions for Orono, ME' is also visible at the bottom left.

The Dashboard provides updates, quick access to previously viewed applicants and jobs.

1. To change your dashboard preferences, click on “**Display Preferences**” 1 3 2
2. To view the list of jobs you have access to, click the “**Jobs**” tab
3. To logout anytime, click “**Logout**” in the upper right hand corner

# Requisition- Creating the RTF

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Please make sure to request user permissions from either John Young or Kelly Hoovler before creating the RTF.

**1. Go to [umaine.hiretouch.com/admin](http://umaine.hiretouch.com/admin)**

**Enter Username**

**Enter Password**

**2. Click the Jobs Tab**

**3. Click Add Requisition**

**4. Find your template within the list of template options.\***

*A. Step 1: Choose Template and Click Continue*

*B. Step 2: Verify Correct Template and input Job Code and Job Family Code and Click Continue*

*C. Step 3: Review forms attached to the Requisition and Click Continue*

*\*Select the department within which the available position is located, using the drop down menu. You are only able to view and select positions for departments for which you have been given user permission for. If the position isn't listed, please contact your HRP .*

1865 THE UNIVERSITY OF MAINE University of Maine

HOME PROSPECTS APPLICANTS **JOBS** RESOURCES SETUP

\*All Jobs Add Requisition

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search [ ] CLEAR - Job Title - - Department - - Job Status - - Location -

TITLE	JOB ID	JOB STATUS	CREATED ON	CATEGORY	DEPARTMENT	COUNT	JOB RECRUITER	MODIFIED ON	HIRED
Administrative Clerk	19570	Posted External	06/17/2014	Hourly	Cooperative Extension	62		07/14/2014	0
Administrative Specialist CL1	19542	Posted External	07/07/2014	Hourly	School of Nursing	6	Cynthia Therien	07/15/2014	0
Administrative						28	Amy Cross	07/09/2014	0
Administrative						23	Robin Arnold	07/07/2014	0

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HOME PROSPECTS APPLICANTS **JOBS** RESOURCES SETUP

**Add a Requisition**

Choose Template **Position Title** Requisition Forms

Step 1. Choose a Template

**AVAILABLE JOB TEMPLATES**

Category: - All Categories - 4

Department: - All Departments -

Search: Job Template Title

- (Senior) Research Analyst
- Academic and Career Exploration Advisor
- Accounting and Reporting Professional POS#215
- Accounting Support Specialist CL2 (Confidential)
- Accounting Support Specialist CL3
- Administrative Clerk
- Administrative Clerk
- Administrative Specialist CL 2
- Administrative Specialist CL 2

Back **Continue** A

**Preview:**

Position Title: testing forms  
 Position Type: Hourly  
 Division: Business, Public Policy & Health  
 Department:  
 Purpose:  
 Essential Duties & Responsibilities:  
 Reports to (Title):  
 Knowledge, Skills & Qualifications:  
 Other Information:  
 Work Schedule:  
 Salary Band/Wage Band and Hourly Rate:  
 Shift Differential:  
 Length of Appointment: Academic Year (Sept-May)  
 Bargaining Unit: ACSUM

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HOME PROSPECTS APPLICANTS **JOBS** RESOURCES

**Add a Requisition**

Choose Template Position Title **Requisition Forms**

Step 2. Please verify correct Template is selected

Job Details > testing forms

Position Title: testing forms

Additional Information

Job Code:   
 Job Family:

Back to Template **Continue** B

**Add a Requisition**

Choose Template Position Title Requisition Forms

Step 3. Attach Forms to the Requisition

Forms have been pre-selected  
 Do Not Make Changes. Click "Continue" below to move to the next page

**Applicant Related Form Packages**

Name

- Background Consent
- Employment Application
- Job Offer Form
- Onboarding Package

**Job Related Form Packages**

Name

- Position Forms

Back to Settings **Continue** C

# Requisition- Creating the RTF

## 5. Under **Action**, click **Start**

testing forms  
Hourly - Pending Acceptance

Properties Applicants Activity Processes Forms Campaigns Posting

Job Forms | Applicant Forms | Comments

Forms added successfully

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
Position Forms												
Request to Fill Form									Start			Remove

Form

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### Request to Fill Form

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#### Job Details (STEP 1 OF 3)

1. Job Details | 2. Job Search Details | 3. Compensation and Funding

**Position Title:**  
**Position Category:**  
**Position #:**  
**Department:**  
**\* Division:**  
**# of Months if not 12:**  
**Length of Appointment:**  
**Salary Band/Wage Band and Hourly Rate:**  
**Job ID:**  
**Discipline codes (Faculty):**  
**Position Type**  
**Dynamic Group (If Applicable):**  
**Fixed Length Start Date:**  
**Fixed Length End Date**  
**Supervisors Name:**  
**Reason for Request:**

If this is a replacement please answer

**Reason for leaving:**  
**Date leaving/left:**

6. In *Job Details*, fill in the information that wasn't pulled from the job template. What was once the RTF-S is now a box (A) requesting a brief explanation of the position.

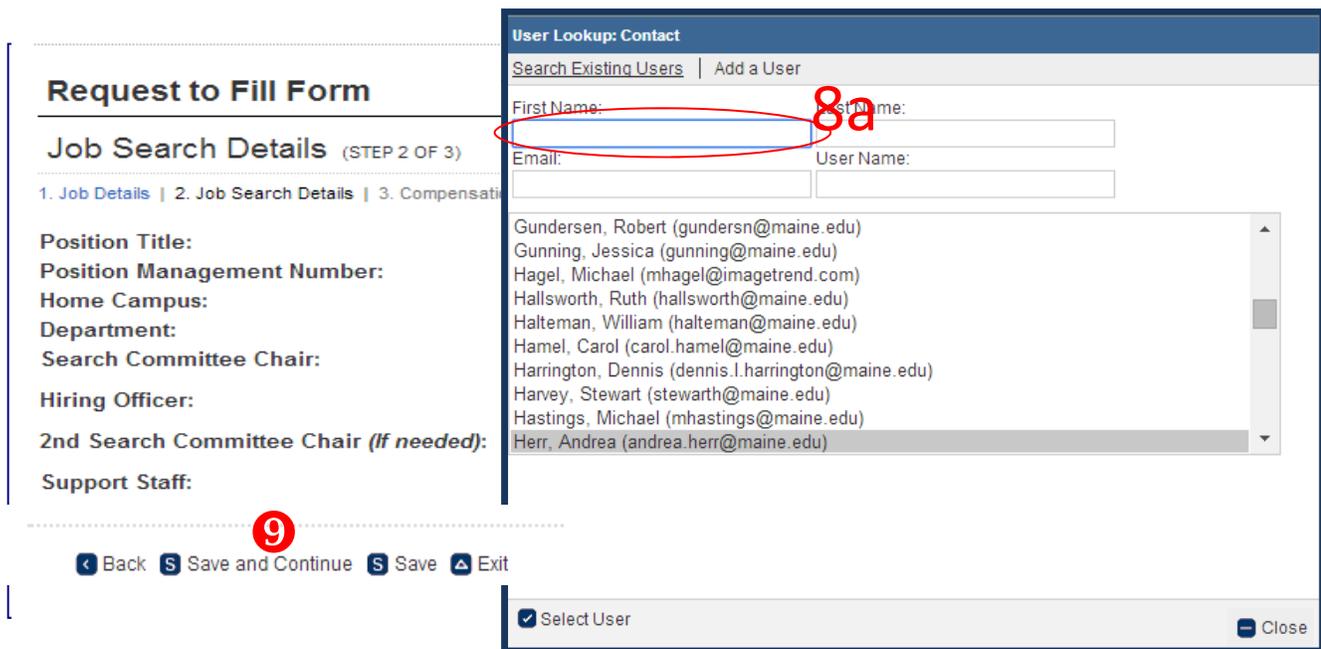
7. Click **Save and Continue**

Please briefly discuss the nature of this position as it relates to meeting your ongoing departmental needs and indicate if any additional financial obligations will be created if this position is approved:

A

# Requisition- Creating the RTF

8. You will be directed to *Job Search Details*, the second part of the RTF. In this section, please make sure to identify the Chair, Hiring Officer, Support Staff and Search Committee Members by clicking  icon. In box 8a, begin typing the name of the person you wish to add. Click Select User. You will also be asked to provide information for External General Recruitment, Affirmative Action Recruitment and External Sources for the position advertisement



**Request to Fill Form**

**Job Search Details** (STEP 2 OF 3)

1. Job Details | 2. Job Search Details | 3. Compensation and Funding

**Position Title:**  
**Position Management Number:**  
**Home Campus:**  
**Department:**  
**Search Committee Chair:**  
**Hiring Officer:**  
**2nd Search Committee Chair (If needed):**  
**Support Staff:**

**User Lookup: Contact**

Search Existing Users | Add a User

First Name:  (8a)  
 Last Name:   
 Email:  | User Name:

Gundersen, Robert (gundersn@maine.edu)  
 Gunning, Jessica (gunning@maine.edu)  
 Hagel, Michael (mhagel@magetrend.com)  
 Hallsworth, Ruth (hallsworth@maine.edu)  
 Halteman, William (halteman@maine.edu)  
 Hamel, Carol (carol.hamel@maine.edu)  
 Harrington, Dennis (dennis.l.harrington@maine.edu)  
 Harvey, Stewart (stewarth@maine.edu)  
 Hastings, Michael (mhastings@maine.edu)  
 Herr, Andrea (andrea.herr@maine.edu)

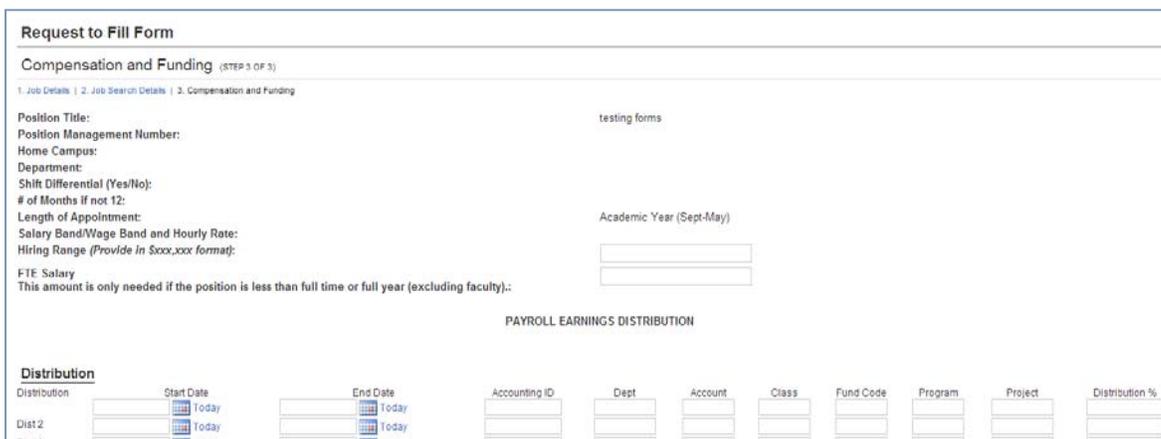
9

Back Save and Continue Save Exit

Select User Close

9. Click **Save and Continue**

10. In the Compensation & Funding section, please fill out the Hiring Range, FTE Salary (if applicable) and the Distribution. Make sure to enter your name as the “requisitioner” and date.



**Request to Fill Form**

**Compensation and Funding** (STEP 3 OF 3)

1. Job Details | 2. Job Search Details | 3. Compensation and Funding

Position Title: testing forms  
 Position Management Number:  
 Home Campus:  
 Department:  
 Shift Differential (Yes/No):  
 # of Months if not 12:  
 Length of Appointment: Academic Year (Sept-May)  
 Salary Band/Wage Band and Hourly Rate:  
 Hiring Range (Provide in \$xxx,xxx format):  
 FTE Salary  
 This amount is only needed if the position is less than full time or full year (excluding faculty):

**PAYROLL EARNINGS DISTRIBUTION**

Distribution	Start Date	End Date	Accounting ID	Dept	Account	Class	Fund Code	Program	Project	Distribution %
Dist 2	Today	Today								
Dist 3	Today	Today								

11. Click **Save and Continue**

# Creating the RTF- Adding Approvers

1. Once you have completed the third step of the RTF (Compensation & Funding) and click **Save & Continue**, you will be directed to the **Approver** screen.

Title	Name
Human Resources	Approver: <input type="text"/>

Save Approvals Edit Approvers

2. If more than one approver will be in the approval chain, click **Edit Approvers**.

Approver Positions

Form Approvers:

Available

- Chair
- Chief Finance Officer
- Chief Officer
- Chief Operating Officer
- Dean
- Director
- Director of EEO
- Div/Unit Financial Mgr.
- HR Liason
- Manager of Compensation
- President
- President's Council

Selected

- Human Resources

Save Close

3. In this screen, you will select the titles of the additional approvers from the “*available*” list and move them to the “*selected*” box. Click **Save**

4. Click on the drop down box next to each title and select the appropriate name for each title. Click **Save**.

Title	Name
Human Resources	Approver: DeGrasse, Cathy
Manager of Compensation	Approver: Lawrence, Nicole
Director	Approver: Belding, John
Div/Unit Financial Mgr.	Approver: Kelly, Sa
Vice President	Approver: Avery, Di

Save Approvals Edit Approvers

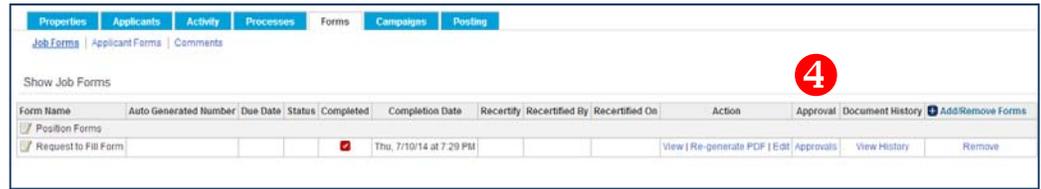
# Approving the RTF

1. The HRP will receive an email **3** stating that the position needs approval.

2. Click on the **Jobs** tab

3. Click on **Forms** tab

4. Click **Approvals**



Title	Name	Approved	Rejected	Date
Human Resources	Cathy DeGrasse			
Manager of Compensation	Nicole Lawrence			
Director	John Belding			
Div/Unit Financial Mgr.	Sarah Kelly			
Vice President	Dianne Avery			

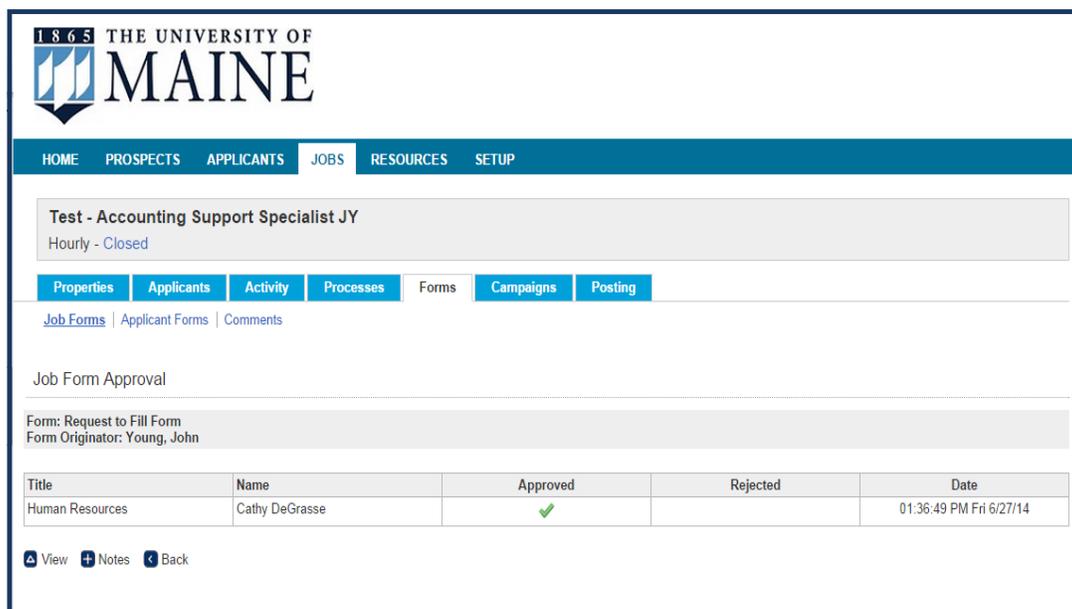
Approvers View Back

5. In this screen below, you can view the PDF by clicking on **View**. Click either **Approve** or **Reject**. *PLEASE make sure to review the Request before approving.*

6. This screen will record who approved, rejected and the date that it occurred.

7. Once the RTF has been approved by all parties, it will be posted to **umaine.hiretouch.com**.

**PLEASE NOTE: Departments are responsible for posting position externally.**



# Screening Applicants

The Chair and/HR Liaison /Support will review the applicants for minimum qualifications and move those who meet the minimum qualifications forward so that the search committee will be able to review their submitted materials and rate them accordingly. ***DO NOT MOVE APPLICANTS FORWARD FOR EVALUATION IF THEY DO NOT MEET MINIMUM QUALIFICATIONS***

On your dashboard, you will click the **Jobs** tab and the position(s) that you have permission to view will be populated on your screen. Select the position you want to begin screening applicants for and click the **Applicants** tab. You will then be able to view all of the applicants who have applied for the position.

Unless otherwise determined, you will want to review those who have completed and submitted applications. To review the applicant's documents, click on each applicant's name.

NAME	STATUS	CURRENT EMPLOYEE	DATE APPLIED	EDUCATION	APPLICATION	EVAL		INTERVIEWS			HIRING PROCESS				DISPOSITION
						QUALIFICATION SCREENING	SCORE	HR REVIEW	1ST INTERVIEW	HR REVIEW	2ND INTERVIEW	REFERENCES	HR REVIEW	BACKGROUND	
Unknown,U	Incomplete		05/30/14			+									
	Submitted	No	05/30/14	Master's Degree		+									
Unknown,Q	Submitted	No	05/30/14	Master's Degree		+									
	Submitted	No	05/30/14	Master's Degree		+									
Unknown,P	Incomplete		06/01/14			+									
Unknown,J	Submitted	No	05/30/14	Master's Degree		+									
	Submitted	No	05/30/14	Master's Degree		+									
Unknown,K	Submitted	No	05/30/14	Master's Degree		+									
	Submitted	No	05/30/14	Master's Degree		+									
Unknown,I	Submitted	No	05/30/14	Master's Degree		+									
	Submitted	No	05/30/14	Master's Degree		+									
Unknown,A	Incomplete		05/30/14			+									
	Submitted	No	05/30/14	Master's Degree		+									
	Incomplete		05/30/14			+									

# Screening Applicants

The selected applicant's record will then appear and you can view demographics, education, employment history, skills, correspondences and their uploaded documents.

To view their documents you can do either one of two things:

1. Select Download Documents under the Actions box. This action will merge all of their documents they've uploaded to a PDF where you can view all of them at once.
2. Click on Documents and select an individual document to view.

The screenshot shows the applicant record for Samantha Brent. The 'Actions' menu on the right includes 'Download Documents', which is circled in red with a '1'. The 'Documents' section in the main content area is also circled in red with a '2'. The page includes a navigation bar with 'HOME', 'PROSPECTS', 'APPLICANTS', 'JOBS', 'RESOURCES', and 'SETUP'. The applicant's name and email are displayed at the top, along with a 'Return to Applicants' link. The 'Demographics' section is expanded, showing personal information and education details.

This screenshot shows the 'Documents' section of the applicant record. A table lists various documents uploaded by the applicant, including 'Affirmative Action Survey', 'Employment Application', 'Resume/CV', 'Cover Letter', and 'Voluntary Self-Identification of Disability'. The 'View Applicants by Job' link in the Job Details section is circled in red. The page also includes a 'Documents' section with a search bar and a table of document details.

To return to the Applicant page and change the applicant's status, click on View Applicants by Job.

# Moving Applicants Forward

Click on the green arrow under the Qualification Screening column and select the appropriate status. For the purposes of moving the candidate forward, select **Qualified Proceed** and click Save. The search committee will now be able to view the qualified applicant(s).

Selecting a status other than Qualified Proceed will prevent the applicant from moving further within the workflow, thus preventing the search committee from being able to view them.

At this point, the department can send a rejection correspondence to the applicants who did not meet the minimum qualifications.

The screenshot displays the HireTouch system interface for 'THE UNIVERSITY OF MAINE'. The main window shows a list of applicants for a 'Social Worker' position. The applicant 'brent, samantha' is highlighted, and a 'Search Committee Process' dialog box is open over her record. In this dialog, the 'Qualified. Proceed' status is selected, and the 'Save' button is circled in red. The background table shows the following data:

NAME	DATE APPLIED	STATUS	CURRENT EMPLOYEE	EDUCATION	APPLICATION	QUALIFICATION SCREENING	EVAL SCORE	HR REVIEW
Benjamin, Katrina	05/30/14	Incomplete						
brent, samantha	05/30/14	Submitted	No	Master's Degree	●	➕		
Estabrook, Jessica	05/30/14	Submitted	No	Master's Degree	●	➕		
Fudge, Mari-Martha	06/01/14	Incomplete				➕		
Kelleter, Sarah	05/30/14	Submitted	No	Master's Degree	●	➕		
Loux, Barbara	05/30/14	Submitted	No	Master's Degree	●	➕		
Mdintre, Dara	05/30/14	Submitted	No	Master's Degree	●	➕		
Murray, Barbara	05/30/14	Incomplete				➕		

# Scheduling Evaluations

1. Click on the **Jobs** tab.
2. Select the job you need to evaluate.
3. Select each applicant identified as *Qualified Proceed* by clicking the boxes next to their names. Applicants who have a ● under the *Qualification Screening* column of the workflow, have been selected to be evaluated.

NAME	DATE APPLIED	STATUS	CURRENT EMPLOYEE	BULK DOCS	EDUCATION APPLICATION	QUALIFICATION SCREENING	EVAL SCORE	HR REVIEW
Doe, Jon	05/27/14	Incomplete	No		Master's Degree	●		
Hoover, Kelly	05/01/14	In Process	Yes		Doctorate	●	●	●
HR, UM	05/01/14	In Process	Yes		Bachelor's Degree	●	●	●
Lawrence, Nicole	05/01/14	In Process	Yes		Master's Degree	●		

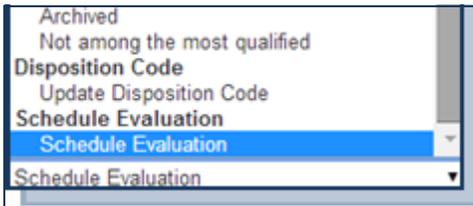
4. Click **Bulk Actions** and select “*Schedule Evaluation*”

5. Select the [correct]\* evaluation for the position.

6. Select **Start and Due Date**

7. Select who the evaluators will be by clicking on the name and holding the CTRL button.

8. Once completed, click “Save Evaluation.”



Hide Kelly Hoover  
Evaluators: UM HR  
Evaluation: [dropdown]  
Evaluation Start Date: [calendar] Today  
Evaluation Due Date: [calendar] Today  
Evaluation Status: Open  
Evaluators: Young, John, Hoover, Kelly  
Save Evaluation Cancel

Hide Kelly Hoover  
Evaluators: UM HR  
Evaluation: [dropdown]  
Evaluators: Hoover, Kelly, [list of other evaluators]  
Save Evaluation Cancel

# Evaluating Applicants

Depending on how many jobs you have access to view, you will see all of them listed on this screen. To view applicants for any of the jobs, click on the position you want to review. If you can not see a particular search, please clear your history then logout and log back in.

Search Committee Make sure you have the correct view, such as Chair/Support or Search Committee, otherwise you will not be able to see the job or the applicants.

A B C D E F G H I J K L M N O P Q R S T

Search    - Job Title -

TITLE	JOB STATUS	APPROVAL	DEPARTMENT
Accounting - JY Test	Canceled	Initiated	Natural Sciences, Forestry & Agriculture
Accounting Support Specialist CL1	Archive	Approved	School of Food and Agriculture
Accounting Support Specialist CL2 (Conf) 1	Archive	Approved	Human Resources
Administrative Specialist CL2	Archive	Initiated	Athletics
Assistant Dining Service Manager - N/A	Archive	Approved	Auxiliary Services

1. To view applicant information, click on an applicant's name.
2. You will be directed to the applicant's record page which includes their demographics and any upload documents such as resume/cv and cover letter. Click Download Documents to view a PDF of their documents.
3. To view the job announcement, click on **"Properties"**.

1 8 6 5 THE UNIVERSITY OF MAINE

HOME PROSPECTS APPLICANTS JOBS RESOURCES SETUP

Test Do Not Apply - HRP Trn  
Hourly - Posted External

Properties Applicants Activity Processes Forms Campaigns Posting

Chair/Support View

Search    Advanced Search - Applicant Status - - Final Review - - Final Review: In Process -  
- Final Review: Qualified: Proceed - - Final Review: Withdraw - - Final Review: DNMM qualifications for the classification -

NAME	DATE APPLIED	STATUS	CURRENT EMPLOYEE	BULK DOCS	EDUCATION	APPLICATION	QUALIFICATION SCREENING	EVAL SCORE	HR REVIEW	HR 1ST INTERVIEW	HR 2ND INTERVIEW	REFERENCES	HR REVIEW LETTER	APPT
Hoover, Kelly	05/01/14	In Process	Yes	<input type="checkbox"/>	Doctorate	●	●	●	●	●	●	●	●	●
HR, UM	05/01/14	In Process	Yes	<input type="checkbox"/>	Bachelor's Degree	●	●	●	●	●	●	●	●	●
Lawrence, Nicole	05/01/14	In Process	Yes	<input type="checkbox"/>	Masters Degree	●	●	●	●	●	●	●	●	●

- Bulk Actions -

Records 1-3 of 3 First Previous Next Last Per Page 25

# Evaluating Applicants

The screenshot shows the University of Maine applicant portal for Kelly Hoover. The 'Evaluations' tab is highlighted with a red circle and a '1' next to it. On the right side, the 'Actions' menu is open, and 'Download Documents' is circled in red. A text box above the actions menu states: 'Clicking on Download Documents will produce a merged PDF of all of the documents an applicant has uploaded.'

1. Click the Evaluation Tab
2. The window below will appear, click on the name of the position you are evaluating

The screenshot shows the 'Evaluations' window for Kelly Hoover. The 'Evaluations' tab is highlighted with a red circle and a '2' next to it. Below the tabs, there is a section for 'EVALUATION' with options for 'Testing' and 'Schedule Evaluation'. A pop-up window shows the 'Evaluations' table with the following data:

EVALUATION	START DATE	END DATE	STATUS	AVG SCORE
<input checked="" type="checkbox"/> Testing	07/15/2014	07/22/2014	Open	NA

EVALUATOR	POSITION	STATUS	START DATE	DUE DATE	PERCENT COMPLETE	SCORE
<a href="#">Hoover, Kelly</a>	N/A	Open	07/15/2014	07/22/2014	0.00%	-

A red circle and a '3' are placed around the evaluator's name 'Hoover, Kelly' in the table.

3. Your name should appear under Evaluator. If you are in Chair/Support view, you will see all of the evaluator's names and what their status for evaluating the applicant is (complete, open, etc.). Click on your name and begin the evaluation.

# Evaluating Applicants

Evaluation Name: TEST JHY  
 Open Date: 01/27/2014      Close Date: 01/27/2014

**Section 1**

Section 1 Average

MS Office Suite

Comments and Specific Examples

Effectively communicates

Comments and Specific Examples

1. There will be both radio buttons and sliding scale options. This example is of sliding scale questions. Move the “person” between 1 and 7 .
2. Once the evaluation is completed, click “submit”.

*NOTE: Once the evaluation has been submitted, changes can not be made.*

1865 THE UNIVERSITY OF MAINE

HOME PROSPECTS **APPLICANTS** JOBS RESOURCES SETUP

**Naveed Ahmady** (Navahdy@gmail.com)  
 Test Position Do Not Apply - Not among the most qualified

Return to Applicants  
 Naveed Ahmady Prospect Record

Demographics Jobs **Activity** Processes Evaluations

Evaluations

EVALUATION	START DATE	END DATE	STATUS	AVG SCORE		
<input checked="" type="checkbox"/> Test Position Do Not Apply	01/27/2014	01/27/2014	Complete	71%		
EVALUATOR	POSITION	STATUS	START DATE	DUE DATE	PERCENT COMPLETE	SCORE
Your Name	N/A	Complete	01/27/2014	01/27/2014	100.00%	71

1. When the rating is complete, you will see a “score” - only if you have “submitted” the evaluation. If the score does not populate, please refresh your screen.
2. You can go on to the next applicant by clicking “**View applicants by job**” under **Actions** and repeat the process.

# Interviews- Requesting Approval

Once the Search Committee has selected their top applicants to interview please:

1. Contact your HRP or designee to approve the selection(s).
2. The HRP will click on the Green Arrow and move the selected applicants forward in the HireTouch workflow.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Search [GO] [CLEAR] Advanced Search															
<input type="checkbox"/>	NAME	STATUS	CURRENT EMPLOYEE	DATE APPLIED	EDUCATION	APPLICATION	QUALIFICATION SCREENING	EVAL SCORE	HR REVIEW	INTERVIEW RE					
<input type="checkbox"/>	Doe, Jon	In Process	Yes	05/06/14	Doctorate										

# Interviews- Recording

An email will be automatically sent when the HRP approves the applicants for interviews. Within the workflow, you will notice that at each narrowing of the search, there is an HR Review column. Once the HRP approves the applicants to move forward to the interview stage, a green arrow will appear under the 1st Interview column. This will allow the Chair/Liaison/Support staff to record the interview once they have contact the applicant.

By clicking on the Green Arrow (1) under **1st Interview**, the screen to the left will appear. Record

Status: Interview Scheduled

\*Start Date: 07/15/2014 Today 1:00 PM

\*End Date: 07/15/2014 Today 2:00 PM

Email Applicant: No

Email Attendees: No

Sender Name: Kelly Hoover

Sender Email: kelly.hoovler@maine.edu

Attachments: Choose File No file chosen

Send Reminder: Don't send reminder before event

Description:

Attendees: Hoover, Kelly

Recurrence:  Does not recur  Daily  Weekly  Monthly  Yearly

Save Back

# Interviews-

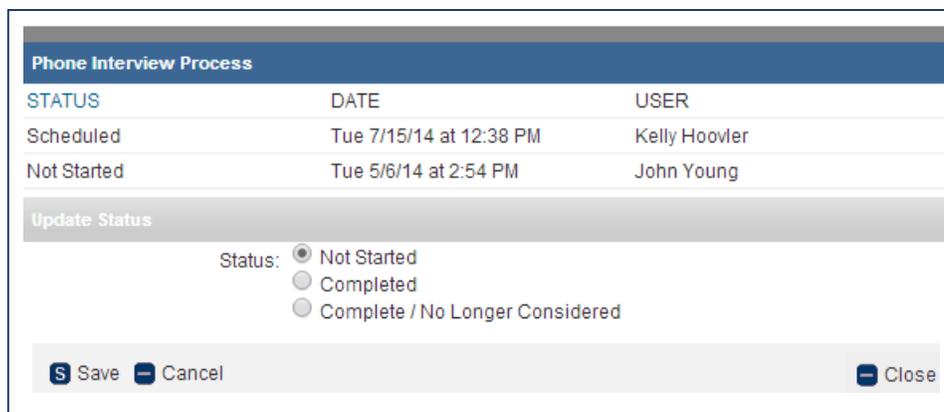
## Wrap up

The interviews have been recorded and completed, to move further within the HireTouch workflow, the status needs to be updated.

1. By clicking on the  symbol, please select either *completed* or *complete/no longer considered*; and
2. Click Save



The screenshot shows the applicant list for 'Doe, Jon'. The 'INTERVIEWS' section has three columns: '1ST', '2ND', and '3RD'. The '1ST' column shows a green arrow icon, indicating a completed interview. The '2ND' and '3RD' columns show black circles, indicating no interviews have been conducted yet.



The dialog box is titled 'Phone Interview Process' and contains a table with the following data:

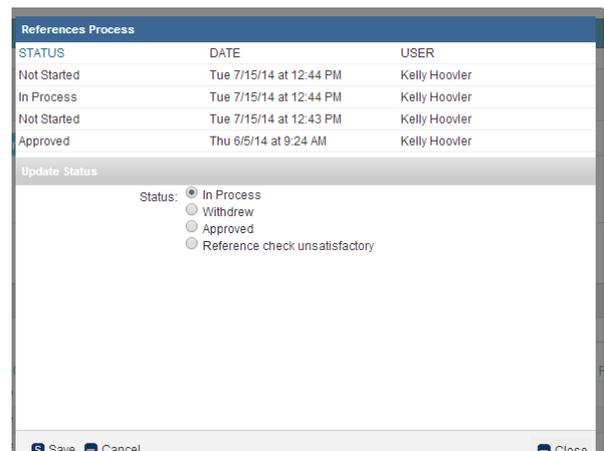
STATUS	DATE	USER
Scheduled	Tue 7/15/14 at 12:38 PM	Kelly Hoover
Not Started	Tue 5/6/14 at 2:54 PM	John Young

Below the table is an 'Update Status' section with a 'Status:' label and three radio button options: 'Not Started' (selected), 'Completed', and 'Complete / No Longer Considered'. At the bottom are 'Save', 'Cancel', and 'Close' buttons.



The screenshot shows the applicant list for 'Doe, Jon'. The 'HR REVIEW' column shows a green arrow icon, indicating that a final approval is required. The '1ST' and '2ND' interview columns also show green arrows, indicating they are completed.

As you can see above, the 1st interview is completed and a finalist has been selected. The green arrow under the HR Review indicates another approval is required. Please contact your HRP with your final selection(s) to begin the Reference stage of the workflow. Once the references have been completed, click on the green Arrow to change the status to *Withdrawn*, *Approved* or *Reference Check unsatisfactory* and click **Save**.



The dialog box is titled 'References Process' and contains a table with the following data:

STATUS	DATE	USER
Not Started	Tue 7/15/14 at 12:44 PM	Kelly Hoover
In Process	Tue 7/15/14 at 12:44 PM	Kelly Hoover
Not Started	Tue 7/15/14 at 12:43 PM	Kelly Hoover
Approved	Thu 6/5/14 at 9:24 AM	Kelly Hoover

Below the table is an 'Update Status' section with a 'Status:' label and four radio button options: 'In Process' (selected), 'Withdrawn', 'Approved', and 'Reference check unsatisfactory'. At the bottom are 'Save', 'Cancel', and 'Close' buttons.

# Roles & Responsibilities

**Hiring Department-** Upload into HireTouch, the search narrative, interviews and search notes – attach the document to the position within HireTouch.

**Hiring Department-** Update Disposition codes for applicants evaluated and interviewed. Rejection should be sent at this time for those who were scree

**Hiring Department–** Tentative Offer: *Any communication to the prospective employee must make it very clear that you are recommending his/her appointment or extending a tentative offer of employment. Board of Trustee policy provides that each new employee receive an appointment letter with general information regarding the terms and conditions of employment. This official offer of employment comes from the the University of Maine President or the Vice President for Human Resources.*

**For Faculty Positions:** The tentative offer letter should be reviewed by the HRP and the department’s Business Office prior to being sent to the finalist

**Human Resources:** Initiates background checks, physicals, and screenings with a candidate, and once completed will contact the employee with tentative offer and try to establish a start date. The official start date for a regular employee should allow enough time for the HR review. Please note that the official job offer comes in the form of an appointment letter to the candidate from Megan Sanders, Vice President for Human Resources.

## Updating Disposition Codes

The image shows a screenshot of the HireTouch system interface. On the left, a table lists applicants with columns for NAME and STATUS. A red circle '1' highlights the 'Doe, John' row. A context menu is open over this row, with a red circle '2' highlighting the 'Update Disposition Code' option. On the right, a 'Update Disposition Code' dialog box is shown, with a red circle '3' highlighting the list of disposition codes. The list includes options like 'Accepted another position', 'Accepted position but did not report to work', 'Application information incomplete', 'Did not report to interview', 'Does not meet minimum requirements', 'Falsification of information', 'Hired', 'Job closed - not filled', 'Less relevant education', 'Less relevant experience', 'Less relevant skills', 'Not among the most qualified', 'Not eligible for hire', 'Offered the position but declined', 'Reference check unsatisfactory', 'Unable to contact', 'Unsuccessful background check', and 'Wage required too high'. The 'Update Disposition Code' option is selected in the list.

**To complete a Bulk Action disposition code update:**

1. Click on the identified applicant’s box
2. Click on the Bulk Action and select Update Disposition Code.
3. Select the appropriate code from the list of options.
4. Click Save

# Correspondence- Rejection Letters

NAME	STATUS	CURRENT EMPLOYEE	DATE APPLIED	EDUCATION APPLICATION	QUALIFICATION SCREENING	EVAL SCORE	HR REVIEW	1ST INTERVIEW REVIEW	2ND INTERVIEW REVIEW	REFERENCES REVIEW	BACKGROUND REVIEW	APPT LETTER	ONBOARDING	DISPOSITION CODE
Ahmad, Naveed	In Process	Yes	05/05/14	Bachelor's Degree	●	41	●	●	●	●	●	●	●	Falsification of information
Hoover, Kelly	In Process	Yes	05/05/14	Doctorate	●		●	●	●	●	●	●	●	Hired
Hoover, Kelly	In Process	Yes	05/05/14	Doctorate	●		●	●	●	●	●	●	●	Hired
Hoover, Kelly	In Process	Yes	05/05/14	Doctorate	●		●	●	●	●	●	●	●	Hired
Hoover, Kelly	In Process	Yes	05/05/14	Doctorate	●		●	●	●	●	●	●	●	Hired
Hoover, Kelly	In Process	Yes	05/05/14	Doctorate	●	72	●	●	●	●	●	●	●	Hired
HR, UM	Not among the most qualified	Yes	05/05/14	Bachelor's Degree	●		●	●	●	●	●	●	●	*Select Disposition
Young, John	In Process	No	05/05/14	Bachelor's Degree	●		●	●	●	●	●	●	●	*Select Disposition

While screening applications, HR encourages rejection correspondences to be sent to those who “did not meet minimum” requirements. To do this:

1. Select those identified as DNNM by clicking on the box to the left of their name.

2. Click on **Bulk Actions**

3. Select **Rejection Letter Screening**

4. An email template will appear on your screen, click **Send to all**

*(Repeat steps 1-2 and select **Rejection Letter-Post Interview** to send to applicants who were interviewed, but not selected.)*

