



UNIVERSITY OF ILLINOIS

AT URBANA-CHAMPAIGN



2009 BUSINESS LEADERSHIP CONFERENCE

Searching for Excellence: The Academic Search Process

March 17, 2009

Business Leadership at Illinois: Collaborating for a Brilliant Future

Workshop Presenters

- Menah Pratt-Clarke
Interim Assistant Chancellor and Director., OEOA
333-0885
- Deb Stone
Director, Academic Human Resources
333-7466
- Heidi Johnson
Assistant Director, OEOA
- CloLeeta Simpson
Assistant Director, OEOA

Please ...

- Turn off cell phones.
- Avoid side conversations.
- Please hold questions until the end of the presentation.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Update on Policies for Academic Searches
- Cultivating New Avenues for Diversity Outreach
- Effective Mentoring as a Continuum of Diversity Outreach
- Pre-View of Academic Tracking System and the new Job Board

Academic Human Resources

Academic Human Resources

- Yes, we are still hiring
 - Controlling overall growth
 - Units must assess critical need for position
 - Vacancies must be approved before the recruitment and search process begins
 - Campus focused searches
- Paperwork Submission and Routing Procedures

How can AHR help

- Consultation
 - Job description
 - Recruitment sources
 - Redeployment options
 - Meet with candidates
 - Benefits
 - Candidate questions

Office of Equal Opportunity & Access

OEOA

Guidelines for Employment Planning

- Fairness, Equity, and Non-Discrimination remain paramount
- Increased use of internal change mechanisms is encouraged for valued employee retention, BUT...
- Avoid “tapping” certain employees to the exclusion of equally qualified others

OEOA

Guidelines for Employment Planning

- Affirmative Action and other compliance responsibilities still apply
 - Please refer to the Academic Search Manual
<http://eoa.illinois.edu/NewSearchManualFY2008/OEOA-SearchManual2008-final.pdf>
- Provost Communications provide additional guidance
 - See #2, #3, #4, #7, #8, #11
<http://www.provost.illinois.edu/communication/index.htm>
!

Search Manual Review

- Paper search process, waivers, and appointment change forms converting to an electronic process
- Further clarification of the role of Affirmative Action Officers, Equal Employment Opportunity (EEO) Officers, the Equal Employment Opportunity (EEO) Committee
- Search Exempt positions being reviewed

DIVERSITY AND ADVANCEMENT AN ANALOGY

Diversity Advancement (Human Capital) =
Institutional Advancement (Monetary Capital)

To encourage “Human Capital” investment, use
“Monetary Capital” acquisition techniques

- Identify Prospects
- Cultivate Prospects
- Solicit Prospects
- Maintain Relationship, Cultivate Others
(mentoring/networking)

Prospect Identification

- Discover where you will likely find “prospects”/candidates: conferences, professional organizations, other institutions, other colleagues
- Learn about the prospect/candidate: skills, resources, strengths, experiences

Prospect Cultivation

- Establish sincere, meaningful, but “no-pressure” relationships with “prospects/candidates”
- Sell the institution, department, and community: highlight the benefits to the prospect/candidate of “giving” to or joining Illinois, your department, and the Champaign-Urbana community
- Show the match: Demonstrate how the candidate’s skills and experience contribute to and enhance your unit

Prospect Solicitation

Do the “Ask”:

- Long-term: initiate an academic or research collaboration, including visiting faculty appointment; invite to campus as a guest speaker;
- Short-term: encourage application for a specific opening or create a TOPS or Excellence hire

Relationship Maintenance

- Appointment or “receiving the gift” is not the end of the cultivation process
- Mentoring provides credibility and legitimacy to the “sell”
- Mentoring enhances the likelihood of success for the new hire and institution
- Look for opportunities to leverage the relationship for future success

Suggestions for Effective Mentoring

- Explore service opportunities (committees, program planning, etc.) for women and minorities at the department, college/unit, and campus-wide level
- Encourage professional development opportunities, including presentations at campus and off campus conferences and workshops
- Discuss leadership and promotional opportunities on campus
- Maintain awareness of professional career goals and objectives

Effective Mentoring Suggestions

- Explore cross-campus, cross-department mentoring opportunities, including those crossing race and gender boundaries
- Maintain awareness of campus community organizations and groups that actively and aggressively advocate for women and minorities that could be a support group
- Encourage women and minorities to be involved in wider community outside of the university

Academic Applicant Tracking System

Academic Applicant Tracking System

- New System will replace existing OEOA search tracking database
- Employment Center will be discontinued and a new site jobs@illinois.edu will be used
- Electronic process will assist campus in achieving its affirmative action compliance obligations

Academic Applicant Tracking System

- Affirmative Action Compliance Obligations
 - Provide Detailed Applicant Flow Logs
 - EEO Form
 - Verification of Advertisement
 - Applicant Status Codes

Academic Applicant Tracking System

- Colleges/Units
 - Submit required PAPE and receive approval from Academic Human Resources
 - Search Forms will be routed electronically for approval (Approved Hiring Request Form will be uploaded)
 - Open positions will be posted on the Job Board
 - Candidates' application documentation can be viewed in system

Academic Applicant Tracking System

- Candidates
 - Will apply for a vacant position
 - Submit applications electronically
 - Attach their resume, C.V., cover letter, references and other required documents
 - Complete the EEO Form

Academic Applicant Tracking System

- Two Sides of the System
 - Public Side (jobs@illinois.edu)
 - Administrator Side (illinois.hiretouch.com)

Academic Applicant Tracking System

- Applicant View
 - Apply for Positions and View Jobs
- Administrator View
 - Enter and Approve Forms
- Search Committee View
 - View Uploaded Applicant Material

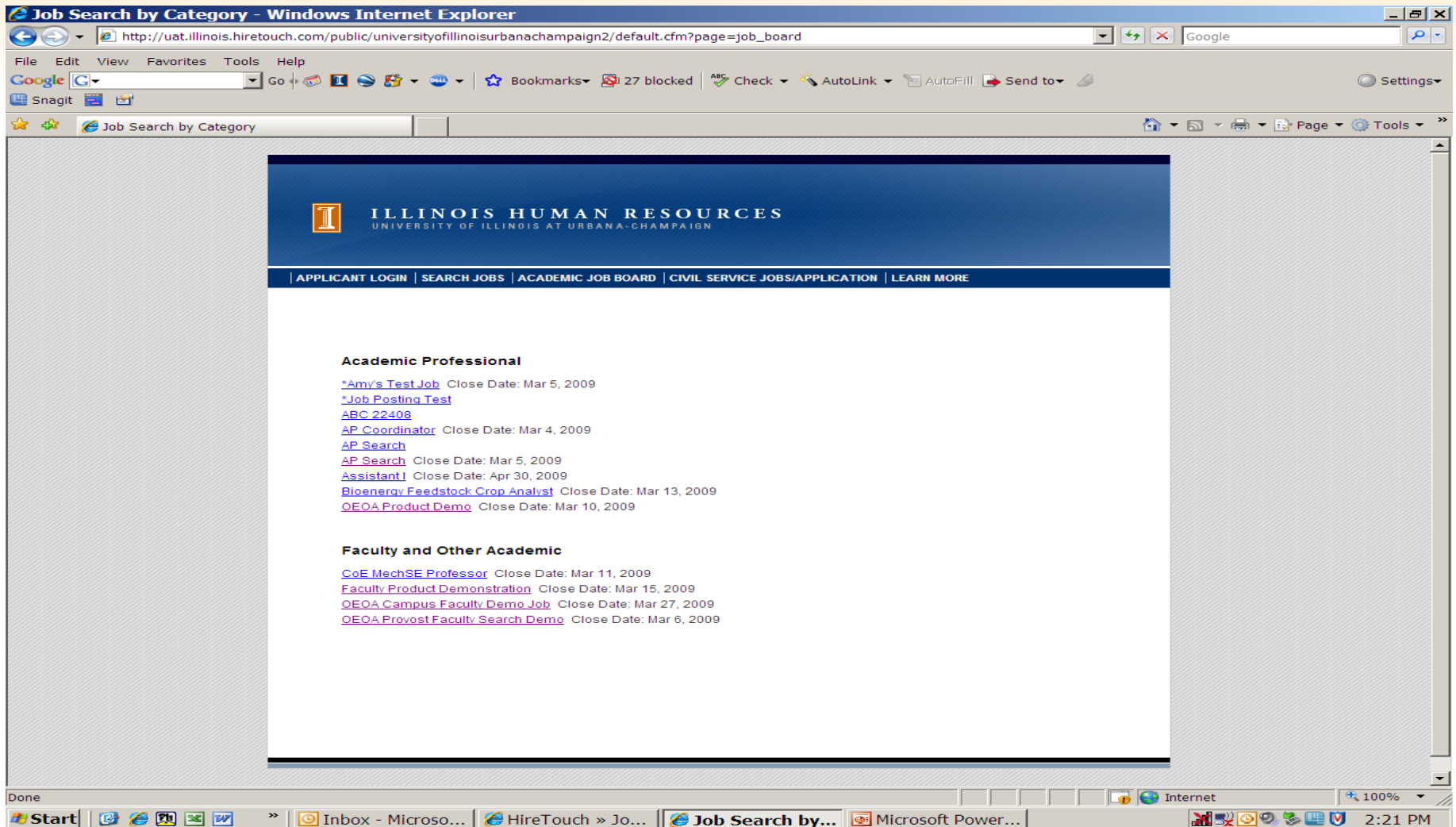
Academic Applicant Tracking System

- jobs@illinois.edu
 - Search Jobs
 - Review Open Positions on the Academic Job Board
 - Apply for Civil Service Jobs/Applications
 - Applicant Login
 - Learn More

Academic Applicant Tracking System

- Academic Job Board
 - Lists Academic Jobs and Faculty/Other Academic Jobs
 - Lists Position Description, Open Date and Close Date

Academic Applicant Tracking System



The screenshot shows a Windows Internet Explorer browser window displaying the 'Job Search by Category' page. The address bar shows the URL: http://uat.illinois.hiretouch.com/public/universityofillinoisurbanachampaign2/default.cfm?page=job_board. The page content includes the Illinois Human Resources logo and navigation links: [APPLICANT LOGIN](#), [SEARCH JOBS](#), [ACADEMIC JOB BOARD](#), [CIVIL SERVICE JOBS/APPLICATION](#), and [LEARN MORE](#).

Academic Professional

- [*Amy's Test Job](#) Close Date: Mar 5, 2009
- [*Job Posting Test](#)
- [ABC 22408](#)
- [AP Coordinator](#) Close Date: Mar 4, 2009
- [AP Search](#)
- [AP Search](#) Close Date: Mar 5, 2009
- [Assistant I](#) Close Date: Apr 30, 2009
- [Bioenergy Feedstock Crop Analyst](#) Close Date: Mar 13, 2009
- [QEOA Product Demo](#) Close Date: Mar 10, 2009

Faculty and Other Academic

- [CoE MechSE Professor](#) Close Date: Mar 11, 2009
- [Faculty Product Demonstration](#) Close Date: Mar 15, 2009
- [QEOA Campus Faculty Demo Job](#) Close Date: Mar 27, 2009
- [QEOA Provost Faculty Search Demo](#) Close Date: Mar 6, 2009

The browser's taskbar at the bottom shows several open applications: Start, Internet Explorer, Microsoft Outlook (Inbox - Microso...), HireTouch (Jo...), Job Search by..., and Microsoft PowerPoint. The system clock indicates the time is 2:21 PM.

Academic Applicant Tracking System

The screenshot shows a Windows Internet Explorer browser window displaying a job details page. The browser's address bar shows the URL: <http://uat.illinois.hiretouch.com/public/universityofillinoisurbanachampaign2/default.cfm?page=job&jobID=1279>. The page header features the Illinois Human Resources logo and navigation links: [APPLICANT LOGIN](#), [SEARCH JOBS](#), [ACADEMIC JOB BOARD](#), [CIVIL SERVICE JOBS/APPLICATION](#), and [LEARN MORE](#). The main content area is titled "Job Details - OEOA Product Demo" and lists the following information:

- Title:** OEOA Product Demo
- Category:** Academic Professional
- Location:**
- Opened Date:** February 7, 2009
- Close Date:** March 10, 2009
- Position Description:** This position announcement is for the OEOA Product Demo job.

At the bottom of the job details section, there is a button labeled "Apply Now". The browser's taskbar at the bottom shows several open applications: "Inbox - Microso...", "HireTouch » Jo...", "Job Details - ...", and "Microsoft Power...". The system clock in the bottom right corner indicates the time is 2:18 PM.

Academic Applicant Tracking System

Home Page at Urbana-Champaign - Windows Internet Explorer

http://uat.illinois.hiretouch.com/public/universityofillinoisurbanachampaign2/

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

APPLICANT LOGIN | SEARCH JOBS | **ACADEMIC JOB BOARD** | CIVIL SERVICE JOBS/APPLICATION | LEARN MORE

Welcome,

Welcome to Jobs at Illinois, the employment website for the University of Illinois at Urbana-Champaign. Illinois is one of the premier public institutions of higher education in the nation and the world.

To view job listings it is not necessary to login at this point in the application process. You can view current job listings by clicking on the appropriate Jobs link above. You will have the opportunity to begin the online application process at any point in time during your review of the current postings.

Definitions of Employment Categories

Academic employment categories include Faculty, Other Academics, and Academic Professionals.

Civil Service and Extra Help employment categories include professional, paraprofessional, clerical, technical, services, and crafts/trades.

Existing User: Login with your User Name and Password.

New User: Click Create Account below.

User Name:

Password:

Login Create Account

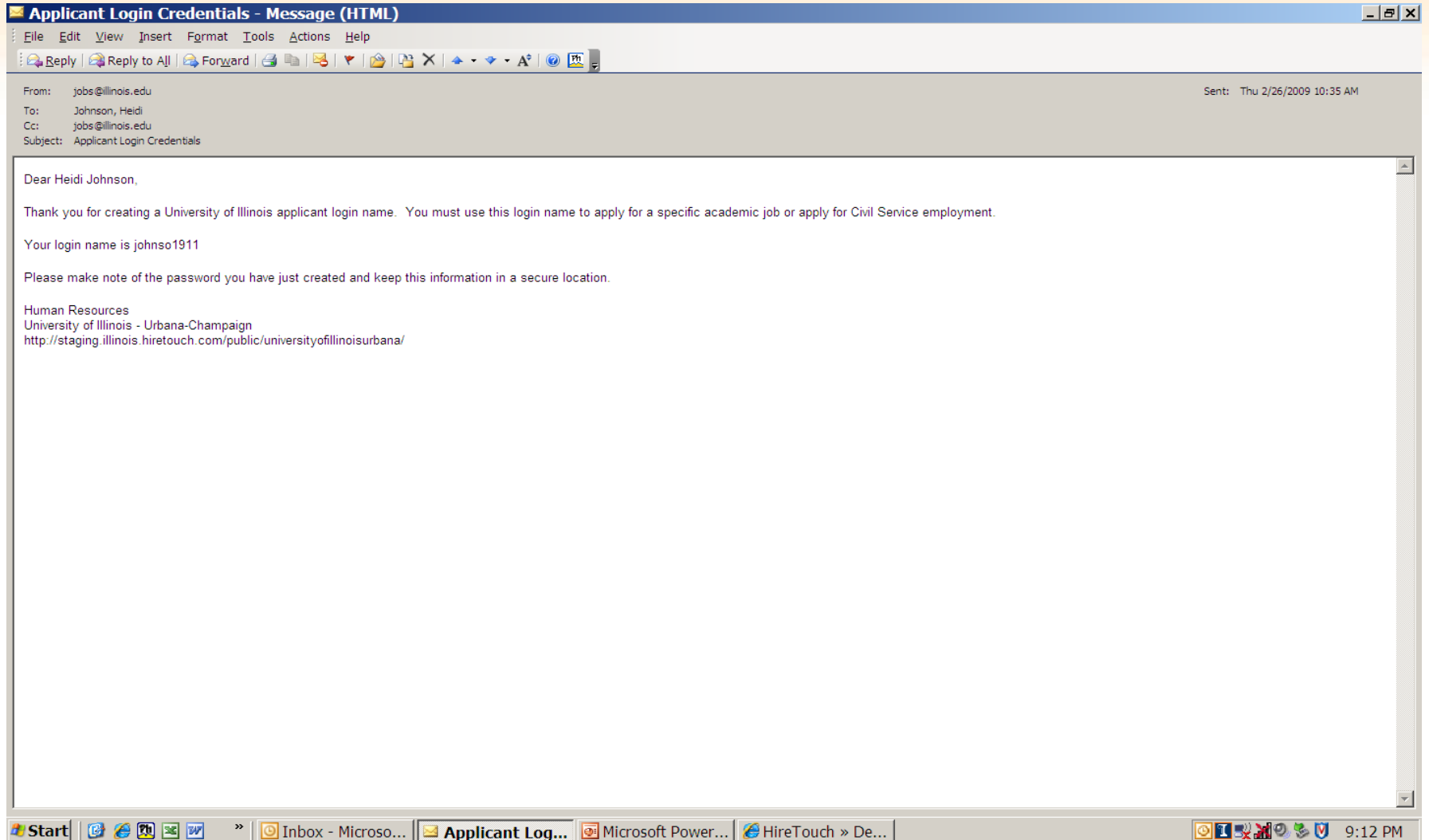
[Forgot Password?](#)

Do not CREATE AN ACCOUNT if you have ever started an application with the university in the past.
If you do not know your user name and/or password, contact Human Resources at jobs@illinois.edu.
OR
For Academic Employment, call 217-265-6549. For Civil Service employment, call 217-333-2137.
Business Hours M-F 8:30 a.m. - 4:00 p.m.

Done

Start Home Page at... Microsoft Power... Internet 100% 3:11 PM

Academic Applicant Tracking System



Applicant Login Credentials - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: jobs@illinois.edu Sent: Thu 2/26/2009 10:35 AM
To: Johnson, Heidi
Cc: jobs@illinois.edu
Subject: Applicant Login Credentials

Dear Heidi Johnson,

Thank you for creating a University of Illinois applicant login name. You must use this login name to apply for a specific academic job or apply for Civil Service employment.

Your login name is johnso1911

Please make note of the password you have just created and keep this information in a secure location.

Human Resources
University of Illinois - Urbana-Champaign
<http://staging.illinois.hiretouch.com/public/universityofillinoisurbana/>

Start | Inboxes - Microso... | Applicant Log... | Microsoft Power... | HireTouch » De... | 9:12 PM

Academic Applicant Tracking System

- 4 Step Process for Applicant
 1. Academic Professional Application or Faculty and Other Academic Profile
 2. EEO Form
 3. Upload required documents described in position announcement
 4. Review and submit

Academic Applicant Tracking System

Form - Windows Internet Explorer

http://uat.illinois.hiretouch.com/public/universityofillinoisurbanachampaign2/default.cfm?page=form&formID=741&jobID=1283&formResponseID=&for

File Edit View Favorites Tools Help

Google G Go | 24 blocked | Check | AutoLink | AutoFill | Send to | Settings

Form

PROFILE | SEARCH JOBS | ACADEMIC JOB BOARD | CIVIL SERVICE JOBS/APPLICATION | CIVIL SERVICE ACTIVITY | LEARN MORE

Faculty and Other Academic Profile

Employment Application (STEP 1 OF 4)

Demographics

Title (Dr., Ms., Mr., Mrs., etc.):

* First Name: Heidi

Middle Name:

* Last Name: Johnson

Suffix:

* Address 1: 333 Dog Drive

Address 2:

* City: Champaign

* State: Illinois

* Postal Code: 61938

* Country: Belgium

* Home Phone: 333-0885

Work Phone:

Cell Phone:

* Email: johnso19@uiuc.edu

Preferred method of contact?

Preferred hours of contact?

* Are you legally authorized to work in the United States? Yes No

* Are we able to contact your references? Yes No

Relatives employed by or on the Board of Trustees of the University of Illinois

NAME	RELATIONSHIP	DEPARTMENT
None		

Done

Internet 100%

Start | Inbox - Microso... | HireTouch » Jo... | Form - Windo... | Microsoft Power... | 4:14 PM

Academic Applicant Tracking System

Form - Windows Internet Explorer

http://uat.illinois.hiretouch.com/public/universityofillinoisurbanachampaign2/default.cfm?page=form&formID=741&formResponseID=6154&userID=131

File Edit View Favorites Tools Help

Google

Bookmarks 24 blocked Check AutoLink AutoFill Send to

Form

Faculty and Other Academic Profile

Applicant EEO (STEP 2 OF 4)

1. Employment Application | 2. Applicant EEO | 3. Upload Documents | 4. Review/Submit

As a matter of University policy, as well as applicable law, we are required to keep records and perform certain statistical analyses of our applicant pool by race, ethnicity and gender. Since such analyses are only possible if we know the profile of our applicants, we are using this means to ask you to complete this survey.

The information that you provide is voluntary; it does not at all affect your prospect for employment; and is treated very confidentially. We appreciate that you may find this request intrusive and we understand that concern. Please be advised, however, that since we are required by the government to collect and report this data your cooperation will allow us to be accurate. For any statistical analysis to be meaningful, we must have information on as many applicants as possible and it is just as important to collect this information from men and from non-minorities as it is to obtain it from women and minority group members.

Thank you for your assistance.

Date: 02/25/2009
 Last Name: Johnson First Name: Heidi Middle Initial:

Where did you hear about this employment opportunity?:
 Conference Listserv Newspaper (print/online) Personal Reference Website Other

Position Applied For: Faculty Product Demonstration
GENDER (Please choose one):
 Female Male

RACIAL/ETHNIC GROUP (Please choose one):
 American Indian or Alaskan Native - Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.
 White, not of Hispanic origin - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 Black or African-American, not of Hispanic origin - Persons having origins in any of the black racial groups of Africa.
 Asian or Pacific Islander - Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
 Hispanic or Latino(a) - Persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

◀ Back ▶ Submit ✕ Exit

Done

Internet 100%

Start Inboxes - Microso... HireTouch » Jo... Form - Windo... Microsoft Power...

4:15 PM

Academic Applicant Tracking System

Form - Windows Internet Explorer

http://uat.illinois.hiretouch.com/public/universityofillinoisurbanachampaign2/default.cfm?page=form&formID=741&formResponseID=6154&userID=13

File Edit View Favorites Tools Help

Google C Go Bookmarks 24 blocked Check AutoLink AutoFill Send to Settings

Faculty and Other Academic Profile

Upload Documents (STEP 3 OF 4)

1. [Employment Application](#) | 2. [Applicant EEO](#) | 3. **Upload Documents** | 4. [Review/Submit](#)

Using the Add button below, please upload the required documents from the job posting. Click on the filename below to edit and review.

NAME	TYPE	FILE
None		

+ Add

Back Submit Exit

For assistance, call Academic Human Resources at 217-265-6549.

Done Start | Inbox - Microso... | HireTouch » Jo... | Form - Windo... | Microsoft Power... | Internet | 100% | 4:15 PM

Academic Applicant Tracking System

Form - Windows Internet Explorer

http://uat.illinois.hiretouch.com/public/universityofillinoisurbanachampaign2/default.cfm?page=form&formID=741&formResponseID=6154&userID=131

File Edit View Favorites Tools Help

Google C Go [Icons] Bookmarks 24 blocked Check AutoLink AutoFill Send to Settings

Form

Review/Submit (STEP 4 OF 4)

1. Employment Application | 2. Applicant EEO | 3. Upload Documents | 4. Review/Submit

Review and Submit

1 / 4 63.9% Find

Faculty and Other Academic Profile

Employment Application (Step 1 of 4)

Demographics

First Name: Heidi
 Middle Name:
 Last Name: Johnson
 Address 1: 333 Dog Drive
 Address 2:
 City: Champaign
 State: Illinois
 Postal Code: 61938
 Home Phone: 333-0885
 Work Phone:
 Cell Phone:
 Email: johnso19@uiuc.edu
 Preferred method of contact?
 Preferred hours of contact?
 Yes
 No
 Are we able to contact your references? No

Relatives employed by or on the Board of Trustees of the University of Illinois

Name	Relationship	Department
None		

Have you ever been employed by the University of Illinois? No
 If Yes, Please indicate the following:
 Campus
 Department
 Dates of Employment
 Last Supervisor

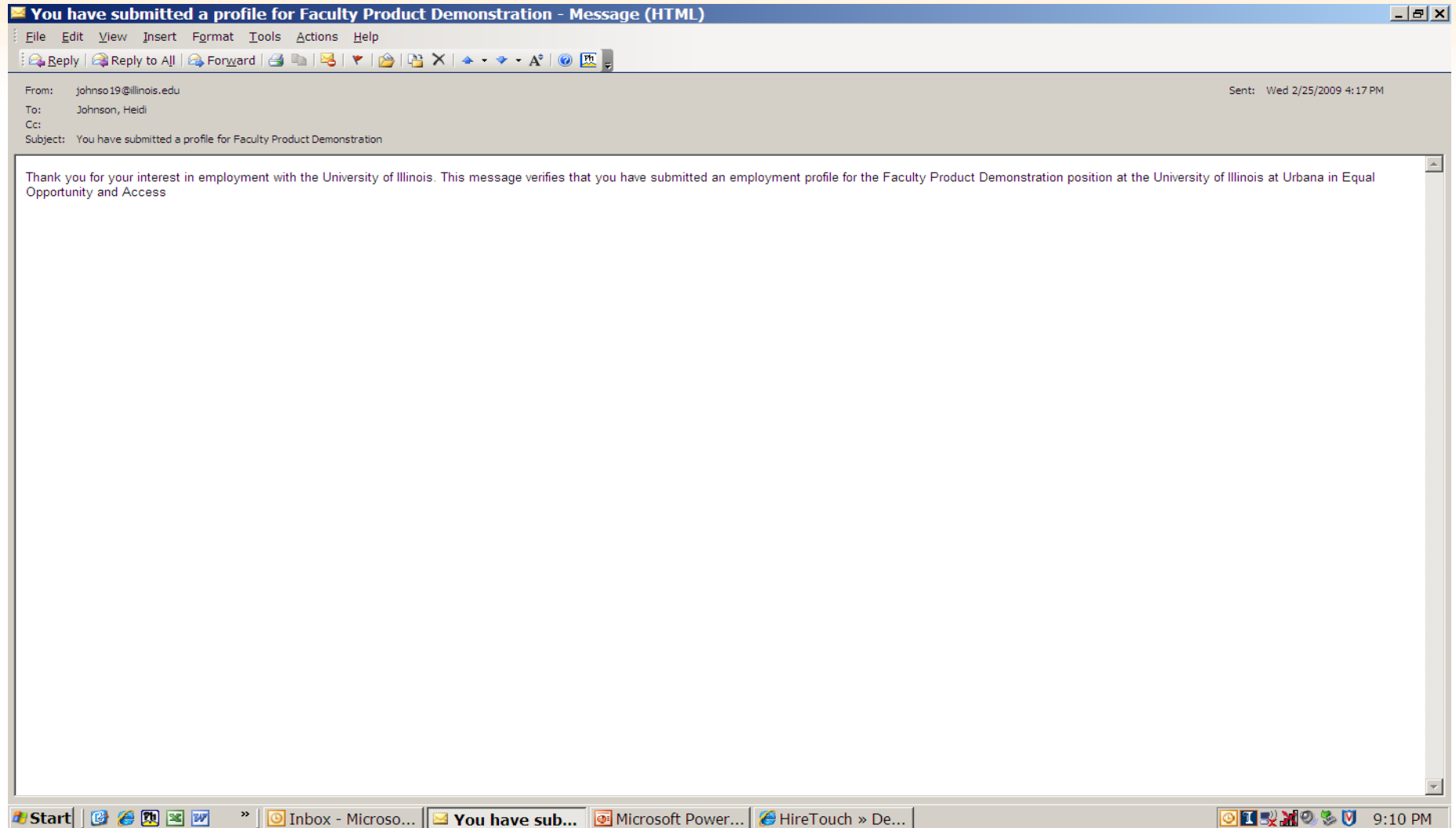
For assistance, call Academic Human Resources at 217-265-0549.

Back Submit Exit

Done

Start [Icons] Inbox - Microso... HireTouch » Jo... Form - Windo... Microsoft Power... Internet 100% 4:16 PM

Academic Applicant Tracking System














You have submitted a profile for Faculty Product Demonstration - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: johnso19@illinois.edu Sent: Wed 2/25/2009 4:17 PM
To: Johnson, Heidi
Cc:
Subject: You have submitted a profile for Faculty Product Demonstration

Thank you for your interest in employment with the University of Illinois. This message verifies that you have submitted an employment profile for the Faculty Product Demonstration position at the University of Illinois at Urbana in Equal Opportunity and Access

Start |       >> |  Inbox - Microso... |  You have sub... |  Microsoft Power... |  HireTouch >> De... |  9:10 PM

Academic Applicant Tracking System

- Administrator View
 - Start a Workflow
 - Complete Forms
 - Approve Forms
 - Edit and Comment on Forms

Academic Applicant Tracking System

- Workflows
 - Academic Professional Search
 - Faculty/Other Academic Search
 - Academic Professional Appointment Change Form
 - Faculty/Other Appointment Change Form
 - Academic Professional Search Waiver
 - Faculty/Other Search Waiver
 - PAPE Only

Academic Applicant Tracking System

- Workflows Contain:
 - On Public Side
 - Application/Profile and EEO Form for Candidate
 - On Administrator Side
 - AHR & OEOA Forms

Academic Applicant Tracking System

- Example of a Academic Search Workflow Package:
 - AP Application and EEO Form for the Candidate
 - PAPE, Search, Summary Form for the Administrator
- Example of a Faculty Search Workflow Package:
 - Faculty Profile and EEO Form for the Candidate
 - Search and Summary Form for the Administrator

Academic Applicant Tracking System

HireTouch » Jobs - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/list.cfm

File Edit View Favorites Tools Help

Google Go 16 blocked ABC Check AutoLink AutoFill Send to Settings

HireTouch » Jobs

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson [Logout](#)

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

All Jobs

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

- Job Status - - Workflow -

TITLE	ORG CODE	WORKFLOW TYPE	POSTING STATUS
<input type="checkbox"/> OEOA AP Change	1433000	Appointment Change	Pending
<input type="checkbox"/> OEOA Campus Demo Job	1433000	Academic Professional Search	Pending
<input type="checkbox"/> OEOA Campus Faculty Demo Job	1433000	Faculty/Other Academic Search	Open
<input type="checkbox"/> OEOA Change	1433000	Appointment Change	Pending
<input type="checkbox"/> OEOA Director		Academic Professional Search	Pending
<input type="checkbox"/> OEOA Director	1433000	Academic Professional Search	Pending
<input type="checkbox"/> OEOA Faculty Search	1433000	Faculty/Other Academic Search	Closed
<input type="checkbox"/> OEOA Faculty Search II	1433000	Faculty/Other Academic Search	Pending
<input type="checkbox"/> OEOA Job	1433000	Academic Professional Search	Pending
<input type="checkbox"/> OEOA Job Heidi		Academic Professional Search	Pending

Records 1-10 of 19 [First](#) [Previous](#) [Next](#) [Last](#) Page Per Page

Font Size: [A](#) [A](#) [A](#)

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

http://uat.illinois.hiretouch.com/app/views/jobs/requisition/new/template.cfm

Start HireTouch » J... Microsoft Power... 2:51 PM

Academic Applicant Tracking System

HireTouch » Choose Template - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/requisition/new/template.cfm

File Edit View Favorites Tools Help

Google Go Bookmarks 16 blocked Check AutoLink AutoFill Send to Settings

HireTouch » Choose Template

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOB**S RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

Add a Requisition

Choose Template Specify Settings Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category: - All Templates -

- Academic Professional Appointment Change
- Academic Professional Search
- Academic Professional Waiver
- Faculty/Other Academic Appointment Change
- Faculty/Other Academic Search
- Faculty/Other Academic Waiver
- PAPE Only

Preview

Please select a template from the list to see a preview

Back Continue

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Done Internet 100%

Start HireTouch » C... Microsoft Power... 2:54 PM

Academic Applicant Tracking System

HireTouch » Show Job Forms - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=1305&CFID=252426&CFTOKEN=e192f8ec73e82c51-8ADF07E9-3048-2A89-66;

File Edit View Favorites Tools Help

Google C Go Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings

HireTouch » Show Job Forms

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

OEOA Product Demo
Academic Professional - Pending

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

Job Forms Applicant Forms

Forms added successfully

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Edit Forms
Academic Professional Search							Start			Remove
New PAPE or Update existing greater than 3 years							Start			Remove
Upload existing approved PAPE within 3 years							Start			Remove
Academic Professional Search							Start			Remove
Summary							Start			Remove

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Done

Start Internet 100%

Inbox - Microso... HireTouch » S... Job Search by C... Microsoft Power...

2:24 PM

Academic Applicant Tracking System

- Approvers
 - College/Unit
 - Academic HR (PAPE Reviewer AHR)
 - Chief Authority of Campus or Institution (Final Approver PAPE)

Academic Applicant Tracking System

HireTouch » Approvers - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/approvers.cfm?jobID=1300&formID=695&CFID=252426&CFTOKEN=e192f8ec73e82c51-8ADF07

File Edit View Favorites Tools Help

Google

HireTouch » Approvers

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

HR Coordinator
Pending

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

[Job Forms](#) | Applicant Forms

Job questions saved successfully

All approvers must be selected. Other than the PAPE, for positions that require Provost approval, call OEOA.

Title	Name
College/Unit	Approver: Johnson, Heidi
Academic Human Resources	Approver: PAPE Reviewer, AHR
Chief Authority of Campus or Institution	Approver: Final Approver, PAPE

Save

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Start | Internet | 100%

Inbox - Microso... | HireTouch » ... | Desktop | Microsoft Power... | 4:28 PM

Academic Applicant Tracking System

Request for PAPE Approval HR Coordinator - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

Snagit Window

From: johnso19@illinois.edu Sent: Tue 3/3/2009 4:30 PM
To: Johnson, Heidi
Cc:
Subject: Request for PAPE Approval HR Coordinator

A PAPE has been sent for your approval in HireTouch for the HR Coordinator position. Please click on the link below and follow the instructions provided to view and approve the form.

<http://uat.illinois.hiretouch.com>

Choose the Jobs Tab
Choose Academic Professional Jobs from the Drop Down menu
Click on HR Coordinator
Choose the Blue Forms tab
Click Approval for the PAPE form

To Approve the form click 'Approve'
To View the form click View
To Edit the form, click View first, then at the bottom of the pdf document, click Edit.
Once you have edited the form, click Submit, then proceed to Approve.

Start | Inbox - Microso... | Request for P... | Desktop | 4:36 PM

Academic Applicant Tracking System

- Approvers
 - View Form
 - Edit Form
 - Comments to Form
 - Download Form

Academic Applicant Tracking System

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

HR Coordinator
Pending

Properties Candidates Campaigns Activity Processes Permissions Forms **Job Prospects**

Job Forms | Applicant Forms

View Form

UNIVERSITY CIVIL SERVICE MERIT BOARD

Pape Number:
Position Class Code: RS
Institution or Agency : UNIVERSITY OF ILLINOIS

PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION

Sec. 36e(3) of the Statute provides for exemption from civil service coverage for certain principal administrative employees at each institution and agency as determined by the Merit Board. Only positions whose duties and responsibilities meet one or more of the following Criteria will be approved for exemption.

Criterion A:
(1) Whose primary duty is administrative management of a Campus or Agency division or like unit and who reports

Edit Approvals Comments Download

Academic Applicant Tracking System

The screenshot shows a web browser window titled "HireTouch » Show Job Forms - Windows Internet Explorer". The address bar shows the URL: <http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=1305>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility.

The main content area displays the "Illinois Human Resources" logo and the text "UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN". A user greeting "Welcome, Heidi Johnson" and a "Logout" link are visible in the top right. A navigation menu includes: HOME, APPLICANTS, PROSPECTS, POOL, JOBS, RETRIEVE CS APPLICANTS, TASKS, REPORTS, SETUP, and RESOURCES.

The page title is "OEOA Product Demo" with the subtitle "Academic Professional - Pending". Below this are tabs for Properties, Candidates, Campaigns, Activity, Processes, Permissions, Forms, and Job Prospects. The "Forms" tab is active, showing a "Show Job Forms" section with a table of application forms.

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Edit Forms
Academic Professional Search										
New PAPE or Update existing greater than 3 years				<input checked="" type="checkbox"/>	Wed, 3/4/09 at 2:30 PM	Recertify	View	<input checked="" type="checkbox"/> Approval	View History	Remove
Upload existing approved PAPE within 3 years							Start			Remove
Academic Professional Search							Start			Remove
Summary							Start			Remove

At the bottom of the page, there is a "powered by IMAGETREND" logo and a copyright notice: "© 2009 ImageTrend, Inc. All Rights Reserved". The browser's status bar shows the current page is "empty.cfm...". The Windows taskbar at the bottom displays the Start button, several open applications (Inbox - Microsoft..., HireTouch » S..., Job Search by C..., Microsoft Power...), and the system clock showing 2:31 PM.

Academic Applicant Tracking System

- Approvers
 - Affirmative Action Officer
 - Department/School
 - Equal Employment Opportunity Officer
 - OEQA/Provost
 - OEQA

Academic Applicant Tracking System

HireTouch » Approvers - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/approvers.cfm?jobID=1283&formID=744&CFID=252426&CFTOKEN=e192f8ec73e82c51-8ADF07

File Edit View Favorites Tools Help

Google HireTouch » Approvers

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOB**S RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

Faculty Product Demonstration
Faculty and Other Academic - Pending

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

Job Forms | Applicant Forms

Job questions saved successfully

All approvers must be selected. Other than the PAPE, for positions that require Provost approval, call OEOA.

Title	Name
Affirmative Action Officer	Approver: <input type="text"/>
Department/School	Approver: <input type="text"/>
EEO Officer	Approver: <input type="text"/>
College/Unit	Approver: <input type="text"/>
OEOA/Provost	Approver: <input type="text"/>
OEOA	Approver: <input type="text"/>

Save

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Start | Internet | 100%

Inbox - Micros... | Home Page at ... | HireTouch » ... | Affirmative Acti... | Microsoft Powe...

4:01 PM

Academic Applicant Tracking System

Request for Search Form Approval Faculty Product Demonstration - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: johnso19@illinois.edu Sent: Wed 2/25/2009 4:13 PM
To: Johnson, Heidi
Cc:
Subject: Request for Search Form Approval Faculty Product Demonstration

A Search Form has been sent for your approval in HireTouch for the Faculty Product Demonstration position. Please click on the link below and follow the instructions provided to view and approve the form.

<http://uat.illinois.hiretouch.com>

Sign into HireTouch using your enterprise id and password.

Choose the Jobs Tab
Choose Academic Professional Jobs from the Drop Down menu
Click on Faculty Product Demonstration
Choose the Blue Forms tab

To Edit and Approve the Form:

Choose Approvals on the Search line
Choose View
Choose Edit
Edit the Form and click Save and Continue to Approvals
Choose Approvals
Choose Approve

If you are an AA Officer you will need to select edit forms and complete the AA Officer section near the bottom of the form.

If your College/Unit is using a group inbox, select the inbox approval and change this to your name before approving.

To Make Comments and Approve the Form:

Choose Approvals on the Search line
Choose View
Choose Edit
Choose Comments
Choose Add Comment
Add your Comment and Choose Add Comment
Choose Back to List
Choose Back
Choose Approvals
Choose Approve

Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

To Approve Without Editing or Making Comments to the Form:

Choose Approvals on the Search line
Choose View
Choose Approvals
Choose Approve

To Download Form:

Choose Approvals on the Search line
Choose View
Choose Download

Start | Inbox - Microso... | Request for S... | Microsoft Power... | HireTouch » Sh... | 4:49 PM

Academic Applicant Tracking System

HireTouch » View Form - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/view.cfm?formID=7448&jobID=1283

File Edit View Favorites Tools Help

Google HireTouch » View Form

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

Faculty Product Demonstration
Faculty and Other Academic - Pending

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

Job Forms Applicant Forms

View Form

1 / 3 122% Find

Faculty Search

Search

OEAO Search Number:
OEAO Requisition Number:
(OEAO Office Use Only for Job Group):

Job Information

Organization Code: 1433000
Organization Display Name: OEAO

Edit Approvals Comments Download

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Done

Start | Internet 100% | 4:02 PM

Academic Applicant Tracking System

Faculty Search - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/fb/forms/preview.cfm?formID=744

File Edit View Favorites Tools Help

Google [C] Go [Internet Explorer icons] Bookmarks 27 blocked ABC Check AutoLink AutoFill Send to Settings

Faculty Search

Other campus sources

For AA Officer use only:

- AA Plan Review
- Search Committee Review
- Recruitment Sources Review

Please Upload Documents (Example, Approved Hiring Request Form)

To delete a document that you have uploaded click on the document you would like to delete and select delete. You can only delete documents that you have uploaded in error.

See help (?) for explanation of documents.

NAME/DESCRIPTION	TYPE	FILE	SIZE UPLOADED
Academic Search	Search	AP Pre-Search.pdf	62961
Summary	Summary	Summary Form.pdf	45385
Search	Search	Academic Search.pdf	51424
Search	Search	Academic Search.pdf	51424
Search	Search	Academic Search.pdf	51446
Search	Search	Academic Search.pdf	51485
Search	Search	Academic Search.pdf	51498
Search	Search	Academic Search.pdf	51508
Search	Search	Academic Search.pdf	51517
Search	Search	Academic Search.pdf	51527
Search	Search	Academic Search.pdf	51527
Academic Professional Application	Academic Professional Application	Academic Professional Application.pdf	40278
Angie's Copy of Academic Professional Application	Academic Professional Application	Academic Professional Application.pdf	54514

+ Add

Done

Start [Internet Explorer icons] [Inbox - Micros...] [Job Search by ...] [Faculty Searc...] [Searching for E...] [Searching for E...] [System tray icons] 12:36 PM

Academic Applicant Tracking System

HireTouch » Show Job Forms - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=1305

File Edit View Favorites Tools Help

Google G Go [Icons] Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings

HireTouch » Show Job Forms [Home] [Print] [Page] [Tools]

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

OEOA Product Demo
Academic Professional - Open

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

[Job Forms](#) | Applicant Forms

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Edit Forms
Academic Professional Search				<input checked="" type="checkbox"/>	Wed, 3/4/09 at 2:30 PM	Recertify	View	<input checked="" type="checkbox"/> Approval	View History	Remove
New PAPE or Update existing greater than 3 years				<input checked="" type="checkbox"/>	Wed, 3/4/09 at 2:35 PM	Recertify	View	<input checked="" type="checkbox"/> Approval	View History	Remove
Upload existing approved PAPE within 3 years				<input checked="" type="checkbox"/>	Wed, 3/4/09 at 2:35 PM	Recertify	View	<input checked="" type="checkbox"/> Approval	View History	Remove
Academic Professional Search	A0910017			<input checked="" type="checkbox"/>	Wed, 3/4/09 at 2:35 PM	Recertify	View	<input checked="" type="checkbox"/> Approval	View History	Remove
Summary							Start			Remove

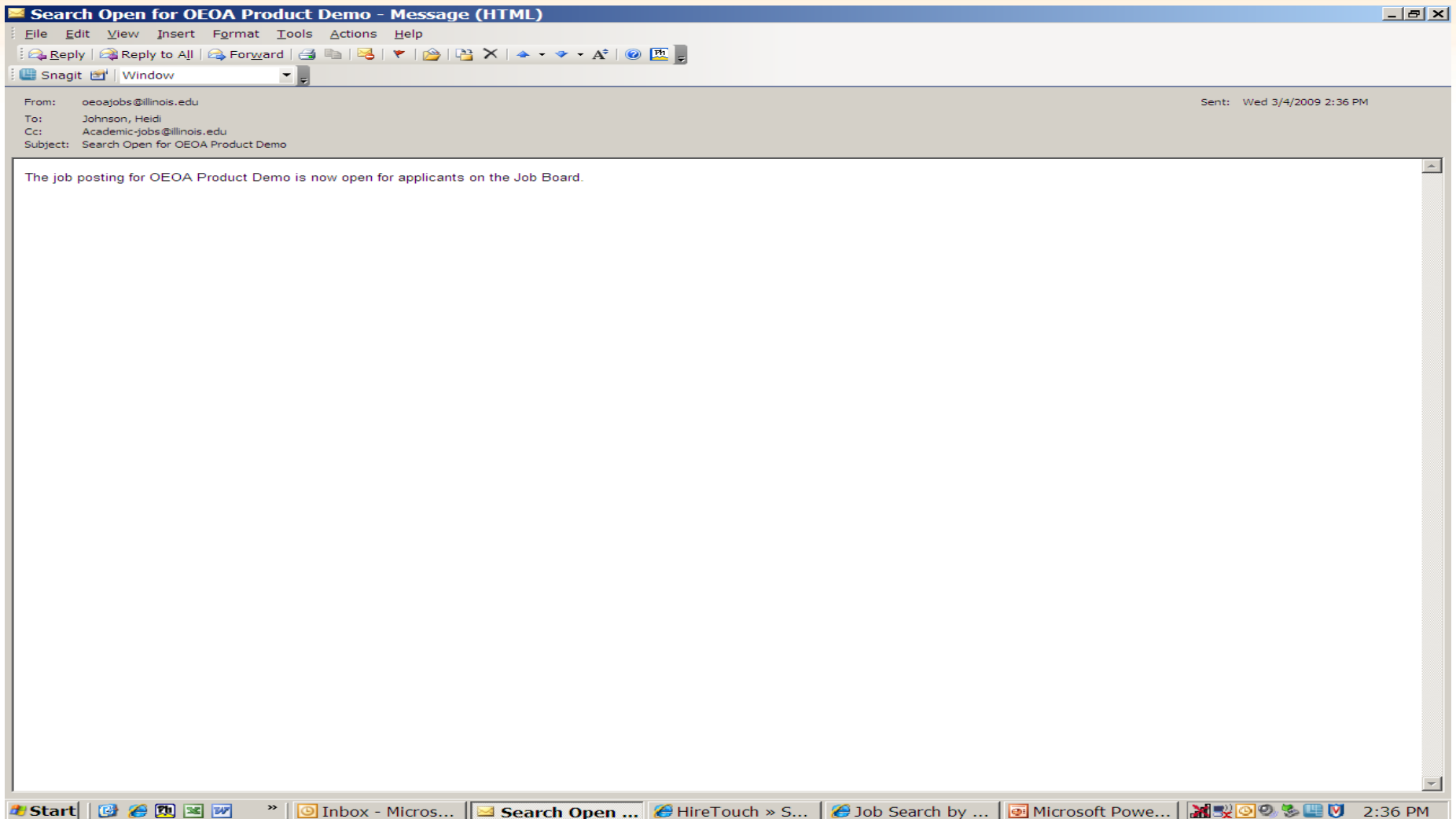
powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Done [Icons] Internet 100%

Start [Icons] Inbox - Microso... HireTouch » S... Job Search by C... Microsoft Power... 2:36 PM

Academic Applicant Tracking System



Academic Applicant Tracking System

HireTouch » Candidate List - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/candidates/list.cfm?jobID=1279

File Edit View Favorites Tools Help

Google Go Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings

HireTouch » Candidate List Page Tools

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

OEOA Product Demo
Academic Professional - Open

Properties Candidates Campaigns Activity Processes Permissions Forms Job Prospects

Job Applicants

Add an Applicant

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

- Date Applied - - User Status -

<input type="checkbox"/> NAME	ACTIONS	ORG CODE	APPLICANT STATUS	DATE APPLIED
<input type="checkbox"/> Johnson, Heidi		1433000	In Process	02/24/2009
<input type="checkbox"/> Smith, Jane		1433000	New	02/27/2009

- Bulk Actions -

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

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Start Internet 100%

Inbox - Microso... HireTouch » C... Job Search by C... Microsoft Power... 2:42 PM

Academic Applicant Tracking System

Illinois Human Resources

Welcome, Heidi Johnson | Logout

RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

Processes Permissions Forms Job Prospects

+ Add an Applicant

ORG CODE	APPLICANT STATUS	DATE APPLIED
33000	New	02/24/2009
1433000	New	02/23/2009
1433000	New	02/18/2009
1433000	In Process	02/18/2009

Records 1-4 of 4 First Previous Next Last Per Page 10

powered by **IMAGETREND** © 2009 ImageTrend, Inc. All Rights Reserved

Academic Applicant Tracking System

HireTouch » Show Job Forms - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=1301&CFID=252426&CFTOKEN=e192f8ec73e82c51-8ADF07E9-3048-2A89-66

File Edit View Favorites Tools Help

Google C Go [Icons] Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings

HireTouch » Show Job Forms

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

AP Search
Academic Professional - Open

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

[Job Forms](#) | [Applicant Forms](#)

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	+ Edit Forms
Academic Professional Search										
New PAPE or Update existing greater than 3 years				✓	Tue, 3/3/09 at 4:45 PM	Recertify	View	Approval	View History	Remove
Upload existing approved PAPE within 3 years				✓	Tue, 3/3/09 at 4:47 PM		View		View History	Remove
Search	A0910015			✓	Tue, 3/3/09 at 4:47 PM	Recertify	View	Approval	View History	Remove
Summary							Start			Remove

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Done

Start [Icons] | Inbox - Microso... | Request for PAP... | Microsoft Power... | HireTouch » S... | 4:48 PM

Academic Applicant Tracking System

HireTouch » Approvers - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/approvers.cfm?jobID=1301&formID=697&CFID=252426&CFTOKEN=e192f8ec73e82c51-8ADF0...

File Edit View Favorites Tools Help

Google

HireTouch » Approvers

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

AP Search
Academic Professional - Open

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

Job Forms Applicant Forms

Job questions saved successfully

All approvers must be selected. Other than the PAPE, for positions that require Provost approval, call OEOA.

Title	Name
Affirmative Action Officer	Approver: <input type="text"/>
Department/School	Approver: <input type="text"/>
EEO Officer	Approver: <input type="text"/>
College/Unit	Approver: <input type="text"/>
OEOA/Provost	Approver: <input type="text"/>
OEOA	Approver: <input type="text"/>

Save

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

Done

Start | Internet | 100%

Inbox - Microso... | Request for PAP... | Microsoft Power... | HireTouch » ... | 4:48 PM

Academic Applicant Tracking System

HireTouch » View Form - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/forms/view.cfm?formID=697&jobID=1305

File Edit View Favorites Tools Help

Google C

Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings

HireTouch » View Form

Home Page Tools

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

OEOA Product Demo
Academic Professional - Open

Properties Candidates Campaigns Activity Processes Permissions **Forms** Job Prospects

Job Forms Applicant Forms

View Form

1 / 2 122% Find

Summary

Urbana Summary Form

No formal (written) job offer should be proposed until this form has been completed and approved.

OEOA File Number: A0910017

Job Group Code (OEOA Office Use Only):

Organization Code: 1433000

Organization Display Name: OEOA

Edit Approvals Comments Download

powered by

Done

Start Internet 100% 2:39 PM

Inbox - Microso... HireTouch » V... Job Search by C... Microsoft Power...

Academic Applicant Tracking System

For EEO Officer use only:

- Qualifications - The proposed appointee meets the minimum qualifications in the position announcement
- Title - The proposed title for the appointee matches the title which was advertised
- Salary - The proposed salary matches position announcement
- Percent time - The proposed percent time of appointment is consistent with the position announcement
- Summary Narrative Approved- The attached summary narrative meets the OEOA requirements (see help (?) above for template)
- Finalists - All finalists were interviewed unless they had withdrawn
- Recruitment source verification
- Review of selection criteria for applicant pool and finalists (included in narrative)
- Interview process reviewed

EEO Review Comments

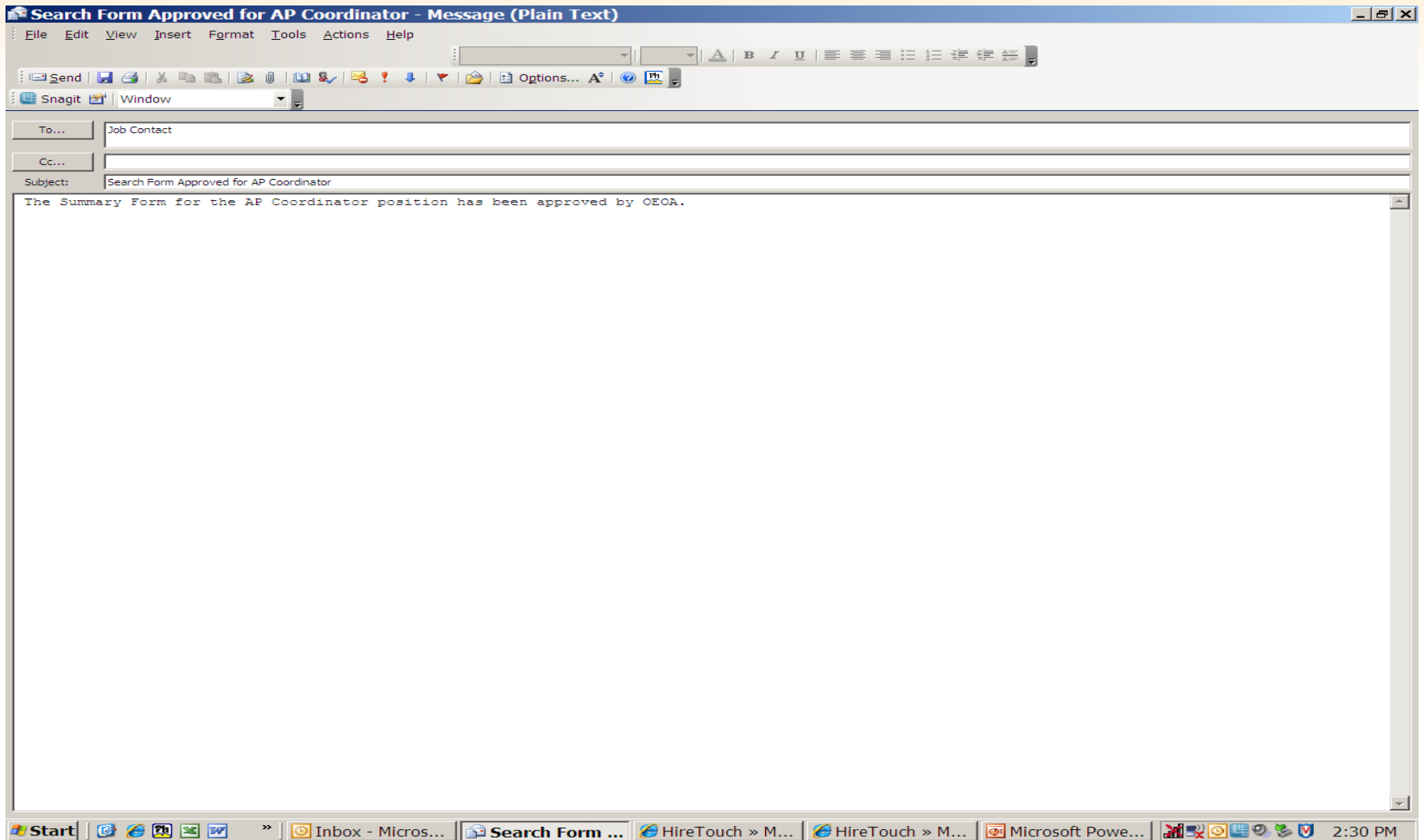
Please Upload Documents (Example, Copies of advertisements, listserv emails, search narrative)

To delete a document that you have uploaded click on the document you would like to delete and select delete. You can only delete documents that you have uploaded in error.

See help for explanation of documents.

NAME/DESCRIPTION	TYPE	FILE	SIZE UPLOADED
PAPE	PAPE	PAPE.pdf	48046
PAPE	PAPE	PAPE.pdf	48447
PAPE	PAPE	PAPE.pdf	48979
PAPE	PAPE	PAPE.pdf	48979
PAPE	PAPE	PAPE.pdf	48974
Search	Search	AP Pre-Search.pdf	66109
Search	Search	AP Pre-Search.pdf	66144
Search	Search	AP Pre-Search.pdf	66155
Search	Search	AP Pre-Search.pdf	66108
Search	Search	AP Pre-Search.pdf	66144
Search	Search	AP Pre-Search.pdf	66155
Search	Search	AP Pre-Search.pdf	64992
Search	Search	AP Pre-Search.pdf	65000
Search	Search	AP Pre-Search.pdf	65009

Academic Applicant Tracking System



Academic Applicant Tracking System

- Search Committee View
 - View a listing of applicants
 - Review applicants uploaded documents
 - Documents would include resume, C.V., cover letter, references and other required documents

Academic Applicant Tracking System

HireTouch » Candidate List - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/jobs/candidates/list.cfm?jobID=1279

File Edit View Favorites Tools Help

Google Settings

HireTouch » Candidate List

Illinois Human Resources
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Heidi Johnson | Logout

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP RESOURCES

OEEOA Product Demo
Academic Professional - Open

Properties **Candidates** Campaigns Activity Processes Permissions Forms Job Prospects

Job Applicants

- Date Applied - - User Status -

NAME	ACTIONS	ORG CODE	APPLICANT STATUS	DATE APPLIED
<input type="checkbox"/> Johnson, Heidi		1433000	In Process	02/24/2009

- Bulk Actions -

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

powered by **IMAGETREND**

© 2009 ImageTrend, Inc. All Rights Reserved

http://uat.illinois.hiretouch.com/app/views/candidates/show.cfm?userID=1364446&jobID=1279

Start 3:23 PM

Academic Applicant Tracking System

HireTouch » Demographics - Windows Internet Explorer

http://uat.illinois.hiretouch.com/app/views/candidates/show.cfm?userID=1364446&jobID=1283

File Edit View Favorites Tools Help

Google HireTouch » Demographics

Heidi Johnson (johnso19@uiuc.edu)
Faculty Product Demonstration - In Process

Demographics | Jobs | Activity | Duplicates | Processes | Exams

Addresses | Aliases | Certifications | Education | Employment | Licenses | References | Contact Information | Military | License History | Skills | Relatives | Locations | Availability

Demographics

Demographics

Name: Heidi Johnson
Address: 333 Dog Drive
Champaign IL, 61938
Home Phone: 333-0885
Email: johnso19@uiuc.edu
Registered: December 5, 2008 at 2:07 PM
Last Updated: February 25, 2009 at 4:15 PM

Education

Employment
None

References

Skills

Correspondence

Documents
Faculty and Other Academic Profile
Wed 2/25/09 at 4:16 PM

Events

Notes

Tasks

Actions

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

Processes

Application: Completed 2/25/09

Job Details

Title: Faculty Product Demonstration
Category: Faculty and Other Academic
Organization: Equal Opportunity and Access
Job Status: Open

Applicant Details [Edit](#)

Applied: Wed 2/25/09 at 4:14 PM
Status: In Process

Other Jobs

- Dancer
- FC Summary Test (In Process)
- Mary Test (In Process)
- Mary the Genius (In Process)
- OEOA Campus Faculty Demo Job (New)
- OEOA Product Demo (In Process)

Academic Applicant Tracking System

- Job Aid Development
 - Workflows
 - Add Applicants
 - Send EEO form to applicants
 - Change Applicant Status
 - Extend Close Date
 - Correspondence

Academic Applicant Tracking System

- Implementation Timeline
 - Initial Users
 - Early March
 - Mandatory Use
 - Early April

Academic Applicant Tracking System

- Resources
 - Office of Equal Opportunity & Access
 - Academic Human Resources

Questions / Concerns?