Hire Touch
Applicant Tracking

SEARCH COMMITTEE TRAINING
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Hire Touch Login Screen
https://usm.hiretouch.com/admin

Enter your user name (firstname.lastname)
Enter your password
Sign In
If you haven’t already, you should bookmark (add to favorites) this page
1. You can update your display preferences
2. All pages have the “logout” tab in the top right hand corner
3. Go to jobs tab
- This screen shows all your positions
- Click on position you wish to review
1. The applicants will be listed here
2. You can review application materials from this page
3. You can view the job announcement under “properties”
4. You can attach notes
5. You can see all notes under “activity”
6. In order to see “other” materials, you will need to click on applicant to go to the applicant information page
1. Review application materials for qualifications
2. Once reviewed, you will need to complete a rating sheet (evaluation)
3. To return to list of applicants, at any time you can click “view applicants by job”
4. You will receive an email when the evaluation/rating has been scheduled
1. Click on rating sheet to open
2. You will be given a time frame in which to complete the ratings
3. Click on Committee Search (which will be your name) to open the rating sheet
1. You will have sliding scale questions
   1. You must move the slider to at least “poor” to have the question calculate a “rating/score”
2. When you have completed your rating you may “save” if you want to be able to make changes, or
3. Submit – no changes will be able to be made to the form once it is “submitted”.

Comments and Specific Examples
1. When you click ‘submit” you will be taken to a screen to digitally sign, verifying you are done with this evaluation (firstname lastname)
2. When you are sure you don’t want to make any changes, click “confirm and complete”
3. You will be taken to a screen thanking you for completing the survey, and you can click “close”
1. When the rating is complete, you will see a “score” (if the score doesn’t show, you can refresh your screen).
2. You can go back to view all applicants to do another rating or you can logout.
Step by Step List of HireTouch Applicant Tracking for Search Committee

- Make sure “pop-up blocker” is turned off or you won’t be able to open rating sheet
- **Go to login screen** - [https://usm.hiretouch.com/admin/](https://usm.hiretouch.com/admin/)
  - Enter your username (firstname.lastname)
  - Enter your password
  - Sign in
- From your ‘dashboard’ (home page), **click on jobs tab**
- **Click on job** you wish to review
- **Click on applicant** you wish to review
- **Review materials** (resume, cover letter, application, other docs, etc.)
- Click on **evaluation tab** screen
- Click on evaluation, click on your name to **open evaluation**
- **Complete evaluation (rating)**, click submit which will calculate a “score”
- To complete another rating go to “**view applicants by job**” and start the process again
- When all ratings are complete - **Logout**