Applicant Tracking
Job Approver Training

By
Linda Boody
Employment Manager
Your login screen: https://usm.hiretouch.com/admin

1. Enter your username and password
This is your “dashboard” that takes you to the jobs needing approval.

1. Click on jobs tab to go to jobs needing approval
2. You can also change what you see on this page by editing “display preferences”
3. You can logout from any page
1. If you have more than one “role” within HireTouch, you will have more “views”. You will need to make sure you are on the “approvals” view.
2. Click on white circle to go to approval screen (black circle means this step has been completed)
This is where you will view the position justification form

1. Click on view to review the Position Justification Form (PJF)
2. Click on comments to review or add comments
Position Justification Form - page 1
Demographics

Job Details (Step 1 of 3)

Position Title: Administrative Clerk
Position Type: Hourly
Position Management Number: 00009785
Home Campus: Portland
Department: Dean - Arts Humanities Social Sci - PADEN
Work Schedule: Monday – Friday 8:00am – 4:30pm
Percent Time: 100%

# of Months if not 12:
Length of Appointment: Fiscal Year (12 Months)
Months Worked: select only if less than 12 months or non-academic year (Hold Ctrl to select multiple months)
Fixed Length Start Date:
Fixed Length End Date:
Reason for Request: Replacement
If this is a replacement please answer the following:
Person being replaced: Johnny Cash
Reason for leaving: Retirement
Date leaving/left: 07/27/2012
How have you covered this vacancy/need: None
Please indicate how much has been spent and the time period over which costs were incurred:
Position Justification Form

Job Search Details (Step 2 of 3)

Position Title: Administrative Clerk
Home Campus: Portland
Department: Dean: Arts Humanities Social Sci - PADEN
Search Committee Chair: Chair, Committee
Hiring Officer:
2nd Search Committee Chair (If needed):
Support Staff:
Search Committee Members:
Search Type:
Based on your priorities, what steps have you taken to evaluate the structure of the department to ensure the workload is covered in the most efficient and effective way possible? (For example, what processes or procedures have you examined and/or identified that can be or have been eliminated, automated or streamlined?)

This is a funded research project position with an established job description and salary funding. See attached Concept Statement.

List the alternatives that have been considered in the decision to replace/fill this position and why they will not work:
(e.g. position re-design or re-distribution of tasks, why this work cannot be done by either existing staff, reduced full-time equivalent, reduced workload, less than 40 hour week, 10 month work year or through technology rather than by replacing or creating this position)

This position is part of a grant funded team project that is under a State of Maine Cooperative Agreement with the CDC.

Describe how filling this position may help meet our institutional goals for diversity.

What other positions or expense will you reduce to fund this position?

This is addressed as part of the search process.

The Department of Applied Medical Sciences intends to hire to replace Santosh Nazare in the Research Associate I, position number 00014204 (attached). Mr. Nazare recently resigned. Filling this position is essential to complete deliverables under the Department’s current Cooperative Agreement (DA-BC-12-M11) (“Chronic Disease & MCH Epidemiology Capacity Building) with the Maine Center for Disease Control and Prevention (Maine CDC) and the newly awarded contract to continue that work in FY13.
Position Justification Form

Compensation and Funding (Step 1 of 3)

Position Title: Administrative Clerk
Home Campus: Portland
Department: Dean - Arts Humanities Sci & Soc - PADEN
Shift Differential (Yes/No): N
Salary Band/Wage Band: A12
Maximum Salary: 20,000
 fringe: 12,350
Monthly Wage: 20,000
FTE Salary (including fringe): 20,000
Total Comp (Maximum Salary + Fringe): 37,350

Provide Chartfield for source of funding, payroll and advertising.
(Note: if soft money, provide grant or similar project number only. Once the position has been finalized, you will need to provide ACTUAL Chartfield to payroll via Employee Data Change Form.)

SOURCE OF FUNDING
(Where is the money coming from?)

<table>
<thead>
<tr>
<th>Source</th>
<th>Position #</th>
<th>GL Dept</th>
<th>Fund Code</th>
<th>Account</th>
<th>Class</th>
<th>Program</th>
<th>Project</th>
<th>Op Unit</th>
<th>Accounting ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>00096785</td>
<td>62000022</td>
<td>00</td>
<td>511000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25,000</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

PAYROLL EARNINGS DISTRIBUTION
(Where the money is going to)

<table>
<thead>
<tr>
<th>Distribution Start Date</th>
<th>End Date</th>
<th>GL Dept</th>
<th>Fund Code</th>
<th>Account</th>
<th>Class</th>
<th>Program</th>
<th>Project</th>
<th>Op Unit</th>
<th>Accounting ID</th>
<th>Distribution %</th>
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</thead>
<tbody>
<tr>
<td>03/01/2012</td>
<td></td>
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<td>00</td>
<td>511000</td>
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<td>100</td>
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ACCOUNTING NUMBER FOR ADVERTISING

<table>
<thead>
<tr>
<th>Advertising</th>
<th>GL Dept</th>
<th>Fund Code</th>
<th>Account</th>
<th>Class</th>
<th>Program</th>
<th>Project</th>
<th>Op Unit</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Please select any required job documents for this position:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Justification Form</td>
<td>new grant</td>
<td>Position.pdf</td>
</tr>
<tr>
<td>Position Justification Form</td>
<td>sample rollback</td>
<td>Position.pdf</td>
</tr>
<tr>
<td>Position Justification Form</td>
<td></td>
<td>Position.pdf</td>
</tr>
<tr>
<td>Requisitions Name (you):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Bundy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Submitted for Approval: 
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator</td>
<td>Requisition Originator</td>
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<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>USM HR</td>
<td>Approved</td>
<td>07/23/2012</td>
</tr>
<tr>
<td>Dean</td>
<td>Job/Offer Approver</td>
<td></td>
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</tr>
</tbody>
</table>
1. If there are attachments with the PJF, you will view them from the “activity” tab.
1. Shows attached documents – would have been identified on the PJF
2. Click forms tab to go back to the approval screen
1. When you are done reviewing the PJF, go to approvals.
1. This is the list of everyone who needs to approve
2. You can approve or reject/reroute at this point.
   1. You can reroute back to any approver prior to you. You must add a comment if you send it back so the receiver will know what needs fixing.
   2. If the form needs to go all the way back to the “originator”, you will REJECT the form. Make sure to add comments
3. Once you approve, the next approver on the list will receive an email stating there is a position to be approved.
4. You are now ready to go approve another position (hit jobs tab) or logout